



# St Mary's House of Welcome NDIS Services & Fee Schedule

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Service	Support Co-ordination to Increase Choice & Control
Goal	To build capacity to exercise greater choice & control & develop decision making & problem-solving skills.
Description	Someone to help you choose, connect & organise your NDIS services & increase your ability to self-manage your NDIS package.
NDIS Support Purpose	Capacity Building

Registration Group	Activity/Support Category Name	Ratio	Item No.	Support Item Name	Description	Fee/Hr	Travel	Cancel	NDIA Reports	Non-F2F
Assist-Life Stage	<b>Support Co-ordination</b>	1:1	07_002_0106_8_3	Co-ordination of Supports	Further qualifications/experience required to strengthen a higher needs participant's ability to coordinate their supports & participate in the community. This may include resolving points of crisis, & developing resilience in the participant's network.	\$100.14	✓	✓	✓	✓
Assist-Life Stage	<b>Support Connection</b>	1:1	07_001_0106_8_3	Level 1: Support Connection	Assistance for participants to implement their plan by strengthening the ability to connect with the broader systems of supports & understand the purpose of the funded supports & participate in the community. Support Connection will assist a participant to understand the aspects of the plan, assisting in ongoing management of supports, & answer questions as they arise.	\$65.09	✓	✓	✓	✓
Assistance in Coordinating or Managing Life Stages, Transitions & Supports	<b>Improved living arrangements</b>	1:1	08_005_0106_2_3	Assistance with Accommodation & Tenancy Obligations	Support is provided to guide, prompt or undertake activities to ensure the participant obtains &/or retains appropriate accommodation. May include assisting to apply for a rental tenancy or to undertake tenancy obligations.	\$65.09	✗	✓	✗	✗

Registration Group	Activity/Support Category Name	Ratio	Item No.	Support Item Name	Description	Fee/Hr	Travel	Cancels	NDIA Reports	Non-F2F
Accommodation / Tenancy Assistance	Assistance with daily life (includes Supported Independent Living)	1:1	01_001_0101_1_1	Transitional Support	Transition to NDIS funding – payment of rent and utility accounts. Short term payment as per participant plan.	Quote	x	x	x	x
Transition & Development of Daily Living & Life Skills	Training in Plan & Financial Management	1:1	07_003_0117_8_3	CB & Training in Plan & Financial Management by a Support Coordinator	Capacity building & training in plan administration & management with a participant to strengthen their ability to undertake tasks associated with the management of their supports. Providers of this support are to assist the participant to build capacity to undertake all aspects of plan administration & management, including: engaging providers; developing service agreements; maintaining records; claiming payments from the NDIA; & paying providers.	\$65.09	✓	✓	✓	✓

<b>NDIA Reports</b>	This includes writing a report about the client’s progress for the NDIA/LAC Planner or St Mary’s House of Welcome Co-workers	4 hours on average/year
<b>Non-F2F</b>	Billable non-face-to-face activities relate to research linked to the person’s goals rather than general administrative tasks such as enrolling, progress note writing and staff rostering. The amount charged is based on the time spent delivering the non-face-to-face support each time and claimed as hours of support against the relevant support item	3 hours on average/month

Service	Social and Community Access and Participation
Goal	Participate in social, community & civic activities, developing social skills, volunteering, voting & following a personal interest or hobby.
Description	Support to you to get involved in centre based social & recreational activities &/or to access & participate in community activities of you choosing either on your own or in a group.

