



**Deciding
With
Support**



Facilitator's Process Checklist

Decision maker:

Completed by facilitator:


Name:

Date:



This Process Checklist can be used as a guide to identify worksheets and fact sheets in your Practice Toolkit when facilitating supported decision-making during behaviour support. It focusses on the key steps when working with a person who requires support to make positive behaviour support decisions.

It will help to ensure the person (the decision-maker) is encouraged and enabled to make their own decisions throughout their behaviour support, wherever possible.

 **Tip:** Supported decision-making is easier to facilitate if the process is broken down into decision-making steps with each task. The steps and can be tailored to match the positive behaviour support decision, and the person and their supporters. You can then determine their readiness to make decisions and guide them through a process depending on their level of confidence and experience.

Key point to remember: ✓ **Being supported to make decisions builds the person's decision-making capacity and confidence**



For a quick reminder about preparing for supported decision-making refer to the **key points** (when facilitating the right to support for decision-making) and the **strategies** in the [I am a person with disability](#) and [I am a supporter](#) web pages. All tool templates and worksheets can be found in your Practice Toolkit.



✓ Step 1: Identify and document the person's communication methods/ preferences

☆ Find out about the person's support needs when decision-making (e.g., communication methods/preferences, support network and personal/decision-making history)

Relevant resources:

- Communication Profile** workbook
- Feelings Conversation Cards (Refer to User's Guide Conversation Cards)**
- Decision-making Preference and Record sheet** template to record the support arranged or to be provided
- OTHER _____

Key point to remember: ✓ **Assess/consider the person's decision-making needs and ability to make each behaviour support decision**

✓ Step 2: Identify potential supporters

☆ Help the person to choose decision supporters for behaviour support decision-making.

Relevant resources:

- Circle of Support** worksheet
- Decision-making Preference and Record sheet**

💡 **Tip:** Using the Decisions Conversation Cards and Coaching Conversation Cards can help the person to speak up.



✓ Step 3: Ensure supporters have the skills to provide effective decision-making support

☆ Make sure supporters have adequate training in supported decision-making and know how to access information and support when needed.

Relevant resources:

- Practice Toolkit**
- I am a supporter resources** web page
- Additional Reading and Training** web page

Key point to remember: ✓ **The behaviour support practitioner will have specialist knowledge and resources to assist decision-supporters (formal and informal)**

✓ Step 4: Provide the person with support/resources necessary for them to make, communicate, and participate in behaviour support decisions

☆ Help the person make decisions by providing accessible information and resources.

☆ Collaborative practice between the behaviour support practitioner and the service provider optimises supported decision-making processes and systems.

Relevant resources:

- Decision-making Preference and Record sheet**
- Easy Read **How can Behavioural Support help me**
- I am a service provider topic resources** web page or
- I am a practitioner topic resources** web page

Key point to remember: ✓ **Systems and processes should incorporate the person's right to support when making behaviour support decisions**

