

Plan Management Guidelines

The main question, **is there funding in the clients plan for.....?**

Think about the options...

- Consumables items, does your client have consumables in the CORE part of their plan?
- If so, does it mention a dollar amount? E.g. \$500 or \$1560...
- Do the plan goals fit with the request? Does it seem reasonable?
- Is there any supporting evidence? Is it disability-related?
- Check PRODA, what's left in their consumables?

For any major items over approx. \$1500 – an AT report would need to be prepared – by an OT.

Examples

A vision impaired client wanting a major piece of equipment over \$2,000 would need to have the item either written in their plan, or have a LAC give their approval *in writing* to Headway Gippsland Inc.

An iPad request due to isolation worth \$1,500 - NO. The LAC would need to give *written approval* and it would need to be a reasonable cost for the item e.g. \$700ish for an iPad.

Outside works to keep a person's pathways safe worth \$5,000. This has been approved but *only* because it was specifically mentioned in the client's plan, and the LAC had provided written approval for the works to Headway Gippsland Inc. In other words, this was a one-off, but you can see the supporting evidence was on hand. Otherwise, definitely NO.

Fixing leaky pipes? No

Installing fly screens? No

Hiring a caravan to live in whilst house is being painted internally? No

If in doubt, ask the NDIA on 1800 800 110. but it can depend on who you get on the day!

Also, check with the General or Operations Manager, especially if the item requires more explanation/justification. As we don't visit the clients ourselves, we don't know their needs as well as you do. You're in a much better position to argue the case.

Other Notes

Improved Daily Living is for therapy, also called CB Daily. This includes therapy sessions/reports/assessments.

NDIA managed next to an item means Headway Gippsland Inc. cannot pay for the item. It has to be processed directly through the portal by the Service Provider.