### Individual Assistance - Community Access & Participation

Support Purpose	Registration Group	Support Category Name/ Activity	Ratio	Description	Item No.	Support Item name	Fee/Hr	Travel	Cancel	NDIA Reporting	Non-F2F
Core Supports	High Intensity Daily Personal Activities (Assist Integrate School/Ed)	<b>Assistance with social &amp; community participation</b> As requested	1:1	Supporting a participant to engage in community, social &/or recreational activities. Support delivered by a TTP provider.	04_300_0104_1_1_T	Access Community, Social & Rec Activities - Level 1 - Weekday Daytime - TTP	\$59.81	✓	✓	✗	✗
					04_302_0104_1_1_T	Access Community, Social & Rec Activities - Level 1 - Saturday - TTP	\$83.89	✓	✓	✗	✗
					04_301_0104_1_1_T	Access Community, Social & Rec Activities - Level 1 - Evening - TTP	\$65.82	✓	✓	✗	✗
					04_303_0104_1_1_T	Access Community, Social & Rec Activities - Level 1 - Sunday - TTP	\$107.99	✓	✓	✗	✗
					04_304_0104_1_1_T	Access Community, Social & Rec Activities - Level 1 - Public Holiday - TTP	\$132.09	✓	✓	✗	✗

## Individual Assistance - Centre Based Social & Recreational Activities

Support Purpose	Registration Group	Support Category Name/ Activity	Ratio	Description	Item No.	Support Item name	Fee/Hr	Travel	Cancel	NDIA Reporting	Non -F2F
Core Supports	High Intensity Daily Personal Activities (Assist Integrate School/Ed)	<b>Assistance with social &amp; community participation</b> As requested	1:1	Provision of support to enable a participant to engage in community, social &/or recreational activities in a centre, where a support worker with additional qualifications & experience relevant to the participant's complex needs is required. Support delivered by a TTP provider.	04_185_0104_6_1_T	Group Activities in A Centre - 1:1 - Complex - Weekday Daytime - TTP	\$66.76	✓	✓	x	x
					04_187_0104_6_1_T	Group Activities in A Centre - 1:1 - Complex - Saturday - TTP	\$92.78	✓	✓	x	x
					04_186_0104_6_1_T	Group Activities in A Centre - 1:1 - Complex - Evening - TTP	\$73.26	✓	✓	x	x
					04_188_0104_6_1_T	Group Activities in A Centre - 1:1 - Complex - Sunday - TTP	\$118.81	✓	✓	x	x
					04_189_0104_6_1_T	Group Activities in A Centre - 1:1 - Complex - Public Holiday - TTP	\$144.83	✓	✓	x	x

## Individual Assistance – Centre or Community Based Social & Recreational Activities (Capacity Building)

Support Purpose	Registration Group	Support Category Name/ Activity	Ratio	Description	Item No.	Support Item name	Fee/Hr	Travel	Cancel	NDIA Reporting	Non-F2F
Capacity Building	Participation in Community, Social & Civic Activities	<b>Assistance with social &amp; community participation</b> As requested	1:1	Provision of support to enable a participant to engage in community, social &/or recreational activities. Support delivered by a TTP provider.	04_104_0125_6_1_T	Access Community, Social & Rec Activities - Standard - Weekday Daytime - TTP	\$59.81	✓	✓	x	x
					04_105_0125_6_1_T	Access Community, Social & Rec Activities - Standard - Saturday - TTP	\$83.89	✓	✓	x	x
					04_103_0125_6_1_T	Access Community, Social & Rec Activities - Standard - Evening - TTP	\$65.82	✓	✓	x	x
					04_106_0125_6_1_T	Access Community, Social & Rec Activities - Standard - Sunday - TTP	\$107.99	✓	✓	x	x

## Assistance with Community Access in a Group

Support Purpose	Registration Group	Support Category Name/ Activity	Ratio	Description	Item No.	Support Item name	Fee/Hr	Travel	Cancel	NDIA Reporting	Non -F2F
Core Supports	High Intensity Daily Personal Activities (Assist Integrate School/Ed)	<b>Assistance with social &amp; community participation in group</b> <ul style="list-style-type: none"> <li>• Buddhist Temple</li> <li>• Movie Group</li> <li>• Community Events/Outings – BBQ</li> <li>• Gym Group – exercise &amp; swimming @ Footscray</li> <li>• Bowling</li> <li>• Fishing</li> </ul>	1:3	Provision of support to enable a participant to engage in community, social &/or recreational activities, where a support worker with additional qualifications & experience relevant to the participant's complex needs is required. Support delivered by a TTP provider.	04_124_0104_6_1_T	Group Activities in The Community - 1:3 - Complex - Weekday Daytime - TTP	\$26.70	✓	✓	x	x
					04_125_0104_6_1_T	Group Activities in The Community - 1:3 - Complex - Saturday - TTP	\$37.45	✓	✓	x	x
					04_127_0104_6_1_T	Group Activities in The Community - 1:3 - Complex - Evening - TTP	\$29.38	✓	✓	x	x
					04_126_0104_6_1_T	Group Activities in The Community - 1:3 - Complex - Sunday - TTP	\$48.21	✓	✓	x	x

