

Support Coordination Agreement

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| Participant Name: | |
|--------------------------|--|

| | |
|------------------------|--|
| Plan Start Date | |
| Plan End Date | |

Dear

Thank you for taking the time to meet with me,
 your Support Coordinator from Headway Gippsland Inc.

Within your NDIS Plan you have been provided with:

- _____ hours of Support Coordination or
- _____ hours per month.

This allocation is to be used over the _____ months of your Plan, don't forget time spent liaising with other providers, which could include but is not limited to organising a cleaner, gardener, occupational therapist, physiotherapist etc. all count in your allocation.

As Support Coordination can vary from person to person it is about what it is you need to achieve your goals in your NDIS Plan, we have listed some of the areas below.

I have taken the time to select the areas we are going to focus on, as per our discussions, over the next 3 to 6 months after this time we will review your goals for the next six months.

If at any time this doesn't meet your needs, we need to communicate with one another and redefine the goals that you would like support with to achieve.

- Staffing Support
 (this could be finding you staff members, booking shifts, liaising with staffing providers)
- Home Modifications
 (this could be organising your OT assessment, putting your paperwork through SWEP, following up applications)
- Therapy Services
 (this could include finding and sourcing a therapist, organise appointment with therapist)
- Travel
 (this could be assisting you to find transport options that meet your budget)
- General Understanding of Your NDIS Plan
 (this may include assisting you to organise a review of your plan if necessary, understanding the amounts in your plan and areas where these can be spent)

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- Community Connectedness
(this may include finding out options/ activities which may be of interest to you and your NDIS goals)
 - Accommodation
(this may include looking for appropriate housing, applying for different housing or it may be support to find the right housing for you)
 - Planning/Budgeting
(this may include looking at the amounts of money you have allocated in your Plan and determine a budget to support your NDIS goals)
 - Equipment
(this may include looking for your equipment needs, liaising with you and your equipment supplier)
 - Skill Development/Support Groups
(this may include appropriate staff to assist you learn the skills your are seeking, this could be finding a job, working as a volunteer, being involved in your local community, learning cooking skills)

Additional information:

The best way to contact me is either:

- my email or mobile, which is
- the office, which is

My usual office days are:

- | | | |
|----------------------------------|------------------------------------|---------------------------------|
| <input type="checkbox"/> Monday | <input type="checkbox"/> Wednesday | <input type="checkbox"/> Friday |
| <input type="checkbox"/> Tuesday | <input type="checkbox"/> Thursday | |

Regards

Support Coordination Team

I acknowledge the receipt of Headway Gippsland Inc. documents listed below.

To be signed & returned:

- Service Agreement
- Schedule of Supports
- Support Coordination Agreement
- Conflict of Interest (if applicable)

Participant to keep:

- About Us (easy English)
- Compliments (easy English)
- Freedom from Abuse & Neglect
- Participant Handbook

I, , acknowledge this document and agree with the directions suggested.

.....
Name of Participant or Participant's Nominee
(as per NDIS Plan)

.....
Signature of Participant or Participant's Nominee
(as per NDIS Plan)

.....
Date