



Disability Services Commission

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

Prioritisation of Plans

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1. Key words

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

A person's individual plan is future focused and accommodates reasonably foreseeable variations in circumstances.

WA NDIS is responsive to changing needs of people with disability, whether as a result of unforeseen variations in a person's circumstances or foreseeable life transition points. Changing individual and family needs may be urgent and require an immediate response.

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

4. Introduction

With the assistance of a Local Coordinator, people with disability create flexible plans that explore a range of strategies and options. Plans will be formally reviewed with their 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 people.

Planning resources

Planning resources include time (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.

When a person is made eligible for WA NDIS, planning will commence as soon as possible. People who are receiving disability services from the Disability Services Commission (the Commission) 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 staff 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

Prioritisation 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 person and / or lead to a deterioration of their impairment/s.

7. Compliance

Compliance with this policy is mandatory.

8. Communication

This document will be published on the Commission's website and intranet, and relevant employees and other stakeholders advised of its existence.

9. Evaluation and review

This policy will be reviewed in 24 months or whenever required by a significant change to relevant policy, people, process, technology and/or information. Evaluation of the policy will take into account operational learning, feedback from stakeholders and relevant data.

10. Related documents

People at Risk Policy

WA NDIS Operational Policies:

- Plan Development and Plan Changes
- Review of Plans
- Safeguarding

