



## Decision recording template

Use this template to help you record an in-house/informal decision

Things to identify	Answer
Who is making this decision?	<i>The decision maker is:</i>
What is the decision being made?	<i>The overarching decision is:</i>
What smaller decisions will contribute to reaching the overarching decision?	<i>Associated decisions are:</i>
Why is the decision being made?	
Who needs to know about this decision?	<i>The people affected by this decision are:</i>
When does the decision need to be finalised?	<i>The timeframe for the decision is:</i>
<b>Date recorded:</b>	
<b>Recorded by:</b>	

*When completed, this recording can be placed in the person's individual file.*

**Adapted from:** Douglas, J., & Bigby, C. (2018). Development of an evidence-based practice framework to guide decision making support for people with cognitive impairment due to acquired brain injury or intellectual disability. *Disability and Rehabilitation*, 1-8. doi:10.1080/09638288.2018.1498546

This material is associated with Module 3, Step 6 of the online learning resource: The La Trobe Support for Decision Making Framework. URL: [www.supportforddecisionmakingresource.com.au](http://www.supportforddecisionmakingresource.com.au)