

EMPOWERED

Therapy & Training Pty Ltd

in conjunction with




KOOL KIDS TUTORING

ASSISTING ACCESS TO RECEIVE A PLAN MANAGER



 www.empoweredtherapyandtraining.com

 +61 7 4864 9888  1-800-00-7888


 contact@empoweredtherapyandtraining.com

 Empowered Therapy and Training

 [empoweredtherapyandtraining](https://www.instagram.com/empoweredtherapyandtraining)

 @EmpowerThera1

 Teresa Everton

 Inspired Generation | Who Am I?


 www.koolkidstutoring.com.au

 +61 7 5689 6088  1-800-00-9888


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 Kool Kids Tutoring

 [koolkidstutoring](https://www.instagram.com/koolkidstutoring)

 @Kool_Kids_Tuts

 Teresa Everton

 Kool Parents / Kool Kids

 Registered NDIS Provider

ABN: 55 637 079 620

As a registered **NDIS Plan Manager** our primary purpose is to assist NDIS participants to achieve their goals and become empowered individuals.

At Empowered Therapy and Training, we want to keep it simple to take the stress out of managing your NDIS plan. With a considerable array of knowledge and expertise arising from our experience, we are dedicated to assisting participants to get the most out of their funding package.

We work with our participants to assist them in understanding all aspects of their individual NDIS plans. We explain what products or services the participant can use as identified in their plan and the best way to use the funding to achieve their individual goals.


Our professional and experienced Plan Management team focus on saving the participant's time and remove the burden of day-to-day administration that comes with an NDIS plan such as processing invoices, reporting to the NDIS, and keeping track of expenditure.

We are all about achieving innovation in Individual Plan Management Choices.
We are out to make things simple for you!

Specialised Supported Employment

Click here to watch Video





Empowered Therapy & Training is a Mind

Setting / Therapeutic company divided into these major services: Art Therapy, Laughter Therapy, Drumming Therapy, Sandplay Therapy, Drama Therapy, Hypnotherapy, Coaching, Empowered-Mind Setting Workshops, Camps, Seminars, Webinars & Training.

OUR COMMITMENT TO YOU

Empowered Therapy and Training in conjunction with Kool Kids Tutoring will **ALWAYS** endeavour to provide you with a practical way of remembering your supports and appointments to avoid unexpected cancellations. This may be provided in various ways, such as: phone calls, emails, text messages, or other ways that we may have agreed upon. **Empowered Therapy and Training** in conjunction with **Kool Kids Tutoring** will support you to prepare a cancellation plan if you believe you will encounter problems keeping your appointments due to memory, health, anxiety or other reasons. Where you fail without notice to keep the scheduled arrangement for the support (a “no show”), we make every effort to contact you to determine if there is an additional problems, (eg: you have fallen out of bed and cannot raise an alarm, or the informal supporters are in crisis and additional support is likely to be required). **Empowered Therapy and Training** in conjunction with **Kool Kids Tutoring** are open to any questions you may have regarding any of the above.

We are about
empowering and
supporting everyone to be
the best they can be and
will endeavour to help in
every way possible to
help you achieve
this.

~Teressa Everton



BUSINESS INTRODUCTION

This **Service Agreement** outlines the support, services and programs that **Empowered Therapy and Training** in conjunction with **Kool Kids Tutoring** will supply you as a **registered NDIS** participant with, as a part of the Service Agreement.

In this **Service Agreement**, the words or terms **'we', 'our', 'provider', or 'us'** all refer to

Empowered Therapy and Training in conjunction with **Kool Kids Tutoring** as a registered **NDIS Service Provider**.

The words / terms **'you', 'your', 'client', 'customer', potential client', 'participant',** and

'participant's' representative' refer to you, our client or your appointed representative nominated within the service agreement.

