



DSP Supportive Decision Making

Project Charter



As DSP begins to implement person-centered planning and Individualized Funding, it will be important to create an environment for supportive decision-making for individuals and their support networks that respects and enables their **autonomy**, **capacity**, and **vision for a good life**. Supportive decision-making is critical to the Remedy key directions for several reasons, including:



Under the law, every adult is presumed to have **capacity** – this is a fundamental tenet of Canadian law and the legal system



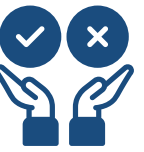
The presumption of capacity is inextricably tied to **the principle of self-determination** – a core human right and core to implementing the Human Rights Remedy



The mere presence of a disability in no way automatically invalidates personal capacity – but people with varying abilities may **require additional supports to help them explore and make decisions**



As key supports for individuals and their support networks in Regional Hubs, LACs, IPSCs and EFACs would strongly benefit from toolkits and training to support them in **enabling individuals to make the decisions with their support networks that will give them a good life**

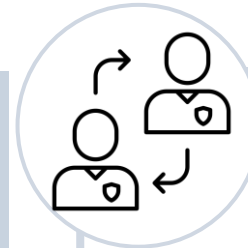


For the purposes of this project, it is important to align on **what supportive decision making is** and how it is different from **substitute decision making**. The key differences are outlined below by Remedy Expert, Tim Stainton:



Supported Decision-Making

- “A reasonable accommodation to enable equal access to personal decision-making processes that are available to adults of legal age. This can include decision making processes in health care, personal care, finance and property.
- At the center of the supported decision-making process is the network of support decided by the individual.
- The network assists in decision making helping to express the will and intent of a person, and/or helping to weave a coherent life narrative that gives to others a sense of an individual’s personal identity”



Substitute Decision Making

- “Substitute decision making – whether in the form of a legally appointed guardian, a power of attorney, a mentor or legal friend – differs fundamentally from supported decision making with respect to who appoints the network.
- The network is often appointment by the Law.”

Project Background | Remedy and Work to Date



? What does the Remedy Technical Report say about DSP's role in supportive decision-making (SDM)?

Reference in the Remedy	Year
Commence early focus on Supported Decision-Making practice enhancement.	Y1
Develop needs assessment that includes supported decision-making supports.	Y1
Decide best method for embedding HR principles and enhancing Supported Decision-Making practice, including build into planning and needs assessment re relational support.	Y1
Whether ACDMA reforms are enacted or not widespread accessible training commenced regarding supported decision-making for individuals, families, service providers and DSP staff. Anchor efforts (in the short term) on the presumption of capacity secured in NS law.	Y2

? What has been implemented to date?

- **Role Specific Frameworks & Toolkits:** Frameworks of Practice for LACs, IPSCs and EFACs and a Planning Toolkit have been developed to support person-direct planning. These frameworks and tools provide an environment for supportive decision making to happen but **do not currently provide detail to staff on what this looks like.**
- **Training:** A brief introduction to supportive decision making was integrated into the first week of training for LACs, IPSCs and EFACs. This training provided a brief historical overview of capacity and the SDM landscape as it relates to the law in NS.



Project Objectives:

- Identify best practice approaches for supportive decision-making
- Develop a framework (e.g., principles, key elements) for supportive decision making within DSP to guide staff in planning and funding practices
- Develop training & tools for DSP Planners (LACs/IPSCs) to use to support individuals (18+) and their support networks
- Develop training & tools for DSP EFACs to use to support individuals (18+) and their support networks

In Scope:

- Review of research related to supportive decision-making approaches, emphasizing the identification of tools and information that staff can share with individuals and their support network to aid people in making decisions, both big and small.
- Engagements with experts, staff, advocates and participants and their support networks in the area of supportive decision-making.
- Development of a framework for supportive decision-making (e.g., key principles, approach) that can be used across Planner and EFAC roles.
- Integration of supportive-decision making approaches into **existing tools and templates** for 1) Planners and 2) EFACs.
- Development of **new formal and informal tools & templates** tailored to the specific scope of 1)Planners and 2) EFACs in working with individuals to make decisions – alongside their personal support networks and community.
- Development of non-legalistic training that covers formal and informal approaches to supportive decision-making that emphasizes existing personal support networks rather than formal legal processes (e.g., ACDMA, PDA).
- Implementation support to deliver role-specific training.
- Identification of key considerations for other Hub staff (e.g., allied health professionals).

Out of Scope:

- Amendments to legislation or regulation related to decision-making or evaluations of adult capacity.
- Building tools tailored to youth.
- Implementing training for non-DSP staff in the area of supportive decision-making (e.g., training session for families; service providers).
- Building tools related to specific laws (E.g. Power of Attorneys Act, Personal Directives).
- Developing tools specific to Community Living Facilitators, Regional Closure Specialists or Connectors.
- Designing or implementing key considerations for other Hub staff.





1 Phase 1 Initiation: Project Kickoff (Define)

Overview:

Project kick-off will involve confirming resourcing, further scoping key activities to take place during the project, establishing timelines, and beginning project activities.

