



Coast & Country

PRIMARYCARE

Better Health – Better Life

NDIS Participant Handbook



Live Your Dreams



**NDIS Quality
and Safeguards
Commission**



**Registered
NDIS
Provider**

WE ARE Coast & Country **PRIMARY CARE**

And we're here to help you.





TABLE OF CONTENTS

05 My CCPC

06 About CCPC

08 Support Coordination

10 Recovery Coach

12 Plan Management

14 Core Support

20 Therapeutic Supports

22 Grievance Procedure

24 Helpful Information

26 Rights and Responsibilities

About the Handbook

This handbook has been created to provide a reference of the services, pricing, and process of Coast & Country Primary Care's NDIS services. The information is correct at the time of printing. For the most recent version, please visit www.ccpc.com.au/ndis or call us on 02 4365 2294 to request a copy.



**NDIS Quality
and Safeguards
Commission**



**Registered
NDIS
Provider**

NDIS

Overview

WHAT IS THE NDIS?

The National Disability Insurance Scheme (NDIS) is an Australian Government initiative run by the National Disability Insurance Agency (NDIA). The NDIS is designed to support people with a lifelong disability and enable them to access the supports they need to live a fulfilling and independent life.





We're committed to providing our participants with the utmost of service, taking an individualised, caring and empathetic approach. Our team are highly knowledgeable and deeply passionate about working with you to achieve your needs and goals.

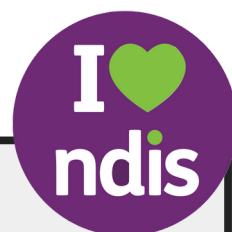
HOW WE HELP?

As a registered NDIS provider, we can help you with:






-  NDIS Application Help
-  Support Coordination
-  Recovery Coach
-  Plan Management
-  Core Supports
-  Social Activities
-  Therapeutic Supports

We work in partnership with an extensive local network of:

-  Mental Health Services
-  Community Services
-  Allied Health Professionals
-  Government Services



WHY CHOOSE CCPC?

-  We love our local communities
-  We're a local organisation and employ local people
-  We're highly experienced and will help you every step of the way
-  We genuinely care about your needs and understand that every participant is unique
-  We're a not-for-profit and we give back to our community



Contact Numbers

My Support Coordinator:

Name: _____

Phone: _____

My Team Leader:

Name: _____

Phone: _____

My Plan Manager:

