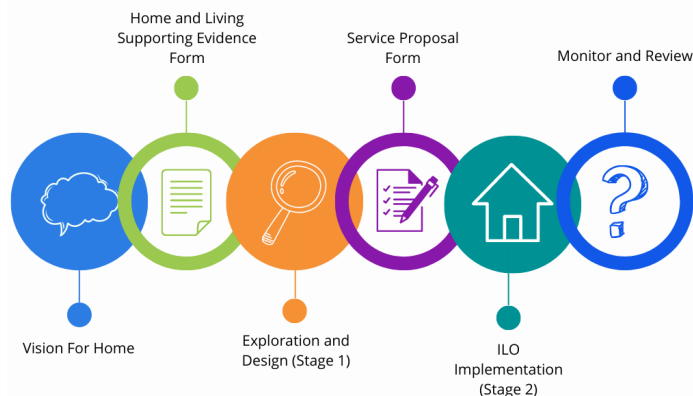


Applying for an ILO - Checklist




VISION FOR HOME

- Have you worked closely with people who are important in your life, to develop a Vision for the Home you want?
- Do you have an idea about the physical home you want to live in?
- Do you have an idea about the community you want to live in?
- Have you thought about who you do (and do not) want to live with?
- Do you have a Goal in (or ready for your next) NDIS plan that explains around your Vision for Home?

HOME AND LIVING SUPPORTING EVIDENCE FORM

- Have you been involved in gathering the information included in this form?
- Have you completed all questions on this form and provided enough detail in the boxes provided?
- Have you thought about attaching a One-Page Profile, About Me summary or a short video introducing yourself to the NDIS Home and Living Team who will be assessing your application?
- Have you attached all supporting evidence and reports from your therapy providers and other supports that help show that an ILO will work for you? Remember to include even those you have sent to the NDIS previously, they may not automatically be sent to the NDIS Home and Living Team.
- Have you considered including a Carer Statement or Checklist written by your current or primary carer, making it clear to the NDIS what they can/cannot support you with.

CONTINUED . . .

- Do you have any incident reports to include that demonstrate your support needs?
 - Are you within 100 days of a plan reassessment? If so, you can submit this form to be considered as part of that reassessment
 - Would you like this form to be considered and a plan reassessment as soon as possible? You will need to submit a Change of Situation or Change of Details Form at the same time as the Home and Living Supporting Evidence Form.
 - Have you had a plan reassessment within the last 3 months, and this information was missed in the process? You will need to submit a Request for a Review of a Decision Form at the same time as the Home and Living Supporting Evidence Form
-  Remember the NDIS Home and Living Team only know about you, from what is included in this form. Make sure you provide a very clear picture of who you are, and why an ILO will best meet your needs for support at home.

EXPLORATION AND DESIGN (STAGE 1)

- Have you been included the whole way through the Exploration and Design stage? Does the ILO that has been designed sound exciting to you?
- Have you considered different ways of living to decide what would work for you? This might include sampling different arrangements.
- Have you decided on the right mix of supports to include in your ILO?
- Have you costed your ILO supports for a whole year? Remembering to include incidental changes to a typical week
- Does your annual ILO package look close to the ILO funding band already suggested by the NDIS?
- If it is higher, do you have evidence to show why that higher costed ILO will work best for you?
- Have you included time for someone to help with monitoring, review and redesign of your ILO to make sure it continues to meet your needs and can be adjusted flexibly throughout the year?
- If the NDIS agrees to provide funding for your ILO, are you ready to start the moving in process?

SERVICE PROPOSAL FORM

- Are you ready to start the moving in process, if the NDIS agrees to fund your ILO?
- If using an ILO Service Provider, have you checked that they agree with the costs and structure of your ILO?
- Have you completed all questions on this form and provided enough detail in the boxes provided?
- Have you thought about attaching a One-Page Profile, About Me summary or a short video introducing yourself to the NDIS Home and Living Team who will be assessing your application?
Remember they do not meet you as part of this process, nor will they likely contact you to discuss the details of your proposed ILO.
- Have you attached all supporting evidence and reports from your therapy providers and other supports that help show that this ILO will work for you?
Remember to include even those you have sent to the NDIS previously, they may not automatically be sent to the NDIS Home and Living Team.
- Have you considered including a Carer Statement or Checklist written by your current or primary carer, making it clear to the NDIS what they can/cannot support you with.
- Do you have any incident reports to include that demonstrate your support needs?
- You can submit your ILO Service Proposal at any time, you do not need to wait for a reassessment. If the NDIS agrees to fund your ILO, this funding will be added to your existing plan.

ILO IMPLEMENTATION (STAGE 2)

- You can transition to your new ILO at a pace that suits you - this could be over weeks or months. Create a flexible plan for transitioning that meets your needs first.
- If using an ILO provider, make sure you have clear written agreements about the roles and responsibilities of everyone involved
- Make sure your new home feels like your home, and not a workplace or like you are a visitor or guest. If this is not the case, talk it through with your supporters
- You should be involved in the selection and recruitment of your housemate(s), host(s), and other supports.

MONITOR AND REVIEW

- Have you thought about having an independent person involved in the monitoring and review of your ILO?
- Are you involved in regular check-ins about whether your ILO is working out?
- Are you able to do the things you want at home?
- Are you still happy with your living arrangement?
- Do you need assistance to resolve issues or concerns with the person/people you live with?
- * If changes to your ILO supports cant work within the current funding package, you will need to submit a Change of Situation or Change of Details Form, along with a new Service Proposal (and associated evidence)
- * At every NDIS plan reassessment, you will need an updated Service Proposal indicating the costs associated with maintaining your living arrangement.