



# Local Coordination Operational Policy – Individualised Funding

## Purpose

This Policy outlines the principles, utilisation and management of Individualised Funding in Local Coordination.

## Scope

This Policy applies to all Local Coordination areas and is applicable to people with disability accessing Local Coordination support.

## Definitions

**Capacity** refers to the ability, time and willingness to manage funded supports and to develop and maintain the required knowledge and skills, with appropriate support and opportunity.

**Individualised funding** refers to funding allocated specifically to a person with disability for identified supports or services in a plan.

An **individual plan** is a plan that describes the life a person would like to lead, their goals, and the strategies and supports chosen to achieve those goals.

**Self-directed supports and services** refers to an approach where the person and/or their representative may actively direct the provision of supports and services to the extent they desire and have capacity to do so.

**Self-management** refers to the management of funded supports in a plan by either the person with disability or a representative acting on their behalf. The person or their representative receives the funding, engages supports and services and is responsible for meeting relevant legal obligations. Where a representative manages the supports and services, they receive funds on trust to be spent according to the person's plan, and may be wholly or partially responsible for meeting legal obligations.

A **service provider** is an entity that is registered to be on the Department of Communities (Communities) Contract for Individual Funding and/or Disability Professional Services

Panel that provides paid services which are identified in the individual plan and funded through Communities.

**Service provider management** is the management of funded supports in a person's plan by a contracted service provider. The service provider receives the funding, engages staff and is responsible for meeting relevant legal obligations. On agreement with the service provider, the person and/or their representative may actively direct the provision of those supports to the extent they desire and have capacity to do so.

**Shared management** is a type of service provider management under which the funded supports in a plan are managed in a shared arrangement between a person and a service provider. The service provider receives the funding, and the person or their representative engages staff. The person or their representative and the service provider share responsibility for meeting relevant legal obligations as agreed between the parties.

**Combination management** refers to the combination of both self-managed supports and service provider managed supports in a plan.

## Policy statement

This policy provides the framework for individualised funding for people with disability who receive funding from Communities.

### Principles

- People with disability, their families and carers are in the best position to determine their own needs and goals, and to plan for the future.
- People with disability have the same right as other members of society to participate in, direct and implement the decisions that affect their lives.
- The lives of people with disability, their families and carers are enhanced when they can determine their preferred supports and services and exercise control over the resources as detailed in the plan, to the extent that they desire and have capacity to do so.
- Individualised approaches improve outcomes for people with disability by enabling genuine choice and control through person centred planning and self-directed services and support.

### Introduction

Individualised funding can be used for disability related strategies, supports and services identified through the individualised planning process that are assessed to be reasonable and necessary. As part of the planning process, decisions will be made in relation to the individualised funding that may be allocated in a person's plan.

In deciding the supports to be funded under the plan, consideration will be given to:

- the person and their current circumstances

- the person's support needs assessment
- how the strategies outlined in the plan contribute to the person's identified goals
- the supports that can be funded in the plan
- the supports that cannot be funded in the plan
- plan tested against the Reference Package
- general considerations, for example whether the strategies in the plan are aligned with planning principles.

Funding will not be provided for:

- Any costs not attributable to a person's disability.
- Purposes that are likely to cause harm to the person or pose a risk to others
- Purposes that are inconsistent with the best interests of the person
- Income replacement for individuals with disability or family members (except in special circumstances approved by Communities and in accordance with the Local Coordination Operational Policy - Family Members as Paid Support Workers)
- Purposes that duplicate other supports and services delivered under alternative funding through Communities, National Disability Insurance Scheme or other government services.
- Support that is contrary to:
  - i. A law of the Commonwealth; or
  - ii. A law of the State or Territory in which the support would be provided.

There will be a small number of people with existing funding, such as Combined Application Process funding, but no individual plan who may not be connected to Local Coordination. People in this situation can choose not to engage in planning with Local Coordination, however any additional funding for changed needs would require an individual plan with a Local Coordinator.

