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National Disability Insurance Scheme (NDIS) Related Services Training 2024

Module 2

Understanding the NDIS Guidelines Part 1: Support Purposes

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Module 2:
Understanding the NDIS Guidelines Part 1: Support Purposes

Objective:

This training module is designed to provide a comprehensive understanding of the National Disability Insurance Scheme (NDIS) guidelines and how the team contributes to the accurate processing of NDIS invoices. By the end of this training, team members will have a clear understanding of the NDIS Support Purposes and how to ensure compliance with NDIS guidelines during invoice processing.



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Topics Covered

2.1 NDIS Participant Budgets: Breakdown of Support Purposes

2.2 Support Purpose Guidelines

2.3 CORE Support

2.4 CAPITAL Support

2.5 CAPACITY BUILDING Support

2.6 NDIS Outcome and Registered Groups

Support Purpose	Suppose Category
CORE	01 – Assistance with daily life
	02 – Transport
	03 – Consumables
	04 – Assistance with Social, Economic and Community Participation
CAPITAL	05 – Assistive Technology
	06 – Home modifications and Specialised Disability Accommodation
CAPACITY BUILDING	07 – Support Coordination
	08 – Improved Living Arrangements
	09 – Increased Social and Community participation
	10 – Finding and Keeping a Job
	11 – Improved Relationships
	12 – Improved Health and Wellbeing
	13 – Improved Learning
	14 – Improved Life Choices
	15 – Improved Daily Living Skills

2.1 NDIS Participant Budgets: Breakdown of Support Purposes

When processing NDIS invoices, it's important to understand the three key categories into which participant budgets are allocated. Each category serves a specific purpose and understanding them will ensure accurate invoicing based on the participant's approved plan..

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2.2 Support Purpose Guidelines

Not all the categories mentioned will be allocated funds, but the selection of support category and the total fund allocation will depend on the nature of disability and the level of disability of the participant.

Funds will be allocated for a certain time period (Plan Period) and renewal plan to be sought after that.

There can be a change in fund category allocation depending on the disability at the time of renewal.

2.2.1 CORE Support

Purpose: Core supports help participants with their day-to-day activities, enabling them to lead an independent and fulfilling life.

Examples of CORE Supports:

- Assistance with Daily Living: Personal care and household tasks (e.g., cleaning, cooking, grooming).
- Transport: Support for travel related to education, work, and community participation.
- Consumables: Everyday items such as continence products or low-cost assistive devices.
- Social and Community Participation: Support to enable participation in social and recreational activities.

Invoicing Considerations:

- Core supports tend to be flexible, allowing participants to use funding across different categories as their needs evolve.
- Ensure the services being invoiced are aligned with daily living assistance or other approved activities in the participant's plan.

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2.2.2 CAPITAL Support

Purpose: Capital supports are focused on investments in assistive technologies, home or vehicle modifications, or housing solutions to meet the specific needs of participants.

Examples of CAPITAL Supports:

- Assistive Technology (AT): Equipment like wheelchairs, hearing aids, or communication devices.
- Home Modifications: Structural changes to a participant's home to improve accessibility (e.g., ramps, lifts).
- Vehicle Modifications: Modifications to a vehicle to make it suitable for the participant's disability.
- Specialist Disability Accommodation (SDA): Accommodation for participants who require specialized housing due to their significant disabilities.

Invoicing Considerations:

- Capital supports are usually non-flexible and require specific allocation of funds for each item.
- Invoices for capital supports must provide detailed descriptions of the equipment or modifications and ensure that the participant's plan specifically allocates funds for these purposes.

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2.2.3 CAPACITY BUILDING Support

Purpose: Capacity building supports aim to develop the skills and independence of participants, helping them achieve long-term goals.

Examples of CAPACITY BUILDING Supports:

- Support Coordination: Assistance in managing the participant's NDIS plan and coordinating various services.
- Improved Living Arrangements: Help in finding suitable housing or dealing with tenancy issues.
- Employment Supports: Assistance in developing job skills or finding and maintaining employment.
- Improved Relationships: Support for improving communication skills and building relationships.
- Improved Health and Wellbeing: Programs designed to improve physical or mental health, such as fitness training or nutritional counselling.

