



Busy Home^{PTY} SOLUTIONS

PARTICIPANT INFORMATION BOOKLET (Easy Read)

1. WELCOME

Welcome to Busy Home Solutions PTY LTD!

We look forward to working with you and supporting you to achieve your goals!

For more information about Busy Home Solutions PTY LTD:

Call 0447115223

Email admin@busyhomesolutions.net

Visit www.busyhomesolutions.net

2. OUR SERVICES

At Busy Home Solutions PTY LTD, we provide high quality services and supports in the following areas:

a. In-Home and Community Supports

- i. Assistance in Coordinating or Managing Life Stages, Transitions And**

Supports (Only include in this list if you are providing Support Coordination or Recovery Coaching)

ii. **Daily Personal Activities** (Only include in this list if you are providing Support Work)

iii. **Assistance with Travel/Transport Arrangements** (Only include in this list if you are providing Transport Services)

iv. **Innovative Community Participation** (Only include in this list if you are providing Community Participation)

v. **Development of Daily Living and Life Skills** (Only include in this list if you are providing services that improve and support the participant in their daily life)

vi. **Household Tasks** (Only include in this list if you are providing Cleaning, Gardening or General House Maintenance Services)

vii. **Participation in Community, Social and Civic Activities** (Only include in this list if you are providing Community Participation)

viii. High Intensity Daily Personal Activities

(Only include in this list if you are providing Nursing Services)

b. Supported Independent Living/Respite Care/Short Term Accommodation/Group

i. Assistance with Daily Life Tasks in a Group or Shared Living Arrangement

(Only include in this list if you are providing Support Work in a Group or Shared Living Facility)

ii. Group and Centre Based Activities

(Only include in this list if you are providing Community Participation)

c. Employment related supports

i. Assistance to Access and Maintain Employment or Higher Education (Only include in this list if you have experience providing services which assist individuals to enrol in education or find a job)

ii. Specialised Supported Employment

(Only include in this list if you are providing Community Services)

d. Professional Registration Groups

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- i. Specialist Behaviour Support** (Only include in this list if you are providing Behaviour Support Services)
- ii. Implementing Behaviour Support Plans** (Only include in this list if you are going to Implement Behaviour Support Plans)
- iii. Exercise Physiology and Personal Training** (Only include in this list if you are providing Exercise Physiology and Personal Training Services)
- iv. Home Modifications** (Only include in this list if you are providing Home Modification Services)
- v. Therapeutic Supports** (Only include in this list if you are providing Allied Health Services i.e Psychology, Counsellor, Physiotherapy, Art Therapy, Dietician, Exercise Physiology, Music Therapy, Occupational Therapy, Podiatry, Social Work)
- vi. Community Nursing Care** (Only include in this list if you are providing Nursing Services)

- vii. Specialised Support Coordination** (Only include in this list if you are providing Specialist Support Coordination Services)
- viii. Early Childhood Supports** (Only include in this list if you are providing Early Childhood Support Services)
- ix. Plan Management** (Only include in this list if you are providing Plan Management Services)
- x. Specialist Disability Accommodation** (Only include in this list if you are providing Accommodation)

e. Product related groups

- i. Assistive Products for Personal Care and Safety** (Only include in this list if you are providing Products for Personal Care or Safety)
- ii. Personal Mobility Equipment** (Only include in this list if you are providing Products for Mobility)
- iii. Assistive Equipment for Recreation** (Only include in this list if you are providing Products for Recreation)

- iv. Vision Equipment** (Only include in this list if you are providing Products for Vision)
- v. Hearing Equipment** (Only include in this list if you are providing Products for Hearing)
- vi. Assistive Products for Households Tasks**
(Only include in this list if you are providing Products for Household Tasks)
- vii. Communication and Information Equipment** (Only include in this list if you are providing Products for Communication and Information)

3. OUR PROCESS

We will arrange a time to meet with you.

We will discuss the terms of the Service Agreement at the meeting, and how we can best support you.

After the meeting, we will review your information to make sure we can help you.

