
**Disability Support Register (DSR) Registration
Guidelines**

February 2008

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1. Introduction and Background

Support for people with a disability

People with a disability, like other members of the community, rely on their family and friends and access to a range of services from both government and privately funded organisations to meet their daily living requirements and participate as members of the community.

The community service system provides wide-ranging services accessible to all members of the community. Community services include hospitals, general practitioner services, community health services and activities, pre-school, primary, secondary and tertiary schooling, transport, housing, sport, leisure and recreation and services for people who are ageing.

People with a disability, their families and carers may also require access to the disability support system to complement informal supports and community services in meeting needs that are specific to their disability or caring for someone with a disability.

The Department of Human Services (DHS) Disability Services' approach to supporting people with a disability focuses on individually tailored and flexible ways to respond to people's needs, and to support them to achieve their goals and aspirations. This approach aligns with the goals of the *Victorian State Disability Plan 2002-2012* which promote choice, control and decision making by people with a disability, and active community membership.

Access to ongoing disability support

People with a disability may be considered for registration for ongoing disability support where it has been determined they have:

- a disability as defined by the *Disability Act 2006*; and
- a current need for ongoing disability support.

People with a disability from interstate are also eligible to register for Victorian disability services and where they have a need for support, should be considered equitably along with other applicants within the resource allocation process.

A person with a disability has the right to choose which in state or region they wish to reside or receive supports. The region is responsible for considering all applicants who wish to receive support in the region.

The Disability Support Register

The Disability Support Register (DSR) is the system used by the department to record the current need for on-going disability support. It provides a clear and accurate picture of the support that is currently required, so that when resources become available, they can be allocated in a fair, transparent and efficient manner.

The DSR is not a waiting list or a measure of future need for people who might need support at a later stage. Resources are allocated to individuals based on their current needs and circumstances.

It is accepted that all people registered on the DSR have a current need for disability supports, however some people will have needs at an extremely critical point, and these will be listed as having **priority status** for ongoing disability support.

Purpose of this document

The ***DSR Registration Guidelines***:

- guide the practice of disability service providers and other agencies that have a role in supporting people with a disability, families and carers to plan and complete an application for ongoing disability support.
- provide information about the process by which a person's application for ongoing disability support is registered on the DSR.
- align departmental practice with the Client Relationship Information System (CRIS) DSR Business Rules.

Related documents

The ***Disability Services Planning Policy*** applies to all disability service providers in relation to how they undertake planning with people who have a disability in accordance with the definition in the *Disability Act 2006*. Planning must occur prior to submitting a Disability Support Application. The *Disability Services Planning Policy* is available on the Disability Services website at:

http://www.dhs.vic.gov.au/disability/publications-library/planning_policy

The ***DSR Resource Coordination and Allocation Guidelines*** guide how access to ongoing support is co-ordinated and resources are allocated. These guidelines are available from the Disability Services website at:

http://www.dhs.vic.gov.au/disability/publications-library/access_to_ongoing_disability_support

The ***DSR Business Rules*** applies to departmental staff to support the practice associated with entering and maintaining records on the DSR in the Client Relationship Information System (CRIS).

2. Exploring the need for ongoing disability support

Disability Client Services (DCS) and Community Service Organisations (CSOs) receive a range of enquiries from people about the need for and availability of disability supports.

Where it is evident that the a person with a disability is in a situation that needs a more immediate response, it is essential that action be taken to either address this directly, or link the person with a support provider that is able to do so.

Before a person can formally request ongoing disability support, an exploration and planning process that is consistent with the planning principles in the Disability Act and *Disability Services Planning Policy 2006* should occur.

Planning should:

- be individualised
- be directed by the person with a disability
- where relevant, consider and respect the role of family and other persons who are significant in the life of the person with a disability
- where possible, strengthen and build capacity within families to support children with a disability
- consider the availability to the person with a disability of informal support and other support services generally available to any person in the community
- support communities to respond to the individual goals and needs of persons with a disability
- be underpinned by the right of the person with a disability to exercise control over their own life
- advance the inclusion and participation in the community of the person with a disability with the aim of achieving their individual aspirations
- maximize the choice and independence of the person with a disability
- facilitate tailored and flexible responses to the individual goals and needs of the person with a disability
- provide the context for the provision of disability services to the person with a disability and where appropriate coordinate the delivery of disability services where there are more than one disability service providers.

The department considers applications for ongoing disability supports when these are to address a current need and when assistance is required beyond what may be available within the wider community and from family and friends.

The department is also accountable to the community for the efficient and effective use of public funds and aims to invest in supports that provide maximum benefit to people with a disability.

The following sets of principles should be considered when planning and exploring support options that may be available.

