



Deciding With Support



Facilitator's Process Log

Decision maker:

Completed by facilitator:


Name:

Date:

This worksheet helps guide and document the processes used to facilitate a person's decision-making. Remember, supported decision-making processes need to be tailored to each person (i.e., be responsive to their unique needs throughout the behaviour support process).



✓ Step 1: Identify and document the decision-maker's communication methods/preferences

 **Tip:** Consider the decision-maker's ability and support required for each behaviour support decision-making opportunity.


Find out what we know about the person's:

- Communication methods and preferences (e.g., do they have complex communication needs? Do they prefer Easy Read only resources?)
- What communication supports will help to support the person's involvement in decision making? (e.g., communication aides, translation and interpreting services, specific IT resources and access, private meeting rooms)
- Current support networks (including informal and formal decision supporters)
- Decision-making history (e.g., who supports their decisions? Do they make decisions independently or need support? Always? Or some of the time?)
- Decision-making barriers (e.g., in accessing preferred supporters; others' concerns regarding capacity to be involved in decision making)



✓ Step 2: Identify potential decision supporters

Remember, the person may already have an existing decision support network or may need help to choose and link with different supporters. The facilitator's role is to build a capable support team and processes to support effective decision-making.

 **Tip:** Always check first whether the person is able to choose their own supporters without help. Not all decisions will need support.

Find out

- What was used to help the person choose decision supporters (e.g., worksheets such as a [Circle of support worksheet](#) used to decide '[Who should be in my behaviour support team?](#)')

- The decision supporters identified:



✓ Step 3: Ensure decision supports have required knowledge and skills

Remember, facilitators play a key role in building skills of decision supporters. Firstly, focus on actively guiding their learning, and in the long term this will be replaced by more situational coaching and intermittent problem-solving (i.e., as the supporter becomes more competent and confident in their support role).

Find out what supporters need to know to provide supported decision-making in the context of behaviour support:

- Identified skill gaps/education needs of decision supporters (e.g., supported decision-making principles, person-centred practice, active support, positive behaviour support)

- Strategies/processes to develop skilled decision supporters (e.g., consider specific training in supported decision making or behaviour support; active guidance; coaching for support workers providing decision support)

Key point to remember: ✓ It's important to be clear about what will happen, when, and who is responsible



✓ Step 4: Identify necessary information and resources to support the person's communication and participation

Find out what information does the person need to make informed decisions:

- About behaviour support (e.g., fact sheets, introductory videos/information)

- About supported decision-making (e.g., tools/worksheet templates and guidelines)

✓ Step 5: Problem solve barriers

What specific steps have been identified to overcome/address barriers identified:

