

<b>Section</b>	<b>Client</b>
<b>Procedure Title</b>	<b>Person Centred Active Support</b>

## 1 RELATED POLICIES/DOCUMENTS

Service Delivery Policy  
 Client Engagement and Participation Policy  
 Code of Conduct Policy  
 Feedback and Complaints Policy  
 Charter of Human Rights

## 2 PURPOSE

The Person Centred Active Support (PCAS) approach aims to engage clients, irrespective of their abilities, or behaviours, in meaningful tasks and activities at home and the local community. PCAS is based on a premise that most people enjoy spending time participating in different tasks and activities as opposed to doing little, or nothing. The amount of time spent participating in social, personal, household, community and other pursuits is a quality-of-life measure.

## 3 RESPONSIBILITIES

All staff are responsible for the operational support of clients attending ConnectGV.

*The role of staff is to enrich client's quality-of-life by using every available opportunity to encourage and support them to:*

- participate in household and community tasks and activities
- make choices and decisions
- establish and maintain relationships
- develop independence and skill levels.

## 4 PROCEDURE

### 4.1 Person Centred Active Support Approach

*This approach enables clients to fully participate in all aspects of daily life from collecting the mail, or preparing an evening meal to participating in local sporting and recreational clubs, or going on holidays.*

*When clients are fully engaged in their lives they:*

- experience greater control and choice
- are more involved in the community
- gain independence
- pursue interests
- are more connected to others
- experience healthier bodies and minds by being more physically and mentally active.

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#### 4.3 Staff Role

Staff role in PCAS is to:

- inform clients about the range of tasks and activities in which they can participate at the day services or residential service and local community
- involve clients in developing routines so they can pursue tasks and activities of choice
- do tasks and activities with clients, not for them
- support clients to participate in chosen tasks and activities by providing the right amount and right type of support for them to experience success (for example, some clients may require hand-over-hand support, or need to be shown, or guided to participate in activities, others may be able to perform tasks relatively independently with verbal instructions)
- ensure resident's cultural, linguistic and spiritual backgrounds inform the range of tasks and activities available to them
- encourage outdoor tasks and activities to promote better health
- document client involvement in tasks and activities
- ensure sufficient time is made available to enable client involvement in tasks and activities
- regularly monitor and review client involvement and progress in tasks and activities
- ensure any risks associated with activities are assessed and managed.

#### 4.4 Supervisors and Coordinators are to ensure that all staff:

- provide clients with a range of household and community task and activity options
- understand the PCAS approach
- acknowledge and communicate success across the staff team.
- regularly ask staff about the PCAS approach and how clients are being supported
- regularly sight documentation that demonstrates the PCAS approach is used
- monitor where individual staff or teams are not working with the required PCAS approach and develop strategies to address this.

## 4 DEFINITIONS

**PCAS-** Person Centred Active Support

## 5 RELATED FORMS - Nil

<b>Accountable</b>	Chief Executive Officer
<b>Responsible</b>	All Staff
<b>Review Date</b>	23 Jan 2023

#### Revision History

Version	Approved/ Amended/ Rescinded	Approval Date	Management	Committee/ Board	Document Reference
V1	06/01/2017	Approved			Client



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V2	Amended	23 Jan 2020	House Supervisors	Operations	Client
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