Name: _____

Phone: _____

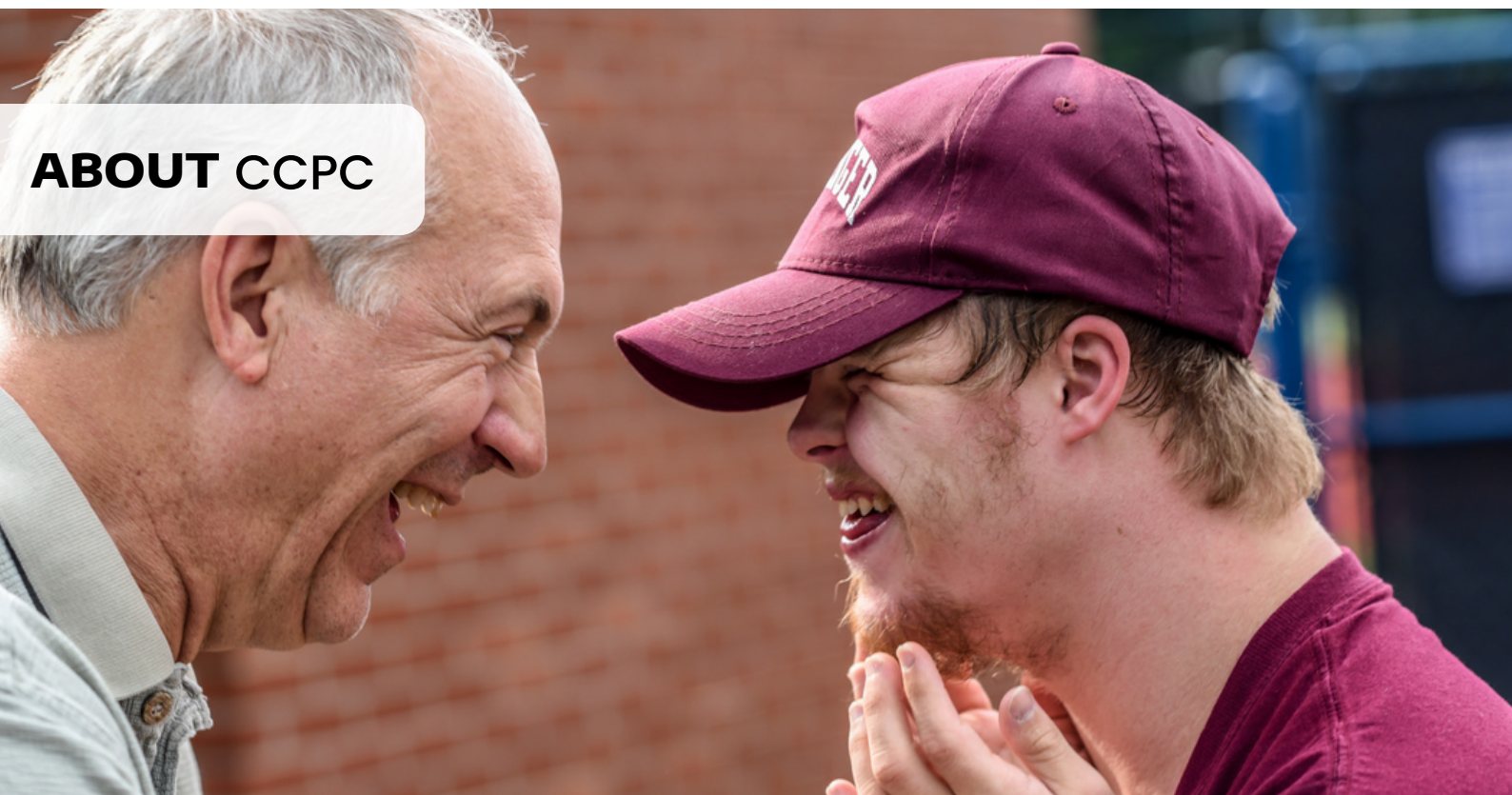
Coast & Country Primary Care Head Office:

Phone: 02 4365 2294

Home and Community Support After Hours:

Phone: 0466 919 301

ABOUT CCPC



Coast & Country Primary Care, also referred to as CCPC, is a not-for-profit organisation that delivers healthcare programs and community services.

CCPC is a registered provider for the NDIS and accredited against the NDIS Quality and Safeguard Standards.

We've helped over 750 people live their dreams and have fast become recognised as one of the leading providers of NDIS services in our local communities.

WE ARE:

- ✓ Not-for-profit
- ✓ NDIS experts
- ✓ Mental Health specialists
- ✓ Helpful and we genuinely care
- ✓ Diverse and inclusive



A letter from the NDIS Manager

I have over 25 years of experience in the welfare and disability sectors and have been Operations Manager at CCPC since 2015. I have a deep understanding of the needs of people with a disability and their carers, as well as the NDIS.

I am passionate about supporting people with a disability to live independently, take control of their lives and to participate freely in the wider community. I am genuinely excited about helping people live their dreams!

Phillip Snell

Executive Manager NDIS

OUR VALUES

RESPECT

We acknowledge that everyone can make a contribution and has a valued role

INTEGRITY

We conduct ourselves with integrity, professionalism and without compromise

EXCELLENCE

We exceed expectation through best practice and progression

COLLABORATION

We provide an open and collaborative culture that builds relationships and provides a rewarding place to work

INNOVATION

We seek new opportunities and embrace change

ACCOUNTABILITY

We practice continuous improvement and accept responsibility for our actions

SUPPORT COORDINATION



At CCPC, we offer support coordination designed to get the most value from your plan.

Support Coordination helps you implement and maximize your plan to ensure the right mix of supports help you reach your goals. This helps you understand the NDIS process, identifies services that can assist you and supports engagement with your providers, while working towards building your capacity.

1. Help you connect to NDIS and other supports in line with your goals and your plan budget
2. Build your capacity and capability to understand your NDIS plan, navigate the NDIS and make your own decisions
3. Coordinate your support networks and plan budgets
4. Point of contact for all of your NDIS enquiries, including assisting with NDIS planning and reporting

A Support Coordinator does not provide Case Management or Advocacy. CCPC can help you connect with an advocacy service.

"I don't know where I would be without CCPC and my Support Coordinator. I no longer feel alone and it has opened a new world to me. I see brighter futures ahead."

Kathryn, CCPC Participant





WHY CHOOSE CCPC FOR SUPPORT COORDINATION?

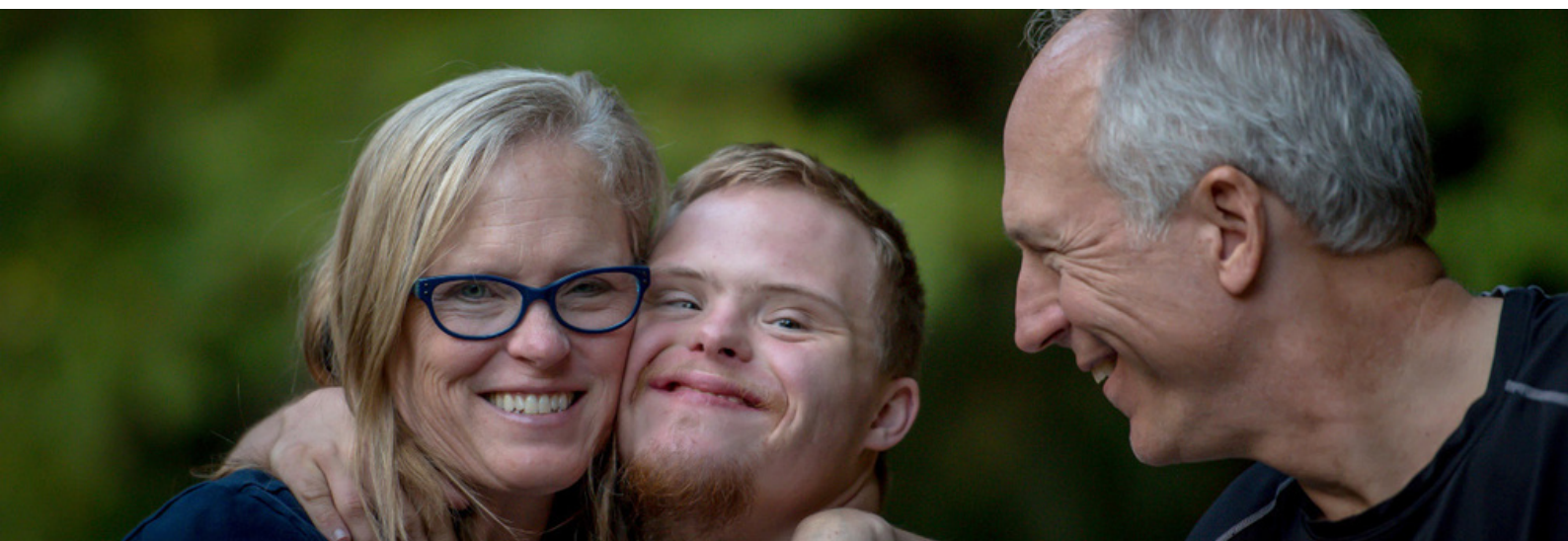
- ✓ We'll provide you with a dedicated Coordinator of Supports (CoS)
- ✓ You'll still get to make all the decisions regarding your plan and supports
- ✓ We develop a tailored plan with you at the centre
- ✓ Your CoS will provide knowledge and expertise

At CCPC, our team are specialists and will help build your capacity to exercise choice and control. They will manage your service agreements and ensure all your service bookings are completed.

CCPC has well established networks in our local communities, and our experienced team will link you into local services and ensure you get the most out of your NDIS plan.

Service Pricing

SUPPORT ITEM NUMBER	PRICING	SUPPORT COORDINATION
07_002_0106_8_3	\$100.14	Level 2: Coordination Of Supports
07_003_0117_8_3	\$65.09	CB and Training in Plan and Financial Management by a Support Coordinator



RECOVERY COACH



A Recovery Coach is part Mental Health Worker and part Support Coordinator. They give hope to participants with psychosocial disability and support them on their journey towards recovery.

