



Disability Services Commission

Fact sheet – Reporting requirements

Signing individual plans

Signing individual plans

The Disability Services Commission (the Commission) has developed this fact sheet to support information provided in the 'Information sheet for DSOs – Reporting on individual plans'.

Individuals receiving Commission funded services are required to have an individualised plan. As part of the planning and review process the individual and the organisation are required to sign and date the individual's plan as evidence that both parties have been involved in the process, understand what has been documented and agree to the documentation.

DSOs and the individual¹ are required to sign the plan that is your organisation's plan with the individual. Holistic planning with an individual by Local Coordinators requires sign off from the individual and their WA NDIS or Local Coordinator. DSOs are required to sign, along with the individual, the Plan Costing Service Section (PCSS) once the individual's WA NDIS plan or their Local Coordinator plan is approved, but are not required to sign off on the whole plan.

An individual plan should be signed (by the individual¹ and the organisation) at two distinct times in the planning and review process:

- once the planning process has been finished and both parties are in agreement
- once the review has been completed and the level of goal achievement has been documented based on the individual's perception.

Individuals unable to sign their plan

Individuals 18 years and over with reduced decision-making capacity may require an alternate decision maker. In most situations the family of the individual will assume the decision-making role and also sign the individual's plan.

Where no informal supports are available, the appointment of a formal guardian and/or administrator may be considered.

For individuals under 18 years of age, parents, or people with parental responsibility that make decisions for that child would be expected to sign the child's plan.



In some cases, a child may be in the care of the Chief Executive Officer of the Department of Child Protection and Family Support. This means that the CEO (or delegate) has parental responsibility for the child, including decision making and as such would be required to sign the child's plan.

Organisations should make every effort to ensure the individual ¹ is part of the planning and review process and therefore able to sign the individual's plan once planning has finished and the review of the plan has been completed.

Evidence of a signed plan

The following information about individual plans is required to be reported into the annual client and services data collection (ACDC):

- the date planning started
- the date planning finished and was signed by the individual ¹ and the organisation
- the date the review of the plan was finished and signed by the individual ¹ and the organisation.

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.

Detailed information about evidence for reporting on individual plans can be found in the 'Fact sheet – Evidence to support individual plans', however, it is important to note that suitable evidence for individual plan dates is the **individual's signed plan**.

Plans can be stored electronically or in hard-copy format. If stored electronically, signatures must still be visible on the electronic copy.

Key points to remember

- The individual ¹ and the organisation are required to sign and date the individual's plan.
- An individual's plan needs to be signed and dated once the planning process has been completed and/or the review process has been completed.
- Suitable evidence for individual plan dates is the **individual's signed plan**.
- Plans can be stored electronically or in hard-copy format. If stored electronically, signatures must still be visible on the electronic copy.

Related fact sheets

- Fact sheet – Evidence to support individual plans
- Information sheet for DSOs – Reporting on individual plans

These information sheets are available on the Commission's website at www.disability.wa.gov.au > Disability Service Providers > Reporting requirements

Note:

1. Or as outlined in section "Individuals unable to sign their plan".