Individualised Funding (IF) Principles

Disability Services funding will be considered to contribute towards the cost of **disability-related** supports based on the following principles.

Principle 1: Wherever possible mainstream or generic services are to be accessed to support people with disabilities to live independently in the community. Where a particular generic service is not available then disability-funded supports may be considered. Considerations include:

- Disability funded supports should not replace or duplicate other state, commonwealth and local services and supports already available in the community.
- Applications for support should be considered in the context of other potential funding sources.
- Individuals seeking skills development and community participation should in the first instance be encouraged and supported to access generic community supports such as their local community centre, neighbourhood house, YMCA etc.

Principle 2: Disability funded supports should only be considered as a contribution to the individual's plan, and not the sole source of support. That is:

- Unless there are exceptional circumstances, it is not intended that Disability Services funding will cover costs that any other community member would reasonably be expected to pay, such as. travel costs, internet access, utility bills, memberships, recreation expenses etc.
- Applications for support should focus on enhancing people's links within their local community in such a way that their individual needs are met.

Principle 3: Disability funded supports support individuals with disabilities within their own cultural identity as defined by themselves and their families.

Principle 4: Applications for support demonstrate the use of resources to meet an individual's needs in the most cost effective and innovative way.

Disability Services Supported Accommodation - Service Principles

The following principles should be considered when discussing accommodation options with an individual. Disability Services supported accommodation:

- is an accommodation solution for people who require rostered support

- is targeted to people with a disability with the highest support needs
- efficiently uses resources to achieve a sustainable resource base now and into the future
- operates within the context of achieving compatibility among residents
- considers individual's goals and aspirations and is targeted as much as possible to meet these
- should not be automatically considered as a permanent support option (a home for life)
- is only provided as long as the available support is able to meet a person's needs
- should only be considered for children with a disability where family placement options have been explored and found to be unavailable.

3. Completing the Disability Support Application

Once planning has occurred, a Disability Support Application (see Appendix 1) can be completed by or with the person. This information assists regional Disability Services staff to make a decision about whether the application will be registered on the DSR.

A Disability Support Application can be obtained from the regional Intake and Response Team or via the Department of Human Services internet website at:

http://www.dhs.vic.gov.au/disability/publications-library/access_to_ongoing_disability_support

The following information needs to be captured in the Disability Support Application:

1. Applicant details

2. Contact person details

Provide the name of the person to be contacted in relation the application. This could be the applicant, their representative or a case manager.

3. Person completing the application

Provide details of the person who is completing the application.

4. Circumstances and support needs

4.1 Detail the person's present situation and why support has been requested. Depending on the person's situation, the following information may be important to include.

- A brief description about who the person is. Include age, role(s), interests and strengths.
- The person's hopes and goals.
- An overview of the person's disability and their support needs including mobility.
- The person's current living arrangements. Is the current arrangement stable?
- The impact of the person's disability on their current living arrangements.
- Details of the person's family support or carer arrangements. Include age of carer.
- A description of any health or social issues or behaviours of concern that impact on the person or carers need for disability support.
- The expected outcome if the person were to receive the support being requested.
- How the requested support would assist the person to achieve their goals and improve their quality of life.

4.2 Describe the planning process undertaken before a decision was made to submit an application for ongoing disability support. Include all other support options that have been explored. Provide the name of the service, support requested and the outcome or progress to date. Depending on the person's situation, the following information may be important to include:

- Who was involved in the planning?
- What was the process?
- Was a plan developed?
- Does the plan reflect the person's goals and the things that are important to them?
- What choices did the person make?
- How were decisions about support options made?

4.3 Describe the services, supports or resources that the person is already receiving or has applied for. Include details of any disability-specific services or supports and general community resources.

4.4 Provide details about the person's informal networks and the support they provide.

4.5 Where short-term supports are identified, state what the effect will be when the support ceases. Include strategies or supports that have been arranged for the interim.

5. Type of support

Identify the type of disability support that best captures the person's needs (only one type of support can be selected). This may be an individual support, a group support or a combination.

Descriptors of the DSR types of support are provided in the following table.

Type of Support	Description
Individual Supports	
Support to move from Disability Services accommodation	The person requires disability-funded support to move from Shared Supported Accommodation (SSA) to live in a more flexible non-disability housing option.
Support to move to non-disability housing	The person requires disability-funded support to move from their current arrangement (non-SSA) to an alternative non-disability housing option.
Support to continue to live in non-disability housing	The person requires disability-funded support to enable them to continue to live in their current living arrangement.
Support to achieve personal goals (non-housing)	The person requires disability-funded support to enable them to achieve their non-housing related goals, for example, learning new skills, participating in activities or pursuing interests.