Recovery Coaches have experience helping people with:

- mental illness and psychosocial disability
- personal recovery
- mental health services and systems
- challenges involved with navigating these systems, like the NDIS

We work together with you, your Mental Health Occupational Therapists, carers and family to develop a Recovery Plan.

Your recovery plan builds on and complements your NDIS plan, to increase your independence and resilience.





WHY CHOOSE CCPC FOR YOUR RECOVERY COACH?

- ✓ We support you with your individual recovery plan
- ✓ We provide recovery-enabled relationships and skilled coaching
- ✓ We document your recovery journey for NDIS reporting
- ✓ Our Recovery Coaches have years of experience supporting recovery goals
- ✓ We help you get through the challenging times



"My Recovery Coach never let me down and showed me the progress I made, which really lifted me up."

Brandon, CCPC Participant

Service Pricing

SUPPORT ITEM NUMBER	PRICING	PSYCHOSOCIAL RECOVERY COACH
07_101_0106_6_3	\$85.62	Psychosocial Recovery Coaching - Weekday Daytime

PLAN MANAGEMENT



Plan Management is the payment of providers from your NDIS package, a process which can be time consuming and hard to understand.

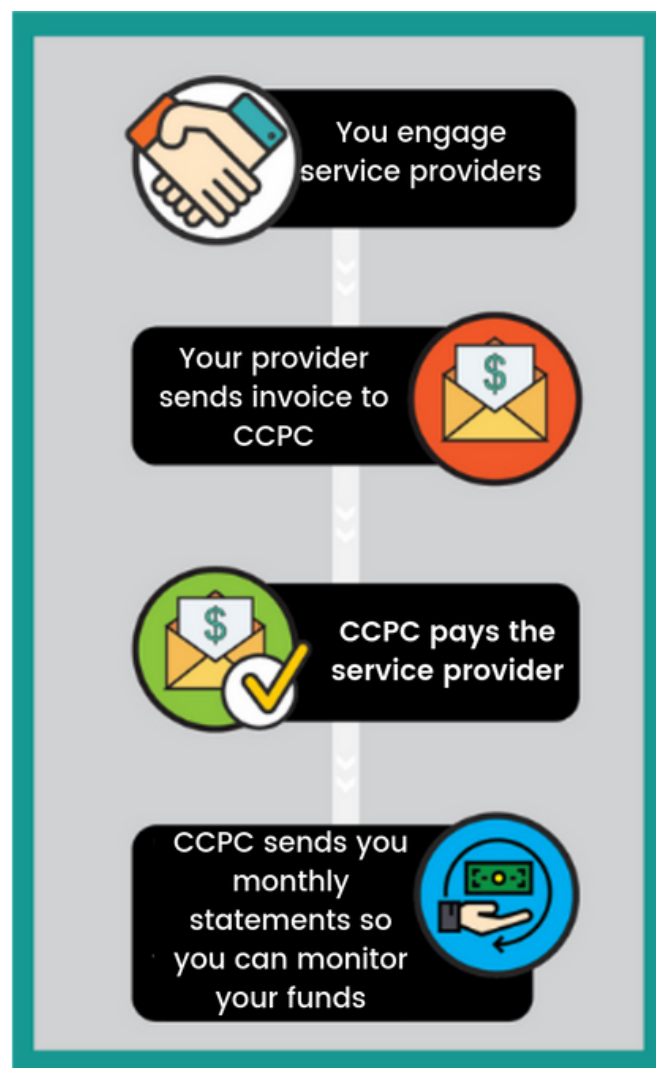
CCPC can take away all the stress and worry that comes with managing your own plan.

This leaves you in full control – you choose your providers and how to get the best from your funding. As experienced Plan Managers CCPC will:

- Pay your service providers
- Assist you to monitor package funds
- Provide monthly balances

Having CCPC as your Plan Manager means that you can choose people that you're comfortable working with, even if they are not registered with the NDIS.

And we're flexible. You can choose CCPC to just management your plan, or you can access our other NDIS services as well. It's entirely up to you.





- ✓ We leave you in full control – you choose your providers and how best to spend your package
- ✓ We pay your providers for your supports
- ✓ We help you keep track of your funds
- ✓ We can provide you with monthly statements

Service Pricing

SUPPORT ITEM NUMBER	PRICING	IMPROVED LIFE CHOICES
14_031_0127_8_3	\$65.09	CB and Training in Plan and Financial Management by a Plan Manager
14_033_0127_8_3	\$232.35	Plan Management And Financial Capacity Building – Set Up Costs
14_034_0127_8_3	\$104.45	Plan Management – Financial Administration



CORE SUPPORTS



Core Supports help you with your day-to-day activities. Your core supports budget is the most flexible and, in most cases, you can use your funding across a range of support categories including assistance in daily life, consumables and everyday items, transport, and community and social activities.

We have a full range of options to help people with their core supports. Our Support Workers are here to help you achieve many of the regular activities most people take for granted. Whether you want to go shopping, visit a friend, or learn a skill; we are here to help.

Our team can also assist with daily activities around your home, such as cooking and general household tasks. Our emphasis is on building your capacity to live more independently in your home and community and working with you to achieve your goals.



Assistance with cooking



One-on-one time with your support worker



Shopping and transport



Personal care



Access to a range of social activities



"With the support I get through CCPC, my life has changed and continues to improve."

Shevaun, CCPC Participant



OUR SERVICES

Household Cleaning

CCPC staff will work together with you to assist building your capacity and skills to live more independently in your home. We will work alongside you by assisting, prompting, and motivating you to complete tasks such as general household duties.

Participants need to be present and actively participating in these household tasks to develop capacity to live more independently.

Cleaning products & equipment are to be provided by the participant. If you require a cleaning service and/or lawn and yard maintenance to complete tasks, CCPC can refer you to a professional cleaning service and/or lawn and yard service option.

Shopping Assistance

Our Home and Community support workers can assist you with your shopping. While we can't do your shopping for you, we can collect you from your house, drive you to a shopping centre and assist you with your shopping for groceries, clothing, and other retail items. We can also assist you with shopping lists and meal planning with your dietary needs in mind.

Service Pricing

SUPPORT ITEM NUMBER	PRICING	ASSISTANCE WITH DAILY LIFE
01_002_0107_1_1_T	\$67.03	Assistance With Self-Care Activities - Standard - Weekday Night - TTP
01_004_0107_1_1	\$51.22	Assistance With Personal Domestic Activities
01_010_0107_1_1	\$242.95	Assistance With Self-Care Activities - Night-Time Sleepover
01_011_0107_1_1	\$57.23	Assistance With Self-Care Activities - Standard - Weekday Daytime
01_011_0107_1_1_T	\$59.81	Assistance With Self-Care Activities - Standard - Weekday Daytime - TTP
01_012_0107_1_1_T	\$132.09	Assistance With Self-Care Activities - Standard - Public Holiday - TTP
01_013_0107_1_1_T	\$83.89	Assistance With Self-Care Activities - Standard - Saturday - TTP
01_014_0107_1_1_T	\$107.99	Assistance With Self-Care Activities - Standard - Sunday - TTP
01_015_0107_1_1_T	\$65.82	Assistance With Self-Care Activities - Standard - Weekday Evening - TTP

Personal Assistance

- Showering
- Dressing
- Toiletries
- More at your request

Community Participation

- Support you with transport
- Take you to outings within the community
- Support you with daily tasks around the house
- Support you to participate in social activities you enjoy
- Help develop skills beneficial to you
- More at your request



Service Pricing

SUPPORT ITEM NUMBER	PRICING	ASSISTANCE WITH DAILY LIFE
01_049_0107_1_1	\$572.32	Establishment Fee For Personal Care/Participation
01_300_0104_1_1_T	\$59.81	Assistance With Self-Care Activities - Level 1 - Weekday Daytime - TTP
01_301_0104_1_1_T	\$65.82	Assistance With Self-Care Activities - Level 1 - Weekday Evening - TTP
01_302_0104_1_1_T	\$83.89	Assistance With Self-Care Activities - Level 1 - Saturday - TTP
01_303_0104_1_1_T	\$107.99	Assistance With Self-Care Activities - Level 1 - Sunday - TTP
01_304_0104_1_1_T	\$132.09	Assistance With Self-Care Activities - Level 1 - Public Holiday - TTP
01_305_0104_1_1_T	\$67.03	Assistance With Self-Care Activities - Level 1 - Weekday Night - TTP
01_400_0104_1_1_T	\$64.50	Assistance With Self-Care Activities - Level 2 - Weekday Daytime - TTP
01_401_0104_1_1_T	\$70.99	Assistance With Self-Care Activities - Level 2 - Weekday Evening - TTP