## Group & Centre Based Activities

Support Purpose	Registration Group	Support Category Name/ Activity	Ratio	Description	Item No.	Support Item name	Fee/Hr	Travel	Cancel	NDIA Reporting	Non -F2F
Core Supports	High Intensity Daily Personal Activities (Assist Integrate School/Ed)	<b>Assistance with social &amp; community participation</b>	1.3	Provision of support to enable a participant to engage in community, social &/or recreational activities in a centre, where a support worker with additional qualifications & experience relevant to the participant's complex needs is required. Support delivered by a TTP provider.	04_195_0104_6_1_T	Group Activities in A Centre - 1:3 - Complex - Weekday Daytime - TTP	\$28.87	✓	✓	x	x
		<ul style="list-style-type: none"> <li>Computers Access &amp; Lessons - use email, internet etc.</li> </ul>			04_197_0104_6_1_T	Group Activities in A Centre - 1:3 - Complex - Saturday - TTP	\$39.62	✓	✓	x	x
		<ul style="list-style-type: none"> <li>Arts &amp; Craft Group</li> </ul>			04_196_0104_6_1_T	Group Activities in A Centre - 1:3 - Complex - Evening - TTP	\$31.55	✓	✓	x	x
		<ul style="list-style-type: none"> <li>Gentle Move &amp; Stretch Group</li> <li>Choir</li> <li>Vietnamese Lunch</li> <li>Yoga</li> <li>Meditation</li> </ul>			04_198_0104_6_1_T	Group Activities in A Centre - 1:3 - Complex - Sunday - TTP	\$50.38	✓	✓	x	x
					04_199_0104_6_1_T	Group Activities in A Centre - 1:3 - Complex - Public Holiday - TTP	\$61.14	✓	✓	x	x



## Group & Centre Based - General Activities

Support Purpose	Registration Group	Support Category Name/ Activity	Ratio	Description	Item No.	Support Item name	Fee/Hr	Travel	Cancellations	NDIA Reporting	Non-F2F
Core Supports	High Intensity Daily Personal Activities (Assist Integrate School/Ed)	Assistance with social & community participation <ul style="list-style-type: none"> <li>• Meals</li> <li>• Billiards</li> <li>• Access to Computers</li> <li>• Games</li> </ul>	1:5	Provision of support to enable a participant to engage in community, social &/or recreational activities, where a support worker with additional qualifications & experience relevant to the participant's complex needs is required. Support delivered by a TTP provider.	04_151_0104_6_1_T	Group Activities In The Community - 1:5 - Complex - Weekday Daytime - TTP	\$19.12	✓	✓	x	x
					04_153_0104_6_1_T	Group Activities in The Community - 1:5 - Complex - Saturday - TTP	\$26.82	✓	✓	x	x
					04_152_0104_6_1_T	Group Activities in The Community - 1:5 - Complex - Evening - TTP	\$21.04	✓	✓	x	x
					04_154_0104_6_1_T	Group Activities in The Community - 1:5 - Complex - Sunday - TTP	\$34.53	✓	✓	x	x
					04_155_0104_6_1_T	Group Activities in The Community - 1:5 - Complex - Public Holiday - TTP	\$42.23	✓	✓	x	x

## Activity & Camp Costs – Social and Community Access & Participation

### Goal

The Social and Community Activity Costs cost of some NDIS participants can be claimed against their NDIS Funding Package.

### Description

Social and Community Activity Costs will be charged to a NDIS package where the activity directly relates to the participant’s goals and if the person is at risk of social isolation or where it can be demonstrated that a participant cannot afford the expense related to the activity and the consequence of not paying would result in them not attending leading to increased social isolation.

