



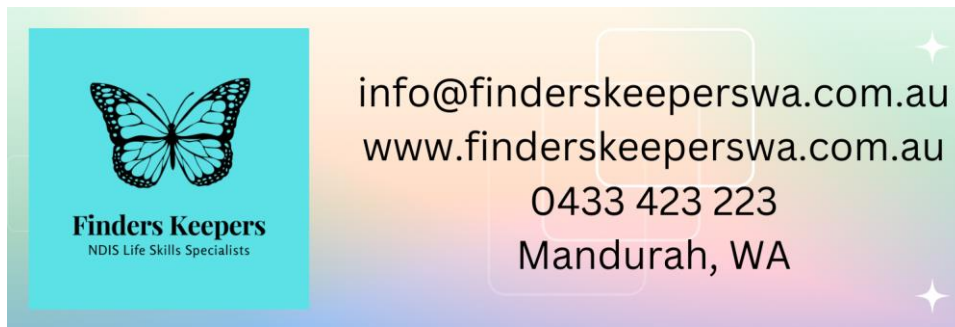
**Finders Keepers**  
NDIS Life Skills Specialists

info@finderskeeperswa.com.au  
www.finderskeeperswa.com.au  
0433 423 223  
Mandurah, WA



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# Finders Keepers WA



# Participant Handbook (NDIS Service Delivery)

Updated: September 2022



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## WELCOME

We are pleased to welcome you to Finders Keepers WA! Our *Participant Handbook* provides you with some key information about Finders Keepers WA and refers to important policies and procedures you need to be aware of.

If you have any questions or concerns about information in the *Participant Handbook*, please contact our Management Team.

## About Finders Keepers WA

Finders Keepers offer Social and Community Supports, In-Home Supports, Capacity Building Supports, Indigenous Specific Supports and Finding and Keeping a Job Services.

Feel better in the comfort of your own home and whilst accessing the community. We specialise in offering supports and assistance to an array of individuals including NDIS participants. Whether you need daily or weekly assistance due to disability, illness, recovery, or rehabilitation, our support staff will provide an individualised service that you can trust.

## Contact Details

Phone	Email	Address
0433 423 223	Info@finderskeeperswa.com.au	6 Arlette Pass Lakelands WA 6180

## Our Services

For more information about these services please call us on 0433 423 223 visit [www.finderskeeperswa.com.au](http://www.finderskeeperswa.com.au) or speak to a member of our staff.

Our opening hours are Monday to Friday 9am-4pm

## Service Quality

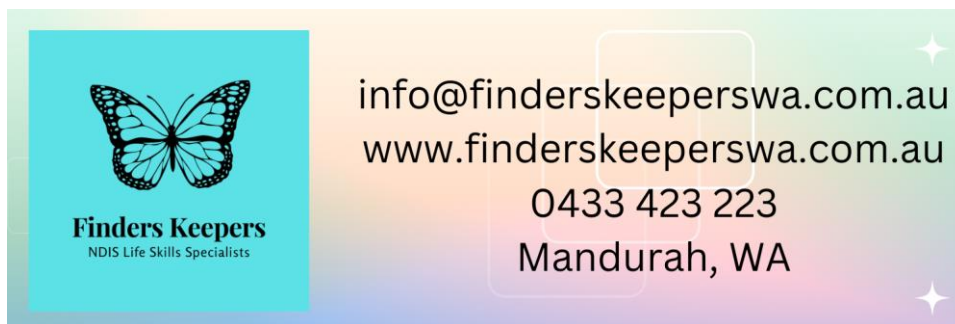
To deliver our services as an NDIS Registered Provider, Finders Keepers WA must comply with the NDIS Quality and Safeguards Framework. This means we must:

- comply with the *National Disability Insurance Scheme (NDIS) Act 2013 (Cth)*
- comply with the *NDIS Code of Conduct* and any Conditions of NDIS Registration and
- obtain and maintain accreditation against the *NDIS Practice Standards*.

The NDIS Practice Standards are quality standards that govern how Registered NDIS providers must deliver services. The Standards that relate to Finders Keepers WA are:

### Schedule 1 - Core Module

1. Rights and Responsibilities (5 Outcomes)
2. Provider Governance and Operational Management (9 Outcomes)



3. Provision of Supports (5 Outcomes)
4. Provision of Supports Environment (5 Outcomes)

Finders Keepers WA undergoes certification against these Standards every three years. Mid-term audits are undertaken every 18 months between Certification audits.

Finders Keepers WA is committed to delivering services in compliance with these standards and in continuously improving its service delivery. We operate in accordance with comprehensive policies and procedures, which are reviewed regularly and incorporate participant, staff, and other stakeholder feedback.

## NDIS Code of Conduct

Finders Keepers WA and its staff comply with the NDIS Code of Conduct as set out below and as it is amended.

In providing supports or services to people with disability, Finders Keepers WA and its staff must:

- act with respect for individual rights to freedom of expression, self-determination, and decision-making, in accordance with applicable laws and conventions
- respect the privacy of people with disability
- provide supports and services in a safe and competent manner, with care and skill
- act with integrity, honesty, and transparency
- promptly take steps to raise and act on concerns about matters that may impact the quality and safety of supports and services provided to people with disability
- take all reasonable steps to prevent and respond to all forms of violence against, and exploitation, neglect, and abuse of, people with disability and
- take all reasonable steps to prevent and respond to sexual misconduct.

Anyone can raise a complaint about potential breaches of the *NDIS Code of Conduct*. See the *Feedback, Compliments and Complaints* section of this booklet for more information.

Should Finders Keepers WA, or people employed or engaged by Finders Keepers WA, be found to have breached the *NDIS Code of Conduct*, Finders Keepers WA will comply with any education, compliance or enforcement action stipulated by the NDIS Commissioner.

## Your Rights

Finders Keepers WA respects and fully commits to upholding the rights of all people, including those with disabilities. We are also committed to ensuring you are aware of your rights and responsibilities and are supported to exercise them.

- In supporting participants' rights, Finders Keepers WA complies with the *NDIS Act 2013 (Cth)*, *NDIS Practice Standards (2018)*, the *United Nations Universal Declaration of Human Rights*, *United Nations Convention on the Rights of Persons with Disabilities*, *United Nations Convention on the Rights of the Child* and relevant State/Territory Legislation
- **WA:** *Equal Opportunity Act 1984*



Please see Finders Keepers WA's *Participant Charter* below.

### ***Finders Keepers WA's Participant Charter***

#### ***You have the Right to access supports that:***

- promote, uphold, and respect your legal and human rights
- respect your culture, diversity, values, and beliefs
- respect and protect your dignity and right to privacy
- are free from violence, abuse, neglect, exploitation, or discrimination and
- allow you to exercise informed choice and control.

#### ***It is our responsibility to:***

- tell you about and uphold your rights
- provide supports in a way that promotes, upholds, and respects your rights to freedom of expression, self-determination, and decision-making
- support you to make informed choices, exercise control and maximise your independence in relation to the supports we provide
- respect your autonomy, including your right to intimacy and sexual expression
- provide you sufficient time to consider and review your support options and seek advice if required, at any stage of our service delivery
- support you to access an advocate (including an independent advocate) of your choosing
- support you to engage with your family, friends, and community in the ways you want
- treat you with fairly, with courtesy, dignity, and respect and without discrimination
- give you information about our services and associated costs, as well as other support options, within and outside Finders Keepers WA
- involve you in decisions about your supports, as well as our programs and policies
- provide services that consider and respect your lifestyle, cultural, linguistic, and religious background and preferences
- protect your personal information and only use it for the right reasons
- support you to provide us with feedback on our service, including complaints
- promptly address enquiries and complaints about the supports you are receiving
- support you to connect with other services, including advocates, interpreters, and translators, if needed
- support you to have a person to speak on your behalf for any purpose and
- provide safe and appropriate services that are culturally relevant and support your needs and goals.

#### ***As our participant we ask that you:***

- provide us with information that will help us to best support you
- tell us if things change or you cannot keep an appointment or commitment
- act respectfully and safely towards other people using the service, and towards our staff
- provide us with feedback about our service and how we can improve
- promptly pay the agreed fees associated with your services and
- tell us as early as possible if our services are not required.





At all times Finders Keepers WA expects its staff to abide by and promote your rights in accordance with this *Charter*. Any potential breach of the *Participant Charter* will be treated seriously.

If you have any questions or concerns about your rights and responsibilities or would like to access a full copy of Finders Keepers WA's *Participant Rights and Responsibility Policy and Procedure [or equivalent]*, please ask any member of our staff.

### **Finders Keepers WA's Commitment to Child Safety and Wellbeing**

Finders Keepers WA is committed to the safety and wellbeing of children and young people.

Finders Keepers WA wants children and young people to be safe, well, happy and empowered. We support and respect all children and young people, as well as our staff.

Finders Keepers WA is committed to the safety, wellbeing, participation and empowerment of all children and young people. We want to promote and protect their rights.

Finders Keepers WA has zero tolerance of placing children at risk of harm, including child abuse and neglect, and all allegations and safety concerns will be treated very seriously and consistently with our robust policies and procedures.

Finders Keepers WA is committed to preventing risks of harm to children, including abuse, by identifying risks early and removing and reducing these risks.

Finders Keepers WA has legal and moral obligations to contact authorities when we are concerned about a child's safety or wellbeing.

All Finders Keepers WA's staff and volunteers have obligations to act ethically towards children and young people to ensure their safety and wellbeing.

Finders Keepers WA has robust human resources and recruitment practices for all staff. Finders Keepers WA is committed to regularly training and educating our staff on identifying and responding to potential risks of harm to children, including abuse risks.

Finders Keepers WA is committed to the cultural safety of Aboriginal and Torres Strait Islander children and young people, the cultural safety of children and young people from culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children and young people with a disability.

Finders Keepers WA has specific policies, procedures and training in place that support our staff to achieve these commitments.

If you have any questions or concerns about Finders Keepers WA's commitment to child safety or would like to access a full copy of Finders Keepers WA's *Child Safety and Wellbeing Policy and Procedure*, please ask any member of our staff.



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## **Diversity and Participation**

All aspects of Finders Keepers WA's service delivery promote participants' active participation and inclusion in the community. We support participants to develop and maintain their independence, problem solving, social and self-care skills, as appropriate to their age, developmental stage, cultural background, or other needs and goals.

Ways we do this include:

- delivering services in a way that respects individuals' personal, gender, sexual, cultural, religious, or spiritual identity
- employing and developing a diverse and culturally competent workforce
- working collaboratively with disability-specific, mainstream, Aboriginal and Torres Strait Islander and Culturally and Linguistically Diverse services to support holistic service delivery and
- using a strengths-based approach to identify individual participant needs and life goals, particularly in relation to recognising the importance of family, extended family, kinship, cultural, spiritual, language and community ties.

At all times Finders Keepers WA expects its staff to uphold and promote these values as they provide support you.

If you have any questions or concerns about diversity and inclusion within Finders Keepers WA's services or would like to access a full copy of Finders Keepers WA's *Service Delivery Policy and Procedure [or equivalent]*, please ask our any member of our staff.

## **Community Participation and Inclusion**

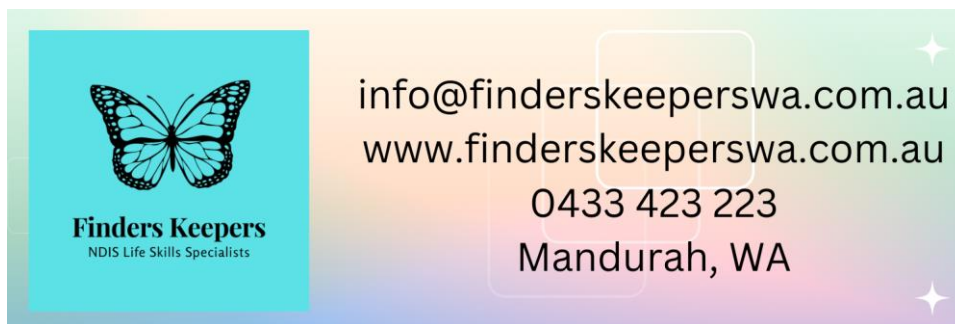
Finders Keepers WA is committed to working with you to dismantle barriers, change attitudes and promote positive attitudes to create opportunities for your full inclusion and participation in your community. We work closely with a range of organisations to support you and encourage you to speak to a staff member if you have any specific needs or goals that could be met by another organisation.

## **Communication**

Finders Keepers WA staff will show integrity and professionalism in the workplace and when working with you, your support networks, and other relevant stakeholders.

To support your understanding of the information we provide to you, information will be provided in ways that suit your individual communication needs. Written information can be provided in Easy English or it can be explained verbally by a member of our team. We can also help you to access interpreters or advocates where required.





At all times Finders Keepers WA expects its staff to be open, honest, and transparent as they provide support you.

If you have any questions or concerns about a member of our staff or would like to access a full copy of Finders Keepers WA's *Service Delivery Policy and Procedure [or equivalent]*, please ask any member of our staff.