- ✓ We offer a range of support services options
- ✓ Our support workers are professional and empower you to take control of your life
- ✓ Our primary focus is your health, wellbeing and goals

Service Pricing

SUPPORT ITEM NUMBER	PRICING	ASSISTANCE WITH DAILY LIFE
01_402_0104_1_1_T	\$90.89	Assistance With Self-Care Activities - Level 2 - Saturday - TTP
01_403_0104_1_1_T	\$116.48	Assistance With Self-Care Activities - Level 2 - Sunday - TTP
01_404_0104_1_1_T	\$142.47	Assistance With Self-Care Activities - Level 2 - Public Holiday - TTP
01_405_0104_1_1_T	\$72.30	Assistance With Self-Care Activities - Level 2 - Weekday Night - TTP
01_500_0104_1_1_T	\$67.81	Assistance With Self-Care Activities - Level 3 - Weekday Daytime - TTP



Core Supports comes in many forms and may include one or more of the following:



Assistance with cooking and cleaning



Access to a range of social activities



One-on-one time with your support worker



Shopping and transport



Personal care



Service Pricing

SUPPORT ITEM NUMBER	PRICING	ASSISTANCE WITH SOCIAL AND COMMUNITY PARTICIPATION
04_102_0125_6_1_T	\$132.09	Access Community Social And Rec Activities - Public Holiday - TTP
04_103_0125_6_1_T	\$65.82	Access Community Social And Rec Activities - Standard - Weekday Evening - TTP
04_104_0125_6_1_T	\$59.81	Access Community Social And Rec Activities - Weekday Daytime - TTP
04_105_0125_6_1_T	\$83.89	Access Community Social And Rec Activities - Standard - Saturday - TTP
04_106_0125_6_1_T	\$107.99	Access Community Social And Rec Activities - Standard - Sunday - TTP
04_111_0136_6_1_T	\$33.53	Group Activities In The Community - 1:2 - Standard - Weekday Daytime - TTP
04_112_0136_6_1_T	\$47.05	Group Activities In The Community - 1:2 - Standard - Saturday - TTP
04_113_0136_6_1_T	\$60.56	Group Activities In The Community - 1:2 - Standard - Sunday - TTP
04_120_0136_6_1_T	\$24.75	Group Activities In The Community - 1:3 - Standard - Weekday Daytime - TTP
04_121_0136_6_1_T	\$34.72	Group Activities In The Community - 1:3 - Standard - Saturday - TTP
04_122_0136_6_1_T	\$44.70	Group Activities In The Community - 1:3 - Standard - Sunday - TTP
04_123_0136_6_1_T	\$27.24	Group Activities In The Community - 1:3 - Standard - Weekday Afternoon - TTP



Capacity Building

The CCPC NDIS team, in partnership with participants, work together to find a way forward in their recovery.

Together we are developing and strengthening participant skills, independence, abilities and resources that individuals and communities need to survive, adapt, and thrive in our world.

Service Pricing

SUPPORT ITEM NUMBER	PRICING	IMPROVED LIVING ARRANGEMENTS
08_005_0106_2_3	\$65.09	Assistance With Accommodation And Tenancy Obligations

SUPPORT ITEM NUMBER	PRICING	INCREASED SOCIAL AND COMMUNITY PARTICIPATION
09_006_0106_6_3	\$65.09	Life Transition Planning Incl. Mentoring Peer-Support And Indiv Skill Develop
09_009_0117_6_3	\$65.09	Skills Development And Training

SUPPORT ITEM NUMBER	PRICING	IMPROVED DAILY LIVING SKILLS
15_035_0106_1_3	\$57.10	Assistance With Decision Making Daily Planning and Budgeting
15_037_0117_1_3	\$57.10	Individual Skill Development And Training Including Public Transport Training
15_045_0128_1_3	\$44.40	Community Engagement Assistance



THERAPEUTIC SUPPORTS



If you're looking to develop your independence and improve your wellbeing, consider our therapeutic support services.

