

## SD – Brevity – Important Plan Management Information

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### **THINGS TO BE AWARE OF**

Areas of a participants Plan  
MUST BE DOCUMENTED EG

**SIL** (Supported Independent Living) This needs to be checked as sometimes Plan Managed and sometimes NDIA managed Cannot process SIL if NDIA managed

**STA** (Short Term Accommodation) or can be called Respite in Plan This must be documented or a goal where the primary carer needs a break If not written in plan clearly then a service agreement should be provided that shows that the participant and provider have agreed on the cost and the participant is aware how much will come out of the plan

STA is usually 28 days per year

### **Meal prep and delivery**

Food is an everyday item and the NDIA have advised that 30 % of an invoice if it consists of food, meal prep and delivery that 70% of the invoice can be paid

Many providers separate the invoice 30% will be invoiced separately and 70% to the Plan manager for payment

*100 percent of the invoice if the provider has removed the cost of food*

*70 percent of the invoice if the provider includes the cost of food in the total cost.*

### **Home Modifications**

Home modifications will be listed in the Plan under Capital

Check whether a quote needs to be sent to NDIA in the first instance If Plan managed cannot be approved over the amount listed in the plan

With Covid there were many temporary measures put into place one of these were.

### **I Pads, Tablets and Computers**

These are required for telehealth only All requests for these items must be accompanied by a letter from a therapist supporting this

Many other changes that were temporary have now ceased

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*It is the responsibility of the Approver to stay up to date with changes and inform the Plan management Team*

### Hours

#### **Total hours cannot be changed**

A provider whether registered or unregistered can only charge up to the listed price guide

Providers need to have the invoices returned to them to correct the invoice to the correct pricing

An invoice cannot be manipulated to state more hours occurred for less \$

### TTP

Some registered providers can charge the higher TTP rate. It is not the responsibility of Plan Managers to check this but is the responsibility of Plan Managers if asked to provide copies of invoices to NDIS upon requested

### Assistive Tech

Participants can use their CORE funding to purchase low risk assistive technology without a therapist supporting letter

Some items such as bed sticks, weighted blankets although low cost are considered high risk and cannot be approved with supporting letter

Some items such as shower stools, manual wheelchairs are considered off the shelf items which can be purchased. Whereas some shower chairs, electric wheelchairs beds should be assessed by a therapist and supporting letter provided

*It is the approvers responsibility to be familiar with the NDIS documentation regarding LOW and HIGH-RISK list of items. A full list of each risk category can be sourced via the NDIS website*

### Transport

Transport can be funded in different ways

Participants can have transport funded paid into their bank account on a fortnightly basis, there are 3 different funding levels they may receive dependent on their situation e.g. Employment, Study, Day Programs. Some participants choose to have their transport Plan Managed and this needs to be checked against individual plans

Activity Based Transport – Where provider is also supporting the participant

Non face to face can also include tolls and parking fees if providing support

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Non-Labour costs -Provider Travel – Kms and travel time to the participant to provide support.

Time is charged by claiming the same line item as the service being provided.

Provider Km's is charged by using a xx\_799\_xxx\_x\_x code

Rules apply and approver needs to be aware of these

<https://www.ndis.gov.au/providers/pricing-arrangements#ndis-pricing-arrangements-and-price-limits>

### REIMBURSEMENTS

Clients often purchase items such as continence aids as it can often be cheaper purchased at a supermarket or sensory aids, low-cost AT themselves. Receipts need to be legible with the participants name on them. All items are still required to fit reasonable and necessary.

### AGED CARE

Some participants live in Aged Care facilities and only certain payments can be made via the plan

Basic Daily fees are the responsibility of the participant and additional costs

The following link gives details re Daily Accommodation fee, Accommodation supplements that can be paid via plan

<https://ourguidelines.ndis.gov.au/supports-you-can-access-menu/home-and-living-supports/younger-people-residential-aged-care/what-aged-care-fees-and-charges-can-we-fund>

It is the responsibility of the approver to check **each plan** and what it contains. Frequently these payments are NDIA managed and cannot be processed by Plan Managers

### Parental Responsibilities

Many items such as swimming lessons, play equipment are considered a normal parental responsibility

Swimming lessons must be written in the plan, if approved the Agency will usually fund the difference between group swimming lessons and private. So the difference that a parent would pay would be the difference only is funded and the parent responsible for the group lessons portion

All invoices need to be looked at as Reasonable and Necessary and is it related to the Disability of the participant.

Once Invoices are approved Plan Management team will create a Batch and send across to PRODA for payment