Family support options	The family of a young child/person with a disability requires a range of supports to increase family resilience, which may include a child requiring family based care.
Part-time activities with flexible support	The person requires part-time flexible support (alternative to traditional day program).
Full-time activities with flexible support	The person requires a full-time flexible support (alternative to traditional day program).
Group Supports	
Part-time group activities	The person requires a part-time placement in a group activity.
Full-time group activities	The person requires a full-time placement in a group activity.
Disability Services supported accommodation	The person requires support in staffed accommodation. Additional flexible or group activities are not required.
Disability Services supported accommodation and part-time group activities	The person requires support in staffed accommodation and a part-time placement in a group activity.
Disability Services supported accommodation and full-time group activities	The person requires support in staffed accommodation and a full-time placement in a group activity.
Group and Individual Supports	
Disability Services supported accommodation with flexible support	The person requires support in staffed accommodation and support to participate in activities and pursue their interests (alternative to traditional day program).
Disability Services supported accommodation or interim individual support	The person requires support in staffed accommodation or an individual support package prior to securing placement.

6. Information for Individual Support

Where a person's needs can be best met through individualised support, information about specific supports and the intensity of this support is required.

It is critical that this information provides sufficient detail to enable regional staff to determine a notional funding level that will be registered on the DSR and available to the person when resources become available.

For example, a person may be requesting 'Support to continue to live in non-disability housing' and require support to maintain their independence.

Goal	Supports required	Frequency and Duration
<i>Example: To maintain my current independent living arrangements</i>	<i>Assistance with meal preparation</i>	<i>Two x two hour sessions per week x 52 weeks</i>

7. Regional preference for Group Support

The person must state the region from which support is being requested **or** list by preference up to three regions where a vacancy in a group support would be accepted. The person must provide further information where they request support from a region other than that in which they currently live.

8. Additional information for Group Support

If the person is requesting Disability Services supported accommodation or a group activity, an *Individual Profile for Group Support* (see Appendix 2) must be completed and attached to the Disability Support Application before it is submitted for registration.

The profile contains information necessary to match the most suitable applicant to a vacancy in one of these services and must be sufficiently comprehensive to identify compatibility and support factors that will affect a successful outcome.

The profile should identify manual handling, fire risk and occupational assault issues and support requirements to ensure an accurate understanding of the support needs of the person. More detailed assessment of these issues may occur as part of the transition planning process for the selected applicant.¹

An Individual Profile for Group Support can be obtained from the regional Intake and Response Team or via the DHS Internet website at:

http://www.dhs.vic.gov.au/disability/publications-library/access_to_ongoing_disability_support

9. Compensation

State whether the person has received, is likely to receive or is eligible to receive compensation in relation to their disability. The *Compensable Clients Guidelines December 2000* is available on the DHS Internet website at:

http://www.dhs.vic.gov.au/disability/publications-library/compensable_clients_guidelines

10. Consent

Once completed, the person with a disability or their representative **must** give their consent for the application to be considered for registration. It is then forwarded to the relevant DHS regional office. The contact details for regional Intake and Response Teams are listed on the back of the Disability Support Application.

¹ For Disability Accommodation Services, procedures set out in the *Disability Services Occupational Assault Risk Assessment and Management Tool* October 2003 and the *Client Movement Transfer Process* March 2004 apply.

4. Registration

Disability Services in the relevant region is responsible for confirming the nature of a person's application and making a decision to register the person on the DSR.

The regional DSR Coordinator is required to confirm information and determine resource requirements before the application can be considered for verification.

Applicants should be advised of the outcome of their application to register for support within four (4) weeks of the application being received.

Receiving an application

When an application for ongoing support is received at a regional office, the application must be **immediately** recorded in the DSR (in CRIS) with a status of **Draft**. Draft status applies regardless of whether the application requires further information or is assessed as being an inappropriate application.

Confirming the nature of an application

The Disability Support Application is checked to confirm its validity and ensure information is complete. The person who has made the application, or the contact person, may be contacted for additional information or to confirm their details, in particular, to confirm:

- the person has a current need for ongoing disability support
- the application is the outcome of a planning process
- other supports have been explored prior to making the application
- requested supports align with the individualised funding, and where appropriate, the supported accommodation principles (see Section 2)

Where requested supports do not align with the funding principles, an adjustment to the application may be required. This should be a collaborative process between the person or their representative and the regional office. Any adjustments must be agreed to by the person or their representative before the information in the application can be confirmed. If the person or their representative does not agree to any changes, the information in the original application is maintained.

Determining a DSR funding level

Once the supports that the person is requesting have been confirmed, the DSR Coordinator will determine the funding level at which a DSR application will be registered.