CCPC can help you access:



Counselling



Dietitians



Exercise physiologists



Mental health nurses



Occupational therapists



Physiotherapists



Psychologists



Podiatrists



Speech therapists



Social workers

Therapeutic Supports are delivered by a variety of Therapists and if you have an NDIS plan, we can help you achieve your goals and your potential.

Many people have goals that require therapeutic supports. CCPC have Therapists who will work with you to achieve your goals.

We take the stress out of sourcing Therapists and our specialist team is ready to assist you.





✓ We have access to a wide network of Therapists and specialists

We can help you identify what therapeutic supports you can

✓ utilise from each area of your plan

"CCPC helped me find the right health professionals to work with my son. They made everything so easy!"

Casey, Mother of a CCPC Participant



Service Pricing

SUPPORT ITEM NUMBER	PRICING	IMPROVED HEALTH AND WELLBEING
12_025_0128_3_3	\$193.99	Dietitian Consultation And Diet Plan Development
12_027_0126_3_3	\$166.99	Exercise Physiology
12_029_0126_3_3	\$58.10	Personal Training

SUPPORT ITEM NUMBER	PRICING	IMPROVED DAILY LIVING SKILLS
15_043_0128_1_3	\$156.16	Counselling
15_054_0128_1_3	\$214.41	Assessment Recommendation Therapy And/or Training (Incl. AT) - Psychology
15_055_0128_1_3	\$193.99	Assessment Recommendation Therapy And/or Training (Incl. AT) - Physiotherapy
15_056_0128_1_3	\$193.99	Assessment Recommendation Therapy And/or Training (Incl. AT) - Other Therapy
15_062_0128_3_3	\$193.99	Dietitian Consultation And Diet Plan Development
15_200_0126_1_3	\$166.99	Exercise Physiology



GRIEVANCE PROCEDURE

We value and encourage feedback, both positive and negative. Your feedback will assist us in the continued improvement of our service. If you would like to provide feedback we encourage you to tell us.

If you have a problem, believe you have been unfairly treated, or if you need to make a complaint, you can be assured that we will take it seriously. All complaints are treated fairly and confidentially and will be thoroughly investigated. We will work towards reaching a mutually agreeable resolution with you.

To assist us in efficiently resolving your complaint, please ensure you provide us with as much information as possible when contacting us. This information includes but is not limited to:

- Your name and contact information
- The service or individual to which your complaint is related
- The nature of your complaint
- Any supporting documentation
- The resolution you are seeking

CCPC informs participants that they have a right to use an advocate. Below is a list of advocacy services:

Synapse: 1800 673 074

Disability Advocacy: 1300 365 085 or 02 4927 0111

Intellectual Disability Rights Service: 02 9265 6350

How to Provide Feedback



Tell us how you're feeling.

You have the right to complain about our service if you are not happy.

We also like to hear your good news stories!



You can contact us in different ways.

Tell a staff member, people who support you, or a family member if you have a complaint.

Let us know what happened.
Write a letter or email us
at ccpc@ccpc.com.au.



Complaints will remain private.

You can be assured that any complaints will remain private and we will be honest, fair, and work quickly to resolve the problem.

We will work with you and keep you informed along the way as we resolve any issues.



HELPFUL INFORMATION

What do I do if I need to change or cancel pre-booked supports?

We understand that things often pop up in life. If you need to change or cancel pre-booked supports, please call us on 02 4365 2294 during business hours and ask to speak with your Coordinator of Supports if you have one, or the Project Officer Team.

If it is outside business hours and you need to change or cancel pre-booked supports for the following day, please call 0466 919 301.

What supports can I have through my NDIS plan?

Your Coordinator of Supports or Recovery Coach will meet with you to explain your NDIS funding categories and what supports and services you can access with your funding to work towards your goals. They will also assist with developing a plan and budget spreadsheet to ensure your funding is allocated over your plan period.

What do I do if my circumstances change and my plan no longer meets my needs?

Talk to your Coordinator of Supports or Recovery Coach who can help you complete a change of circumstances and support you through the process. You can contact the NDIS, 1800 800 110 or your Local Area Coordinator directly to advise of a change in your circumstances.