If we can help, we will complete and sign a Service Agreement.

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You will then read the Service Agreement, and if you are happy with the terms, we will ask you to sign and return it to us.

Once we both sign it, an agreement is formed between us.

4. SUPPORT PLANNING

We will conduct an assessment to understand your needs and goals.

We want you to be involved in this process, so we will include you and any people you want in this process.

After this, we will develop a Participant Support Plan.

We will ask you to review your plan, and if you are happy and agree to it, you will be asked to sign your plan.

Your plan will be reviewed regularly, and we will ask for your feedback during this review.

5. OUR STAFF

We employ qualified and experienced staff.

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All of our staff have completed the required training and obtained the necessary checks.

We do our best to find the best match for you, based on your preferences.

6. YOUR RIGHTS

You have the right to:

- Be treated with respect, dignity and courtesy.
- Autonomy including your right to intimacy and sexual expression.
- Privacy of your personal information.
- Be communicated with in a mode and manner that works best for you.
- Be consulted on decisions about how your supports are provided.
- Self-determination and decision making.
- Be supported to achieve your goals, physically, socially and emotionally.
- Have your support tailored to suit your individual and cultural needs and preferences.

- Be supported to raise any concerns or complaints.

7. CONFLICT OF INTEREST

If we are authorised to provide you with support coordination alongside other supports, a conflict of interest may arise.

We will always inform you of other providers who can provide the necessary support.

You can exercise choice and control in choosing the support you receive from Busy Home Solutions PTY LTD.

If we provide support coordination to you, we will always provide 3 quotes (if possible) from other services as well.

It is then your choice to decide if you would like to choose Busy Home Solutions PTY LTD to provide that service and support, or go with another provider.

8. PRIVACY

We value and respect your right to privacy.

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We need to collect your personal information so that we can do our best to support you and your needs.

You can update or change your personal information we have anytime.

We adhere to our Privacy and Information Management Policy, which we are happy to provide to you.

9. FEEDBACK AND COMPLAINTS

If you wish to provide us with a complaint or feedback, we encourage you to raise this with us first, so we can resolve any issues quickly. You can make a complaint:

- In person to the CEO or a staff member;
- Verbally by telephone to 0447115223;
- By email to admin@busyhomesolutions.net;
- By post to 6 Fifteenth Ave, Stuarts Point NSW 2441
- On our website www.busyhomesolutions.net.

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If you want to make a complaint anonymously, you can send our Feedback and Complaints Form to our postal address listed above, or you can access assistance by choosing an advocate who can contact us on your behalf.

You can make a complaint to the NDIS Commission by:

- Phone: 1800 035 544 or TTY 133 677 (Interpreters can be arranged);
- National Relay Service and ask for 1800 035 544; or
- Visiting <https://www.ndiscommission.gov.au/about/complaints> and filling out a complaint contact form.

We will resolve complaints promptly in accordance with our Feedback and Complaints Policy.

10. INCIDENT MANAGEMENT

We manage any incident in accordance with our Incident Management Policy.

We follow strict procedures when reporting Reportable Incidents to the NDIS Commission and any other relevant body.

11. EMERGENCY AND DISASTERS

We have Emergency and Disaster Management Plans to make sure that you are safe and you can still access support.

We will develop a plan with you about what you need if an emergency or disaster happens.

12. EXITING OUR SERVICE

If you wish to leave our services, you can do so in accordance with the terms of our Service Agreement.

We will support you to find other services if you require assistance.

We will provide any information during this process to assist you with the transition.

13. CAN SOMEONE SPEAK ON MY BEHALF?

We want to communicate with you in a way that you understand.

You have the right to be supported by an advocate at any time.

If you need an advocate to express your concerns or if you need extra support, please follow the link provided below to find advocate services in your state: <https://www.dana.org.au/find-an-advocate/>

If you need help accessing an advocate or interpreter, we can assist you.

Participant/Representative Name: _____

Participant/Representative Signature: _____ Date: _____

Manager/Supervisor Name: _____

Manager/ Supervisor Signature: _____ Date: _____