

Your Guide to Individualised Funding

2012



Citation: Ministry of Health. 2012. *Your Guide to Individualised Funding*.
Wellington: Ministry of Health.

Published in May 2012 by the Ministry of Health
PO Box 5013, Wellington 6145, New Zealand

ISBN 978-0-478-39306-4 (print)
ISBN 978-0-478-39307-1 (online)
HP 5468

This document is available at:
www.health.govt.nz



What is Individualised Funding?

Individualised Funding (IF) is a way of paying for disability support services. IF enables disabled people to directly manage the hours they are allocated for Home and Community Support Services. This can range from simply choosing support workers and planning how best to use the hours of support, to employing support workers and managing all aspects of the service delivery.

IF is administered through a contracted IF Host.

IF is available for people who:

- > meet the Disability Support Services Group's definition of being disabled, and have been allocated Home and Community support Services by their local NASC agency
- > have had a discussion with the NASC to determine if IF is a suitable option for them.

IF can only be accessed via a referral from a NASC.

If the person wants to manage their support services through IF (or has someone in their support network who can take on this responsibility), then a referral can be made to the person's preferred IF Host.

What can be purchased using Individualised Funding?

IF can be used to purchase support services provided by support workers, (employees or contracted personnel or organisations), and costs relating to the employment of support workers.

Although other Ministry funded disability support services can be allocated by the NASC as part of a wider support package, IF cannot be used to manage services such as:

- > day and/or vocational services
- > rehabilitation services
- > supported living
- > respite provided in Ministry contracted facilities

- > carer support
- > residential services in Ministry contracted facilities
- > information and advisory services
- > equipment or housing modifications
- > child development services
- > behaviour support services.

These services will continue to be funded separately.

What will be offered by Individualised Funding Hosts?

Under IF the Host Provider will offer a menu of services. These can broadly be categorised into the following:

Service Level 1

- > The provision of IF set-up and coaching. This includes helping disabled people to set up their service and supporting them to understand and manage their responsibilities.
- > The provision of an invoicing mechanism allowing disabled people to authorise the IF Host to make payments to and invoice the Ministry for support hours used.
- > Monitoring and reporting to the Ministry in relation to the support services delivered and the quality of those services.
- > Establishment of networks for disabled people using IF to enable peer support, sharing of information, and sharing of resources such as staff, staff training or a bureau function.

Service level 1 is to be provided by the IF Host to all disabled people who choose IF as a way to purchase their Home and Community Support Service supports (HCSS).

IF Host Providers may offer additional service options (at additional costs) to suit individual needs. People should discuss with their NASC about choosing an appropriate IF Host that will suit how they wish to manage their supports. Examples of these additional service options are given below.

Service Level 2

The provision of a payroll mechanism allowing disabled people to authorise their IF Host to employ the support workers chosen by them and to make payments to support workers directly. The provision of a payroll system will include management of ACC, tax and Kiwisaver obligations on behalf on the disabled person.

Service Level 3

The provision of other functions associated with employing staff. These functions may include recruitment, staff training, a bureau function and membership of associations.

Costs

Payment of fees to Host Providers

For services delivered under Service Level 1, IF Hosts charge individuals at a rate that has been set by the Ministry. This is determined by the size of the support package allocated by the NASC. Charges for additional service options beyond Service Level 1 can be determined by the IF Host. Payment to the IF Host is calculated as a percentage of the total cost of support delivered.

Responsibilities under IF

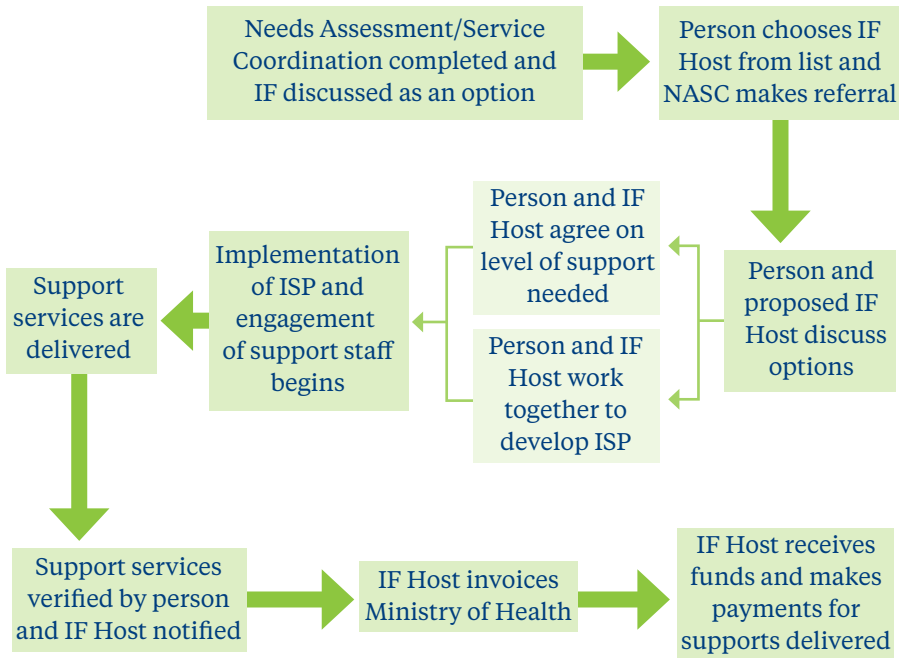
Increased flexibility and control over who, when and where support services are delivered are some of the benefits to enjoy when managing your own support services under IF.

It is also important to point out that there are responsibilities and accountabilities for those individuals who use IF, which will include:

- > maintaining records to sufficiently detail how those support services have been used
- > complying with relevant Ministry policies.

Other responsibilities include those associated with employment of and managing staff and complying with relevant tax and employment laws and regulations.

How IF works



Glossary

Household Management

Services which help a disabled person to maintain, organise and control their household/home environment. This includes but is not limited to:
> meal preparation, shopping, laundry, cleaning.

IF Host

A (contracted) Ministry of Health provider who will provide the Individualised Funding Scheme to disabled persons.

Individual Service Plan (ISP)

A plan agreed with the person that specifies how the goals identified in the Support Plan will be met.

Needs Assessment and Service Co-ordination organisations (NASC)

These organisations are funded by the Ministry of Health to assess the person's needs, and then to coordinate other services to meet these needs.

Nominated agent, family or whānau member

An individual who is able to make decisions on behalf of the disabled person that relate to the management of the persons supports.

Person/People

A person who is eligible for support services funded by the Disability Support Services Group. This may also include the family/whānau at the person's request or their nominated agent.

Personal Care

Help with activities of daily living that enables a disabled person to maintain their functional ability at an optimal level.

Service Level 1

The minimum level of services, IF Hosts are expected to provide to disabled persons as a way for them to manage their own support services.

Service options

Additional service levels that IF Hosts can offer people (and charge for), as part of a menu of services under Individualised Funding.

Support Plan

A plan agreed with the NASC and the person that specifies their overall Goals and Type or Amount of Services. The Services will be specified as Core Services and Other Services.



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