### ***Interpreting and Translation***

The delivery of safe, high-quality services relies on effective communication. Where required, interpreters and translators will be made available at no cost to support your interactions with us.

If you would like to request an interpreter or translation service, have any questions or concerns about Finders Keepers WA's use of interpreters and translators or would like to access a full copy of Finders Keepers WA's *Service Delivery Policy and Procedure [or equivalent]*, please ask any member of our staff.

### **Advocacy**

An **advocate** is a person who assists you to express your needs, or who speaks on your behalf. Advocates can be a family member, friend, or an Independent Advocate. They are not substitute decision makers but are there to ensure your needs and wants are listened to.

An **independent advocate** refers to a person who:

- is independent of the NDIA, the NDIS Commission and any NDIS providers providing supports or services to you
- provides independent advocacy to assist you to exercise choice and control and have your voice heard in matters that affect you
- acts at your direction, reflecting your expressed wishes, will, preferences and rights and
- is free of relevant conflicts of interest.<sup>1</sup>

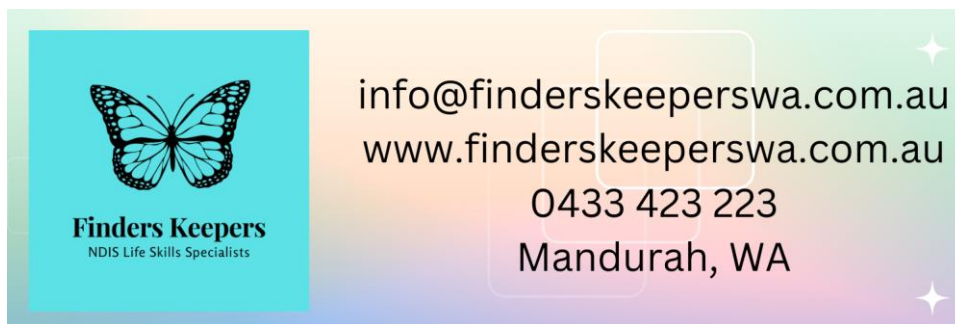
Finders Keepers WA fully supports your right to have an independent advocate support you in your interactions with us. If you'd like help finding an independent advocate, please speak to one of our staff. Alternatively, you can use the Disability Advocacy Finder, which is available online through the [National Disability Advocacy Program \(NDAP\)](#)

### **Privacy and Confidentiality**

Finders Keepers WA values and respects the privacy, confidentiality and dignity of our participants and their families, as well as our staff. We collect, use, protect and release personal information in full compliance with all relevant State and Federal privacy legislation.

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<sup>1</sup> *National Disability Insurance Scheme Act 2013*  
Finders Keepers WA– Participant Handbook  
Version 1 23092022



Finders Keepers WA will only collect information necessary for safe and effective service delivery. We will only use information for the purpose it was collected and secure it safely.

When we collect your information, we will explain why we are collecting the information and how we plan to use it. We will only take photos or videos of you with your full and voluntary consent. We will only take photos or videos with the full and voluntary consent of a participant.

Information about you will only be released to other people or services with your informed consent, in an emergency, or where such disclosure is required or authorised by law.

You may access the information we hold about you, including in order to update or correct it, subject to certain exceptions. If you wish to access your information, please speak to a staff member.

When your information is no longer needed for the purpose for which it was obtained, we will destroy or permanently de-identify it.

At all times Finders Keepers WA expects its staff to be uphold and maintain confidentiality regarding your personal information.

You will be provided with a full copy of Finders Keepers WA's *Privacy Statement* when you access services from Finders Keepers WA and you can request a copy of the *Privacy Statement* from any of our staff members, at anytime

## **Feedback, Compliments and Complaints**

Compliments, complaints, and other feedback provide us with valuable information about participants' satisfaction with our services. Feedback is taken seriously by Finders Keepers WA and is seen as an opportunity for improvement.

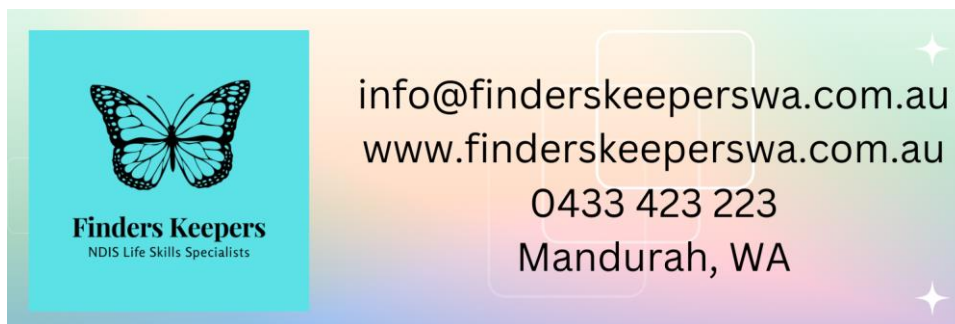
We encourage your feedback and comments on the services we provide, both positive and negative. Whether a compliment or complaint, your feedback will be treated with confidentiality and sensitivity.

Feedback, compliments, and complaints can be lodged:

- directly with a staff member at any time, either verbally or by providing a completed *Feedback and Complaints Form [or equivalent]*
- by email to [Info@finderskeeperswa.com.au](mailto:Info@finderskeeperswa.com.au)
- by phone on 0400546061
- in writing to 6 Arlette Pass Lakelands WA 6180
- by completing Finders Keepers WA's annual participation satisfaction survey.

Your complaint will be formally acknowledged within 2 working days. We aim to respond to all complaints and grievances as quickly as possible, and within 5 days from acknowledgement.

All feedback and complaints will be used by Finders Keepers WA to continuously improve our service delivery.



If you would like a staff member to support you to complete Finders Keepers WA's *Feedback and Complaints Form [or equivalent]*, have any questions or concerns or would like to access a full copy of Finders Keepers WA's *Feedback and Complaints Policy and Procedure [or equivalent]*, please ask any member of our staff.

### **Feedback and Continuous Improvement**

In addition to the above, Finders Keepers WA is continually seeking feedback on how we can improve the services we provide. This includes through satisfaction surveys, requests for feedback by staff after you interact with us and involving you in our service delivery planning and review processes. Please feel free to provide any suggestions or ideas you have to a staff member, at any time.

### **Complaints**

We encourage anyone with a complaint to speak directly to a Finders Keepers WA staff member in the first instance, who will attempt to resolve the issue immediately. If the matter cannot be resolved promptly or within 24 hours, it will be escalated to Finders Keepers WA's Management Team.

You can use Finders Keepers WA's *Feedback and Complaints Form [or equivalent]* to formally lodge your complaint and a staff member can assist you to do this if you wish.