This can also be charged when the person is trying new recreational pursuits; and engaging in broader community participation. This should be specified in the person’s plan wherever possible.

Hours in a Community Access budget will be converted to a fee and claimed by St Mary’s House of Welcome for the activity costs as listed below.

Support Purpose	Registration Group	Support Category Name/ Activity	Description	Item No.	Support Item name	Fee/Year	Travel	Cancellations	NDIA Reporting	Non-F2F
Core Supports	Participation in Community, Social and Civic Activities	Assistance with social and community participation	Annual support to enable a participant to independently engage in community, social and recreational activities when costs of participation exceed an affordable level and without, the participant would be at risk of social isolation.	04_115_0125_6_1	Community, Social and Recreational Activities	As listed below by activity	✓	✓	x	✓

Activity	Annual Cost (48 weeks)	Activity	Annual Cost (48 weeks)	Activity	Annual Cost (52 weeks)
Computer Lessons		Movie Group		Meals	
Arts & Craft Group		Community Events/Outings – BBQs		Billiards	
Gentle Move & Stretch Group		Gym Group		Access to Computers	
Choir		Bowling		Games	
Vietnamese Lunch		Fishing			
Yoga					
Meditation					
Buddhist Temple					

## Camps – Community Participation Activities

Goal	St Mary's House of Welcome Camps are designed to achieve the participant's goals by building their relationship skills, offering an opportunity to explore a wider range of activities and increasing the person's capacity and skill development.
Description	Camps are offered in a variety of Victorian location using existing community facilities provided for example by the YMCA. They typically run over a 3 to 4 day period either mid-week over a weekend. Participants are involved in the selection of the camp sites and the activities undertaken and participate in the

Type of Camp	Description	Item No.	Support Item name	Cost
Two nights/Three Days	Staffing Ratio: 1:3 Transport: Food: Activities: Accommodation:	04_115_0125_6_1	Community, Social and Recreational Activities	
Three nights/Four Days	Staffing Ratio: 1:3 Transport Food Activities Accommodation	04_115_0125_6_1	Community, Social and Recreational Activities	
Four Nights/Five Days	Staffing Ratio: 1:3 Transport Food Activities Accommodation	04_115_0125_6_1	Community, Social and Recreational Activities	
Total Cost/Year				

Service	Maintaining Relationships
Goal	Build & keep friendships & relationships with friends & family to reduce loneliness & have someone to contact when needed
Description	Support for you to maintain family connections and friendships

Registration Group	Support Category Name/ Activity	Ratio	Item No.	Support Item Name	Description	Fee/Hr	Travel	Cancel	NDIA Reports	Non-F2F
Development of Daily Living and Life Skills	<b>Improved relationships</b>	11	11_024_0117_7_3	Individual Social Skills Development	Social skills development with an individual, for participation in community and social activities.	\$65.09	✓	✓	✓	✓

NDIA Reports	This includes writing a report about the client’s progress for the NDIA/LAC Planner or St Mary’s House of Welcome Co-workers	4 hours on average/year
Non-F2F	Billable non-face-to-face activities relate to research linked to the person’s goals rather than general administrative tasks such as enrolling, progress note writing and staff rostering. The amount charged is based on the time spent delivering the non-face-to-face support each time and claimed as hours of support against the relevant support item	2 hours on average/month

Service	Housing Support
Goal	Prepare to live independently or have a home that is safe, meets support needs & is suitable for the next 5 years.
Description	Support to find and keep accommodation

Registration Group	Support Category Name/ Activity	Ratio	Item No.	Support Item Name	Description	Fee/Hr	Travel	Cancel	NDIA Reports	Non-F2F
Development of Daily Living and Life Skills	<b>Improved living arrangements</b>	1:1	08_005_0106_2_3	Assistance with Accommodation & Tenancy Obligations	Support is provided to guide, prompt or undertake activities to ensure the participant obtains &/or retains appropriate accommodation. May include assisting to apply for a rental tenancy or to undertake tenancy obligations.	\$65.09	x	✓	x	x
Accommodation / Tenancy Assistance	<b>Assistance with daily life (includes Supported Independent Living)</b>		01_001_0101_1_1	Transitional Support	Transition to NDIS funding – payment of rent and utility accounts. Short term payment as per participant plan.	Quote	x	x	x	x

