Handout 2 - Individual Plans for the Person With a Disability

An individual plan provides an outline of:

- The needs and goals of a person (What)
- The strategies/ actions or services that will be required to meet these needs or achieve these goals (How)
- The key people, including the person, workers and significant others that will take responsibility for the strategies
- The timeframe for the strategy to be implemented (when)
- A process for review.

The purpose of planning

Planning should be an empowering process for the person with a disability assisting them to:

- Become more independent
- Meet their needs
- Increase their participation in the community

Planning should:

- Reflect the relevant disability legislation (State and Commonwealth) (if you would like to see a list of the legislation look at the CPCC policy manual) and other government policy, and also International conventions on the rights of people with a disability
- Ensure that a process of accountability to clients and other stakeholders is integral to the plan
- Commonwealth/State Disability Agreement (CSDA)
- International conventions on the rights of people with a disability

An effective plan should comply with standards such as the NSW Disability Service Standards. These standards include:

1. Service Access
   Each person seeking a service has access to a service on the basis of relative need and available resources.

2. Individual Need
   Each person with a disability receives a service that is designed to meet, in the least restrictive way, his or her individual needs and personal goals.

3. Decision Making and Choice
   Each person with a disability has the opportunity to participate as fully as possible in making decisions about events and activities of his or her daily life in relation to the services he or she receives.

4. Privacy, Dignity and Confidentiality
   Each person’s right to privacy, dignity and confidentiality in all aspects of his or her life is recognised and respected.

5. Participation and Integration
   Each person with a disability is supported and encouraged to participate and be involved in the life of the community.
6. **Valued Status**  
Each person with a disability has the opportunity to develop and maintain skills and to participate in activities that enable him or her to achieve valued roles in the community.

7. **Complaints and Disputes**  
Each consumer is free to raise and have resolved, any complaint or dispute he or she may have regarding the agency or the service.

8. **Service Management**  
Each agency adopts sound management practices that maximise outcomes for consumers.

9. **Family Relationships**  
Each person with a disability receives a service which recognises the importance of preserving family relationships and is sensitive to their cultural and linguistic environments.

10. **Protection of Human Rights and Freedom from Abuse**  
The agency ensures that legal and human rights of people with a disability are upheld in relation to the prevention of sexual, physical and emotional abuse within the service.

**From:** NSW Carer Resource Centre  
Victorian Government Disability Services Division  
Human Rights and Equal Opportunity Commission  

**Types of plans**

There are a number of different types of individual plans.

1. Personal futures plans
2. Individual services plans
3. Individual education plans
4. Behaviour management plans
5. Case management plans
6. Health care plans.

**Personal futures plans**

This type of plan is used to help the client to achieve their long-term goals. The aim is to enable the person with a disability to consider the ways that the quality of their life can be improved and the ways that they can participate more fully in the life of the community. This type of plan looks to the long-term goals of the individual.
Individual service plans

Individual service plans can be used to ensure that the services received meet identified needs. These may be determined by the person themselves, their advocate, family or workers. The needs are identified and documented through an assessment process.

An individual service plan may incorporate, or lead to, a number of other specific plans such as respite care plans, therapy plans, vocational plans.

This type of plan can also identify the short-term goals that need to be achieved if the longer-term goals described in the personal futures plan are to be viable.

Individual education plans and individual learning plans

These plans address the skills needed by the person to achieve the goals identified in their individual service plan. Individual education plans are more commonly used in school settings. Individual learning plans are more common in workplaces, day programs and group homes.

Behaviour management plans

This type of plan is developed to respond to challenging behaviours that limit the persons ability to learn skills and to participate in the community. Usually they are developed by people who specialise in this area including psychologists and programming staff. A disability worker would have the responsibility of implementing the plan, documenting data and helping to review the plan.

In this type of plan it is important to:
- Identify the challenging behaviour
- Define the behaviour
- Examine the cause of the behaviour
- Observe the behaviour
- Write and implement a plan to manage the behaviour
- Evaluate the program.

Case management plans

A case management plan can provide a flexible and empowering approach to identifying and planning to meet a person's support needs. It is lead by the person themselves who determines who needs to be involved. Often this may only be the case manager.

This model is appropriate where the person has the type of life experience which gives them a clear reference point from which to set realistic goals and determine strategies for the achievement of these goals. People using this model must also be able to communicate their needs.

Health care plans

These plans are developed by health care professionals such as nurses, therapists, dieticians. They are used to ensure that complex medical care needs are managed and reviewed in a timely and coordinated way. Plans can include a broad range of health care procedures that the person requires or may be
specifically focused on a particular aspect of their health care eg epilepsy management plans, swallowing and nutrition plans. The disability worker's role would be to implement the plan and record data and report on any difficulties or problems.