Your complaint will be formally acknowledged within 2 working days. We aim to respond to all complaints and grievances as quickly as possible, and within 5 working days from acknowledgement. If a complaint cannot be responded to in full within 5 working days of acknowledgement, you will be provided with an update, which will include when a full response can be expected.

All feedback and complaints will be used by Finders Keepers WA to continuously improve our service delivery.

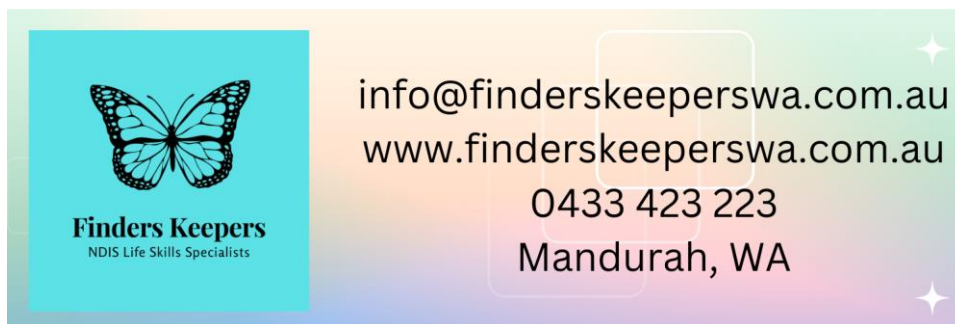
### **Escalating Complaints**

If you feel a complaint has not been sufficiently or appropriately addressed, you can seek further support from Finders Keepers WA's Management Team, or alternatively through any of the following agencies:

#### **NDIS Quality and Safeguards Commission**

*At any time, people can make a complaint about NDIS service providers or the support they provide to the NDIS Commission by:*

- Phone: 1800 035 544
  - Phone hours services are currently available Monday to Friday (excluding public holidays) between 9am – 5pm for all States and Territories (except for the Northern Territory, available until 4:30pm)
- Online: [Complaint Contact Form](#)



More information is available via the 'How to make a complaint about a provider' webpage via the [NDIS Commission's website](#).

### **Australian Human Rights Commission**

*Complaints regarding discrimination and breaches of human rights can be lodged with the Australian Human Rights Commission by:*

- Phone: 1300 656 419 (National Information Service).
  - Phone hours services are currently reduced due to COVID-19 and are therefore only available between 10am and 1:30pm AEST, Monday to Friday
- Email: [infoservice@humanrights.gov.au](mailto:infoservice@humanrights.gov.au)
- Online: [AHRC Complaint Form](#) or [Online Complaint Lodgement](#)

More information is available via the [Australian Human Rights Commission website](#).

### **Australian Competition Consumer Commission (ACCC)**

*Participants can contact the ACCC regarding obtaining information about consumer rights and can investigate complaints about breaches of these rights by:*

- Phone: 1300 302 502

More information is available via the [ACCC's website](#).

Participants also have rights under the **Australian Consumer Law (ACL)**, including provisions on customer guarantees and unfair contract terms. Information and advice about customer disputes under the ACL are managed by individual State and Territory agencies.

Contact details for the relevant agency are provided below:

- [Consumer Protection WA](#)
  - Phone: 1300 304 054
  - Email: [consumer@dmirs.wa.gov.au](mailto:consumer@dmirs.wa.gov.au)

### **Australian Securities and Investments Commission (ASIC)**

*Participants can contact ASIC if they have concerns regarding consumer protect in relation to finances via the [ASIC website](#).*

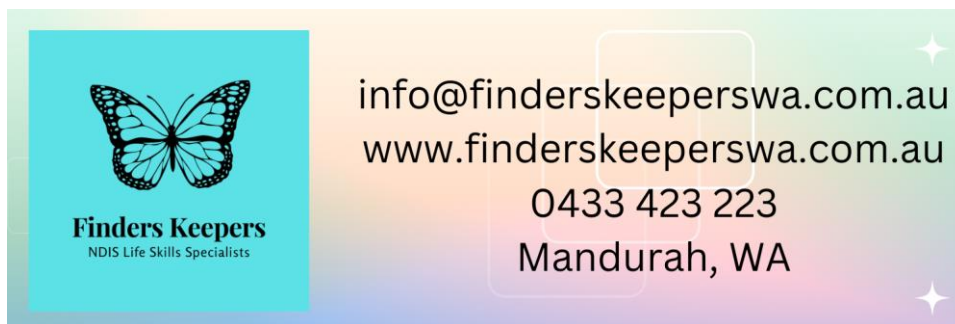
## **Additional External Complaints Bodies**

### **WA Health and Disability Services Complaints Office**

*The WA Health and Disability Services Complaints Office (HaDSCO) investigates complaints about health, disability, and mental health services. Complaints can be lodged by:*

- Phone: (08) 6551 7600 or 1800 813 583
  - Phone hours services are currently available between 8:30am – 4:30pm, Monday to Friday
- Online: [Online Complaint Form](#)
- Email: [mail@hadsco.wa.gov.au](mailto:mail@hadsco.wa.gov.au)
- Mail: PO Box B61, Perth, Western Australia, 6838

More information is available via the [HaDSCO website](#).



### **The WA Ombudsman**

*The WA Ombudsman deals with complaints relating to Western Australian Government departments and agencies. Complaints can be lodged by:*

- Phone: (08) 9220 7555 or 1800 117 000
- Online: [Electronic Complaint Form](#)
- Email: [mail@ombudsman.wa.gov.au](mailto:mail@ombudsman.wa.gov.au)

More information is available via the [WA Ombudsman website](#).

### **The WA Equal Opportunity Commission**

*The WA Equal Opportunity Commission deals with complaints related to discrimination and breaches of the WA Equal Opportunity Act 1984. Complaints can be lodged by:*

- Phone: (08) 9216 3900
- Online: [Online Complaint Form](#)
- Form: [Complaint/Enquiry Form](#)
- Email: [eoc@eoc.wa.gov.au](mailto:eoc@eoc.wa.gov.au)

More information is available via the [WA Equal Opportunity Commission website](#).

### **Complaints about the National Disability Insurance Agency**

Complaints about the NDIA should be directed to the Agency itself or the Commonwealth Ombudsman.

Complaints to the NDIA can be lodged:

- by phone on 1800 800 110 and
- by email to [feedback@ndis.gov.au](mailto:feedback@ndis.gov.au).

Complaints to the Commonwealth Ombudsman about the NDIA can be lodged:

- by phone on 1300 362 072 and
- online at [www.ombudsman.gov.au](http://www.ombudsman.gov.au).

