



Offender Services & Programs Corrective Services NSW

Policy for Recording the Issue and Return of Disability Equipment

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Table of Contents

1. Policy statement	3
2. Scope	3
3. Purpose	3
4. Strategic focus	3
5. Relevant legislation	3
6. Related policies	4
7. Abbreviations and definitions	4
8. Guidelines	5
8.1 EnableNSW	5
8.2 NDIS	5
8.3 Justice Health & Forensic Mental Health Network (JH&FMHN)	5
8.4 CSNSW Statewide Disability Services (SDS)	6
9. Document information	6
10. Document history	6

1. Policy statement

Corrective Services NSW is committed to providing safe and fair treatment with the provision of appropriate services, programs and equipment to inmates with a disability in accordance with its Duty of Care, as well as relevant state and federal legislation, and the *Department of Justice Disability Strategic Plan 2014-2016*.

When an inmate with a disability is identified, appropriate disability equipment is made available.

The issue of disability equipment, such as loan of magnifiers or the permanent issue of a mobility cane, must be recorded in both the OIMS *Property* screen and the 'Equipment' section of the OIMS *Disability* screen. In addition, the return of the equipment when no longer required must also be recorded in both the OIMS *Property* screen and the 'Equipment' section of the OIMS *Disability* screen.

2. Scope

This policy applies to the issuing, recording and return of disability equipment to inmates who have been identified as having a disability.

3. Purpose

This policy sets out the responsibilities of Statewide Disability Services (SDS), Justice Health & Forensic Mental Health Network (JH&FMHN) and Corrective Services NSW staff in the issue, recording and where required, the return of disability equipment. This policy should be read in conjunction with Section 7.25 of the Operations Procedures Manual - *Identification and Referral of Inmates with a Disability*.

4. Strategic focus

- [National Disability Strategy – 2010-2020](#)
- *Department of Justice Disability Strategic Plan 2014-2016*
- [National Disability Insurance Scheme Applied Principles and Tables of Supports](#)

5. Relevant legislation

- [Convention on the Rights of Persons with Disabilities](#)
- [Disability Discrimination Act 1992](#)
- [Disability Services Act 1986](#)
- [Disability Services Standards](#)

6. Related policies

- OPM Section 7.25 - *Identification and Referral of Inmates with a Disability*
- Offender Classification & Case Management P&P Manual - Chapter 24.1 - *Inmates with Disabilities (General)*

7. Abbreviations and definitions

Terms	Definitions
CSNSW	Corrective Services NSW
JH&FMHN	Justice Health & Forensic Mental Health Network
OIMS	Offender Integrated Management System
SDS	Statewide Disability Services
NDIS	National Disability Insurance Scheme

8. Guidelines

ALL items issued to inmates with a disability (such as loan of magnifiers or permanent issue of mobility canes) must be recorded on the inmate's OIMS *Property* record by the Reception Room/Property Store staff.

The inmate's OIMS *Property* record must clearly state who owns the equipment (the inmate, [EnableNSW](#), Corrective Services or Justice Health), to ensure that it is clear which items may be taken home by the inmate on release and which must be returned to the recorded owner.

Staff of Statewide Disability Services must ensure that the person issuing the equipment has also made an entry in the 'Equipment' section of the OIMS *Disability* screen.

8.1 EnableNSW

[EnableNSW](#), part of HealthShare NSW, is responsible for the administration of NSW Health disability support and other assistance programs. EnableNSW provides equipment and services to people in NSW with chronic health conditions or disability, to assist them with mobility, communication and self-care. Inmates may come to custody with equipment issued by EnableNSW.

8.2 NDIS

An inmate may be in receipt of an individual funding package which includes payment for disability equipment. Where the equipment has been purchased by the inmate, and the equipment is easily portable (e.g. an electric wheel chair), the equipment will be brought into the correctional centre, subjected to security inspection, and is then used by the inmate in custody. NDIS will fund some aids and equipment in custody, but will not fund fixed equipment (e.g. hoists). All NDIS funded equipment belongs to the inmate and should be entered in both the OIMS *Property* screen and the 'Equipment' section of the OIMS *Disability* screen.

8.3 Justice Health & Forensic Mental Health Network (JH&FMHN)

The Justice Health & Forensic Mental Health Network (JH&FMHN) is responsible for obtaining equipment for inmates from [EnableNSW](#).

Equipment supplied to inmates by EnableNSW is issued permanently and may be taken home by the inmate on release.

Other equipment supplied by JH&FMHN is generally for individuals, and includes such items as walkers (on loan from JH&FMHN) or batteries for hearing aids (for permanent inmate use).

Equipment issued by JH&FMHN must be entered on the inmate's OIMS *Property* record, and equipment that must be returned to JH&FMHN must also be entered in the 'Equipment' section of the OIMS *Disability* screen. Equipment provided by JH&FMHN and entered in the 'Equipment' section of the OIMS *Disability* screen is to be returned to the local clinic.

8.4 CSNSW Statewide Disability Services (SDS)

SDS supplies equipment for the environment such as Braille dots. SDS will also lend magnifiers, edge of cup measurers, assisted listening devices (generally to the individual but held by the correctional centre) and similar items.

Equipment supplied by SDS should remain with the inmate until his/her release, when it must be surrendered. The return of the equipment must be recorded on both the inmate's OIMS *Property* record and in the 'Equipment' section of the OIMS *Disability* screen. Equipment collected by the correctional centre must be returned to SDS either by internal mail or courier. The correctional centre must notify SDS via email (SDS@justice.nsw.gov.au) that:

- equipment has been collected from an inmate (MIN and Name supplied);
- how the equipment is being returned to SDS; and
- the expected date of delivery.

On receipt of the equipment, SDS will update the 'Equipment' section of the OIMS *Disability* screen.

9. Document information

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10. Document history

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