



Australian Government

CHCDIS022 Coordinate NDIS participant support

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to collaborate with participants and their supports to deliver support coordination services to National Disability Insurance Scheme (NDIS) participants.

This unit applies to individuals who work with people with disability in a range of community services and health contexts. Work performed requires some discretion and judgement and may be carried out under direct or indirect supervision.

The skills in this unit must be applied in accordance with Commonwealth and State/Territory legislation, Australian standards and industry codes of practice.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

CHCDIS021 Prepare for NDIS support coordination

Unit Sector

Disability Support

Elements and Performance Criteria

ELEMENTS

PERFORMANCE CRITERIA

Elements describe the essential outcomes

Performance criteria describe the performance needed to demonstrate achievement of the element.

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| 1. Assist participants to understand NDIS plans. | 1.1. Interpret NDIS plan to identify type, level and parameters of funded supports.
1.2. Interpret and use NDIS price guide to calculate quantity of hours funded.
1.3. Communicate with participants and their supports to determine individual needs and preferences and manage expectations.
1.4. Explain NDIS system and funded supports to participants and their supports, and clarify and confirm understanding. |
| 2. Assist participants to | 2.1. Build capacity of participants and their supports to |

- implement NDIS plan. understand, implement and use their plan.
- 2.2. Collaborate with participants and their supports to research and discuss service options customised to the individual needs and preferences of participants.
 - 2.3. Collaborate with participants and their supports to evaluate and select service options within the parameters of the NDIS plan.
 - 2.4. Negotiate agreements with service providers with and on behalf of participants and their supports.
3. Complete NDIS administration.
- 3.1. Check service agreements and bookings are completed as agreed.
 - 3.2. Record case notes according to organisational policies and procedures.
 - 3.3. Identify, record and track billable and non-billable coordination time.
 - 3.4. Write reports to meet organisational and funding body requirements.
 - 3.5. Deliver services within specified hours of funding for support coordination.

Foundation Skills

Foundation skills essential to performance are explicit in the Performance Criteria of this unit of competency.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guide are found in VETNet -

<https://vetnet.gov.au/pages/trainingdocs.aspx?q=5e0c25cc-3d9d-4b43-80d3-bd22cc4f1e53>