

Personal Information

Full Name:		Date Co	mpleted:	
Date of Birth:		Photo:		
Gender:				
CIRTS ID:				
NDIS Participant ID:				
Address:				
State:	Postcode:			
Phone:				
Email Address:				
Relevant Health Conditions / Diagnosis				

Would you like to share anything about your cultural identity or ethnicity?	 □ Yes → Answer the questions below □ No → Continue to next section 			
What is your cultural identity or ethnicity?				
Do you identify as Aboriginal or Torres Strait Islander?	🗆 Yes 🛛 No			
What is your preferred language (if not English)?		Interpreter Required?	□ Yes	□ No
Do you have a Cultural Support Plan?	 □ Yes → Continu □ No → Answer 		า	
What important beliefs do you have? What traditions, customs or celebrations would you like to participate in? How can we best support you to do this?				

Key Contacts / Important Contact Information

First Key Contact Consent to speak with LWB on	Full Name		
the person's behalf?	Relationship		
	Address		
Emergency Contact?	Phone Number		
	Email		
Second Key Contact	Full Name		
Consent to speak with LWB on the person's behalf?	Relationship		
□ Yes □ No	Address		
Emergency Contact?	Phone Number		
	Email		
Do you have an Authorised	Functions		
Decision Maker who can make decisions on your behalf?	Full Name		
□ Yes – please provide their details	Position/Service		
	Phone Number		
	Email		
Select which applies:	My appointed guardian	☐ My person responsible	□ Other
Do you have an Authorised	Full Name		
Financial Decision Maker (AFDM) who manages your	Position/Service		
finances?	Phone Number		
details	Email		

Do you have a Behaviour Support Practitioner ?	Full name	
□ Yes – please provide their	Organisation	
details	Phone Number	
	Email	
Do you have an NDIA or LAC Planner?	Full name	
□ Yes – please provide their	Organisation	
details	Phone Number	
	Email	
Do you have a Plan Nominee ?	Full name	
□ Yes – please provide their	Organisation	
details	Phone Number	
	Email	
Do you have a Plan	Full name	
Manager?	Agency	
details	Phone Number	
	Email	
Do you have a Self- Managing Nominee, helping	Full Name	
you self-manage your plan?	Phone Number	
details	Email	
Do you have a Support	Full name	
Coordinator?	Organisation	
details	Phone Number	
	Email	



Support Network	Name	Relationship	Phone number
Include names and contact details of other			
within the person's support network (if			
needed)			

Medical and Allied Health Professionals

Add extra rows as required, by clicking in the bottom row and selecting the + on the right hand side.

Contact Type	Name	Email	Phone
General Practitioner			
Address:			
Dentist			
Address:			
Address:			
Address:			

Regular Day Location

Contact details of regular day location e.g., Work, Lifestyle Supports Centre, School								
□ N/A	Descriptio	on	□ Work	□ School		Lifestyle Support	Centre	□ Other
Name of Location:						Phone:		
Address:								

Support Requirements

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WITHOUT BARRIERS

High Intensity Daily Personal Activities (HIDPA)				
	Complex Bowel Care		Severe Dysphagia	
	Complex Wound Care		Spinal Injury – Autonomic Dy	sreflexia
	Enteral Feeding		Subcutaneous Injections	
	Emergency Seizure Medication Administration		Tracheostomy Support	
	Non-Invasive Ventilator Support		Urinary Catheter Support	

Positive Behaviour Support			□ N/A	
Support Plan? □ Yes →	Name of plan:			
If the Behaviour Support Plan contains a Restricted Practice, Restricted Practice Authorisation (RPA) must be gained. Refer to the <u>NDIS LWB 5801 Implementing Behaviour Support - Procedure</u>				

Alerts		□ N/A
Allergy Alert	Yes – Refer to the person's Allergy Action Plan developed by an AQHP	□ N/A
Dysphagia Alert	☐ Yes – Refer to the <u>NDIS LWB 5517 My Meals My Way -</u> <u>Procedure</u> and the person's Mealtime Management Plan developed by an AQHP.	□ N/A
Do Not Resuscitate Plan	□ Yes – Refer to the <u>NDIS LWB 5574 Palliative Care Plan</u>	□ N/A
Polypharmacy	Yes – Refer to the <u>NDIS LWB 5402 Medication</u> <u>Administration - Practice Guide</u>	□ N/A

Areas of Support

Indicate the areas for which the person requires support from LWB. If they have a plan in place for the support requirement, provide the name of the plan. If they require support but do not have a support plan, provide details of their preferences for how LWB staff can assist them and ensure an appropriate support plan is developed. Where the person does not require support with the activity, select the N/A option in the blue bar. All support plans must be saved in CIRTS.

