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| Planning17252 |
| Outcome objective: Victorians have the capabilities to participate Output group: Disability servicesOutput: Disability services  |

# 1. Service Objective

Planning aims to maximise the independence of a person with a disability, their family and networks, to self-direct their disability related supports.

# 2. Description of the service

Planning involves working with people who receive an individual support package or futures for young adults to plan for, or review, their supports.

Support plans are required to outline a person’s goals, needs and aspirations, and their choice of a range of informal, community-based and disability specific supports to respond to their needs.

# 3. Client group

The client group this activity is targeted at people with a disability (as defined in the Disability Act) who receive an individual support or futures for young adults package.

# 4. Obligations specific to this activity

In addition to the obligations listed in the Service Agreement, organisations funded to deliver this activity must comply with the following:

## 4a. Registration and Accreditation

* Independent review and accreditation against the department’s Human Services Standards, unless exempted.
* Registration under the Disability Act 2006.

##  4b. Program requirements and other policy guidelines

* [Disability Services planning policy](https://providers.dhhs.vic.gov.au/disability-services-planning-policy-2009-word)

< https://providers.dhhs.vic.gov.au/disability-services-planning-policy-2009-word >

* [Planning for individuals: a resource kit and implementation guide for disability service providers](https://providers.dhhs.vic.gov.au/planning-individuals-resource-kit-and-implementation-guide-disability-service-providers-word) < https://providers.dhhs.vic.gov.au/planning-individuals-resource-kit-and-implementation-guide-disability-service-providers-word >
* [Disability Support Register (DSR) Guidelines](https://services.dhhs.vic.gov.au/disability-support-register-guidelines-word)

<https://services.dhhs.vic.gov.au/disability-support-register-guidelines-word>

* [Senior Practitioner – Authorised Program Officer practice advice](https://dhhs.vic.gov.au/publications/authorised-program-officer-practice-advice) <https://dhhs.vic.gov.au/publications/authorised-program-officer-practice-advice>
* [Senior Practitioner – Independent Person toolkit](https://dhhs.vic.gov.au/publications/senior-practitioner-disability-independent-person-toolkit)

<https://dhhs.vic.gov.au/senior-practitioner-disability-independent-person-toolkit>

* [Senior Practitioner – Behaviour support planning toolkit](https://providers.dhhs.vic.gov.au/behaviour-support-planning-toolkit-section-4-useful-assessment-tools-and-forms-word)

<https://providers.dhhs.vic.gov.au/behaviour-support-planning-toolkit-section-4-useful-assessment-tools-and-forms-word>

# 5. Performance

Funding is subject to achieving the performance targets specified in Schedule 2 of the Service Agreement. Performance is measured as follows:

## Key performance measure 1: Number of new plans prepared or reviews undertaken

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| Aim/objective | The aim of this performance measure is to monitor the number of new plans prepared, and the number of reviews of existing plans. |
| Target | The performance measure target is provided in the Service Agreement. |
| Type of count | Cumulative  |
| Counting rule | Count the number of new plans prepared or existing plans reviewed during the reporting period. |
| Data source(s) collection | Client Relationship Information System (CRIS) and Client Relationship Information System for Service Providers (CRISSP). |
| Definition of terms | A support plan documents a person’s goals and strategies regarding their disability support and how service providers will support them to achieve these objectives.A funding proposal is a component of the support plan and it is developed with the support plan. The funding proposal outlines the cost of supports and services identified in the support plan that require disability services funding. |

# 6. Data collection

The reporting requirements for this service are:

| Data collection name | Data system  | Data set  | Reporting cycle |
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| Client Relationship Information System (CRIS) and Client Relationship Information System for Service Providers (CRISSP) | CRIS/CRISSP  | Regional Individual Support Package System dataset | Quarterly  |

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