Key Activities

- Develop and confirm Project Charter
- Present to DSP Leadership to confirm project scope & activities
- Identify project resourcing to confirm necessary skills for the project
- Detailed planning of activities for each project phase
- Host project kick-off

Deliverables

- Project Charter
- Project Kick-Off Deck



2 Phase 2 Planning: Research & Engagement (Discover)

Overview:

During this phase of the project, the Project Team will engage a range of key partners and experts to explore what works well, identify common challenges, and understand best practices in supportive decision-making, in order to determine what will be needed to support SDM within DSP and the Nova Scotian context.

Key Activities

- Conduct a literature review on supportive decision-making, with specific scoping to the field of disability supports.
- Conduct a jurisdictional scan of other provinces and jurisdictions (e.g., Australia) to identify existing tools & training – as well as their focus areas.
- Preliminary consultations with researchers from Dalhousie University (e.g., Sheila Wildeman)
- Develop targeted engagement plan to learn about current strengths and challenges associated with planning with respect to supportive decision-making for the following groups:
 - Hub Staff (LAC, IPSC, EFAC)
 - Care Coordinators
 - Advocacy Groups (2-3)
 - Experts
 - Participants and their Support Networks (3-5)
- Conduct synthesis of information to identify an outline of a framework, required tools for planning and funding, and the key aspects of training for DSP staff.

Deliverables

- Engagement materials
- Research & Engagement Synthesis Document
- Outlines of framework, suggested tools & key aspects of training for DSP approval



3 Phase 3 Execution: Tools & Training Development (Design)

Overview:

During this phase of the project, the Project Team will build on the findings from Phase 2 to begin designing a comprehensive framework for supportive decision-making, ensuring it aligns with and enhances existing frameworks of practice.

This phase will also include the development of a suite of practical tools tailored to the roles and responsibilities of LACs, IPSCs, and EFACs. Once the framework and tools are in place, a detailed training plan will be created. This plan will outline the delivery of initial training sessions and include ongoing learning materials and supports to help Team Leads build and sustain their teams’ capacity to integrate this approach over time.

Key Activities

- Confirm the number and type of tools to be developed, based on Phase 2 and DSP confirmation on outlines.
- Develop the selected tools for use by LACs, IPSCs, and EFACs.
- Design and develop the format, key topics, and information to be conveyed during training.
- Develop the training materials for delivery to DSP staff.

Deliverables

- Supportive Decision-Making Framework
- Tools for Planners
- Tools for EFAC
- Training plan and materials for Planners
- Training plan and materials for EFACs



4 Phase 4 Closing: Tools & Training Delivery (Deliver)

Overview:

During this phase of the project, the Project Team will provide the developed tools to DSP. The Project Team will also support DSP in delivering supportive decision-making training to relevant DSP staff. This phase may include a pilot/feedback loop approach with DSP staff for any required changes to the supportive decision-making tools based on experience to date.

Key Activities

- Deliver completed tools to DSP.
 - Field-test/Pilot tools with DSP staff (TBD).
- Support DSP in delivering formal supportive decision-making training to DSP staff.
- Project Closure.

Deliverables

- Implementation support for DSP training
- Project closure document

Project Approach | Timeline




Framed below is a high-level phased approach for the project. It is anticipated that flexibility will be needed regarding the delivery of Phase 4 to coordinate logistical planning and to evaluate and adapt to service delivery’s capacity for training.

Phases	May	June	July	August	September	October	November
Phase 1: Project Kickoff (Initiation - Define)							
Phase 2: Research & Engagement (Planning - Discover)			★ <i>Research & Engagement Synthesis Document</i>				
Phase 3: Tools & Training Development (Execution - Design)				★ <i>Framework</i>	★ <i>Tools for Planners and EFACs</i>		
Phase 4: Tools & Training Delivery (Closing - Deliver)					★ <i>Training Plan</i>	★ <i>Training Delivery</i>	

★ = Major Deliverable/Milestone


Project Resources | Roles and Responsibilities






Maria Medioli and Lisa Fullerton, Project Sponsor

- Provide final approval and determinations for deliverables and direction
- Escalate and present items to DCS Executive as required




Michelle Harris, Project Director

- Escalate and present items to DSP Management and Executive as required
- Review and approve deliverables prior to submission




Tricia Murray, Program Director

- Provide strategic direction for portfolio
- Review and approve deliverables prior to submission to Co-Executive DMs




Obbia Barni, Project Manager

- Provide project direction and oversight
- Maintain understanding of project interrelations with other work streams
- Review and approve project deliverables
- Conduct risk escalation, if needed




Yan Lu, Davis Pier Project Lead

- Lead in the development of project deliverables
- Maintain regular communications with the Project Manager and Project Team (e.g., status meetings and reports)



LAC TL, IPSC TL, EFAC TL, (TBD), Project Team

- Advise and represent the needs of the roles they support
- Support roll-out of tools and trainings to the roles they support



Elizabeth Burton, Davis Pier Project Team

- Develop project materials and deliverables
- Support facilitation of workshops and engagements

Interested Parties and Impacted Groups

Internal

- Care Coordination Staff
- Regional Hub Staff
- Regional Hub Managers and Managers of Service Delivery/EFAC
- Regional Hub Team Leads
- Legal
- DSP Specialists

External

- Researchers
- Participants
- Support Networks
- Service Providers
- Advocacy Groups