

Family Directed Support



www.inclusiontree.com.au



Presenter

Michaela Kennedy

Michaela@inclusiontree.com.au

0409 646 665

Family Directed Support Overview



- Support staff with team leader
- HR, Payroll & WHS
- Bookkeeper
- Insurances
- Policy & Procedure + Self Audit
- Legal structure
- IT support - document management

Support Staff



Getting Enough staff
Regular Team meetings
Establishing a Team Leader -

- Roster
- Health appointments
- Team Meetings
- Therapy sessions
- Supervision
- Induction
- Updating and reviewing documentation
- Watching for trends / patterns (food, behaviour, bowel, sensory)
- Organise staff training



HR, Payroll & Work, Health & Safety



Recruitment
Roster
Payroll

- Key Pay or another platform

HR Policies

Work, Health & Safety

- assessment & recommendations

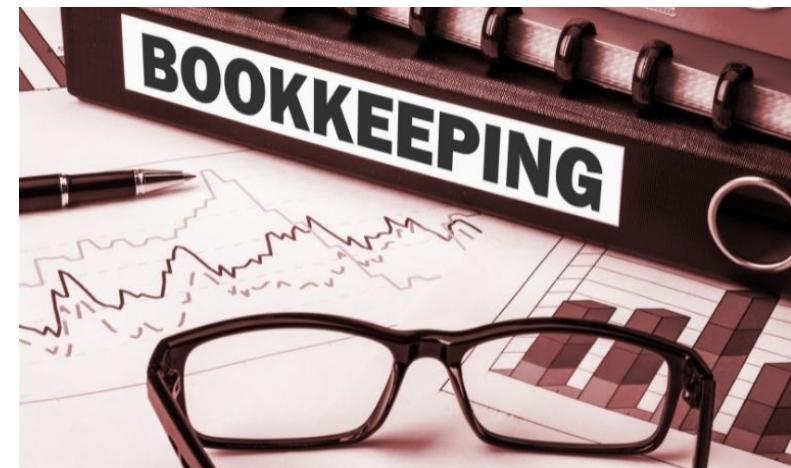
WHS Policies



Bookkeeping



Financial Record Keeping
Claiming / Invoicing
Monthly reporting
Liaise with accountants for
annual audit



Insurances



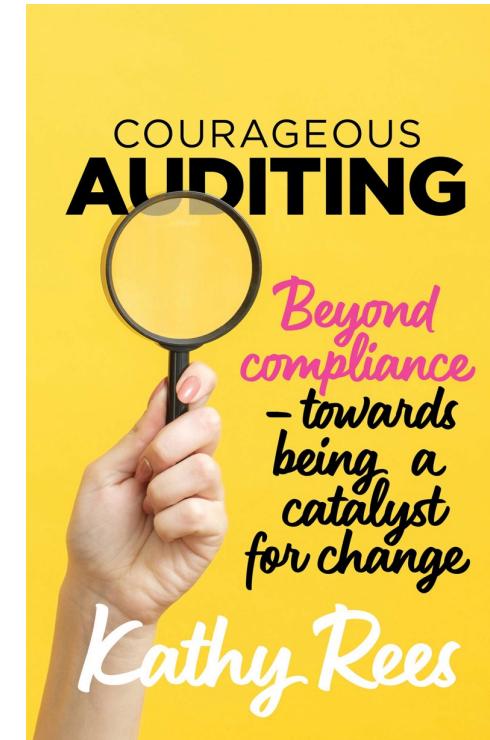
Public Liability
Professional Indemnity
Workers Compensation
Directors Insurance



Policies and Procedures



Policies and Procedures to
meet compliance and suit
your way of working
Annual Self Audit



Legal Structure



What type of Company?

Incorporated Association

Company Ltd by Guarantee

Co-operative

Not-For-Profit



Technology System



Document Management System
Communication



What does Inclusion Tree do?



- Hourly Rate - \$100.14 per hour from *the NDIS plan*
- NDIS Claiming - optional - 3%
- *Board or Management meeting attendance (minimum 4 per year)*
- *MOU - Contract set up*
- Attendance at extra meetings - annual planning meeting, troubleshooting / brainstorming / blue sky thinking, staff meeting, multidisciplinary team meetings
- *Tracking, reviewing and reporting of restrictive practice and high complex care*
- *Review annual self-Audit*
- *Budget development and quarterly review*
- SIL development

What else can Inclusion Tree do?



- Hourly Rate - \$100.14 per hour
- Facilitation of meetings – staff, MDT, planning, thinking
- Setting up Micro-business
- Relationship building
- Being a CEO / Manager coaching
- Circles of support – facilitation and development
- Person centred planning – facilitation and development
- Staff training – PC Active Support, Conscious Care & Support, Person Centred Thinking



Thank you