



**Occupational Therapy Assessment and Support Schedule
(NDIS Participants)**

OCCUPATIONAL THERAPY ASSESSMENT



Your referral for Occupational Therapy

Our referral can be found at <link required>. You can complete the form for yourself or on behalf of the person you are supporting (with their consent). If you are having difficulty completing the form, call our main number 0422 458 837 for assistance and you will be contacted as soon as possible.

What happens after your referral has been sent?

Our client services manager will contact you shortly to discuss a service agreement. Your service agreement will be specific to the assistance you have requested from an occupational therapist.

The service agreement includes:

- The support your occupational therapist will provide
- The timeframe for delivering those supports
- The hours that we anticipate will be required
- The cost of providing your supports
- Details of who will be sent an invoice for your supports.

At this time, our client services manager will complete a safety checklist as well as gather some information about your preferences to ensure that your therapist is aware of your individual needs and can be as effective as possible in supporting you.

Your occupational therapist

Following the completion of your service agreement, your occupational therapist will contact you directly to organise your first appointment. Make sure you let your OT know if there is anyone you would like to be with you during your appointment.

NDIS registration and fees

Access and Independence Solutions is a registered provider of supports under the National Disability Insurance Scheme and registered with the NDIS Quality and Safeguards Commission.

The hourly rate we charge for therapy and travel is set by the NDIS Price Guide 2019-2020, \$193.99. We regularly review the NDIS Price Guide and update our fees accordingly.

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

We are monitoring the advice of the NDIS regarding this increase and will remove once further advice is received.

Your occupational therapist will provide supports beyond face-to-face appointments and travel. These supports are included in your service agreement and ensures your therapist can continue to work with you to achieve your goals. This “behind the scenes” work includes:

- Preparation prior to your appointment including reviewing documents, preparing small equipment for trial during your appointment or developing resources for use in your therapy
- Liaising with you and relevant others you have consented to, including in your therapy
- Liaising with suppliers to coordinate trials and ensure your appointments run as smoothly as possible to avoid delays
- Following-up with suppliers to obtain quotations and confirm quote is a true representation of the items trialled
- Contact with builders and organisation of joint appointments (home modifications)
- Liaising with other treating professionals to obtain supporting information to assist you in achieving your goal
- Completion of specifications (drawings and instructions) for home modifications
- Formal NDIS AT or Home Modifications report for submission to the NDIS
- Functional assessment reports
- SDA and/or SIL reports to support applications to NDIS for housing and support
- Manual handling procedures for those who support you
- Therapy plans
- Documentation including case notes (your OT is legally required to ensure all interactions are documented)

You will be sent a copy of all formal reports to ensure that you are happy with the report and we will ask you to sign some of the reports so that we can submit them to the NDIS. Try to keep copies of your reports, we will always have a copy however it can be helpful to have copies, paper or electronic as you achieve goals over the years.

How do we charge you?

At the time of referral, we will discuss how your plan is “managed”. The person or organisation responsible for paying for services delivered through your NDIS plan will be invoiced. We will invoice as supports are provided, generally on a weekly basis.

Cancellations

A minimum of 24-hours notice is required to reschedule or cancel a planned support. The NDIS defined short notice cancellation as 2 working days and allows 100% of the planned support to be claimed.

The cancellation rules have been made to cover the costs incurred by a provider if a participant has cancelled at short notice or does not show up.

Documentation/Reports

We are unable to support applications for certain supports (assistive technology or home modifications) without a formal report. If you do not require a report, let your OT know however there will still be costs incurred for mandatory documentation of the supports we provide.

General OT supports and hours of support

Please note the below schedule of supports is indicative of previous supports and if multiple appointments are required, for example, trialling multiple assistive technology devices with different suppliers, additional hours will be required.

Initial Assessment/Functional Assessments

Therapy Support	Approximate Hours
Initial Assessment or Functional Assessment (sometimes referred to as a "Full Functional") • The first assessment by your OT is a time where you meet with your occupational therapist to discuss your goals and areas where you would like support. • This is an opportunity for your therapist to discuss and observe how you complete everyday tasks. • We take a wholistic approach to get a good understanding of how you do things, your home environment and what supports including any assistive devices that help you with everyday life. • Areas of difficulties are assessed in detail with a view to increasing independence in the areas of your life that are important to you. • Everyday tasks can include: personal care, how you move around your home, domestic tasks and community access.	Hours: 8 (summary report with plan and recommendations) Hours: 10 hours (complex report with therapy plan) Includes: Home visit and assessment by occupational therapist. Planning following the assessment with senior therapist. Follow-up consultation with your OT to confirm recommendations and a therapy plan (if required). Complex Functional Assessment Report with recommendations and a therapy plan if required. If you do not need a complex assessment report then a summary report with therapy plan is an option. Provider travel (charged in line with NDIS price guide)

