



Support for Decision Making Checklist (EXAMPLE)

Completed by: Tanya, Tanya's mother, Tanya's support worker

Date Completed: 2nd September 2019

The decision:

Tanya wants to go on a date with Jason, a person she met at the gym.

I HAVE..... (tick box that applies)

I DID THIS BY.....(insert explanation)

Followed the Steps

<input checked="" type="checkbox"/> Found ways to know the person	<i>I live with Tanya. I know that she really wants to meet new people and have a boyfriend.</i>
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<input checked="" type="checkbox"/> Identified the decision	<i>Tanya wants to go on a date with Jason.</i>
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Described the features of the decision

<input checked="" type="checkbox"/> <i>Scope</i>	<i>The impact of this decision is significant for Tanya – it can have a great effect on her life.</i>
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<input checked="" type="checkbox"/> <i>Who's involved</i>	<i>Tanya, her support worker, Jason and myself (mother)</i>
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<input checked="" type="checkbox"/> <i>Influences (resources, restrictions)</i>	<i>I want Tanya to be safe.</i>
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<input checked="" type="checkbox"/> <i>Timeframe</i>	<i>There is some time for Tanya to make this decision but she doesn't want Jason to change his mind if kept waiting.</i>
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<input checked="" type="checkbox"/> <i>Consequences</i>	<i>If Tanya or Jason change their mind, there will be consequences. The opportunity for them to get to know each other may be lost, and their network of friends may not increase. Making new friends has been difficult for Tanya.</i>
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<input checked="" type="checkbox"/> Understood the person's preferences	<i>Tanya wants to find someone with whom she can have some fun and sees her for who she is. All of Tanya's friends have boyfriends and she wants that experience too.</i>
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<input checked="" type="checkbox"/> Identified constraints	<i>Tanya doesn't know much about Jason.</i>
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<input checked="" type="checkbox"/> Refined the decision with constraints considered	<i>Tanya's will get know Jason over the phone. Then she can decide whether she'd like to spend more time with him in person.</i>
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<input checked="" type="checkbox"/> Identified whether conflict existed	<i>There is some conflict in that I want Tanya to be safe, and I don't think a date is a good idea for her at the moment.</i>
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<input checked="" type="checkbox"/> Identified whether a formal process was needed	<i>This has been a shared decision. We don't believe a formal process is needed.</i>
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<input checked="" type="checkbox"/> Reached a final decision	<i>Tanya will get to know Jason over the phone before going on a date with him.</i>
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<input checked="" type="checkbox"/> Identified associated decisions	<ul style="list-style-type: none"> • <i>What day and time/s are Jason and Tanya available to talk over the phone?</i> • <i>What are some of the things they can talk about?</i> • <i>When will Tanya know that she is ready to meet Jason in person?</i> • <i>Where will they go on their first date?</i> • <i>How will they get to their date?</i> • <i>Will they have dinner or coffee?</i>
<input checked="" type="checkbox"/> Selected advocates to implement the decision	<p><i>Once Tanya is ready for a date, her support worker will drive her to meet Jason.</i></p>
<input checked="" type="checkbox"/> Checked the person's preferences were maintained during implementation	<p><i>I will need to continue to check in with Tanya as time progresses to see that her preferences haven't changed.</i></p>
Applied the Principles:	
<input checked="" type="checkbox"/> <i>Commitment</i>	<p><i>Tanya is involved in her decision making. Whatever happens, Tanya is aware that her support worker and I will be there for her.</i></p>
<input checked="" type="checkbox"/> <i>Orchestration</i>	<p><i>Tanya's support worker encouraged a discussion with all of us so that the decision was talked through and shared.</i></p>
<input checked="" type="checkbox"/> <i>Reflection & Review</i>	<p><i>We have been very careful to support Tanya and not obstruct or influence her. Sharing the decision helped with our reflection. Reflection and review will be ongoing.</i></p>
Used the Strategies:	
<input checked="" type="checkbox"/> <i>Attention to communication</i>	<p><i>Communication was calm, open and pitched at the right level.</i></p>
<input checked="" type="checkbox"/> <i>Educated about consequences and practicalities</i>	<p><i>Tanya didn't know much about Jason, so we suggested that getting to know him over the phone might be a better way to start.</i></p>
<input checked="" type="checkbox"/> <i>Listened and engaged</i>	<p><i>Sufficient time taken to discuss the situation and help Tanya think the situation through, including that she didn't need to rush into anything, and can take it slowly.</i></p>
<input checked="" type="checkbox"/> <i>Created opportunities</i>	<p><i>We provided a sounding board and created an environment where Tanya could freely express her wishes and concerns so that we could develop the decision further with her.</i></p>
<input checked="" type="checkbox"/> <i>Enabled positive risk taking</i>	<p><i>We did stay true to Tanya's preference to go on a date while minimising harm.</i></p>