The DSR level at which an application is registered should equate to the cost of the required resources, as identified through the individualised planning process and by confirming the supports that have been requested.

Individual supports

DSR applications for individual supports should contain sufficient detail on the type, frequency and level of supports which require funding. For supports which are traditionally purchased by Disability Services, the standard unit price should be used.

The *Disability Services Policy and Funding Plan* provides pricing information where the service to be purchased is covered by Disability Services unit prices. It is available on-line at:

http://www.dhs.vic.gov.au/disability/publications-library/policy_and_funding_plan_200609

For supports which do not have a Disability Services unit price, the standard or market price for these services should be used.

Group Supports

Group supports are those which have traditionally been block funded by Disability Services and in most circumstances, have a set price or cost for the service that will equate to a DSR funding level.

Once the information contained in the application is complete and a funding level has been determined, the application must be recorded in the DSR (in CRIS) with a status of **Pending Verification**.

Verifying an application

Following the confirmation of information, the Disability Support Application can be considered for verification.

Regional representatives who have expertise in individualised planning, a sound knowledge of the disability and community service systems, and the authority to approve funding will make the decision to verify or reject the application. This includes ensuring that any individual supports that the applicant may have requested align with the individualised funding principles (see Section 2).

Once an application is endorsed, the status of the application in the DSR is changed to **Verified**.

Once an application is verified, the need for further verification of funded supports following resource allocation will not be required unless the person's support needs have changed significantly.

For further information about the allocation of resources, refer to the *DSR Resource Coordination and Allocation Guidelines*.

Rejecting an application

Where an application is not endorsed, the reason should be recorded and the application status changed from Pending Verification on the DSR to **Application Rejected**. An application may be rejected for the following reasons:

- the person does not have a current need for ongoing disability support
- the application is not an outcome of a planning process
- requested supports do not align with the individualised funding, and where appropriate, the supported accommodation principles (see Section 2)

An application for individual support can not be declined solely based on the amount of funding required to support the person.

Recommendation for priority status for ongoing disability support

Once an application has been verified, a decision will be made to assign an application priority status, based on the information provided in the Disability Support Application.

It is important to note that in some circumstances, resources may be not only targeted to those with priority status.

Applications will have priority status if the individual's circumstances meet one of the following:

- The person is a child in facility-based care.
- The person's current living situation puts them at serious risk of harm.
- The person's current living situation puts them at serious risk of harming others.
- The support will maintain the person in their home (or family with a child or young person) where the only and immediate alternative is a facility based setting; for example, in the situation of the serious illness or death of primary carer.
- The person is in a custodial placement or residential treatment facility following the completion of their order.
- The person wishes to move out of disability supported accommodation or a residential institution.
- The person has a degenerative condition and is experiencing rapid deterioration.
- The person is a younger person living in, or at risk of entering, Residential Aged Care
- DCS Manager's discretion (this is used to include extreme situations or circumstances).

(The department may review and change priority status for ongoing disability support as required.)

Appendix 3 provides practice guidance to assist in determining priority status.

Application for support in more than one region

Where a person has nominated more than one region to be considered for a **group** support, it is the responsibility of the DSR coordinator receiving the application to notify coordinators in other regions of the person's application.

A recommendation to verify the application, in particular, decision making about the person's priority status must be a collaborative decision involving representatives from those regions.

Advising the applicant

The applicant will receive a letter from the regional office advising them of the outcome of their application to register for support. Applicants should receive this advice within four (4) weeks of the application being received at the regional office.

Appeals and Complaints

The department acknowledges the right of people with a disability, carers and the community to appeal or complain about a process or decision and to have an advocate involved. Furthermore, the department actively encourages feedback.

Appeals and complaints about a decision to register an application on the DSR should be raised in the first instance with the DCS Manager in the relevant region. Complaints should be addressed within 30 days of receipt of the grievance.

5. Information Maintenance & Review

The DSR is the central record used by the department to obtain high-level information regarding people who have registered a current need for ongoing disability support and by regions to allocate resources.

As such, information held on the DSR will be checked at least every **12 months** to keep it up to date and ensure it accurately reflects the applicant's circumstances.

Review of an application

Information can be reviewed when:

- A person who is registered for support on the DSR, or their representative, contacts the regional Intake and Response Team when their support needs or individual circumstances have changed.
- A case manager or referring agency contacts the regional Intake and Response Team when the person's support needs or individual circumstances have changed.
- A person already in receipt of ongoing support, and who has a registered application for additional support, has a review of their support plan which can be used to inform their application. (Under the Disability Act, all people in receipt of ongoing disability support must have a support plan.)