## Implementation

### Management of funded supports

The management of funded supports in a plan can be carried out by either an individual, their representative or a service provider. There are various roles with different implications for legal responsibility, depending on the approach for managing funded supports. For further information, refer to Local Coordination Operational Policy – Self-management of Funded Supports.

Managing funded supports in a plan includes responsibility for:

- managing any funds provided in a plan; this includes acquitting the funds and meeting other agreed accountability requirements
- ensuring funds are used in accordance with Local Coordination policies
- providing or purchasing the supports identified in the plan, including sourcing, arranging and paying for supports and related costs
- assessing and monitoring the quality of services and supports, and ensuring that

appropriate safeguards are in place and the rights of the person with disability are upheld at all times

- complying with all applicable legal requirements associated with employing staff and engaging contractors.

There may be a combination of self-managed and service provider managed supports within a plan.

The Local Coordinator should discuss the plan funding management options and associated tasks and responsibilities with each person or their representative. This allows the person to make informed decisions that maximise their choice and control.

Discussion should include:

- which funding management option, or combination of options, is likely to contribute to positive outcomes for the person with disability
- which supports may be suited to particular forms of funding management
- which funding management option is most consistent with the individual's preferred level of control and acceptance of responsibility
- whether strategies could be put in place to enhance the capacity of the individual to manage their plan
- service provider and shared managed options with service providers
- practical considerations such as record-keeping and acquittal requirements involved in self-management.

Self-management is the only form of plan management that requires approval by a Local Coordinator. The Local Coordinator will support the person and/or their representative to develop their understanding of, and capacity to fulfil, the responsibilities of self-management. The Local Coordinator will collaborate with the person and/or their representative to complete a 'Self-Management Checklist', which outlines the tasks and responsibilities of self-management (for further information, see the Local Coordination Policy - Self-Management of Funded Supports). Shared management arrangements are negotiated between the person and the service provider.

## Responsibilities

Compliance with this policy is mandatory.

## Other related documents

National Disability Insurance Scheme Act 2013

Disability Services Act 1993

Disability Services Regulations 2004

National Standards for Disability Services

National Disability Insurance Scheme (Plan Management) Rules 2013

The following Local Coordination Operational Policies/Procedures/Guidelines/Processes:

- Plan Development and Plan Changes
- Prioritisation of Plans
- Review of Plans
- Safeguarding
- Funded Supports in the Plan – Reasonable and Necessary
- Support Needs Assessment
- Ongoing Engagement and Plan Monitoring
- Self-Management of Funded Supports
- Self-Management Guide
- Prioritisation of Funding

The pricing for contracted service providers is available at:

<http://www.disability.wa.gov.au/disability-service-providers-/for-disability-service-providers/pricing-arrangements/>

A list of contracted service providers is available at

<http://www.disability.wa.gov.au/services-support-and-eligibility/services-supports-and-eligibility-new/services/directory-of-service-providers-/>

## Document control

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<b>Custodian</b>	Program Support and Development Manager - State-wide Services, Community Services Division
<b>Contact</b>	Program Support: <a href="mailto:programsupport@communities.wa.gov.au">programsupport@communities.wa.gov.au</a> ; State-wide Services, Community Services Division

Feedback and enquiries relating to this Policy may be directed to [programsupport@communities.wa.gov.au](mailto:programsupport@communities.wa.gov.au) .

This document can be available in alternative formats on request.

## Amendments

Version	Date	Author	Description
1.0	25 February 2015	Wendy Murray	N/A
1.1	5 August 2016	Simone Spencer	Terminology updated

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Description</b>
2.0	22 September 2017	Scheme Policy & Program Transition Manager	Incorporation of Managing of Funded Supports content. Updated definitions in line with Self-Management of Funded Supports policy.
2.1	29 April 2020	Program Support	Review before 29/04/2022
2.2	16 October 2020	Program Support, State-wide Services, Community Services Division	Review before 16/10/2022