Service	Individual Skill Development
Goal	Develop & enhance independent daily living skills & reduce the need for support
Description	<p>Maintain or improve personal health and wellbeing, enjoyment and satisfaction with improved quality of life and personal health; able to access health services when needed and increase your skills to become more independent in a range of areas</p> <ul style="list-style-type: none"> <li>• ability to do domestic tasks</li> <li>• manage personal care, medications and health management</li> <li>• control finances or money</li> <li>• travel independently &amp; use transport</li> <li>• get out of the house without support</li> <li>• enhance communication skills</li> <li>• reading &amp; writing - Living &amp; Communication Skills Program</li> <li>• use of technology</li> <li>• prepare for, find or retain a voluntary or paid job in supported employment or open employment</li> <li>• attend education or training and learn a new skill or gain knowledge</li> </ul>

Registration Group	Support Category Name/ Activity	Ratio	Item No.	Support Item Name	Description	Fee/Hr	Travel	Cancel	NDIA Reports	Non-F2F
Development of Daily Living and Life Skills	Assistance with daily life	1:1	01_134_0117_8_1	Self-Management Capacity Building	Self-Management Capacity Building	\$65.09	✓	✓	✗	✓
	Increased social and community participation	1:1	09_009_0117_6_3	Individual Skills Development and Training	Individual life skills development and training including public transport training and support, developing skills for community, social and recreational participation.	\$65.09	✓	✓	✗	✗
		1:2+	09_007_0117_6_3	Skills Development in A Group	Training for the participant in a group of 2 or more to increase their independence in daily personal activities.		✓	✓	✗	✗

Registration Group	Support Category Name/ Activity	Ratio	Item No.	Support Item Name	Description	Fee/Hr	Travel	Cancel	NDIA Reports	Non-F2F
Assistance in Coordinating or Managing Life Stages, Transitions & Supports	<b>Improved daily living skills</b>	1:1	15_035_0106_1_3	Assistance with Decision Making, Daily Planning & Budgeting	Provision of time limited support to assist a person to develop & maintain daily budget, including assisting in planning purchases.	\$57.10	✓	✓	✓	✓

NDIA Reports	This includes writing a report about the client's progress for the NDIA/LAC Planner or St Mary's House of Welcome Co-workers	4 hours on average/year
Non-F2F	Billable non-face-to-face activities relate to research linked to the person's goals rather than general administrative tasks such as enrolling, progress note writing and staff rostering. The amount charged is based on the time spent delivering the non-face-to-face support each time and claimed as hours of support against the relevant support item	2 hours on average/month

Service	Establishment Fee for Community Access
Goal	This payment is to cover non-ongoing costs for providers establishing arrangements and assisting participants in implementing their plan.
Description	<p>This payment covers once off costs to assist new participants in their first year to design and implement their NDIS Plan. The fee applies to all new NDIS participants where they receive at least 20 hours of personal care/community access support per month.</p> <p>This will be charged to as follows:</p> <ul style="list-style-type: none"> <li>• New to NDIS and St Mary's House of Welcome - \$500</li> <li>• Existing St Mary's House of Welcome Day to Day Living Client but new to NDIS - \$250</li> <li>• Existing NDIS Participant but new to St Mary's House of Welcome - \$250</li> </ul> <p>(If the participant is choosing to change providers, then the new provider can charge this fee to assist the participant in changing providers.)</p>

Registration Group	Support Category Name/ Activity	Ratio	Item No.	Support Item Name	Description	Fee/Hr	Travel	Cancel	NDIA Reports	Non-F2F
Daily Personal Activities (Assist Personal Activities)	Assistance with daily life (includes Supported Independent Living)	1:1	01_049_0107_1_1	Establishment Fee For Personal Care/Community Access	Establishment Fee for Personal Care/Community Access (20 hours per month).	<ul style="list-style-type: none"> <li>• \$500 - New to NDIS and St Mary's House of Welcome</li> <li>• \$250 - Existing St Mary's House of Welcome Client but new to NDIS</li> <li>• \$250 - Existing NDIS Participant but new to St Mary's House of Welcome</li> </ul>	x	x	x	x



Service	Transport
Goal	The NDIS supports the cost of transport to cover both staff travel to the clients home, where staff travel with the person, where a service provider uses their vehicle to transport a client and the personal costs of a NDIS participant to attend appointments and other activities which paid fortnightly in advance directly to most participants.
Description	<p><b>Staff Travel to and from Clients</b>  Effective from 1 July 2019 where clients agree, St Mary’s House of Welcome will claim for the time spent travelling to each participant, for core supports - as indicated by the travel column in the NDIS Support Catalogue 2019-20 and St Mary’s House of Welcome Fee Schedule. Only the actual travel time can be claimed, up to a maximum of 30 minutes.</p> <p><b>Accompanied Transport</b>  A worker accompanying a client on a community outing and/or transporting a client from their home to the community will be charged at an hourly rate against the type of support item being delivered. This will be at a maximum amount that can be claimed for return travel within city areas of 30 minutes.</p> <p>Where St Mary’s House of Welcome delivers capacity-building supports we will also claim time spent travelling from the last participant to St Mary’s House of Welcome centre, their usual place of work. Costs will also be shared equally between clients when travelling from one client to another in the same area. A separate claim for the travel will be made under the type of support category being provided at the set hourly rate.</p> <p><b>Contribution Towards Transport Costs</b>  A contribution towards the cost of transport for staff includes tickets, road tolls, parking fees and running cost of vehicles can be charged against the Participant Transport – Level 1-3 budget or as out of pocket expense and invoiced to the client or where the participant’s support budget includes funding for transport.</p> <p>Where a St Mary’s House of Welcome vehicle is used to Pick Up and Drop off a client to the Centre or an activity this will be charged to the Support Item: Assistance with Travel/Transport - Specialised Transport to School/Education Facility/Employment/Community and/or to the Participant Transport – Level 1-3 budget of the client and detailed in the Schedule of Supports.</p>

Registration Group	Support Category Name/ Activity	Item No.	Support Item Name	Description	Fee	Travel	Cancel	NDIA Reports	Non-F2F
Core Support	Assistance with Travel/Transport Arrangements	02_050_0108_1_1	Transport	Specialised Transport to School/Educational Facility/Employment/Community	\$/km rate per day	x	x	x	x
		02_051_0108_1_1	Transport	Transport	\$amount per year	x	x	x	x

Service	Support with Household Tasks (Through Support Co-ordination Services)
Goal	Organise paid support to assist with household tasks
Description	Someone to help you choose, connect & organise your NDIS services & increase your ability to self-manage your NDIS package.
NDIS Support Purpose	Core Supports
NDIS Registration Group	Assistance with Daily Life

Support Category Name/ Activity	Ratio	Item No.	Support Item Name	Description	Fee/Hr	Travel	Cancellations	NDIA Reporting	Non-F2F
Household Task	1:1	01_019_0120_1_1	House &/or Yard Maintenance	Performing essential house &/or yard activities that the participant is not able to undertake.	\$49.42	✓	✓	x	✓
Household Task	1:1	01_020_0120_1_1	House Cleaning & Other Household Activities	Performing essential house cleaning activities that the participant is not able to undertake.	\$50.33	✓	✓	x	✓
Household Task	1:1	01_021_0120_1_1	Linen Service	Provision of clean linen to a participant unable to do their own laundry without assistance.	Quote	x	x	x	x

Household Task	1:1	01_022_0120_1_1	Assistance with The Cost of Preparation & Delivery of Meals	Preparation & delivery of meals to a participant who is unable to do this themselves, & is not in receipt of other supports that would meet the same need. Food costs are not included. Cost varies with the number of meals prepared & deliveries required.	Quote	x	x	x	x
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