



Disability Services Commission

## Fact sheet – Reporting requirements

### Evidence to support individual plans

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The Disability Services Commission has developed this fact sheet for the disability services sector in Western Australia to support information provided in the 'Information sheet for DSOs – Reporting on individual plans'.

Evidence and good business practice are the keys to effective, efficient and accurate reporting.

Reporting is a way for government (State and Commonwealth) to examine how money is being spent, by whom and on what. This gives them a chance to adjust budgets to fit service need and compare service usage across different states and territories. Therefore it is vital that accurate data is provided to the Commission that can be supported by evidence. The accuracy of data is checked by the Office of the Auditor General to verify the Commission's performance indicators or by the Commission's independent quality evaluators.

If an organisation has good policies, procedures and processes in place to support the way they work, then the reporting information will be easy to provide and the evidence will be readily accessible.

### Individual plan reporting

In certain circumstances disability service organisations (DSOs) are required to report on individual plans (please refer to 'Information sheet for DSOs – Reporting on individual plans' for further information). DSOs are required to report the following individual plan information into the annual client and service data collection (ACDC):

- the date planning started
- the date planning finished and was signed by the individual or representative and the organisation
- the date the review of the plan was finished and signed by the individual or representative and the organisation.

Please refer to the 'Information sheet for DSOs – Reporting on individual plans' for full explanation and definitions.

All the dates entered into ACDC are subject to review by the Office of the Auditor General. It is important that your organisation has evidence readily available to support the dates entered.



## Evidence of individual plan dates

The auditor will look for independent evidence to support the dates that have been entered into ACDC.

Suitable evidence for individual plan dates is the **individual's signed plan** and must contain the following elements to meet the Office of the Auditor General's requirements:

- A planning start date is clearly identified on the plan
- Plan goals
- Strategies to achieve the plan goals
- A date with a signature from the individual or the individual's representative and the organisation to indicate that planning was finished and agreed to
- A date with a signature from the individual or the individual's representative and the organisation to indicate that a review took place and has now been completed and agreed to.

Plans can be stored electronically or in a hard-copy format. If stored electronically a signature must be visible on the electronic copy. Further information about the requirements for signatures can be found in the 'Fact sheet – Signing individual plans'.

## Key points to remember

- All dates entered into ACDC must have suitable evidence that is independent of ACDC and readily available to the Office of the Auditor General, should it be requested.
- Suitable evidence for individual plan dates is the **individual's signed plan**.
- Evidence and good business practice is the key to effective, efficient and accurate reporting.

## Related fact sheets

- Information sheet for DSOs – Reporting on individual plans
- Fact sheet – Signing individual plans

These information sheets are available on the Commission's website at [www.disability.wa.gov.au](http://www.disability.wa.gov.au) > Disability Service Providers > Reporting requirements