### **Accessing Finders Keepers WA's Services**

We aim to provide accessible services to you that are safe, engaging and responsive to your support and communication needs.

To be eligible to receive Finders Keepers WA's services, a participant must meet the following eligibility criteria. The person must:

- have one or more identified intellectual, cognitive, neurological, sensory or physical impairments that are, or are likely to be, permanent
- have one or more identified impairments that are attributable to a psychiatric condition and are, or are likely to be, permanent or





- be a child who has a disability like those described above or a developmental delay.

Consideration must also be given to the participant's Priority of Access by examining:

- their relative need compared to others who receive or want to receive services
- any additional needs they have
- the extent to which Finders Keepers WA can contribute to those needs being met
- the resources available within Finders Keepers WA to meet the participant's needs
- other services the participant receives and how Finders Keepers WA's services will complement those and contribute to improved outcomes for the participant and
- the best interests of the participant.

Anyone wishing to access our services must participate in an Intake Interview. The purpose of this interview is to assess your needs and whether Finders Keepers WA is able to support you, to discuss Finders Keepers WA's process about service entry or exit, fees and charges and conditions related to your service delivery.

Where required, we will provide you with information and support to access a person of your choice, such as an advocate, to support you in this process. You will be contacted within 2 working days of the Intake Interview and advised of the outcome.

If you are offered services and accept, we will work with you and your support network to complete the required forms and arrange for an Assessment and Planning Interview, which will take place within 7 working days of your acceptance.

If you have any questions or concerns about accessing our services or would like to have a full copy of Finders Keepers WA's *Service Access Policy and Procedure [or equivalent]*, please ask any member of our staff.

### **Service Non-acceptance**

If you are offered services by Finders Keepers WA and you choose not to accept this offer, Finders Keepers WA will accept your choice and will not prejudice future access to our service.

Should you change your mind, you are welcome to contact Finders Keepers WA at any time, noting that you may need to be placed on Finders Keepers WA's waitlist if we have no capacity to provide services to you at the time you do recontact us.

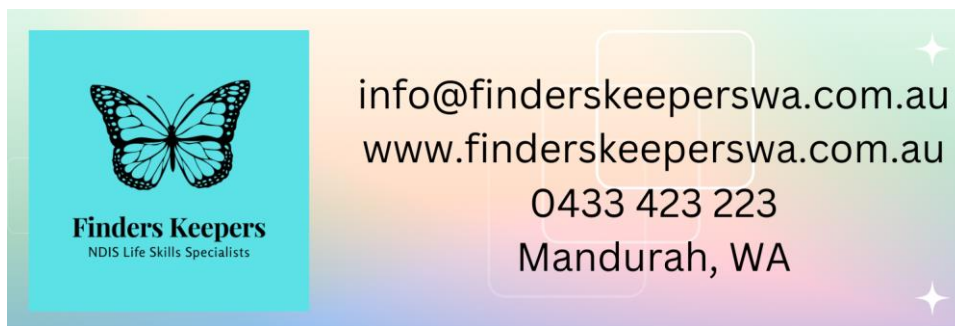
### **Service Refusal**

Finders Keepers WA may refuse to offer a person service where:

- they do not meet our eligibility requirements
- other potential participants are assessed as a higher priority based on our Priority of Access considerations
- we do not have the capacity to cater to additional participants or
- we do not have the resources to cater to the specific needs of the person.

Should you meet Finders Keepers WA eligibility requirements but we are unable to offer





services to you due to a lack of capacity, you can be placed upon Finders Keepers WA *Waiting List*. We will advise you of the possible waiting time before our services might become available.

Where services cannot be provided to you by Finders Keepers WA, we will assist you with referrals and support to access alternative services within **5 working days**.

### **Waiting List Processes**

A person who meets Finders Keepers WA's eligibility requirements and cannot be offered a service due to lack of service capacity can elect to be placed on our *Waiting List*. Potential participants on our waiting list will be contacted 3 months to:

- advise you of your current Waiting List status
- check whether you want to remain on the list
- provide referrals to other service providers if required and
- advise the estimated wait time remaining.

### **Appeal**

Any person refused services has the right to appeal. Appeals should be directed in writing to Finders Keepers WA's Management Team.

If you require support to make an appeal, Finders Keepers WA staff can support you by either transcribing your feedback for the Management Team's review or referring you to interpreter or advocacy services.

If you are not successful in your appeal, you will be advised of this in writing.

If you are successful in your appeal, a Finders Keepers WA staff member will support you through our intake process.

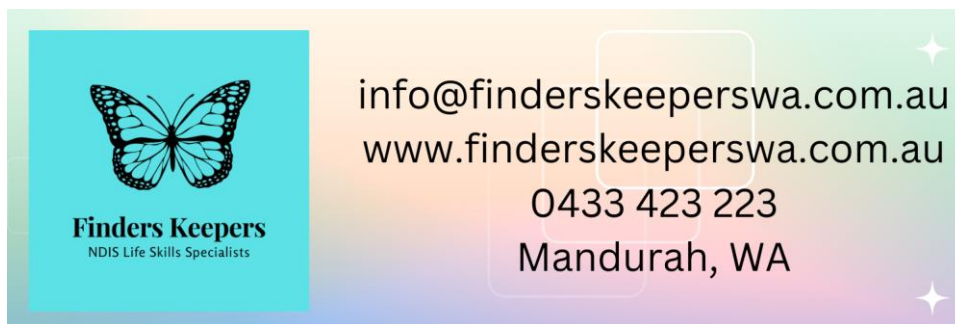
If you would like to access a full copy of Finders Keepers WA's *Feedback and Complaints Policy and Procedure [or equivalent]*, please ask any member of our staff.

### **Assessment, Planning and Review**

Finders Keepers WA's Management Team will conduct your Assessment and Planning Interview, where we will work with you and your support network to assess your individual needs and develop and agree upon a *Service Agreement and Support Plan*.

The assessment will consider:

- your needs (including health, wellbeing, safety and communication needs), goals and longer-term aspirations
  - if you require support with communication, what arrangements need to be put in place to assist staff to understand your communication needs, and how they might express concerns, including emerging health concerns
  - if any health needs are identified (including swallowing problems / dysphagia),



- what process needs to be followed to respond to medical emergencies
- supports you require relating to preventative health activities, such as accessing recommended vaccinations, dental check-ups, comprehensive health assessments and allied health services
- the supports that can be provided by Finders Keepers WA to meet your needs, based on the least intrusive approach and in accordance with contemporary, evidence-informed practices
- your support network, and how they can be supported to engage with your supports
- your age, ability, gender, sexual identity, culture, diversity, values, beliefs religion or spirituality
- any barriers to community participation and strategies that could be put in place to help you overcome them
- identify any alternative service delivery plans in instances where service delivery may be interrupted and
- how, when, and where the supports you require will be delivered.

