List of Non Face to Face items and charges

Example of activity invoice:

See attachment invoices.

Attachment 1 includes:

* Line 1- Transport cost associated with activity- where applicable.
* Line 2- Daily group cost, divided by participants in the group
* Line 3- NF2F charge- 1 hour divided by the group
* Line 4- Centre capital cost for day
* Line 5- Assistance with personal care- (additional charge where required)
* Line 6- NF2F 15 minutes per activity for daily records

Attachment 2 includes:

* Separate charge each week for annual NF2F costs- as outlined in number 3 below- this is apportioned by the number of days attendance

1. Daily- 1 hour per activity, divided by the group, to complete the following:

* Preparation for activity, set up and collect resources required
* Regulate stock levels of materials/equipment needs/order/collect resources
* Sorting/filing participant art works and individual equipment for storage or presentation
* Researching and collecting music/songs/themes requested by participants for music sessions, or researching specialty items eg: safe to handle needles for soft craft or modified cooking utensils
* Researching recipes for for participants to cook/modify to dietary/dysphagia needs

1. Daily 15 mins per participant, to complete the following:

* Daily journal progress notes/ reports related to individual progress, activities/goals
* Write in participants communication books
* General daily communication with family/carer ie: simple emails, calls for absences, less than 5 minutes

1. Weekly charge of 30 minutes per participant- total 24 hours annually to complete the following:

* Research activities to assess viability, structure and learning steps/aids
* Review participants and their constellation of peers and support dynamics and peer preferences, in regard to program groups and development; this assists in a smoother running program and is more beneficial to all participants
* Review, research and implementation of suggestions/ideas from participant program input/review forms
* Organise sessions, visits, volunteering with other organisations, businesses, other volunteer groups
* Conduct venue/activity risk assessments
* Contact/correspondence with venues in linking with risk assessments to confirm certain equipment eg: hoists or ramps are available for the needs of particular clients
* Development of term timetable; completing individual timetables, including costs per activity, needs for each day ie: lunch, myki card etc
* Site newsletter development, to send home to families
* Goal setting and reviews with clients and family
* Creating goal and strategies
* Completion of goal strategy letters
* Monthly goal reviews
* Annual participant assessments- one per term: Travel training assessment

Life skills assessment

Transition assessment

Work Readiness assessment

Support needs assessment

Falls risk assessment

Participant risk assessment

1. Ad Hoc charges:

To be charged according to actual time for completion- these charges are above the usual charges outlined

* Meetings with Behaviour Practioners, Occupational Therapists, Physio, Speech Therapists, other external professionals/ allied health professionals, including travel time, preparation, the meeting itself, and any follow up
* Additional communication emails/phone calls to families/carers, above our standard communication protocol ie: answering queries/concerns, email correspondence, phone calls, face to face catch ups
* Time staff spend reading and discussing BSP/mealtime plans/epilepsy/diabetes etc- for individual support needs- separate to training time
* Training related to participant’s health needs, such as epilepsy management, diabetes training, peg feeding, seizure management
* Completing individual charts linked to behaviour supports, medical supports- developing and analyzing data for behaviour support, allied health professionals or others
* Research related to individual participant needs, including dietary, communication, disability related, volunteering and work experience etc
* Individual employment support and connections
* Incident reporting, review and follow up
* Development of Behaviour Support Plan if required
* Individualized training for communication needs
* Development of communication tools/aids
* Team meetings regarding individual participant support
* Maintenance/cleaning of individual equipment
* We charge separately for reports requested by Support Coordinators, nominees or others
* Specific individual set up and preparation of room or equipment
* Compiling and processing individual transport requests ie: booking taxis, Sheba, Uber
* Out of ordinary funding follow up and liaison (prior approval to billing required)
* Preparation and attendance for NDIS plan meetings

1. Friday Night Social activities- 90 minutes per social event, to be divided between the group:

* Researching opportunity, planning, booking, ticket purchasing, risk assessment, file noting and recording
* Individual set up and preparation, to accommodate additional needs ie: sensory breaks, mobility needs, personal care
* Centre Capital cost- where applicable

1. Outreach/1:1 supports- charged as per time taken

* Development of support plan (existing participants only)
* Home and risk assessment- where this cannot be completed as part of a shift
* Transition plan development, to group support or other service provider
* Liaising with Allied Health providers
* Staff daily journal notes- where this is unable to be completed within the shift duration (minimum 15 minutes per activity)
* Individual assessment- 45 mins-1 hour per assessment
* Goal report- monthly- 30 minutes
* Additional reports to Support Coordinators, families or planners- as per time taken, up to one hour
* Additional tracking and recording that are unable to be completed as part of the shift- as per time taken to complete
* 1 hour per staff- specific participant training

Other service attendance charges to expect:

Establishment fee- approx. $650 for new participant attendance, includes:

* Requirements for onboarding new participants, completion and collecting of all paperwork, set up on system, create strategies for goals, gather preferences for timetable, information about the person shared with all relevant staff, background management of NDIS information and invoicing process development, liaising with all external providers, families/carers

Group support price- $66.45 per hour of service, divided between the number of participants in the group- generally 1:5 or 1:4.

Centre Capital Cost- $2.44 per hour of service; this is to provide, run and maintain buildings.

Transport costs- For transport to each activity in our service vans, $2.80 per kilometre is charged, divided between the group. For individual travel in staff cars, $1.00 per kilometre is charged, along with any toll costs.

Personal care- additional personal care needs for participants in group activities, will incur a 1:1 rate for the time needed to provide the support- this is in addition to the group pricing.

SLES (School Leavers Employment Support)- Approx $510 per week, covers 3 days attendance. Additional days will be charged separately under group supports.

Daily attendance fee- private payment- not covered by NDIS funding- covers tea, coffee, tissues, toilet paper etc