

# Policy

## DECISION MAKING AND CHOICE

### 1. Purpose and Scope

This policy is to ensure consumers of Aurora Support Services have the opportunity to participate as fully as possible in making decisions about their daily lives and the services they need, want and receive. The policy has been framed around the Victorian Department of Health and Human Services Standards (2011) and the National Standards for Disability Services Standards (2013).

This policy applies to all of the Aurora Support Services programs and activities.

### 2. Policy Statement

Aurora Support Services is committed to ensuring all participants of our organisation retain maximum control over their own lives by having primary involvement and influence over, decisions that affect them.

### 3. Procedures

The following procedures are to be implemented to enable Aurora Support Services to meet its policy objective of ensuring participants have primary involvement and influence over, decisions that affect them.

Aurora Support Services will :

- Structure its programs and services to be as flexible and responsive to the individual needs and preferences of current and future participants.
- Advise the participant, family members and / or advocates of the full range of services Aurora Support Services provides.
- Commit our organisation to exploring other service delivery options within the constraints of available resources.
- Involve the participant, family members and / or advocates in the development of a Person Centred Plan for the participant and invite them to state their preferences for services.
- Make every effort, within available resources, to accommodate the participant's service preferences and choices in the Person Centred Plan.
- Seek the formal authorisation of the participant, family members or advocates by having them countersign the agreed Person Centred Plan.
- Jointly review Person Centred Plans annually and make any agreed amendments.
- Involve participants, families and advocates in the Aurora Support Services strategic planning activities, where appropriate i.e. organisational name change.
- All participants and their families or advocates have been provided with a copy of the Decision Making and Choice Policy.

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- All employees are provided with a copy of the Decision Making and Choice Policy and a staff copy of the policy is kept in each service outlet.
- The Aurora Support Services programs and services have been structured in a way as to permit maximum flexibility and responsiveness to individual participant's preferences and choices.
- The Aurora Support Services full range of services has been portrayed in an easy-to-read Participant Information Pack which is provided to all current and prospective consumers.
- A written, current Person Centred Plan has been held for all participants in accordance with the Individual Needs Policy and a copy has been provided to the participant, family members and advocates.
- Written Person Centred Plans have been countersigned by the participant, family members and / or advocates.
- Person Centred Plans have been jointly reviewed annually or more frequently if requested by the participant, family members or advocates.

## 5. Review of Policy

This policy will be reviewed on a two yearly basis. However, if at any time the legislative, policy or funding environment is so altered that the policy is no longer appropriate in its current form, the policy will be reviewed immediately and amended accordingly.

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