

Key NDIS related roles and responsibilities in OOHc

This resource seeks to provide a simple, visual overview of the broad roles and responsibilities involved in managing National Disability Insurance Scheme (NDIS) access and supports for children and young people (CYP) in out of home care (OOHC). Whilst there are often several workers involved, this resource focusses on the key roles of the NDIS planner, caseworker and support coordinator and who is responsible to do what, when.

The specific roles and responsibilities map related to young people leaving care (over page) levers off the existing 'DCJ leaving care planning for young people with a disability who are participants of the NDIS' resource available [here](#) and should be read together as a package.

RESOURCE KEY MAP

WORKER ROLES

CW	DCJ / DCJ-funded caseworker (note that DCJ CWs can make contact with their local DCJ Engagement & Family Support (EFS) team to discuss specific NDIS concerns/issues/best approach at any time)
SC	Support coordinator (NDIS funded) - if there is no support coordinator involved then the assigned NDIA local area coordinator or early childhood coordinator would provide support in these areas
PLANNER	NDIA / NDIA-funded planner or other related role (eg. local area coordinator or admin staff)

WORKER RESPONSIBILITIES

LEAD	holds responsibility for leading the task and making sure that the action happens
GUIDE	holds responsibility for guiding the task (eg. providing oversight as a parent would, or through providing expertise) and checking in with the lead to make sure the action happens
ARRANGE	holds responsibility for doing the action (eg. set the meeting, check on status, complete forms)
SUPPORT	supports other workers to implement the action as appropriate
CONSIDER	holds responsibility for considering the information received and incorporating it into NDIS plans as appropriate

BROAD NDIS ROLES / RESPONSIBILITIES FOR CYP IN OOHc

	CW	SC	PLANNER
Scheme access			
identify CYP with a disability who may meet the NDIS eligibility criteria	lead		
gather evidence of disability and functional impairment for an NDIS access request	lead		
make an NDIS access request	lead		
NDIS plan development			
set dates for the initial planning meeting and for plan reassessment meetings	guide		lead
develop an understanding of the young person's NDIS related goals and aspirations after leaving care, and ensure these flow into NDIS plan conversations	lead	support	guide / consider
attend NDIS planning meetings and lead discussions as the parental representative alongside / on behalf of the young person, carer/s etc.	lead		
source functional assessments* and other evidence required to demonstrate disability support needs requiring funding in NDIS plans	lead	guide / arrange	consider
include skill building for independent living (related to disability support needs)	lead	guide	consider
provide a copy of the approved plan to the relevant CW	guide		lead
review plans and assess whether the funded supports seem appropriate / adequate	lead	support	
lodge a request for a review of the plan if it is felt that it does not provide adequate support or due to a change of situation	lead	guide	
NDIS plan implementation			
understand the funding available in the plan and how it can be utilised	lead	guide	support
develop a planned outline of how funds will be spent	guide	lead	
source appropriate service providers to deliver supports and arrange payments	guide	lead	
oversee the budget, monitor and report against the plan	guide	lead	
review plan effectiveness and changes needed for the next plan	lead	guide	

*funding for functional assessments to articulate disability support needs is usually included in and paid from the NDIS plan

SPECIFIC NDIS ROLES AND RESPONSIBILITIES FOR YOUNG PEOPLE LEAVING CARE

CW	SC	PLANNER
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Preparing early for leaving care (from age 13)

leverage skill building opportunities to build capacity and independence (eg. learning how to manage money, travel training)	lead	support	support
ensure NDIA have all relevant disability related information to inform plans	lead	arrange	consider



Leaving care pre-planning (age 16)

identify any disability specific skill building needs for independent living and include in the planning discussion (eg. budgeting, shopping, meal prep)	lead	guide	consider
start to consider the types of NDIS supports that may be required after leaving care	lead	guide	support
start to consider opportunities for employment/finances post leaving care	lead	guide	support
link the young person with a decision-making support now if they will require support after leaving care (eg. identify a nominee or make an application to NCAT for a Public Guardian and/or financial manager)	lead		
check that NDIA have you listed as the child representative on their system (email enquiries@ndis.gov.au with full contact details and attach the court orders)	lead		support
check that support coordination is included in the young person's NDIS plan to assist with leaving care transition (needs to be in the plan prior to turning 17)	lead	support	consider
check that the young person's NDIS plan includes funding to obtain an independent functional assessment to assist identify the disability supports / model needed for the young person after leaving care, and source this assessment ideally just prior to their 17 th birthday	lead	guide & arrange	consider



Robust leaving care planning (age 17)

check end date of the current plan and if it ends after the YP turns 18 (or too close to) seek a plan reassessment meeting by submitting a 'change of situation' form [^]	lead	guide & arrange	consider
when the functional assessment arrives identify if it clearly articulates the required level of supports needed after leaving care and if supported accommodation will be required – discuss any concerns with the writer and seek changes if needed	lead	guide & arrange	
where supported accommodation is required, complete a ' Home and Living (H&L) Supporting Evidence ' form and submit this at the upcoming planning meeting	lead	guide & arrange	consider
where needed, explore and identify accommodation options in readiness for leaving care (ie. supported / individualised accommodation where the functional assessment recommends this & community/ social housing where assessments suggest that the young person has capacity for independent living with support)	guide	lead & arrange	
check that all recent reports and/or new assessments have been forwarded to the NDIA enquiries email address: enquiries@ndis.gov.au	lead	guide & arrange	consider
check again that NDIA have you listed as the child representative on their system	lead		



Leaving care transition period (6 months prior to exit)

check that an NDIS plan reassessment [^] meeting date has been set (if not already held) and that any home and living supports request form is ready to submit	lead	guide & support	arrange (meeting)
collate other evidence that speaks to the supports that are required in the NDIS plan for the young person after care and have this ready to submit at the meeting	guide	lead	
attend the NDIS planning meeting and lead discussions as the parental representative alongside / on behalf of the young person, carer/s and any other relevant stakeholders	lead	support	



Preparation for imminent exit from care

check on the status of the NDIS plan ie. that it is in train and will be finalised prior to the young person turning 18	lead	support	arrange (plan)
provide the approved NDIS plan to the relevant CW	guide		lead
review the new NDIS plan to check that appropriate supports have been included - if any issues are identified contact the NDIS planner (where possible) to discuss and contact the Engagement & Family Support team with any remaining concerns	lead	guide	support
assist the young person to understand their NDIS plan and who will support them into the future	lead	support	
upload a copy of the NDIS plan to ChildStory	lead		

[^]always seek a plan reassessment for YP leaving care in their 17th year unless the supports in the current plan are sufficient to meet their needs after care - start this process well before their 18th birthday - ideally 6 months prior (particularly for YP who will require supported accommodation on exit)