Where none of the above circumstances have occurred within a 12 month period, the DSR coordinator should contact the nominated contact person listed on the application to check whether information is still current.

Some people might experience a significant change in their circumstances that may lead to a more intensive review process. In such situations, the individual may choose to engage a disability support provider or DCS to assist them to review their situation.

Outcomes of a review

Application no longer reflects need

A **new** Disability Support Application must be completed when the person's circumstances have changed considerably and no longer reflects their need. This is necessary when the person requires a significant change to the type of support that they require. A new application is required when the change reflects one of the following scenarios:

- a group support to or from an individual support
- a full-time/part-time group activity to or from Disability Services supported accommodation

In these circumstances, the person's former application will be closed and a new application must be submitted to the regional office for verification (see section 4 - Registration).

Some change in need

A **Disability Support Application – Review** (see Appendix 4) should be completed to capture change in need when:

- The type of support the person requires has changed (other than changes to support types that require a new application)
- The level of support the person needs has changed (individual supports only).
- The person's circumstances may lead to a change in priority status.
- The person has received a part allocation of their application and still requires the remaining support. For example, where a person has requested Disability Services supported accommodation and full-time activities, and has been allocated one or the other.

Where a review reflects some change in need, the application review must be re-verified. However during this time, the person's application will still be considered along with others as resources become available.

No change in need

Where an applicant's circumstances and support needs have not changed, a **Disability Support Application - Review** should be completed and the next review date entered in CRIS.

Re-verifying an application

All application reviews that reflect a change in need are required to be re-verified. The extent of the applicant's changed circumstances will guide the process for re-verification.

6. Recording unmet need for people already receiving individual support

Some people already in receipt of individual support may experience a change in their circumstances which may lead to the need for additional funding. Examples of such circumstances could be the loss of a carer or physical deterioration due to the nature of the person's disability.

Where the outcome of a review of the person's circumstances clearly identifies the need for additional support which can not be met through other means, a Disability Support Application should be completed and forwarded to the DSR coordinator for registration through the usual processes (see Section 4, Registration).

Once the application is registered on the DSR, the person's support needs will be considered along with others as resources become available.

7. Resource coordination and allocation

It is recognised that there is a higher demand for ongoing disability supports than available resources, and an effective and transparent system for targeting those resources is required.

When a type of support becomes available, the DSR can generate a list of applicants who have been registered for the same type and level of support. The list may contain applicants with and without priority status. Where the number of suitable applicants exceeds the number of resources, the list is forwarded to a regional Priority for Access Panel, which has broad representation, for consideration.

Applications that are not recommended at this time will remain on the DSR for consideration when the type and level of support becomes available again.

The *DSR Resource Coordination and Allocation Guidelines* guide how access to ongoing support is co-ordinated and resources are allocated.

Appendix 1 – Disability Support Application

(This is included for reference only. A MS Word version with prompts is available from the Disability Services website at:

http://www.dhs.vic.gov.au/disability/publications-library/access_to_ongoing_disability_support

Disability Support Application	
Date application sent	
Section 1 - Person Requiring Support (applicant)	
First Name	Surname
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth
Primary Disability	Other Disability
Address	
Suburb	Postcode
LGA	
Daytime phone	Mobile phone
Email	
Section 2 - Contact Person Details (if other than the applicant)	
First Name	Surname
Relationship to person requiring support	
Organisation (if applicable)	
Address	
Suburb	Postcode
Daytime phone	Mobile phone
Email	
Section 3 - Person Completing This Form (if other than the applicant or contact person)	
First Name	Surname
Relationship to person requiring support	
Organisation (if applicable)	
Address	
Suburb	Postcode
Daytime phone	Mobile phone
Email	

Section 4 - Circumstances and Support Needs

1. Tell us about your current situation and the reason for making this application. Include information about your living situation and any extenuating circumstances that increase the need for the support you are requesting.

2. Describe the process you have undertaken in deciding to make this application for ongoing disability support. Include all other support options that have been explored. Provide the name of the service, support requested and the outcome or progress to date.

3. Describe in the table below what services or supports you are currently receiving.

Agency	Service /support provided	Type of Funding and Amount <i>(how was this decided?)</i>	Duration <i>(length of involvement, short-term/long term)</i>

Other comments:

4. Describe your informal networks (such as family, friends, volunteers), their relationship to you, the support provided, frequency of the support and if it is available on a long or short-term basis.

5. If any of the supports or services you are receiving are short term, what will be the likely effect when this support ceases?

Section 5 - What type of support do you currently require? Please select only ONE option. (Refer to the DSR Registration Guidelines for more details.)

