

History Notes Reminder...

We are all very aware of the importance of completing History Notes accurately and professionally. This issue has been covered in previous editions of WTF as well as being a main feature in the FOCAS Community Facilitator orientation booklet. Here are a few reminders of the key points to keep in mind when completing history notes;

- Ensure you complete each of the 3 sections of the History Notes with each support. If there are no 'Areas of concern' then it is fine to write 'none', 'nil' or 'n/a' however the first 2 sections must be completed with sufficient information to cover all the points specified in the History Note template. Ensure you support what you write with actions/examples. Ask yourself;
 - ❖ *Have I provided a clear and concise summary of what occurred during the support in the first section of the History Note template?*
 - ❖ *Have I detailed the participant's progress, incorporating support strategies, in the middle section of the History Note template (and not just typed the activities undertaken)?*
- Always remain objective (factual) in your writing. Stick to writing behaviours (what you can see, hear, touch, and smell). **Always avoid writing opinions or unsupported statements.**
- Make an effort to avoid typo's and pay attention to spelling and grammar.
- Confidential disclosures should not be recorded in detail in history. Write in general terms avoiding content which may cause distress for the participant. Confidential disclosures should not be recorded in detail in history notes. Make reference to the disclosure in general terms only and contact me to discuss further action.
- Aim to balance any negative information with some positive outcomes

Please keep in mind that participants, participant family members and significant others (and, with permission, auditors) have access to history notes. I have always encouraged participants and those close to them to read their history notes and will continue to do so.



Changes to the isolation requirements in NSW



As you are all aware the NSW Govt made changes to isolation requirements for the people of NSW effective from 22/4/22. On the same day I sent an email to FOCAS staff, participants, family members and stakeholders identifying the impact of these changes for Disability Support Services. This information is summarised again below...

If you are a Close Contact (CC) you still need to advise me of your CC status. Each situation will be individually 'risk assessed'. If it is determined that you are able to return to work as a CC then there are a number of extra protocols that you will need

to implement in addition to the standard COVID 19 procedures that ALL FOCAS staff are to continue to apply in their daily work. These are;

- Wear face masks in ALL confined and crowded areas.
- Apply all other covid safety procedures as a standard, daily practice (social distancing, hand sanitising, if you begin to experience cold/flu like symptoms get tested immediately and stay home until you receive results.)
- Always practice good hygiene in all aspects of work

Defend the NDIS this election

Take action
Help us defend our NDIS

- SEE ALL NATIONAL DAY OF ACTION EVENTS
- JOIN OUR NATIONAL DAY OF ACTION BIG NIGHT IN
- SEE ALL ELECTION CAMPAIGN RESOURCES
- EMAIL YOUR MPS AND CANDIDATES
- NDIS CUTS AND APPEALS ACTIONS
- BUY CAMPAIGN MERCH
- DONATE TO SUPPORT THE CAMPAIGN
- SIGN UP FOR UPDATES

Thursday 28 April was declared a National Day of Action to defend the NDIS. Rallies, meetings and other events took place all around Australia to defend the NDIS - one of the biggest social and economic reforms in Australia's history. In short, this campaign is calling for

- Comprehensive, skilled & consistent planning – so people with disability have the resources they need to build the right support team for them.

- Fair and Independent Pricing – so providers can deliver the services people with disability need.

- Genuine Partnership – a real commitment from the Federal Government to work with participants and providers to build a

scheme that delivers long-term support.



To find out what you can do to contribute to the campaign and a better NDIS go to:

<https://everyaustraliancounts.com.au/>

Who are the people of FOCAS?

Introducing you to... FOCAS
Community Facilitator **Beth Dodd...**

As a committed follower of Jesus, I firmly believe that all people are equal in God's sight and equally loved by Him.

This belief influences all I do in life including supporting people with additional needs, helping them to live their life to the full by supporting and encouraging them to be as independent as possible and to reach their potential. Having the opportunity to do this is what I enjoy about working for FOCAS.



In my spare time I try to keep fit by swimming, walking & surfing. I also enjoy print making and spending time with family and friends.

I'm sad to say that I will be leaving FOCAS soon to move to Toowoomba to be a volunteer support worker with the Yazidi people from Northern Iraq. A few years ago this people group faced genocide at the hand of ISIS. They are in Australia on Humanitarian visas; it will be an honour to assist them as they settle into Aussie life.