A *Risk Assessment* will also be completed and include appropriate strategies to treat any identified risks, and how these will be planned for and implemented.

Once developed, your *Service Agreement* will outline:

- your *Support Plan*
- the period for when the supports are to be provided
- fees associated with the supports to be provided
- any conditions attached to the delivery of supports, including why these are attached
- when and how the *Service Agreement* will be reviewed
- how Finders Keepers WA and yourself will deal with any problems or questions that arise, including complaint handling and dispute resolution
- arrangements for providing supports that need to be put in place should an emergency or disaster occur
- the ability for you to consent to Finders Keepers WA collaborating with other providers, including health care and allied health providers, to share their information, manage risks to them, and meet their needs
- what you and your support network's responsibilities are under the *Service Agreement*
- what Finders Keepers WA responsibilities are under the *Service Agreement* and
- what notice either you or Finders Keepers WA need to provide to change or end the *Service Agreement* and how this is done.

Information gathered during the Assessment and Planning Interview will also inform your *Support Plan*. Your *Support Plan* will outline:

- the supports that will be provided to you
- the support staff who will provide the supports to you
- how, when, and where your supports will be delivered
- from the completed *Risk Assessment*:
  - the degree to which you rely upon the services provided by Finders Keepers WA to meet your daily needs and
  - the extent to which your health and safety would be affected if those services



- strategies to treat these risks, and how these will be planned and implemented
- arrangements, where required, to proactively support you with preventative health activities, including helping you to access recommended vaccinations, dental check-ups, comprehensive health assessments, and allied health services
- if you require support with communication, what arrangements need to be put in place to assist staff to understand your communication needs, and how they might express concerns, including emerging health concerns
- if you require meal preparation or mealtime management:
  - an assessment of what is needed to sustain life and support ongoing good health
  - any dietary intolerances, allergies, medication contraindications or potential risks when providing meals
  - the level of support or help you need and or want
  - your preferences, and religious and cultural considerations
  - the timing of mealtimes and
  - and risks identified and how these will be treated
- if any health needs are identified (including swallowing problems / dysphagia), what process needs to be followed to respond to medical emergencies
- plans for how individual, provider, and community emergencies and disasters will be responded to, to ensure your safety, health, and wellbeing

You will be provided with a copy of your *Service Agreement* and *Support Plan*. With your consent, information about your *Support Plan* may be provided to your support networks, your other service providers, and relevant government agencies to ensure a holistic support approach is provided.

We will review the provision of your supports every 6 months with you and your support networks. Flexibility will be provided in regard to the timing of review assessments, based on your needs and wishes, and you can request a review at any time. Where alterations to your support provided by Finders Keepers WA are required to best meet your needs, your *Support Plan* and *Service Agreement* will be updated.

### **Transition to Finders Keepers WA from Other Services**

If you are transitioning to receiving supports with Finders Keepers WA and have been receiving supports from another service provider (including hospitalisation supports), Finders Keepers WA will ask for your consent to contact your other support providers to discuss or obtain your support requirements, any *Support Plans* and information relating to your needs and goals, to assist with your transition to Finders Keepers WA.

Finders Keepers WA's Management Team will meet with you, your support networks and any other support providers (with your consent) to develop a *Participant Transition Plan [or equivalent]*. This *Plan* will outline assessment of risks associated with the transition (to ensure they are adequately identified, documented, and responded to), the timeframe for the transition and who will manage the steps involved in the transition. You will be provided a copy of your *Participant Transition Plan [or equivalent]*.



If you have any questions or concerns about Finders Keepers WA's assessment and planning processes, *Service Agreements* and *Support Plans* or would like to access a full copy of Finders Keepers WA's *Assessment, Planning and Review Policy and Procedure [or equivalent]*, please ask any member of our staff.

### **Finders Keepers WA Booking Procedures**

[Describe the processes you have to book in participant's delivery of supports]

### **Leaving Finders Keepers WA's Services**

All participants have the right to exit Finders Keepers WA's services at any time and a decision to do so will not prejudice future access to the service. You must give us at least 21 days notice if you wish to leave our services before the end date in your *Service Agreement*.

All participants exiting the service will be offered an Exit Interview, where we can discuss the reason for them leaving and obtain feedback about how we can improve our processes. You will be provided with a copy of your *Exit Plan [or equivalent]* and a letter outlining your rights to future service provision and some information regarding advocacy, should you require this. We also provide assistance and resources to support people exiting or changing services. This includes an agreed *Exit Plan [or equivalent]*, as well as the identification of, referral to and support accessing alternative services.

Participants who have chosen to exit our services have the right to re-access services within a 1 month period of exiting, without having to follow formal access processes, provided the necessary resources are available.

If you wish to end your service provision, please speak to a **Finders Keepers WA** staff member.

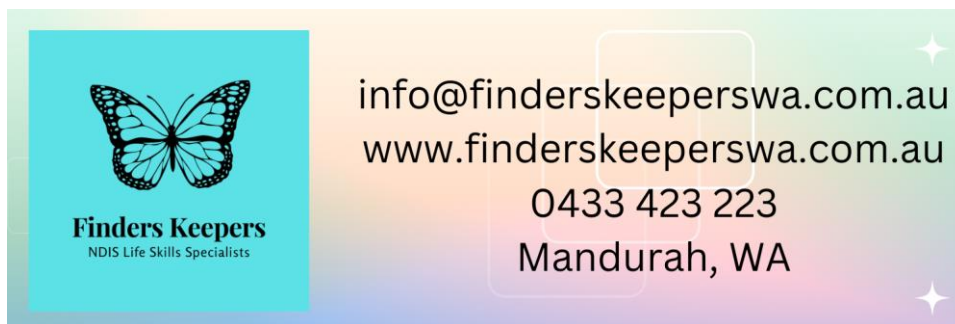
### **Service Termination**

Finders Keepers WA may terminate a participant's services when:

- they are unwilling over a period of time to work towards agreed goals
- other people using the service, staff or the person themselves are at risk of harm
- financial requirements are not being met
- severe incompatibility with other participants using the service is displayed or
- dramatic health changes require significantly increased levels of care or a service model not provided by Finders Keepers WA.

Any person whose services are terminated have the right to appeal and to access interpreters or advocates to support them during this process. Appeals should be directed in writing to Finders Keepers WA's Management Team.

If you have any questions or concerns about ending services with Finders Keepers WA or



would like to access a full copy of Finders Keepers WA's *Service Exit Policy and Procedure [or equivalent]*, please ask any member of our staff.