Individual supports (please complete section 6)

- Support to move from Disability Services accommodation
- Support to move to non-disability housing
- Support to continue to live in non-disability housing
- Support to achieve personal goals - non-housing
- Family support options
- Part-time activities with flexible support
- Full-time activities with flexible support

Group Supports (please complete section 7 and 8)

- Part-time group activities
- Full-time group activities
- Disability Services supported accommodation
- Disability Services supported accommodation and part-time group activities
- Disability Services supported accommodation and full-time group activities

Individual and Group Supports (please complete section 6, 7 and 8)

- Disability Services supported accommodation with flexible support
- Disability Services supported accommodation or interim individual support

Section 6 - Please provide the following details if you require individualised support. Required supports must align with the Disability Services individualised funding principles (refer to the DSR Registration Guidelines).

Goal	Supports required	Frequency and Duration
<i>Example: To maintain my current independent living arrangements</i>	<i>Assistance with meal preparation</i>	<i>Two x two hour sessions per week x 52 weeks</i>

Section 7 - Regional Preference for Group Support

List one region in which you are seeking a group support **or** you may list by preference up to 3 regions where you would accept a vacancy for a group support.

1.

2.

3.

If applicable, give your reason for requesting support in a region other than where you currently live.

Section 8 - Additional information for Group Support

An *Individual Profile for Group Support* must be completed and submitted with this application if group support is required. Has a profile been completed and submitted with this application?

YES

NO

N/A

Section 9 - Compensation

Have you received, are likely to receive or eligible to receive compensation related to your disability? *Please tick*

YES

NO

Section 10 – Consent to register and share information

The information in this application will be provided to DHS regional staff for the purpose of registering an application on the Disability Support Register, and may be shared with the members of the Priority for Access Panel for resource allocation purposes.

The person requiring support or their representative must provide written or verbal consent to submit this Disability Support Application. A representative could be a carer, family member, advocate or an appointed guardian. In this instance, a paid worker, such as a case manager or support worker can not represent the person.

If the person with a disability has not been advised, or is unable to provide consent, please provide a reason why they are unable to do so, or have not been advised.

Written Consent
<i>I have been informed and consent to the use of information in this application for the purposes of registering an application for ongoing support on the Disability Support Register and resource allocation.</i>
Signed:
Date:
Name:
If signed by a representative, please state your relationship to the applicant:

OR

Verbal Consent
Verbal consent should only be used where it is not practicable to obtain written consent.
I have discussed the purpose and disclosure of this information with the applicant or their representative and I am satisfied that informed consent has been provided.
Name of person giving consent:
Date given:
Name of worker:
Position:
Signed:

Appendix 2 – Individual Profile for Group Support

(This is included for reference only. A MS Word version of this is available from the Disability Services website at:

http://www.dhs.vic.gov.au/disability/publications-library/access_to_ongoing_disability_support

DISABILITY SERVICES INDIVIDUAL PROFILE for GROUP SUPPORT

This document provides an overview of a person and their situation to assist in the allocation of appropriate supports.

Particular attention should be given to ensuring that information provided is clear, accurate, and up to date.

Identifying information should be restricted to allow confidentiality to be maintained.

Personal Details

ID Number

(To be completed by DHS staff)

Gender

Male

Female

Year of Birth

LGA or Suburb

Disability Type

Person completing profile

Organisation

Daytime phone

Mobile phone

Date completed

**Application for DS
Accommodation**

Complete Section 1 & 2

Application for Group Activity

Complete Section 1 & 3

**Application for DS
Accommodation and Group
Activity**

Complete Sections 1, 2 & 3

SECTION 1

1. Overview of person

- Describe the person, their strengths and goals.
- Include current circumstances and living situation.

2. Personality/Compatibility

- Briefly outline the person's personality, for example, sociable, fun, strong-willed, risk-taker, excitable etc.
- Does the person have any preferences for gender, age and /or personality type of the people they would like to live with?
- Does the person possess any personality traits that may cause disruption to other residents, for example, loud vocalisations, invading the personal space of others etc?
- How would the person be likely to respond if other residents demonstrated disruptive behaviours?
- Include the person's preferred area/town if able to be ascertained as well as their willingness to consider other areas.

3. Sensory Impairment / Physical Disability

- Does the person have any physical or sensory impairments? Please provide a brief outline including the impact of the impairment.
- If there are any restrictions to the person's mobility, please comment including staff support needs and or any specialist equipment needs.

4. Daily Living Skills

Please indicate the level of support required by the person to undertake the following tasks.

Nil: Independent in task

Minimal: Verbal prompting required

Some: Verbal prompting with some level of physical assistance required

Substantial: Unable to undertake task without a substantial level of assistance.

