Health Provider Assist

Health Provider Assist Disability Support Worker Handbook

The 22-billion-dollar government scheme bringing life to businesses

Brought to you by:
Health Providers Assist

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NDIS needs more workers to provide support to people with disability.

The way people with disability access support is changing, so is the disability sector. This sector is open to a wide range of roles for disability support workers, providing endless opportunities to progress as a sole trader or company whilst holding a unique purpose in the field; to make a difference in the lives of people living with disability.

Could this be the opportunity for you?

Right now there is a lot of demand for people who share the vision of high quality, safe services to support people with disability.

The National Disability Insurance Scheme (NDIS) is the new way of providing a range of supports to Australians with disability, their families and carers.

NDIS will provide Australians under the age of 65 who have a permanent and significant disability with supports they require. By doing so, people with disability have greater flexibility and choice over the support services they require to meet their individual needs.

The NDIS is a move from a 'one-size-fits-all' approach to a system where people with disability have direct control over the funding they receive.

What is disability support work?

Disability support work involves supporting a person with disability to:

- Participate in daily life activities
- Pursue community activities of their choice
- Achieve their goals

Available nationally across NDIS currently:

- 5 million clients with a disability across Australia
- Each client averaging $60,000 - $100,000 per year to give to businesses for services
- Start a fresh new business or add it to your current business

Discover below how simple Health Provider Assist makes the process for you becoming the next NDIS Provider:

Some of the services which are popular amongst Disability Support Workers are as follows.

0107: Daily Personal Activities

This service assists participants to ensure their personal care and hygiene is always upheld. Participants may be required to complete personal care tasks such as showering, toileting, changing etc, this is done in the participants home. These support items provide a participant with assistance with, or supervision of, personal tasks of daily life to develop skills of the participant to live as autonomously as possible.

0116: Innovative Community Participation

This support item is designed to enable providers to offer new and innovative services to participant and is for mainstream providers who want to enable participants to access mainstream activities. Any standards applicable to the industry in which the provider operates would need to be met. All supports claimed under this support item need to be reasonable and necessary given the participant's plan goals.

0125: Participation in Community, Social and Civic Activities

This support category relates to assisting with or supervising a participant to engage in community, social, recreational, or economic activities. These supports can be provided in a range of environments, such as in the community or a centre. This includes taking them on shopping trips, any appointments, leisure activities etc.

Below are all the services available to Disability Support Workers within NDIS:

Level 1 to 3 Disability Support Worker services available include the following:

Service	Description	Price (Per Client)
Assistance with Daily Life Tasks in a Group or Shared Living Arrangement (SIL)	Support services provided to participants in a shared living arrangement.	**SIL $57.30 - $364.83 Respite care (Short term accommodation): $705.35 - $5,205.68 per day.**
Daily Personal Activities	Assisting participants to execute their daily tasks in a healthy and safe manner.	**$57.23 - $198.14 per hour**
Participation in Community, Social and Civic Activities	Providing assistance to participants when engaging in community, social, recreational and economic activities.	**$57.23 - $198.39 per hour**
Household Task	Aid in maintaining the participants home environment to ensure health ad safety.	$49.42 - $75.50 per hour
Group and Centre Based Activities	Provide supports to participants when engaging in group and centre-based activities.	$16.96 - $201.65 per hour
Assistance with Travel and Transport Arrangements	Provide transportation assistance to participants.	Price by Quote
Specialist Disability Accommodation (SDA)	Providing homes suitable to the participants needs to reside in.	Prices vary depending on the type of home. Please look at current SDA price guide.
Innovative Community Participation	Assisting participants to engage in mainstream activates.	No Price Limits - Charge a reasonable amount
Assistance in Coordinating or Managing Life Stages, Transition and Supports	Providing quality peer support to aid in individual skill development and the development of life-stage transitions.	$57.10 - $283.67

Assistance to Access and Maintain Employment or Higher Education	Providing guidance and assistance to ensure employment and education is maintained in a manner suitable to the participant.	$65.09 - $97.64 per hour

Ask Your HPA Agent for access to NDIS Demand Map

How to Register

Requirements

Both the state and federal government have set requirements for providers to register:

- Have an ABN
- Develop a range of legal documents in line with the current legislations such as: Policies, Registers, Procedures, Staff Forms, Client Forms and much more to become compliant
- Develop a Quality Improvement Plan based on your improvement areas for the next year
- Complete required assessment modules about your legal documents and business
- Complete both the verification and certification audit (when you wish to work with higher need clients)

How we help with the requirements

It can be very difficult to register. That's why our program supports you to register:

- Show you how to apply for an ABN or CAN
- We will develop ALL of the necessary compliance requirements such as; Policies, Registers, Procedures, Staff Forms, Client Forms and much more to get you compliant

- We will develop your Quality Improvement Plan for you to follow to improve your business
- We will complete the long assessment modules for you.
- We will support you through your audit process whenever you wish to go through your audit.
- We make the process efficient and smooth!

How Do I Get Clients?

As a part of the Health Provider Assist NDIS registration program, we assist you in the client gaining process to help you make the most out of your registration. We will:

- Get you in touch with one of our friendly client managers to help you for your first couple months in getting started and helping you find the best ways to get clients
- Send you contacts of coordinators who work directly with clients and coordinate them to businesses like yours
- Provide you with a wide range of resources that show you what the best ways are to find new participants to bring on board.

Our Client Manager

We will support you every step of the way and help with everything

- Receive fortnightly or monthly calls based on your preference
- The client manager will help you with absolutely everything from getting your first clients and invoicing them
- If you ever need assistance with anything, your client manager will be there to help

Registration Steps

STEP 1

Complete initial documents to get started (this includes providing your ABN details and selecting which services your looking to register for.

STEP 2

Receive access to the HPA Portal, and within three weeks of commencing with our services, you will receive your Policies & Procedure Manual, and all Supporting Documents.

STEP 3

After receiving all intellectual property, we will provide you with an audit training module to complete.

STEP 4

Once complete, we will request the following: your resume, PRODA login details, and a small biography about yourself.

STEP 5

Book in a time with the applications team to have the application submitted. We will COMPLETE and SUBMIT the application on your behalf.

STEP 6

Within 24 hours, you will receive your initial scope of audit from the NDIS commission. This is the document you will provide to the auditors.

STEP 7

Obtain quotes form Approved Quality Auditors (AQA). Sign a contract and engage an AQA. Book in a time and complete the first stage of the auditing process. (Generally done via email correspondence, phone or Zoom)

STEP 8

The AQA will send their finding to the NDIS Commission, where you will then receive your full approval for NDIS Registration.

STEP 9

After becoming a registered provider, 18 months later down the track you will go through the renewal process, where you will sit your mid-term audit

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Request An Appointment

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