

Disability Services Commission

Western Australian National Disability Insurance Scheme (WA NDIS) Operational Policy

Prioritisation of Plans

1. Keywords

Plan, prioritisation, plan, review, goals, need, change, risk, safeguards, early intervention.

2. Policy statement

This operational policy outlines the factors for consideration in the prioritisation of plan development and reviews in WA NDIS.

3. Principles

An individual's plan is future focused and accommodates reasonably foreseeable variations in an individual's circumstances.

WA NDIS is responsive to changing needs of individuals, whether as a result of unforeseen variations in an individual's circumstances or foreseeable life transition points. Individual and family needs change and there may be circumstances that are considered urgent and that require an immediate response.

The level of urgency will depend on the unique situation of the individual and family, considering factors such as capacity of informal and community supports, and presence of risk or safeguards in those support networks.

4. Introduction

With the assistance of a Local Coordinator, individuals create flexible plans that explore a range of strategies and options. Plans will be formally reviewed by individuals with Local Coordinators at least every 12 months. However, as plans reflect a person's life, unforeseen circumstances may arise at any time and an existing plan may not meet a person's changed needs.

Where there is a high demand for plans requiring attention, Area Managers will prioritise plan changes and reviews according to a number of factors.

5. Definitions

Prioritisation

The order in which development, review and change of plans will be allocated planning resources. This may result in a delay of the development, review or change of plan for some individuals.

Planning resources

Planning resources might include time resources (i.e. time taken by Local Coordinator to determine needs) and/or funded supports identified in the plan.

6. Implementation

This Operational Policy will be implemented in WA NDIS trial sites.

When a person is made eligible for WA NDIS, planning will commence as soon as possible. Individuals who are receiving disability services from the Commission prior to trial commencement will phase into WA NDIS on an agreed basis and planning for these particular groups of people may be prioritised. Agreed groups and timeframes will be determined through State and Commonwealth negotiations.

There may be occasion when planning requests exceed resources available to plan immediately. Area Managers may be required to prioritise time for planning. Consideration will be given to particular factors when prioritising resources. These factors include:

1. Risk to individuals

Immediate priority will be given where there is a risk of harm to individuals. Risk of harm may be to the person or others, including where care arrangements have broken down, where there is a risk of breakdown, or where there is risk to carers or other individuals in the family home. Local Coordinator time will be allocated to respond to risks and ensure safeguards are in place. Assessment of the level of risk may include interface with mainstream services such as police or child protection services.

2. Other prioritisation considerations

Outlined below are factors to be considered when circumstances require prioritisation. Urgency will depend on the unique circumstances of each individual, their support network and the situation that arises, such as:

- **Unforeseen situational change**

Response to an unforeseen situational change such as returning to the community after hospitalisation, sudden change in workplace or school.

- **Age or early intervention**

Children under the age of six years with a developmental delay and those with early onset of a disabling condition, where there is evidence that a delay in

access to early intervention could reduce the effectiveness of those supports for that individual and / or lead to a deterioration of their impairment/s.

7. Related documentation

People at Risk Policy 2009, Disability Services Commission

NDIS Operational Guideline – Planning and Assessment – Prioritisation of Plans – Urgent Cases

WA NDIS Operational Policy – Plan Development and Plan Changes

8. Evaluation and review date

30 June 2017 or earlier if required.

For further information contact

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