

Steps in decision-making support

Decision-making support for people with cognitive disability

Information sheet for disability support workers

There are some key steps in supporting someone to make their own decisions. These steps are not always straight forward. Sometimes you will go back to a previous step, or skip ahead to another step. All steps should involve the person with disability.



Step 1. Identify the decision:

Work out what decision needs to be made.

Step 2. Involve other people in the decision-making process:

Work out who else might be involved in the process.

Step 3. Gather, understand and consider relevant information:

Help the person to find information to help him or her make the decision.

Step 4. Work out what the options are:

Think about what the options are for the specific decision.

Step 5. Identify and weigh up the positives and negatives of the different options:

Bring information together and work out the pros and cons of each option.

Step 6. Prioritise the different options:

Work out if there are some things more important than other things.

Step 7. Explain the potential consequences of the options:

Summarise what might happen as a result of each option.

Step 8. Make the decision and follow it through:

With the information, the person with disability can make a decision. When the decision is made, make a plan to turn it into reality.

Step 9. Check-in to see how the decision went in practice:

While the decision is being put into practice, find out from the person how they felt about the process and the decision they made. This will help you find out if you can do things differently next time.

Step 10. Keep the big picture in mind throughout:

Understand the person's overall life goals so decisions can be made in-line with these goals, if that's what the person wants.