NDIS LWB 5001 Client Profile

Personal Care	(e.g., Dressing/Undressing, Toileting, Showering, Hygiene, Grooming)?	□ N/A			
Support Plan	□ Yes → <u>Name of Plan:</u>				
	□ No → <u>Support Requirements:</u>				
Eating and Drin	nking	□ N/A			
Support Plan	□ Yes → <u>Name of Plan:</u>				
	□ No → <u>Support Requirements:</u>				
Transfers, Repositioning and Mobility (TRAM)					
Support Plan	□ Yes → <u>Name of Plan:</u>				
	□ No → <u>Support Requirements:</u>				
Health Care (e.g., diabetes, Epilepsy, Asthma)		□ N/A			
Support Plan	□ Yes → <u>Name of Plan:</u>				
	□ No → <u>Support Requirements:</u>				
Palliative Care		□ N/A			
Support Plan	□ Yes → <u>Name of Plan:</u>				
	□ No → <u>Support Requirements:</u>				
Mental Health		□ N/A			
Support Plan	□ Yes → <u>Name of Plan:</u>				
□ No → <u>Support Requirements:</u>					
Support Requir	rement				
Support Plan	□ Yes → <u>Name of Plan:</u>				
	□ No → <u>Support Requirements:</u>				

Communication

Communication					□ N/A	
Support Plan?	□ Yes	➔ Name of Plan:				
	🗆 No -	Answer the quest	ions below			
Do you use any communication tools	🗆 No -	\Box No \rightarrow Continue to Communication Dictionary				
or systems e.g. signing, communication books, cards, devices, apps, communication dictionary, communication profile etc.?	□ Yes	→ <u>Tools used:</u>				
Communication Dictionary – if a Communication Dictionary does not already exist, and if relevant, complete details below to assist staff to understand your expressive communication. Add extra rows by clicking in the bottom row and selecting the + on the right hand side)				□ N/A		
When I		It means		And you should		

Transport

Transport		□ N/A
Does the person require LWB to provide transport e.g. to appointments, to go shopping, to access the community?	 □ No → Continue to the next section □ Yes → Answer the following questions 	
Does the person have any positive behaviour support needs related to transport?	 No → Continue to the next question Yes If YES - does the person have a Positive Behaviour Sup No → A Positive Behaviour Support Plan that includes state safe transport must be developed and provided to LWB. Yes If YES - does the Positive Behaviour Support Plan inclue strategies for safe transport? No → The Positive Behaviour Support Plan must be revie updated to include strategies for safe transport and provided Yes → Name of plan: 	rategies for de ewed and
Does the person have any mobility support needs related to transport?	 No → Continue to the next question Yes If YES - does the person have a Transferring, Reposition Mobility (TRAM) Plan? No → A TRAM Plan that includes strategies for safe transbe developed and provided to LWB. Yes If YES - does the TRAM Plan include strategies for safe transport? No → The TRAM Plan must be reviewed and updated to strategies for safe transport and provided to LWB. Yes → Name of plan: 	sport must
Does the person have any other transport specific support needs e.g., the person gets car- sick unless they are seated next to a window?	 □ No → Continue to the next section □ Yes → Support Requirements: 	

Medication Administration

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WITHOUT BARRIERS

Medication Administration	n 🗆 N/A	
Does the person need support with medication administration?	 Yes → <u>Name of plan:</u> OR <u>Support Requirements if the person does not currently have a</u> <u>Medication Support Plan</u>: No → The person self-manages their medication administration and agrees that LWB will provide general emergency response only, if required. 	
Is the person currently taking an S8 medications? □ Yes → Refer to the NDIS LWB 5402 Medication Admi Practice Guide for information around safe storage of me remind the person, if they self-manage their medication, o obligation to meet LWB requirements.		
Is the person currently taking five (5) or more medications?	 Yes → Refer to the <u>NDIS LWB 5402 Medication Administration –</u> <u>Practice Guide</u> for information about the risks associated with polypharmacy and remind the person, if they self-manage their medication, to ensure they have their medications regularly reviewed by the GP and/or other prescribers. No 	
Does the person have a Positive Behaviour Support Plan that includes medication that has been prescribed as a Chemical Restraint?	 □ Yes → Refer to the <u>NDIS LWB 5801 Implementing Positive</u> <u>Behaviour Support - Procedure</u> □ No 	

Person Living Alone

This section is to be completed if the person lives alone and is requesting Assistance with Daily Personal Activities under registration group 0107 and one LWB staff member provides 75% or more of the support.

