

Flow Chart – Participant Support Planning

Participant Support Planning – *Every NDIS participant of GROW must have a support plan developed in consultation with the participant and or their advocate. These support plans are created to meet the needs, strengths and goals of the individual participant, taking into account the least restrictive service provision possible.*

Participant Support Planning

Step 1 – The Operations Manager will complete a **draft Support Plan** with the participant and or their advocate. Once the assessment meeting is complete the Operations Manager will provide the completed **Support Plan** to the participant and or their advocate for their agreement. This document will be signed by all parties with a copy provided to the participant and a copy kept on the participants file.



Step 2 – The Operations The Operation Manager will conduct review of each participant’s **Support Plan** at least every six (6) months. This review will involve the participant and or their advocate. The participant and or their advocate may request a **Support Plan** review at any time.



Step 3 – The **Support Plan** review will involve looking at the participants existing support needs and changes that may involve the supports currently being provided by GROW.

The Operations Manager will seek general feedback about the participants support delivery undertake a review of the current **Support Plan**, any changes to the participants goals, funding and feedback from relevant staff.



Step 5 – The Operations Manager will review each support plan in conjunction with the participants existing **Service Agreement**.

The participant and or their advocate will work with the Operations Manager to outline the participants updated goals, strengths, community links achievements, strengths and what strategies and modifications should be included within the revised **Support Plan**.



Step 6 – The revised **Support Plan** is reviewed, signed and dated by the Operations Manager, the participant and or their advocate. A copy of the plan is provided to the participant and the Operations Manager will place a copy in the participants file.

The updated **Support Plan** supersedes all previous **Support Plans**, but copies of all previous **Support Plans** must always be kept on the participants file.