	(additional hours maybe required to implement the therapy plan)
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Occupational therapy assessment and report for Specialist Disability Accommodation (SDA) and/or Support Independent Living (SIL):

Therapy Support	Approximate Hours
- Comprehensive assessment of your function and participation in everyday tasks. - Completion of multiple standardised assessments as appropriate. - Assessment of the home environment to determine its impact on participation in activities of daily living. - Review of any assistive technology that you use to help you participate in your day to day life. - Review and assessment of support needs including support provided by formal and informal support networks. - Discuss previous and future capacity building options. - Determining whether increasing support hours, alternate assistive technology or home modifications would be appropriate to maintain you in your current home environment. - Comprehensive occupational therapy report outlining participants current function and supports to determine the most appropriate response from the NDIA. - Report includes opinion and recommendations regarding housing and supported independent living with consideration to the National Disability Insurance Scheme Act (2013) including Section 34 (reasonable and necessary supports), Specialist Disability Accommodation (SDA) Rules 2016 and best practice. - Provider travel.	Allowance: 20 hours Includes: Home visit and relevant assessments by occupational therapist. Review of all available supporting medical and therapeutic information applicable to application. Liaison with support coordinator or individual completing the housing plan. Provision comprehensive report with recommendations and opinion with application of relevant legislation and guidance related to SDA and SIL for submission to NDIS. Provider travel

Equipment/Assistive Technology

Therapy Support	Approximate Hours
- Initial/functional assessment to guide your therapist in identifying your specific needs in relation to the assistive technology you require. - Completion of trials with your occupational therapist to determine the right option for you within your home environment and the areas where you will be using the device (for example, a scooter trial will include community access). - More complex options such as standing wheelchairs may require an extended assessment or multiple trials to ensure that	Allowance: 10 hours (first item if not complex high cost device) additional 6 hours per device Includes: Home visit and assessments by occupational therapist.

often high cost options are appropriate for you and can be supported as “reasonable and necessary”. - Obtaining quotations from suppliers and comparing costs as required by NDIS - Completion of comprehensive Assistive Technology Assessment Report for the NDIS. - Provider travel.	Trial of assistive technology with your therapist and the supplier. Liaison with support coordinator or those supporting you (if you consent). Provision Assistive Technology Assessment report and submission of quotation to NDIS Provider travel
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Manual Handling Assessment, Plan and Procedures

Therapy Support	Approximate Hours
- Initial/functional assessment to guide your therapist in identifying your specific needs in relation to manual handling to make sure you can safely move where you need to go. - Liaison with those supporting you to move within you home and any concerns they have for your safety as well as making sure they are safe while helping you. - If we determine that you require additional equipment to support you, a further service agreement may be required to assist you and those supporting you to get what you need. - Completion of a manual handling plan to ensure that you have procedures to ensure you and those supporting you have an agreed way to move and something those assisting you can use when they are new and learning how to support you. - Provider travel.	Allowance: 10 hours Includes: Initial assessment Advice if alternate equipment is required and assistance to source if time permits Liaison with support coordinator or those supporting you (if you consent). Completion of manual handling plan and procedures. Provider travel

Functional/Developmental Assessments - Paediatric

Therapy Support	Approximate Hours
- The first assessment by your child’s OT, is a time where you meet with your occupational therapist to discuss your goals and areas where you would like support. - This is an opportunity for your therapist to discuss and observe how your child completes everyday tasks. - At the time of referral we will have obtained information to assist the OT in determining the best formal assessments to use (this could include the Sensory Profile Measure, Peabody Developmental Motor Scales, WeeFIM).	Hours: 10 (summary report with plan and recommendations) Includes: Home visit and assessment by occupational therapist.

By completing an initial interview with you and your child, observing day to day participation in activities and scoring standardised assessment tools your OT will be able to work with you to identify where therapy will most benefit your child. <i>Ongoing therapy sessions take place in the home and generally last for one hour per session, you will need to consider the travel time associated with each visit as this is charged through the NDIS Plan.</i>	Standardised (up to 2) and non-standardised assessments Planning following the assessment with senior therapist. Follow-up consultation with your OT to confirm recommendations and a therapy plan. Paediatric OT report with therapy plan to provide recommendations and outline further treatment sessions. Provider travel (charged in line with NDIS price guide) (additional hours maybe required to implement the therapy plan)
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