Who do I contact to request a new support?

Please contact your Coordinator of Supports or Recovery Coach or relevant CCPC contact to discuss your needs and:

- to book or change a support
- to attend a social activity
- to cancel a social activity or 1:1 support

You can also cancel your pre-booked supports during business hours by calling the office on 02 4365 2294. If outside of business hours (5pm– 8.30am) please phone our afterhours phone on 0466 919 301.

How much time do I need to give to cancel a pre-booked direct support?

You are required to provide at least 2 clear business days' notice to cancel your support or you will be charged 100% of the fee associated with your support. If you do not attend your support, without giving the required notice, you will also be charged 100% of the fee associated with your support.

Will I be charged for transport when being supported by my Support Worker?

All transport provided during supports will be charged at the rate in the NDIS Price Guide which relates to your support. Any Incidental costs incurred in providing the Support e.g. Parking, Tolls, will be charged from your plan. We will charge up to 30mins for time spent travelling to your support, and in the case of Therapeutic Supports, up to an additional 30 mins for time spent travelling back from your support.



RIGHTS AND RESPONSIBILITIES

As a participant with us, you have rights and our staff will respect these rights. We aim to give you the power to choose how you use your NDIS funding while also meeting our accountability requirements under the NDIS guidelines.

Your Rights:

- Confidentiality regarding any information given to CCPC staff. All communication is treated as confidential and no disclosure of information will be made without your verbal or written consent. This right is conditional in emergency situations, when there are duty of care issues or where we are under a legal obligation to disclose information. You have the right to revoke consent you have given to share information at any time.
- You can seek assistance from the NDIS Team Leaders and the NDIS Manager when you are not satisfied with the service.
- You may make a complaint using the our Grievance Policy, outlined previously on pages 22–23. You can make a complaint by speaking to any staff member you feel comfortable with.
- Appeal to the Ombudsman NSW. Online complaints can be made via www.ombo.nsw.gov.au or phone 02 9286 1000.
- A complaint can be made to the NDIS Commission by:
 - Phoning 1800 035 544 (free call from landlines) or TTY 133 677
 - National Relay Service and asking for 1800 035 544
 - Completing a complaint contact form online at www.ndiscommission.gov.au/about/complaints

You have the right to:

- A respectful and high quality services regardless of: social status; age; gender; family situation; sexual preference; intellectual, physical or psychiatric disability; religious or political belief.
- Communicate in the language of your choice. If your first language is not English, the staff member will arrange an interpreter. This right is subject to the availability of interpreters.
- Have a friend, member of your family or advocate come to meetings with you. Please advise our team of this prior to the meeting.
- Personal safety and protection from potential and actual harassment or threats from others when using our services
- Ask questions if you are not sure what is happening, or if you would like more information about anything to do with our policies or services.
- Withdraw from your supports and services, with 4 weeks notice, as stated in your service agreement.
- Make suggestions which you consider would improve the service and collaboration. This includes policies or procedures.
- Access your files. To be able to provide support and clarification, access and information will only be provided in the presence of a staff member. Access cannot be given when it is prohibited by law from being disclosed.
- Know the identity and qualifications of the staff working with you.
- Privacy during meetings with CCPC staff.

Your Responsibilities:

Along with the rights outlined in this brochure, you have the following responsibilities:

- To interact respectfully with our staff.
- To respect the rights, wellbeing and safety of all other people accessing CCPC Services.
- To ask for more information or clarification when needed.
- Speak to a staff member or someone you feel comfortable talking to if you have a concern or complaint about the service.
- Attend all scheduled appointments and supports or provide at least 48 hours notice of cancellation whenever possible.

If you have any questions about the rights and responsibilities, please speak with your Coordinator of Supports or your NDIS Team Leader.



Coast & Country
PRIMARYCARE

Better Health – Better Life

HOW TO CONTACT US



H/O is located at
167B The Entrance Road
Erina NSW 2250



02 4365 2294



ndis@ccpc.com.au



[ccprimarycare](https://www.facebook.com/ccprimarycare)



www.ccpc.com.au



CCPC acknowledges
traditional land owners



All welcome here

Participant Handbook publish date: 01/03/2022
Price Guide version: Version 1.5
Price Guide publish date: 01/03/2022