



Decision recording template

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

Things to identify	Answer
Who is making this decision?	The decision maker is: Jerry
What is the decision being made?	The overarching decision is: Jerry wants to go on a holiday
What smaller decisions will contribute to reaching the overarching decision?	Associated decisions are: <ul style="list-style-type: none">• When does Jerry want to go on holiday?• Where does he want to go?• How long does he want to be away?• Does Jerry want to travel alone or with someone (and who will that be)?• How much money does Jerry have to spend?• What form of transport would Jerry prefer to take (e.g., car, train, tram, plane, boat)?• Does Jerry need new items (e.g., clothing, suitcase) for travel?• Does Jerry have any dietary restrictions to be considered while travelling?• Does Jerry need to have medical clearance to travel?• Does Jerry have any allergies?• How will Jerry access money while he is travelling?• Where will Jerry be able to eat? Will he have to cook, or will meals be included in the travel package?
Why is the decision being made?	Jerry usually goes on a trip every year. He likes to travel to warm places.
Who needs to know about this decision?	The people affected by this decision are: Jerry, Jerry's dad, his support worker, travel agent, his dietician, his friend that he will travel with (Leo).

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

When does the decision need to be finalised?	<i>The timeframe for the decision is:</i> Within the next fortnight to avoid increasing costs.
Date recorded: 2 September 2019	
Recorded by: Jerry's dad & support worker	

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