PRIVACY AND CONFIDENTIALITY

All details contained within this **Service Agreement** are considered to be private and confidential. The only privileged parties to this information will be the participant nominated in the **Service Agreement**, their authorised representatives, plan nominees, **Empowered Therapy and Training** in conjunction with **Kool Kids Tutoring** (provider) and relevant governing bodies; inclusive of the:

- **National Disability Insurance Agency (NDIA)**
- **NDIS Quality and Safeguards Commission (NDISQC)**



GOODS AND SERVICE TAX

For the purposes of GST legislation, the Parties confirm that:

- 1.** A supply of supports under this Service Agreement is a supply of one or more of the reasonable and necessary supports specified in the statement included, under subsection 33 (2) of the National Disability Insurance Scheme Act 2013 (NDIS Act), in the participants NDIS plan currently in effect under section 37 of the NDIS Act.
- 2.** The participants NDIS plan is expected to remain in effect during the period the supports are provided; and
- 3.** The participant(s) representative / nominee will immediately notify the provider if the participants NDIS Plan is replaced by a new plan or the participant stops being a participant in the NDIS.

CANCELLATION



If the end date of the **Service Booking** has not passed, it can be extended but not beyond the end date of the participant plan. Providers cannot create/change **Service Bookings** retrospectively. Where a Service Booking is changed, both the participant and provider must agree to the requested change of the Service Booking. **Four (4) or more cancellations** or no shows in a row and Empowered Therapy and Training in conjunction with Kool Kids Tutoring will contact you to discuss what action may be taken.

CANCELLATION

This may include:

- 1. Reviewing your service agreement (including times, dates and locations for delivery) to avoid further cancellations.**
- 2. Putting your service agreement on hold.**

Should there be further cancellations and or no shows after this, you may risk having your service agreement cancelled by Empowered Therapy and Training in conjunction with Kool Kids Tutoring.

CANCELLATION

If participants are non-compliant or not engaging in services, **Empowered Therapy and Training in conjunction with Kool Kids Tutoring** will make all efforts to help participants to re-engaged. Failing this, the provider reserves the rights to terminate all services.

SPECIAL CIRCUMSTANCES:

Charges may be **waivered** if you have experienced an emergency such as: **Hospitalisation or a death in the family.**

CANCELLATION

This will be decided at the Directors discretion.

If there are more than **eight (8) instances** of cancellations or no shows within a 12-month period, on the **ninth (9th) occasion** we are required to notify the **National Disability Insurance Agency**, so that consideration may be given to reviewing your supports to your plan. This may affect your ongoing service provision with us.

WHAT IS PLAN MANAGEMENT?



Plan management is when a provider supports you to manage funding in your NDIS plan. These providers are known as plan managers. Here at Empowered Therapy and Training, we not only provide you with support and services you need, but we also provide one-on-one assistance.

You can enjoy consistent financial support from a personal plan manager throughout your NDIS journey. Our Plan Management team handles the day-to-day administration that comes with an NDIS plan such as processing invoices and keeping track of your fund balance.

NDIS NOTE

No fee is payable by NDIS, or participant, for cancellation by provider or any failure to deliver the agreed supports. Failure to pay within fourteen (14) days may risk cancellation of services until paid in full. If a participant makes a short-notice cancellation, which is after 3pm the day before the service, the provider will charge 90% of the agreed price for the cancelled appointment.

For other cancellations, where the participant has provided notice of cancellation prior to 3pm the day before the scheduled service, no cancellation fee will apply. If Empowered Therapy and Training in conjunction with Kool Kids Tutoring is unable to provide a service at the agreed time a suitable replacement session will be arranged with the participant.

WHAT IS PLAN MANAGEMENT?

1. Why use a plan manager?

A plan manager can help you:

- Increase your financial and plan management skills
- Learn how to self-manage your plan
- Pay providers
- Increase your choice of providers
- Get NDIS plan budget reports and greater budget oversight.

2. How much does it cost?

If Plan Management is included in your NDIS plan, there is no cost to you. Just make sure you specifically ask for Plan Management at your planning meeting.

3. How can I have plan management?

At your planning meeting, you can tell NDIS staff that you would like a plan manager to support you.

The NDIS will include funding in your plan to pay for your plan manager. This is separate from your other services and supports in your budget.

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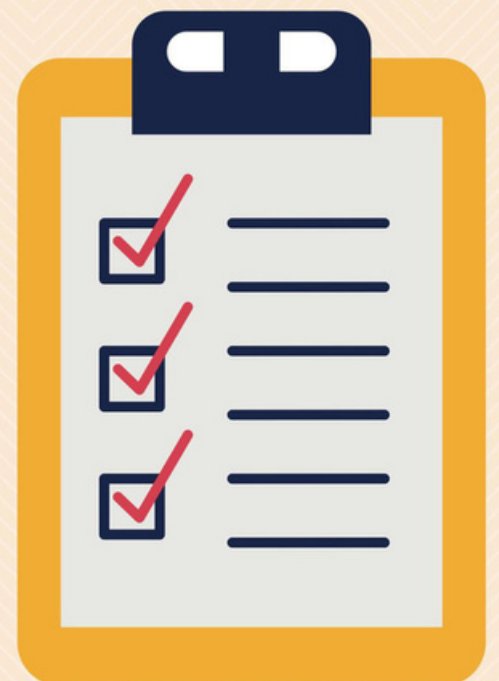
The NDIS will include funding in your plan to pay for your plan manager. This is separate from your other services and supports in your budget.

Forms to Complete

- Referral Form
- Service Agreement

(this will be completed after we have received the completed referral form)

- Personal Information Disclosure
- Consent Form



FORMS TO COMPLETE

Click the link to fill out the form

REFERRAL FORM

<https://form.jotform.com/empoweredtherapy/ett-referral-form>

CASE NOTES:

<https://form.jotform.com/empoweredtherapy/case-notes>

FORMALISED ASSESSMENTS REGISTRATION:

<https://form.jotform.com/empoweredtherapy/case-notes>

REQUEST FOR HOME AND LIVING SUPPORTS:

<https://form.jotform.com/empoweredtherapy/request-for-home-and-living-support>

ETT NATIONWIDE INCIDENT REPORT FORM

<https://form.jotform.com/empoweredtherapy/ett-nationwide-incident-report-form>

ETT THERAPISTS - LEGAL FORMS

Click the link to fill out the form

CLIENT WELCOME FORM:

<https://form.jotform.com/empoweredtherapy/client-welcome-form>

PERSONAL INFORMATION DISCLOSURE AND CONSENT TO OBTAIN AND RELEASE INFORMATION:

<https://form.jotform.com/empoweredtherapy/personal-information-disclosure-per>

GENERAL WHSE CHECKLIST:

<https://form.jotform.com/empoweredtherapy/general-whse-checklist-nationwide>

PARTICIPANT RISK ASSESSMENT FORM:

<https://form.jotform.com/empoweredtherapy/participant-risk-assesment-form>

SUPPORT WORKER FORMS

Click the link to fill out the form

COMMUNITY SERVICES WHSE CHECKLIST (IN-HOME SUPPORT WORKER ONLY NOT COMMUNITY SUPPORT WORKER):

<https://form.jotform.com/empoweredtherapy/community-services-whse-checklist-n>

SUPPORT WORKERS RECRUITMENT DOCUMENTATION:

<https://form.jotform.com/empoweredtherapy/support-workers-recruitment-documen>

POSITIVE BEHAVIOUR SUPPORT

Click the link to fill out the form

ABC OBSERVATION DATA LOG:

<https://form.jotform.com/empoweredtherapy/abc-observation-data-log>

FUNCTIONAL BEHAVIOUR ASSESSMENT (FBA) INTERVIEW FORM:

<https://form.jotform.com/empoweredtherapy/fba-interview-form>

FBA REPORT TEMPLATE:

<https://form.jotform.com/empoweredtherapy/functional-behaviour-assessment-fba>

GLASGOW DEPRESSION SCALE SELF-REPORT SCREENING QUESTIONNAIRE:

<https://form.jotform.com/empoweredtherapy/glasgow-depression-scale-self-repor>

GLASGOW DEPRESSION SCALE: CARE-GIVER SUPPLEMENT:

<https://form.jotform.com/empoweredtherapy/glasgow-depression-scale-care-giver>

KOOL KIDS TUTORING

Click the link to fill out the form

ENROLMENT AND PAYMENT AGREEMENT FORM:

<https://form.jotform.com/empoweredtherapy/kkt-enrolment-and-payment-agreement>

TEACHERS' LESSON PLAN:

<https://form.jotform.com/empoweredtherapy/lesson-plan>

FBA REPORT TEMPLATE:

<https://form.jotform.com/empoweredtherapy/functional-behaviour-assessment-fba>

KOOL KIDS CAMP

Click the link to fill out the form

CAMP ENROLMENT FORM:

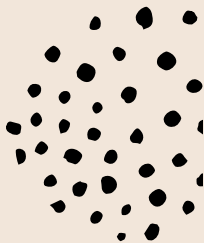
<https://form.jotform.com/empoweredtherapy/kool-kids-camp-enrolment-form-fill>

REQUEST TO ADMINISTER MEDICATION ON CAMP:

<https://form.jotform.com/empoweredtherapy/request-to-administer-medication-on>

FOOD AND TRAVEL CONSENT FORM:

<https://form.jotform.com/empoweredtherapy/food-and-travel-consent-form>



OTHERS

Click the link to fill out the form

CLIENT FEEDBACK SURVEY:

<https://form.jotform.com/empoweredtherapy/client-feedback-survey>

STAFF FEEDBACK SURVEY:

<https://form.jotform.com/empoweredtherapy/client-feedback-survey>

EVENT EVALUATION JOTFORM:

<https://form.jotform.com/213408576775466>

 **EMAIL ALL REFERRALS TO:** referrals@empoweredtherapyandtraining.com

PAYMENTS

The provider will seek payment for their provision of supports after the participant(s) representative confirms satisfactory delivery of the supports.

Paragraph 1

1.1 If the funding for any of the chosen supports provided under this Service Agreement is managed by the participant: The participant has chosen to Self Manage the funding provided by the NDIS for the supports required by the participant. After providing those supports, the provider will send the participant an invoice for those supports for the participant to pay. The participant will pay the invoice by internet banking within 7 days.

PAYMENTS

Paragraph 2

2.2 If the funding for any of the supports provided under this Service Agreement is managed by a Plan Nominee: The participant's Plan Nominee manages the funding for supports provided under this Service Agreement. After providing those supports, the provider will send the participant's nominee an invoice for these supports for the participant's nominee to pay. The participant's nominee will pay the invoice by internet banking within 7 days.

3. Paragraph 3

3.3 If the funding for any of the supports provided under this Service Agreement is managed by the National Disability Insurance Agency: The participant has nominated the NDISQSC to manage the funding for supports provided under this Service Agreement. After providing those supports, the provider will claim payment for those supports from the NDISQSC

PAYMENTS

4. Paragraph 4

4.4 If the funding for any of the supports provided under this Service Agreement is managed by a Registered Plan Management provider: The participant has nominated the Plan Management provider to manage the funding for NDIS supports provided under this Service Agreement. After providing those supports, the provider will claim payment for those supports from the Registered Plan Management Provider.