Invoicing Considerations:

- Capacity building funds are generally goal-oriented and allocated to specific programs or services.
- Invoices need to reflect how the services provided contribute to the participant’s capacity development as outlined in their NDIS plan.

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Outcome	Aligned Support Category
Daily Living	01 – Assistance with daily Life, 15 – Improved Daily Living Skills
Home	06 – Home modifications and Specialised Disability Accommodation, 08 – Improved Living Arrangements
Health and Wellbeing	12 – Improved Health and Wellbeing
Lifelong Learning	13 – Improved Learning
Work	10 – Finding and keeping a Job
Social and Community	04 – Assistance with Social, Economic & Community

2.3 NDIS Outcomes and Registered Groups

The table that outlines how each NDIS support category is aligned with specific outcomes, ensuring participants receive the appropriate support to achieve their goal. Each support category is aligned to specific outcome.

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2.3.1 Registered Groups

Each registered provider should register with the NDIS Commission to the relevant registered group that align with the support item that they provide.

1. **0125 –Participation in community, social and civic activities.**

2. **0136 – Group and centre-based activities**

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2.4 Unit of Measure Training Module: Hour

- Standard Unit: Support provided for one hour is the standard unit (Qty 1).
- Rate Conversion: If support is provided for less than an hour (e.g., 20 or 45 minutes), convert the time to a decimal equivalent (e.g., 20 min = 20/60 or 0.33 hours).
- Minute Rate Conversion: When the rate is provided per minute, convert it to an hourly rate.
- Price Limits: Always ensure that the converted rate does not exceed the NDIS maximum hourly price limit.
- Maximum Quantity: Be mindful of the maximum quantity limits per day:
  - *Yard maintenance/cleaning: Maximum of 5-6 hours.*
  - *Other services: Maximum of 24 hours per day.*

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2.4 Unit of Measure Training Module: Daily

- Standard Unit: Support provided for a day is measured as one unit (Qty 1).
- Rate Conversion: If support is mentioned in hours (e.g., 8 hours), convert it to a daily rate (e.g., 8/24 or 0.33 days).
- Hourly Rate Conversion: When rates are provided per hour, convert them to a daily rate.
- Price Limits: Ensure the daily rate does not exceed the NDIS price guide's daily limit.



2.4 Unit of Measure Training Module: Weekly

- Standard Unit: One week of support is measured as one unit (Qty 1).
- No NDIS Price Limit: NDIS does not set a maximum weekly rate.
- Service Agreement: Ensure the weekly rate is clearly outlined in the service agreement between the participant and provider.
- Invoice Details: The invoice must specify the exact weekly service dates.

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2.4 Unit of Measure Training Module: Each

- Support Period: Use "each" as the unit of measure for sessions, product items, or support provided for certain periods (e.g., a session).
- Fixed Price Supports: For some supports, NDIS sets a price limit, such as:
  - *Night-time sleepovers*
  - *Establishment fees*
- No Price Limit for Products: For items like consumables or assistive technology, NDIS does not set a price limit.

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2.4 Unit of Measure Training Module: Monthly & Annually

Monthly

- **Standard Unit:** Monthly support services or ongoing costs are measured as one unit (Qty 1).
- Examples:
  - *Plan management: Charged monthly.*
  - *Assistance dogs: Ongoing monthly costs.*

Annually

- Ongoing Support: Annual support services or items are measured as one unit (Qty 1).
- Fixed Annual Costs: NDIS sets an annual price for some services, like transport or consumables (e.g., continence items).

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Conclusion

By understanding the structure and regulations of the NDIS, the team will be better equipped to process invoices accurately and efficiently. Always ensure compliance with NDIS guidelines, verify participant eligibility, and adapt to any changes in a participant's plan. Your work plays a crucial role in supporting NDIS participants, plan managers and maintaining the integrity of the scheme.

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