### **Service Exit Transition Planning**

To support you with transitioning to a new service provider/s, Finders Keepers WA will work collaboratively with participants and their support networks to identify alternative services and referrals that could best suit your individual needs.

With your consent, we will provide relevant information regarding your support needs to your new service provider/s (including temporary providers such as hospitals) to support your service provider transition.

Prior to exiting, participants and their support networks will be provided guidance and support to:

- investigate other options or models of support from Finders Keepers WA (if appropriate)
- explore the consequences of their decision to exit the service (if relevant) and
- consider re-entry to the service in the future should their needs or circumstances change

This information will be documented within the participants *Exit Plan [or equivalent]*. Finders Keepers WA will also include an assessment of risks associated with the transition (including those that are developed in collaboration with your new service provider/s) to ensure they are adequately identified, documented, and responded to.

With your consent, copy of your most recent *Risk Assessment* and *Home Risk Assessment [or equivalent]* (if applicable) will also be provided to your new service provider/s.

If you have any questions or concerns about information sharing with other service providers or would like to access a full copy of Finders Keepers WA's *Providing Information, Advice and Referrals Policy and Procedure [or equivalent]*, please ask any member of our staff.

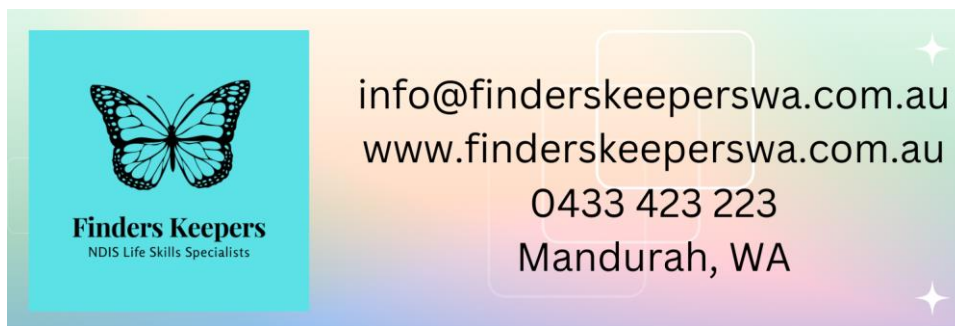
### **Fees and Charges**

We will discuss fees with you before providing services and include all fees in a *Service Agreement*. The *Service Agreement* contains detailed information about the services we will provide you and when fees must be paid. This must be agreed to by you before services can commence.

Finders Keepers WA will provide you with regular invoices and statements to assist you to manage payment for our services. If you have difficulty paying your fees for any reason, we encourage you to discuss this with a staff member so that mutually acceptable payment arrangements can be put in place.

### **Incident Management**





We at Finders Keepers WA have a moral, ethical, and legal responsibility to ensure you are safe and we take proactive steps to protect you from harm. Our incident management system identifies, assesses, manages and resolves incidents that occur in connection with providing supports or services to you and could cause harm to you. We at Finders Keepers WA will provide support and assistance to you if you are affected by an incident (including information about access to advocates such as independent advocates), to ensure your health, safety, and wellbeing. Finders Keepers WA does this in a number of ways.

All personal information we collect to manage incidents must be handled in accordance with Finders Keepers WA's *Privacy and Confidentiality Policy and Procedure [or equivalent]* to protect your privacy.

Our Management Team takes all reasonable steps to ensure that Reportable Incidents are notified to the NDIS Commissioner within the required timeframes by reporting this via the NDIS Portal.

#### ***Reportable Incidents Requiring Notification Within 24 Hours***

The Management Team or another member of the Management team must report the following incidents to the NDIS Commission **within 24 hours**:

- the death of a person with disability
- the serious injury of a person with disability
- the abuse or neglect of a person with disability
- unlawful sexual or physical contact with, or assault of, a person with disability or
- sexual misconduct committed against, or in the presence of, a person with disability, including grooming for sexual activity.

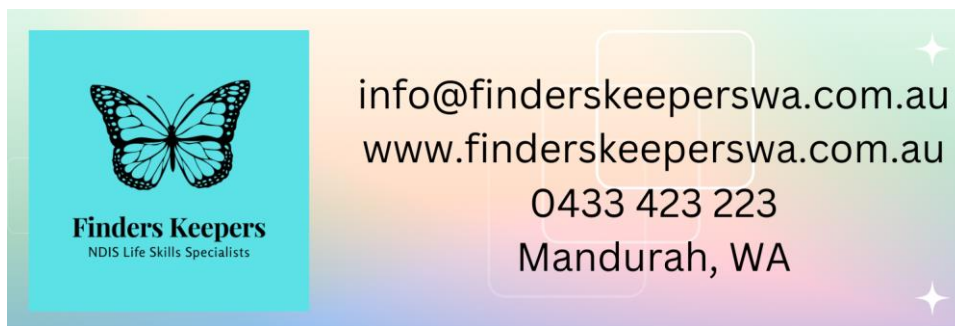
The following information must be provided:

- the organisation's name and contact details
- a description of the reportable incident
- a description of the impact on, or harm caused to, the person with disability (this may not be required if the reportable incident was a death)
- the immediate actions taken in response to the reportable incident, including actions taken to ensure the health, safety and wellbeing of the person affected by the incident
- whether the incident has been reported to the Police or any other body
- the name and contact details of the person making the notification
- if known, the time, date and place at which the reportable incident occurred
- the names and contact details of the people involved in the reportable incident and
- any other information requested by the NDIS Commissioner.

#### ***Reportable Incidents Requiring Notification Within 5 Business Days***

Reportable Incidents involving the use of a restrictive practice that is unauthorised or not in accordance with a behaviour support plan must be reported to the NDIS Commission **within 5 business days** of Management Team or a member of the Management team becoming aware of the incident. However, if the incident resulted in harm to a person with disability, it





must be reported **within 24 hours**.

## Investigating Incidents

The options for investigating incidents are:

- **No further investigative action** – This may be appropriate where it can be clearly established that the report of the incident is inaccurate or there is no basis for concern about your safety or the quality of care you are receiving. If the decision is not to undertake an investigation, the grounds for this decision must be supported and recorded with reasoning backed up by evidence. The incident must then be the subject of a review.
- **Monitoring and support required** – Certain information may raise issues that do not necessarily warrant an investigation, but nevertheless require changes in practices. Finders Keepers WA may manage these issues by monitoring and supporting affected staff members or participants including yourself, and documenting this on relevant staff files and in your file. The incident must then be the subject of a review (detailed below).
- **Internal investigation** – This option may be selected only where we have the capability to undertake an investigation independently.
- **External investigation** – In other cases, we will need to commission an investigation by an external party to ensure the investigation is robust, objective and expert. Our Investigation Manager may commission an investigator, or a person from another organisation, with relevant expertise.