SUPPORT WORKER CALENDAR OF ACTIVITIES

CALENDAR 1

Daily Living Activities



MONDAY	TUESDAY	WEDNESDAY	THURSDAY
<p>MONDAY Schedule</p> <p>9:30 AM - 11:00AM TEN-PIN BOWLING</p> <p>11:30 AM - 12:00NN LUNCH</p> <p>12:30 PM- 3:00PM MOVIES AT THE CINEMA (Group Choice)</p> <p>TEN-PIN BOWLING</p> <p>LUNCH</p> <p>MOVIES AT THE CINEMA</p>	<p>TUESDAY Schedule</p> <p><i>Fun in the sun day</i></p> <p>9:00 AM - 5:00 PM FULL DAY TRIP (Refer to the Activity List)</p> <p>GOLD COAST</p> <p>GOMA ART MUSEUM</p> <p>INDOOR ROCK CLIMBING</p> <p>INDOOR TRAMPOLINE</p>	<p>WEDNESDAY Schedule</p> <p>9:00 AM - 11:30AM ADVENTURE DAY</p> <p>PUTT PUTT</p> <p>ESCAPE ROOM</p> <p>ESCAPE ROOM</p> <p>ROLLER SKATING</p> <p>GO CARTING</p> <p>TIMEZONE</p>	<p>THURSDAY Schedule</p> <p>10:30 AM - 11:30AM EXERCISE</p> <p>12:00 PM- 12:30 PM LUNCH</p> <p>1:00 PM - 3:00 PM ART LESSON</p> <p>GYM & SAUNAS</p> <p>BUSH WALK & SWIMMING</p> <p>LUNCH</p> <p>ART LESSON</p>
FRIDAY	SATURDAY	SUNDAY	<p>Activities List</p> <p>Fun in the Sun Day: chocolate lolly factories, science museum, GOMA, Ipswich art museum, indoor rock climbing, trampolining, historical tours, beach days (Gold Coast, Redcliffe, Sunshine Coast), Zoos</p> <p>Adventure Day: miniature roller skating/roller blading, go carting, escape rooms, Discoverie, Pitt Point</p> <p>Shopping: alternate between grocery shopping and clothes shopping (e.g. Shopping Centres: DFO, Australia Fair, Indooroopilly, Robina)</p> <p>Exercise: bushwalks, gyms, swimming pool, tennis</p> <p>Art lessons: get your artwork hot on and get ready to learn how to draw</p> <p>Technology Time: 3D Modelling, Creating your own Website and QR Code, Create your own Minecraft Server and Player Skin, Create your own augmented reality experience, Learn to Code, Deep Art Neural Networks, T3i Brush VR, Unity Environment Design Workshop (Programming 9-10, Gaming 10-11, 3D 3D Modelling 9-12 and lunch will be 10-1)</p> <p>Community Markets: Access your local community markets (find list of Sat and Sun markets)</p> <p>Cultural Exploration Afternoon: Chinese, Indian/Turkish/Filipino/Middle Eastern Food, Temples, etc...</p> <p>Sunday: Once a month: Sunday - theme park day - theme park days - Movie World, Dreamworld, Wet n Wild, Whisewater world, Sea World</p> <p>Pamper evenings: massages, self-care, learning grooming etiquette, manicure/pedicure, hair cut</p>
<p>FRIDAY Schedule</p> <p>9:30 AM - 11:30AM TECHNOLOGY TIME</p> <p>12:00 PM- 12:30 PM LUNCH</p> <p>1:00 PM- 5:00 PM COOKING /BAKING/BINGO AND BOARD GAMES</p> <p>LUNCH</p> <p>COOKING/BAKING</p> <p>BOARD GAMES</p> <p>GAMING</p> <p>PROGRAMMING</p> <p>3D MODELING</p> <p>CODING</p>	<p>SATURDAY Schedule</p> <p>9:30 AM - 11:30AM COMMUNITY MARKETS/ PAMPER MORNING</p> <p>12:00 PM - 6:00 PM LUNCH + CULTURAL EXPLORATION</p> <p>12:00 PM - 5:00 PM TIVOLI DRIVE-IN MOVIE</p> <p>CARRARA MARKETS</p> <p>KARARA</p> <p>ORION</p> <p>TEMPLE</p> <p>TIVOLI DRIVE-IN MOVIES</p>	<p>SUNDAY Schedule</p> <p>9:30 AM - 11:30AM COMMUNITY MARKETS/ PAMPER MORNING</p> <p>12:00 PM- 12:30 PM LUNCH</p> <p>1:00 PM - 5:00 PM INDIVIDUAL FREE CHOICE AFTERNOON</p> <p>LUNCH</p> <p>ORION</p>	

