



Individual Needs Management Policy

Purpose and Scope

- This policy aims to ensure all participants' individual needs are identified, planned for, and met efficiently during AWSS's programs and activities.
- Applicable to all staff, volunteers, and contractors engaged with AWSS's services.

Policy Statement

- AWSS commits to providing tailored support that respects and responds effectively to participants' unique needs, promoting their well-being, inclusion, and participation in all offered programs.

Definitions

- Individual Needs: Unique requirements and preferences of participants, including but not limited to physical, psychological, and social needs.

Assessment Process

- Conduct comprehensive assessments of participants' needs prior to service engagement.
- Utilize a mix of interviews, observation, consultation with guardians and healthcare providers, and recognized assessment tools.

Planning and Implementation

- Develop Individualized Support Plans (ISPs) reflecting assessment findings.
- ISPs include specific goals, support strategies, and resource allocation.
- Facilitators and coordinators collaboratively implement ISPs with participants and guardians' input.

Review and Adjustment

- Conduct regular ISP reviews, adjusting to changes in participants' needs and feedback from participants, guardians, and AWSS staff.

Staff Training and Responsibilities

- Staff receive training on individual needs assessment and management, emphasizing a person-centered approach and confidentiality.

Client Involvement and Consent

- Engage participants and guardians actively in planning, decision-making, and review processes.



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Confidentiality and Data Management

- Uphold strict confidentiality of participants' information in compliance with relevant privacy laws and AWSS's privacy policy.

Feedback Mechanism

- Establish accessible channels for participants, guardians, and staff to provide feedback on individual needs management.

REVISIONS

FEB 1st 2023 - ORIGINAL DRAFTED

NEXT REVISION DUE: 01/02/2024