



Keys to Decision Making - Summary

The Purpose of *Keys to Decision Making (The Keys)*

Service providers are already applying the principles of *The Keys* in a variety of contexts. This resource is intended to provide a foundation for continued growth, reflection and discussion. Through *The Keys* we act on our understanding of:

- the valuable contributions of the family and community
- the impact of participation on quality of life
- the principles of child and family centered Care
- our ability to make a greater difference through collaboration and capacity building

How to Use *The Keys*

Visit <http://insite.albertahealthservices.ca/2171.asp> for an online version of *Keys to Decision Making*. You may view or print the full resource by clicking on the PDF. Additional resources are also available below the full document.

Each key represents an important concept described in a chapter of *Keys to Decision Making*. Using the full document, you may click on any chapter in the table of contents and access the following information:

- A Self-check to reflect on how you are applying the principles outlined in the key.
- Background Information explaining the concept and its importance
- A brief summary of supportive evidence
An outline of the concrete actions that will support you in applying the ideas to you practice.
- Suggestions for addressing challenges
- Additional Resources, references
- Appendixes that include information on the International Classification Functioning Disability and Health and Universal, Targeted & Specialized service delivery.
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The five *Keys to Decision Making*

Explore each Key to increase your understanding of how to further apply it in your practice.

Child and Family Voice and Choice: Emphasis is on listening to the stories, perspectives and priorities of children and families. This means fully involving them in decision making and service delivery. Suggestions are given for how to:

- Connect with family and caregivers as your first step in assessment
- Seek out stories to discover assets, culture and values

Help families make informed decisions about services and supports
Establish clear roles and involve key supporters every step of the way

Functional Assessment – Meaningful Goals: All aspects of intervention, including assessment and goal setting, are strength based and focused on increasing client’s involvement in relationships and activities that are important to them. This Key explains how to:

- Consider the purpose of intervention when choosing assessment tools
- Explore different ways of gathering information
- Set goals that facilitate participation in everyday activities
- Consider readiness, context, and available evidence
- Build on strengths and supports
- Clearly define success

Environment and Supports: Services will build on resources already available to the child and influence factors around the client to create environments that support success for all children.

This Key provides support to:

- Adapt environments and activities to support success and learning needs
- Work in natural environments, building opportunities for daily use of skills
- Use least intrusive supports, adding individualized supports as needed

Collaboration and Capacity Building: By strengthening relationships and partnerships, families and teams will learn from one another and work toward shared goals. This Key gives ideas about how to:

- Establish relationships with family, school, and community
- Link with other supports and services to create one plan
- Establish clear roles and expectations
- Build on one another’s strengths
- Seek support from your peers and mentors

Transition and Discharge Planning: Planning for successful transition and discharge right from the start will support children, families and partners to be involved, informed and ready to face the challenges moving forward. Recommendations for how to:

- Plan from the start
- Ensure continuity of care
- Support transitions

The application of these concepts may seem obvious and intuitive. *Keys to Decision Making* is intended to support individuals and teams to more consistently and thoroughly embed these ideas into practice.

Visit <http://insite.albertahealthservices.ca/2171.asp> for a complete online version of *Keys to Decision Making*. If you have comments or questions, send them to practice.consultation@albertahealthservices.ca