

Individual Planning Policy

Planning is about helping people to set goals and working out how to achieve their goals.

The law says that if someone is regularly getting services from a disability service, they must have a support plan created within 60 days.

Interchange makes sure all participants have a "support information" document before they start attending Interchange.

If people are going to Balance, or have an ISP they also need a "individual plan" about their goals, which is reviewed every 12 months. If the person goes to any other disability services as well, these services should also be involved helping to review this plan.

1. "Support Information" –

All participants at Interchange have a support information document, which should be updated at least each year.

The support information includes:

- Information about the person
- What support they need
- Emergency Information
- Management plans (if the person has any medical conditions)

2. "Individual Plan" -

For participants who come to Interchange every day – for example at Balance. These plans need to be:

- Focused on the person and their goals
- Controlled by the person
- Find ways to teach new skills/build independence
- Allow the person to have choice

See 'Step by Step planning processes' for more information.