

## KELOWNA AND DISTRICT SOCIETY FOR COMMUNITY LIVING

### **PROCEDURE: DESIGNATED DECISION MAKER**

**Applies to:** All Personnel

**Effective/Revision Date:**

August 18, 2008

1. When an application for service is being completed, KDSCL staff determines if a person has a designated decision maker as defined by the policy.
2. Prior to the person starting service, KDSCL obtains a copy of the legal document detailing the terms of the decisions that can made and adheres to those terms.
3. If the designated decision maker wants a copy of the document accessible to all KDSCL staff, a copy is placed in the person's binder. If not, a copy is kept in the executive directors files and notification that a designated decision maker is in place is identified on the person individual information sheet.
4. Individual information sheets, including designated decision making, are updated annually at the person's planning session.