

Obtaining consent – adding notes

- Complete intake over the phone or in person with participant/nominee.
- Discuss with client who they give consent for Headway to speak to on their behalf in relation to the budget and funding of the NDIS plan.
- Notes to be added to notes tab on main client screen in Brevity.
- Template to be used as below.

Preparation of Intake Documents

Intake documents Schedule of Supports, Service Agreement prepared for plan dated to

Verbal consent given by to provide/continue Headway Gippsland services for and for Headway Gippsland to liaise with other people/organisations as per Service Agreement.

Participant Handbook, About us, Compliments/Complaints, Plan Management Local Service Providers. Plan Management Consumer Information sent

Documents emailed / posted toto be reviewed and signed, writer to follow up with if documents are not returned within 2 weeks.