Person Living Alone	□ N/A
Is the person receiving supports or services from any other NDIS provider?	 □ No □ Yes → <u>Name of provider/s:</u>
Does the person have regular face-to-face contact with relatives, friends, or other people?	 □ No □ Yes → <u>Name of person:</u> <u>Frequency of contact:</u>
Does the person have limited or no physical mobility unless assisted by another person?	 □ No □ Yes If YES – does the person use equipment to enable physical mobility? □ No □ Yes → Type of equipment:
Does the person have limited or no ability to communicate with others?	 □ No □ Yes If YES – does the person use equipment to enable communication with others? □ No □ Yes → <u>Type of equipment:</u>
Support Documentation	NDIS LWB 5905 Person Living Alone – Support Plan NDIS LWB 5906 Person Living Alone – Monitoring and Review Plan NDIS LWB 5907 Person Living Alone – Staff Supervision Plan

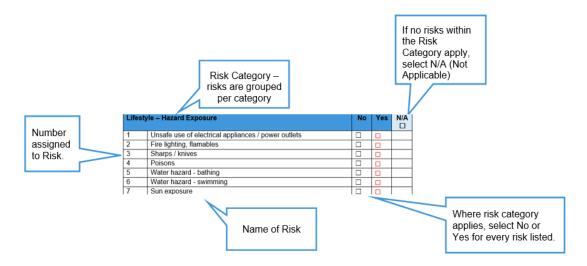
Identifying and Managing Risk

Identifying and managing risk is completed in two stages:

- 1. Identifying risks relevant to the person we support by completing the Risk Checklist.
- 2. Developing Risk Management Plans for each risk identified.

Stage 1 – Completing the Risk Checklist

Work through the Risk Checklist and identify all of the risks that apply to the person **due to the person's disability or diagnosis** <u>and</u> in the context of the supports we provide.



- Where no risks within the category apply to the person, select the N/A option listed in the blue bar and move to the next category.
- Where any risk within the category is relevant, work through each risk in the category and select either No or Yes. A selection must be recorded for each risk.
- Where a particular risk area or risk associated with a Support Plan is not listed, add details in the 'Other' section of the category.

Stage 2 – Development of the Risk Management Plans

Each identified risk requires the completion of a Risk Management Plan (page 15), a Self-Managed Risk acknowledgement (page 16), or enacting of the Independence and Informed Choice option (page 16).

To create additional Risk Management Plans, or to add lines to the Self-Managed Risk acknowledgement or the Independence and Informed Choice option, click anywhere in the form/table, then click on the + button on the bottom right corner.

emergency response if required	
emergency response in required	+

Risk Checklist

Lifes	tyle – Hazard Exposure	N/A 🗆	No	Yes
1	Unsafe use of electrical appliances / power outlets			
2	Fire lighting, flammables			
3	Sharps / knives			
4	Poisons			
5	Water Hazard – bathing			
6	Water Hazard – swimming			
7	Sun exposure			
8	Other:			
Lifes	tyle – Environmental and Social	N/A 🗆	No	Yes
9	Traffic, roads			
10	Travel, unit vehicle			
11	Travel, public transport			
12	Unknown people			
13	Wandering			
14	Cultural, linguistic, religious			
15	Social isolation			
16	Limited / no informal supports			
17	Homelessness			
18	Leaving care			
19	Other:			
Lifes	tyle – Harm to Self or Others	N/A □	No	Yes
20	Suicide risk			
21	Self-harm / self-injury			
22	Assault – physical			
23	Assault - verbal			
24	Intimidation – physical or verbal			
25	Use of projectiles or weapons			
26	Property damage			
27	Harassment / stalking			
28	Harm to animals			
29	Exploiting others			
30	Other:			
Lifes	tyle – Relationships and Sexuality	N/A 🗆	No	Yes
31	At risk of exploitation			
32	Unsafe sex			
33	Limited self-protective behaviours / skills			



34	Non-consensual touching		
35	Domestic violence		
36	Discussing inappropriate sexual subjects		
37	Obscene gestures		
38	Removing clothing in public		
39	Other:		
Lifest	tyle – Unsafe Lifestyle Choices N/A 🗆	No	Yes
40	Drugs / medication misuse		
41	Alcohol misuse		
42	Criminal / illegal behaviours		
43	Hoarding		
44	Self-neglect		
45	Antisocial peers		
46	Other:		
Healt	h and Wellbeing – Abuse or Neglect N/A 🗆	No	Yes
47	Abuse – observed, suspected, reported		
48	Evidence of neglect		
49	Community Services involvement		
50	Aggression from others		
51	Exploitation from others		
52	Being targeted by others		
53	Other:		
Healt	h and Wellbeing – Medical Conditions N/A 🗆	No	Yes
54	Fractures, cuts		
55	Bruising, abrasions		
56	Burns		
57	Asthma		
58	Epilepsy		
59	Seizures		
60	Respiratory conditions		
61	Allergies		
62	Skin conditions		
63	Endocrine conditions		
64	Diabetes		
65	Sleep disorders		
66	Constipation		
67	Incontinence		
68	Mental Illness		
69	Dementia		

