

TOOL 16

Support-Person Implementation Guide

FAMILY / CARER / SUPPORT TOOL • SUPPORT-PERSON TOOL

How to support a person's agreed learning plan without taking over: observe, give time, use the least prompt needed, practise, record, fade support when safe.

Purpose: support the person's agreed learning plan without unnecessarily taking over tasks they can safely attempt.

Implementation sequence

OBSERVE → GIVE TIME → USE THE LEAST PROMPT NEEDED → PRACTISE → RECORD → FADE SUPPORT WHEN SAFE → MAINTAIN

Do

- Follow the agreed plan and professional recommendations.
- Use consistent words / cues where possible.
- Allow reasonable processing and initiation time.
- Record actual assistance, not the assistance you hoped would be needed.
- Report meaningful changes in safety, function or behaviour through the agreed pathway.

Avoid

- Doing the whole task automatically when the person can participate.
- Changing clinical recommendations independently.
- Recording supported completion as independent performance.
- Reducing support after one successful attempt.
- Continuing a task when a stop rule or safety concern is present.