



## Decision recording template

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

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

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

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

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