Total: Full assistance needed to undertake task.

	Nil	Minimal	Some	Substantial	Total
Grooming					
Dressing					
Showering/Bathing					
Toileting					
Eating					

Domestic tasks					
Cooking					
Budgeting					
Health Tasks					
Community Access					
Communication					

Please provide any additional comments that may be relevant.

5. Health

- *Are there any ongoing health, mental health or medical issues apparent? If so please provide a brief explanation.*
- *Provide information regarding the level of care required in addition to any information regarding medical appointments that are regularly attended and the staffing implications.*

6. Behavioural Aspects

- *Comment on any significant behaviours that may be demonstrated by the person including any known triggers, the frequency and severity of the behaviour.*
- *Have any behaviour support strategies been introduced currently or previously? What has been the success of strategies?*

7. Communication

- *How does the person interact with others, including staff and peers?*
- *Comment on the person's receptive communication skills and any communication aids that may be utilised by the person.*

8. Existing Daytime Activities

- *Does the person currently attend a day activity? Full or part time?*
- *How does the person currently travel to and from their day activity?*
- *How would the person respond if required to change their current day activity?*

9. Overview of Formal and Informal Supports

- *Comment on the person's involvement with support services, i.e., health networks, social groups, recreational activities.*
- *Comment on the preferred proximity of the person to their family or significant others in their life.*

SECTION 2 (Disability Services Accommodation Only)	
10. Preferred LGA or Suburb	
<p>1.</p> <p>2.</p> <p>3.</p>	
11. Overnight Assistance	
<ul style="list-style-type: none"> What assistance does the person require during the night? 	
12. Occupational Health and Safety Risk Assessments	
Does the person present an occupational assault hazard?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the person have manual handling needs	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the person's behaviour pose a fire risk?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If the answer to any of these questions is 'Yes', further screening assessment(s) will need to be undertaken prior to the person being offered funding.</i>	
13. Equity Housing	
Is the person interested in an equity housing arrangement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
14. Other information that would assist with vacancy selection	

SECTION 3 (Group Activity Only)					
15. Details of Group Activity application					
<p>What type of group activity is the person requesting? <input type="checkbox"/> Part-time <input type="checkbox"/> Full-time</p> <p>If a Part-time activity is being requested, specify days and times in the table below</p>					
	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
PM					
<ul style="list-style-type: none"> Name of preferred service, if known, and reason for this choice. 					
16. Other information that would assist with vacancy selection					

Appendix 3 – Priority status for ongoing disability support practice guidance

Practice Guidance	
The person is a child in facility-based care.	Residential Care Unit – non family based Transitioning from Shared Care Child is living in respite/carer role renounced
The person's current living situation puts them at serious risk of harm.	Immediate intervention from emergency services frequently required (medical, police, CAT)* Long-term cumulative emotional harm (for example, threats to kill). High physical support needs inadequately met (for example, evidence of malnutrition, serious health issues because of poor hygiene) Aggression or physical harm – consider seriousness, intensity and frequency Damage to property– consider seriousness, intensity and frequency (for example, fire lighting)
The person's current living situation puts them at serious risk of harming others.	The person has unmet, intensive behaviour support needs Long-term cumulative emotional harm. Aggression or physical harm – consider seriousness, intensity and frequency. Damage to property– consider seriousness, intensity and frequency (for example, lighting fires). High physical support needs which result in carers with multiple and complex injuries from continued caring.
The support will maintain the person in their home (or family with a child or young person) where the only and immediate alternative is a facility based setting; for example, in the situation of the serious illness or death of primary carer.	Person is living in respite/carer role renounced Family at critical risk of breakdown The person has unmet, intensive behaviour support needs Young person in or at risk of entering a residential aged care facility Person at risk of placement at a rehabilitation, medical or treatment facility
The person is in a custodial placement or residential treatment facility following the completion of their order.	State-wide Forensic Service - Long-term Residential Program (PRS) Prison Youth Justice Custodial Thomas Embling Hospital
The person wishes to move out of disability supported accommodation or a residential institution.	Government or non-government Community Residential Units Colanda Sandhurst
The person has a degenerative condition and is experiencing rapid deterioration.	Rapid deterioration is supported by medical evidence
The person is a younger person living in, or at risk of entering, Residential Aged Care	The person is under 50 years of age and: <ul style="list-style-type: none"> • residing in a residential aged care facility or • at risk of entering a residential aged care facility determined by using the MFMC - Criteria for 'at risk of entry to residential aged care' protocol.
DCS Manager discretion.	Used to include extreme situations or circumstances

* Factors such as family resilience may impact on whether emergency services are actually called, however this should not impact on whether or not the situation places people at serious risk of harm and should therefore be considered for priority status.

