

FACT SHEET 3 – INDIVIDUAL PLAN

What is an individual plan?

You will be allocated a program coordinator whose role it is to organise and coordinate services and resources necessary to develop and implement your individual plan.

The individual plan will identify agreed upon goals to be achieved through the development of skills; the securing of resources; access to and coordination of services; the meeting of social, physical, medical, vocational, recreational and emotional needs. The plan may be recorded on an individual plan form, a Me, My Life, My Story (3M) form or a form designed specifically for the program.

What is the process?

A delegated staff member will:

- negotiate an individual plan as soon as possible and prior to receipt of service (if the service is short term there may only be a statement outlining the service provided)
- review your plan within the specified timeframes stated in the plan; when significant unplanned changes occur; or as requested by you
- formally review individual plans annually
- ensure that strategies to meet goals are developed in the least restrictive manner
- ensure that a strengths-based approach is used when communicating with you and others in the planning process, and ensure your skills and abilities are recognised.
- encourage you to include a range of people in the planning process
- view your life holistically; taking into account as many aspects of your life as possible in the planning process.

What is the content of the individual plan?

The individual plan will:

- identify agreed upon goals to be achieved
- show how priorities are met
- show how unmet needs are addressed
- address needs without discrimination
- describe the skills to be developed
- describe the resources to be used
- show how services are coordinated
- show how your needs are met including health and wellbeing, behavioural support, physical, psychosocial, communication, cultural and decision-making.