



Assessment Policy and Procedures

PURPOSE AND SCOPE

Each participant participates in an assessment; appropriate to the complexity of their needs, and with consideration for special needs.

The assessment process will provide relevant, reliable and valid data that assists in identifying a participant's strengths and care needs.

POLICY

Assessments must be undertaken prior to the commencement of the Easy iCare Pty Ltd's service. Staff are required to determine if interpreter is required prior to commencement of assessment to ensure that correct data is gained from the participant. Information gained during the assessment such as areas of independence and identified needs form the basis of discussion with the participant to create the Participant's Support Plan.

PROCEDURE

Assessment Principles

- Assessment tools utilised are validated or considered "best practice".
- The assessor understands and applies the principles of flexibility, validity and relevance to the assessment process.

Independence is promoted during the assessment process. This involves the following principles:

- Abilities and difficulties are assessed,

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Authorised by	Karl Jenkins (Director)	Review Date	26/2/19
Author/Reviewer	Kerry Bolton (Safety & Compliance Manager)		
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- Expectations are set through assessment; support is balanced against abilities and the need for support, and
- Support Plans acknowledge support needs, abilities to foster independence and the Participant's goals.

Undertaking Assessments

Assessment interview time/s are arranged over the phone. Staff are to:

- Invite the Participant's representative/ Advocate to be present; if required or desired.
- Identify any special needs. For example, an interpreter and information in the service user's language is sourced for service users who are culturally and linguistically diverse.
- Contact Manager to arrange an interpreter.

During the assessment process:

- Explain to the Participant:
 - Information on collection and use of information
 - Privacy and confidentiality considerations
 - Advocacy discussed and reviewed
- Assessments are undertaken.
 - These must include but are not limited to Assessments outlined in the Assessment Pack.
- Completed assessments are reviewed by the Manager.

Responsibility for Assessments

Only staff trained in assessments can conduct reviews of Participants. These include a Psychologist or other qualified professional.

Recording Assessment Information

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Assessment is recorded as hours spent with the Participant as well as write-up time. This is recorded in hours directly into the Participant Management System.

Assessments are entered into the system.

RELATED DOCUMENTS

- Easy iCare Pty Ltd Assessments
- Support Plan
- NDIS Quality and safeguard Commission (2018)

REFERENCES

- Work Health and Safety Act 2011
- NDIS Practice Standards and Quality Indicators 2018
- Disability Inclusion Act and Regulations 2014
- Privacy Act (1988)
- Equal Opportunity Act 2010

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