Appendix 4 – Disability Support Application - Review

(This is included for reference only. A MS Word version with prompts is available from the Disability Services website at:

http://www.dhs.vic.gov.au/disability/publications-library/access_to_ongoing_disability_support

Disability Support Application - REVIEW	
Date Application Review Sent	
Section 1 - Person Requiring Support (applicant)	
First Name	Surname
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	Date of Birth
Primary Disability	Other Disability
Address	
Suburb	Postcode
LGA	
Daytime phone	Mobile phone
Email	
Section 2 - Contact Person Details (if other than the applicant)	
First Name	Surname
Relationship to person requiring support	
Organisation (if applicable)	
Address	
Suburb	Postcode
Daytime phone	Mobile phone
Email	
Section 3 - Person Completing This Form (if other than the applicant or contact person)	
First Name	Surname
Relationship to person requiring support	
Organisation (if applicable)	
Address	
Suburb	Postcode
Daytime phone	Mobile phone
Email	

Section 4 - Circumstances and Support Needs

1. Tell us about your current situation and any changes in your circumstances since registering your application or the last review. Include information about your living situation and any extenuating circumstances that increase the need for the support you are requesting.

2. If your needs have changed since registering your application or the last review, please describe the process you have undertaken to explore and consider other supports to meet your needs. Outline all other support options that have been explored. Provide the name of the service, support requested and the outcome or progress to date.

3. Describe in the table below what services or supports you are currently receiving.

Agency	Service /support provided	Type of Funding and Amount <i>(how was this decided?)</i>	Duration <i>(length of involvement, short-term/long term)</i>

Other comments:

4. Describe your informal networks (ie. family, friends, volunteers), their relationship to you, the support provided, frequency of the support and if it is available on a long or short-term basis.

5. If any of the supports or services you are receiving are short term, what will be the likely effect when this support ceases?

Section 5 - What type of support do you currently require? Please select only ONE option. (Refer to the DSR Registration Guidelines for more details.)

Individual supports (please complete section 6)

- Support to move from Disability Services accommodation
- Support to move to non-disability housing
- Support to continue to live in non-disability housing
- Support to achieve personal goals - non-housing
- Family support options
- Part-time activities with flexible support
- Full-time activities with flexible support

Group Supports (please complete section 7 and 8)

- Part-time group activities
- Full-time group activities
- Disability Services supported accommodation
- Disability Services supported accommodation and part-time group activities
- Disability Services supported accommodation and full-time group activities

Individual and Group Supports (please complete section 6, 7 and 8)

- Disability Services supported accommodation with flexible support
- Disability Services supported accommodation or interim individual support

Section 6 - Please provide the following details if you require individualised support. Required supports must align with the Disability Services individualised funding principles (refer to the DSR Registration Guidelines).

Goal	Supports required	Frequency and Duration
<i>Example: To maintain my current independent living arrangements</i>	<i>Assistance with meal preparation</i>	<i>Two x two hour sessions per week x 52 weeks</i>

Section 7 - Regional Preference for Group Support

List one region in which you are seeking a group support **or** you may list by preference up to 3 regions where you would accept a vacancy for a group support.

1.

2.

3.

If applicable, give your reason for requesting support in a region other than where you currently live.

Section 8 - Additional information for Group Support

An *Individual Profile for Group Support* must be completed and submitted with this application if group support is required. Has a profile been completed and submitted with this application?

YES

NO

N/A

Section 9 - Compensation

Have you received, are likely to receive or eligible to receive compensation related to your disability? *Please tick*

YES

NO

Section 10 – Consent to register and share information

The information in this application will be provided to DHS regional staff for the purpose of registering an application on the Disability Support Register, and may be shared with the members of the Priority for Access Panel for resource allocation purposes.

The person requiring support or their representative must provide written or verbal consent to submit this Disability Support Application. A representative could be a carer, family member, advocate or an appointed guardian. In this instance, a paid worker, such as a case manager or support worker can not represent the person.

If the person with a disability has not been advised, or is unable to provide consent, please provide a reason why they are unable to do so, or have not been advised.

Written Consent
<i>I have been informed and consent to the use of information in this application for the purposes of registering an application for ongoing support on the Disability Support Register and resource allocation.</i>
Signed:
Date:
Name:
If signed by a representative, please state your relationship to the applicant:

OR

Verbal Consent
Verbal consent should only be used where it is not practicable to obtain written consent.
I have discussed the purpose and disclosure of this information with the applicant or their representative and I am satisfied that informed consent has been provided.
Name of person giving consent:
Date given:
Name of worker:
Position:
Signed: