

Self-management of Funded Supports

Information and new rules



This **document** is written in a way that is easy to read. It is about a **policy**. The policy tells you information and gives you rules.

It is the summary of another document. You can find the other document at <http://bit.ly/2qxxgp3i> . It has been written by the **Disability Services Commission**. Sometimes we have written the Commission. This means the Disability Services Commission.

There are some difficult words. They will be in **bold blue**. You can ask for help to read this document. A friend, family member or support person can help. If you need someone else to help you with this document you can call or email your Local Coordinator. You can also call TTY 133 677.

The difficult words are explained on page 12.



New rules and information

There are new rules and information about **self-management** for **disability supports and services**.

The **Disability Services Commission** has written these rules and information.

This **document** tells you the information and the rules.

You must follow the new rules from 1 July 2017.



Making a plan

You can talk to your **Local Coordinator** about supports you might need.

You can talk to your Local Coordinator about how you can get the supports in your plan.

Some supports might be in your plan.





Some of these supports might be:

- **equipment** you need
- the help you need to **achieve your goals**

Talking about self-management

There are different ways you can get the supports.

One way is called self-management.



This means you get money to buy supports in your plan.

You can do this for some supports or all the supports in your plan.

You choose what supports to buy.

You are in charge of your supports.

You need to follow the rules.





Sometimes a **representative** can help you do your self-management.

Other times a representative might do self-management for you.

This person might be:

- someone from your family
- a carer
- someone you trust.



Your representative must follow the rules.

You can talk to your Local Coordinator if you want to do self-management.

Your Local Coordinator can help you

Your Local Coordinator can give you information about self-management.



You should read the information to decide if you would like to do self-management.



If you decide you would like to do this you will be given a **Checklist**.

The Checklist helps you to talk about the things you need to do.

Your Local Coordinator will help you do the Checklist.



You will have to do a new Checklist if there are big changes in your life.

Your Local Coordinator will tell you if you need to do a new Checklist.

If you show you can do all the things on the Checklist you can start self-management.



Before you start you must sign a **contract**.

If you have a representative they will sign this contract.



This contract is with the Commission.

This contract says you agree to follow the rules.

The law says you must follow these rules.

What happens next

You will get some money for your supports from time to time.



You must have a bank account just for this money.

You will use this money to buy supports in your plan.



You might pay a **worker** to help you.

If this happens you need to follow rules to pay the worker properly and keep them safe.



You might need to buy **insurance** in case the worker gets hurt.

You need to show how you have spent the money.

You do this by keeping a **record**.



The law says you must keep records.

You give the records to the Commission from time to time.

If you need help with your records you might pay someone to do **book-keeping**.



Your Local Coordinator can help:

- if you have questions
- if your representative has questions



Making sure you are safe and treated well

If you do self-management you need to make sure your supports:

- help you in a good way
- keep you safe

The Commission wants you to be safe and treated well.



If you are not safe or treated well you should tell the Commission as soon as possible.

Your family or a carer could also tell the Commission.



The Commission may stop self-management if you are not safe and treated well.

This might happen for a short time or a long time.



There will be a reason why self-management is stopped.

Some of these reasons are:

- if the supports you buy don't help in the way you need
- if you are not following the rules
- if your representative is not following the rules



Not everyone can do self-management

You might be told that you cannot do self-management.

Your representative might be told they cannot do it either.



If this happens you will get a letter.

This letter will tell you why you cannot do self-management.



If you do not agree with this you can talk to someone.

The letter will let you know who you can talk to.

This person will be **independent**.

They will:

- talk to you about the decision
- think about the decision
- tell you if the decision was right or wrong



You can talk to your Local Coordinator if you need help to do self-management.

Here are the difficult words:

When we say **achieve your goals** we mean doing things you have planned to do because they are important to you.

Book-keeping means adding up the list of money you spend.

A **Checklist** is a list of things you need to do for self-management.

A **contract** is a document about rules that you agree to.

Disability Services Commission is the part of the government that helps people with disability. Sometimes we will say the Commission when we mean Disability Services Commission.

When we say **disability supports and services** we mean help for people with disability to live their life. Sometimes we will say supports when we mean disability supports and services.

A **document** is something that is written and provides information about something.

Equipment are things you use to help you move around and do things.

When we say someone is **independent** we mean someone who works for the government but is not your Local Coordinator.

Insurance is money you give to someone else. You will get this money back if your worker gets hurt or has an accident while they are helping you. The money will pay for your worker to get better.

A **Local Coordinator** is someone who helps people with disability get the supports they need.

A **policy** is a document that describes what the government is planning to do.

A **record** is something that shows how you have spent money. For example it might be a receipt from a business.

A **representative** is someone who helps you do self-management. They can also do self-management for you. This person might be:

- someone from your family
- a carer
- someone you trust

Self-management means you get money to buy supports **in your plan**. You choose what supports you buy that are in your plan. You are in charge of your supports. You must follow rules.

A **worker** is someone you pay to help you. For example they can be a therapist or support worker.