



Disability Services Commission

# Western Australian National Disability Insurance Scheme (WA NDIS) Operational Policy

## Managing the Funding for Supports in a Plan

### 1. Keywords

Plan management decisions, funding, self-manage, support, shared management, organisation-managed, reviewable decision.

### 2. Policy statement

This operational policy outlines the funding management options for funded supports in WA NDIS plans.

### 3. 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.

People with disability have a life-long capacity for learning, development and contribution, and these capacities may change over time.

### 4. Introduction

As part of the WA NDIS planning process, decisions will be made with each individual about how the funding for plan supports will be managed.

Managing the funding for supports in a plan includes legal responsibility for:

- receiving and managing any funding provided including acquitting the funds and meeting other agreed accountability requirements (a person's individual plan can include support to self-manage);
- use of the funding is in-line with WA NDIS and Commission policies;

- purchasing or providing the supports identified in the plan including sourcing, arranging and paying for supports (also paying any applicable indirect costs associated with the supports, e.g. tax, insurances);
- implementing safeguards as outlined in the plan; and
- responsibility for the quality of the service being delivered.

There are two funding management options available to people in WA NDIS:

1. self-managed by the individual receiving supports or their representative; and
2. organisation managed by a disability sector organisation (including shared management arrangements).

When an individual chooses to self-manage, funds are paid directly to the individual (or their representative) to purchase supports and services identified within the individual's plan.

Funds are paid into a nominated bank account. Self-management enables the individual or their representative to choose Commission endorsed or non-endorsed providers to purchase supports with their NDIS funding.

Self-management of funding may be undertaken by the individual, or their selected representative. See also WA NDIS Operational Policy - Supported Decision Making.

The decision on funding management does not necessarily apply across the whole plan. Individual strategies approved for funding support in the plan may be managed differently from one another.

The Local Coordinator should discuss the plan funding management options and associated tasks and responsibilities with each individual. This allows individuals 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
- practical considerations such as record-keeping and acquittal requirements involved in self-management.

Within WA NDIS, support to meet the accountability requirements of self-management can be provided by the WA NDIS Technical Officer and/or Local Coordinator (although a person's individual plan can include some support to self-manage, for example, payment to an accountant to pay the wages of support people).



## 5. Implementation

This operational policy will be implemented in WA NDIS.

### 1. Self-managed funding

Where the person with disability or their representative (hereafter referred to as 'the individual') wishes to self-manage their approved WA NDIS funds, the decision will be informed by the individual's ability to meet the responsibilities involved.

This decision is based on a range of factors including the complexity of support arrangements, the individual's ability to:

- make informed decisions;
- understand and meet accountability requirements, and other critical risk areas;
- expend funds in accordance with the approved plan strategies; and

### 2. Organisation-managed funding

The individual, with support from the Local Coordinator if appropriate, will identify service providers that may be suitable to manage the funding under the plan. The individual will then select an organisation to provide their supports. Service providers must be on the Commission's Panel Contract for Individually Funded Services and are accountable for the quality and level of service provision.

Service providers and individuals may also come to additional arrangements to share the implementation of activities that are listed in a plan. This enables increased choice and control for individuals and families around the administration of their plan and supports.

### 3. Review of funding management decisions in the plan

Decisions in WA NDIS in relation to funding management of the plan requests are reviewable decisions. The individual will be advised of the decision, that it is a reviewable decision and of the review process. See WA NDIS Operational Policy - Reviewing and Appealing WA NDIS Decisions.



## **6. Related documentation**

Disability Services Act 1993 (amended 2014) and Disability Services Regulations 2004 (amended 2016)

Shared Management Policy November 2011, Disability Services Commission

National Disability Insurance Scheme (Plan Management) Rules 2013

National Disability Insurance Scheme Operational Guideline – Planning and Assessment – Plan Management Decision, 9 December 2013

WA NDIS Direct Funding Accountability Framework, November 2013

WA NDIS Self-Management Guide

WA NDIS Operational Policy - Reviewing and Appealing WA NDIS Decisions

A list of panel contract 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/>

## **7. Evaluation and review date**

30 June 2017 or earlier if required.

## **For further information contact**

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