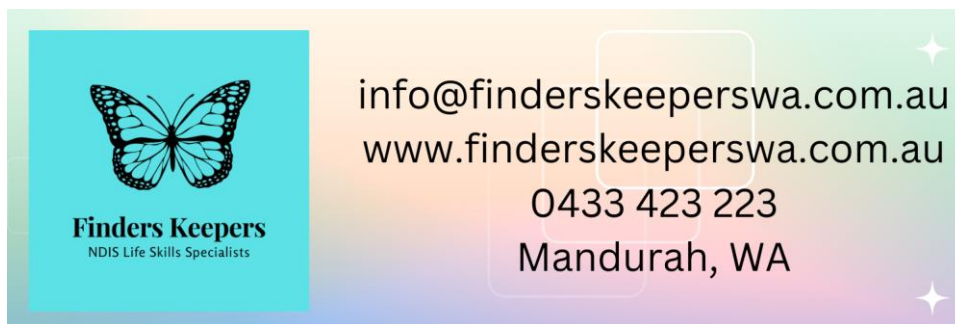
Regardless of the type of incident or investigation method used, incident investigation must focus on the incident only. All parties involved in an incident must be provided with procedural fairness and with the support and information necessary to participate in the investigation process.

Our staff, contractors and volunteers working with children are Mandatory Reporters with respect to protecting people from harm. Our staff must report any suspected or actual reportable concerns to the Police or Child Protection authorities as soon as practicable. Our staff must also notify the Directors of their report. We must provide timely feedback to anyone who reports an incident, raises concerns, or makes a complaint about harm to another person.

Feedback must be provided to you as soon as possible and within 7 days from the incident occurring. If an incident cannot be responded to you in full within 7 days, an update must be provided. This should include the date by which a full response can be expected. The update should be provided verbally in the first instance then confirmed in writing.

## Freedom from Harm, Abuse and Neglect

When taking part in our services, you have the right to be free from harm and any form of abuse or neglect. Finders Keepers WA treats any allegation of abuse, assault or neglect very



seriously. Allegations may be subject to both mandatory reporting and police involvement. If you have any concerns or are aware of a situation where abuse or neglect may be occurring, please notify a Finders Keepers WA staff member.

Finders Keepers WA employs skilled staff who respect the rights of people with disability, are aware of current policies and legislation pertaining to abuse, neglect and unexplained absences and will support people and their families, guardians and advocates to access complaint mechanisms and raise any concerns they have about our services. All staff undergo comprehensive criminal history screening and other mandatory checks prior to employment.

### **Occupational Health and Safety**

Finders Keepers WA is committed to providing services in a safe and healthy environment. Occupational Health and Safety is the responsibility of all Finders Keepers WA stakeholders – including staff, volunteers, participants, families, carers and visitors. We ask that you report any hazards or risks you become aware of and act in a way that protects yours and others' health and safety when participating in our services.

Where services are provided by Finders Keepers WA in your home, we expect that you, or the owner of the premises, will take responsibility for your safety and the safety of our staff working there. As far as practicable, please ensure that the premises is safe for our staff and meets all relevant building regulations or legislation. If you cannot perform or arrange for appropriate safety checks, this service can be included in your care plan or arranged with another service with our support.

### **Conflicts of Interest**

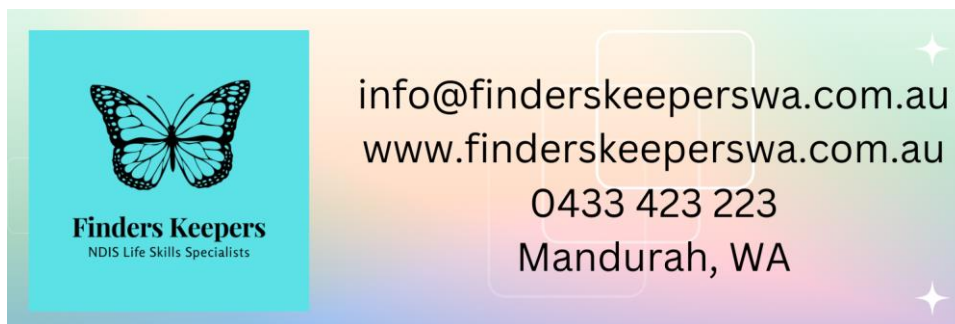
Finders Keepers WA and its staff members have a duty to act in the best interest of Finders Keepers WA and to ensure the supports and services you receive are free from conflicts of interests.

At times, personal interests or other duties (such as to another organisation someone is employed by) may conflict with this duty. This is called conflict of interest.

Conflicts of Interest in NDIS service delivery commonly occur where an NDIS Provider or its staff does not act in the best interests of NDIS participants when marketing, recommending, or delivering services.

Conflicts of interest should be avoided wherever possible however they can't always be avoided and do not necessarily represent a problem. It is important that they are managed properly so that staff are acting in the best interest of both yourself and Finders Keepers WA.

Finders Keepers WA requires all of its staff to declare all potential, perceived and real conflicts of interest that could impact how they deliver supports to you. This includes conflicts of interest relating to financial, business, or personal matters, as well as any financial or business interests that Finders Keepers WA has with other organisations.



When providing supports Finders Keepers WA's staff will not influence or direct you or your support network's decision-making, or limit your access to information, choice, and control.

Advice and information provided about support options (in and outside Finders Keepers WA) will be accurate, transparent, and objective.

All participants supported by Finders Keepers WA will be treated equally and not given preferential treatment above others.

If you have any questions or concerns about a conflicts of interest or would like to access a full copy of Finders Keepers WA's *Conflict of Interest Policy and Procedure [or equivalent]*, please ask any member of our staff.

## Gifts and Benefits

Finders Keepers WA and its staff members will not offer, provide or receive any gift, benefits, or commissions that may be perceived to influence a relationship or decision affecting the supports you receive. Finders Keepers WA and its staff members are unable to accept any gifts, benefits or commissions valued over \$100.

Gifts, benefits or commissions received under the value of \$100 must be approved by the Management Team.

Regardless of value, all gifts, benefits, or commissions, whether provided by or received by staff, must be recorded in Finders Keepers WA's *Gifts, Benefits and Commissions Register [or equivalent]*.

## DOCUMENT CONTROL

Version No.	Issue Date	Document Owner
1	24/09/2022	Finders Keepers WA
Version History		
Version No.	Review Date	Revision Description