70	Obesity		
71	Other:		
Healt	h and Wellbeing – Medical Intervention N/A	No	Yes
72	Declines regular medication		
73	Declines appointments		
74	Declines examinations		
75	Declines to follow medical advice		
76	Other:		
Healt	h and Wellbeing – Accidental Movement N/A	No	Yes
77	Startle reflex		
78	Panic behaviour		
79	Grabbing, holding, leaning		
80	Sudden body movements		
81	Falling, tripping		
82	Bumping, running		
83	Other:		
Healt	h and Wellbeing – Infections Diseases N/A	No	Yes
84	Chronic		
85	Recurrent		
Perso	onal Finance – Unsafe Actions N/A 🗆	Νο	Yes
86	Limited concept of money		
87	Vulnerable to exploitation		
88	Inappropriately giving money away		
89	Losing wallets / purses / bags		
90	Cannot ask for receipts		
91	Tries to borrow money		
92	Impulsive spending		
93	Gambling		
94	Other:		

Risk Management Plan

Risk Management Plan	
1. Number and description of	#
risk (as per Risk Checklist)	
2 In this seriely to the memory 2	No 🗆
2. Is this a risk to the person?	Yes □ → Describe how:
3. Unmanaged risk category	Critical 🗆 High 🗆 Medium 🗆 Low 🗆 N/A 🗆
(to the person)	
4. Is this a risk to others?	No □ Yes □ → Describe how:
5. Unmanaged risk category (to others)	Critical 🗆 High 🗆 Medium 🗆 Low 🗆 N/A 🗆
6. List any ISP goals this risk affects.	
7. What source of information	
confirms this is a risk for the	
person?	
8. What conditions cause this	
risk to be active (triggers, indications)?	
9. What are the means of	
prevention?	
10. What support plans are in	
place to manage this risk?	
11. Where are the support	
plans located?	
12. What support plans need	
to be developed?	No 🗆
13. Is a Restricted Practice	
authorised for this risk?	Yes □ → Complete the <u>Restricted Practices section</u>
14. What is the managed risk category?	Critical 🗆 High 🗆 Medium 🗆 Low 🗆 N/A 🗆
	Page of

Self-Managed Risk

A person with the ability may choose to manage a risk themselves with no support from LWB. In this case, LWB will provide general emergency response only.

Click on the table below and select the + in the bottom right corner to add more tables as required for each self-managed risk.

No.	#	Risk Description		
	The person we support chooses to self-manage this risk and agrees to LWB only providing general emergency response (as required).		□ Yes	

Independence and Informed Choice

A person with the ability may choose to explore alternate risk management strategies regarding identified risk/s that are outside of usual LWB Risk Management. This is done through enacting the NDIS LWB 936 Statement of Informed Choice.

Use of the Statement of Informed Choice is detailed in the <u>NDIS LWB 931 Independence and</u> <u>Informed Choice Procedure</u> and <u>NDIS LWB 932 Independence and Informed Choice Practice Guide</u>.

Note: The Statement of Informed Choice cannot be applied to the management of risks related to the delivery of HIDPA or special conditions related to people living alone receiving Lifestyle Supports – Assistance with Daily Personal Activities, claimed under registration group 0107.

Click on the table below and select the + in the bottom right corner to add more tables as required for each risk covered by a signed Statement of Informed Choice.

No.	#	Risk Description		
	The person we support chooses to work through the Independence and Informed Choice process to manage the identified risk.			
The pe risk.	erson we	support has signed	a Statement of Informed Choice in regard to this	□ Yes

Restricted Practices

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Where Restricted Practices have been authorised to manage risk, including Positive Behaviour Support, complete an entry for each Authorised Restricted Practice in the table below.

Add rows as required by clicking in the bottom row and selecting the + on the right hand side.

Details of Restricted Practice	Authorisation Date	Expiry Date

Signatures

Completed by	Signature	Date	
The person we support	Signature	Date	
Authorised Decision Maker *	Signature	Date	
Disability Support Leader **	Signature	Date	

* If the person we support is unable to sign

** If not the person who completed the Client Profile

Upload to CIRTS as follows: Plans & Assessments >Plans >Add New Plan >Select from dropdown: Client Profile >Add date> Select 'Add New Attachment' >Client Profile SURNAME, First Name, YYYY.MM.DD

Staff Accountability

All staff who work with this person are to sign:

By signing below I understand that I am indicating that:

- ✓ I have read the person's Client Profile (this document)
- ✓ I understand the person's Support Requirements, including the Risk Management Plans, and am able to implement them.
- ✓ I understand my responsibility in supporting the person to manage risk and identify when new risk arises, or when existing Risk Management Plans may no longer be effective.

Name	Signature	Date	
Name	Signature	Date	
Name	Signature	Date	