CALENDAR 2

Job Ready Activities



MONDAY	TUESDAY	WEDNESDAY	THURSDAY
<p>MONDAY Schedule</p> <p>9:30 AM - 11:00AM TEN-PIN BOWLING</p> <p>11:30 AM - 12:00NN LUNCH</p> <p>12:30 PM- 3:00PM MOVIES AT THE CINEMA (Group Choice)</p> <p>TEN-PIN BOWLING</p> <p>LUNCH</p> <p>MOVIES AT THE CINEMA</p>	<p>TUESDAY</p> <p>10:00 AM - 11:30 AM JOB READY SESSIONS</p> <p>12:00 NN - 12:30 PM LUNCH</p> <p>11:00 PM - 11:50 PM VOLUNTARY WORK</p> <p>INTERVIEW PRACTICE</p> <p>LAWN MOWING</p> <p>RESUME WRITING</p> <p>WALKING THE DOG</p>	<p>WEDNESDAY Schedule</p> <p>9:00 AM - 11:30AM ADVENTURE DAY</p> <p>PUTT PUTT</p> <p>ESCAPE ROOM</p> <p>ESCAPE ROOM</p> <p>ROLLER SKATING</p> <p>GO CARTING</p> <p>TIMEZONE</p>	<p>THURSDAY</p> <p>10:00 AM - 11:30 PM LIFE SKILLS LITERACY/ NUMERACY SESSION</p> <p>12:00 NN - 12:30 PM LUNCH</p> <p>11:00 PM - 11:50 PM VOLUNTARY WORK</p> <p>LITERACY</p> <p>VOLUNTARY WORK</p> <p>LIFE-SKILLS LITERACY</p>
FRIDAY	SATURDAY	SUNDAY	<p>Activities List</p> <p>Fun in the Sun Day: chocolate lolly factories, science museum, GOMA, Ipswich art museum, indoor rock climbing, trampolining, historical tours, beach days (Gold Coast, Redcliffe, Sunshine Coast), Zoos</p> <p>Adventure Day: miniature roller skating/roller blading, go carting, escape rooms, Discoverie, Pitt Point</p> <p>Shopping: alternate between grocery shopping and clothes shopping (e.g. Shopping Centres: DFO, Australia Fair, Indooroopilly, Robina)</p> <p>Exercise: bushwalks, gyms, swimming pool, tennis</p> <p>Art lessons: get your artwork hot on and get ready to learn how to draw</p> <p>Technology Time: 3D Modelling, Creating your own Website and QR Code, Create your own Minecraft Server and Player Skin, Create your own augmented reality experience, Learn to Code, Deep Art Neural Networks, T3i Brush VR, Unity Environment Design Workshop (Programming 9-10, Gaming 10-11, 3D 3D Modelling 9-12 and lunch will be 10-1)</p> <p>Community Markets: Access your local community markets (find list of Sat and Sun markets)</p> <p>Cultural Exploration Afternoon: Chinese, Indian/Turkish/Filipino/Middle Eastern Food, Temples, etc...</p> <p>Sunday: Once a month: Sunday - theme park day - theme park days - Movie World, Dreamworld, Wet n Wild, Whisewater world, Sea World</p> <p>Pamper evenings: massages, self-care, learning grooming etiquette, manicure/pedicure, hair cut</p>
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SUPPORT WORKER CALENDAR OF ACTIVITIES

CALENDAR 3

School Holiday Activities



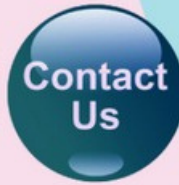
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CHECK OUT THIS LINK FOR THE SUPPORT WORKER CALENDAR JOTFORM



How to contact us

If you would like to contact **Empowered Therapy and Training** in conjunction with **Kool Kids Tutoring**, please feel free to use one of the following methods:



Head Office Phone no:

(07) 4864 9888

Nationwide



1-800-00-7888

Email Address

contact@empoweredtherapyandtraining.com

Scan to visit the ETT Website





From the bottom of my Heart

Thank you!

Cheers!

Teressa Everton

