

# I Can Jump Puddles Billing Guide



Below is a list of billable services that ICJP can provide using Capacity Building funds. The cost of services is set by the NDIS and is based on the current NDIS Price Guide. <https://www.ndis.gov.au/providers/pricing-arrangements>

<b>Scheduling, confirming and attending meetings/ conferences/appointments</b>	Your Puddles Professional can attend meetings at your request to provide their opinion and recommendations on how to best support you/your child. If scheduling and/or confirming an appointment takes longer than 5 minutes your Puddles Professional will add any charges to your next record of service.
<b>Clinical notes, emails and phone calls</b>	Your Puddles Professional will complete clinical notes after any face-to-face sessions to document what occurred in each session. The standard amount of time allotted for notes is 15 minutes. Notes might take longer depending on the length of the appointment and how detailed the notes need to be. Emails and phone calls related to you/your child between sessions will also be billable.
<b>Clinical supervision specific to your outcomes</b>	Where your Puddles Professional seeks supervision from one of our clinical supervisors in relation to your specific case or situation, they will bill for their and the Supervisor's time. The Puddles Professional will seek permission from you prior to enacting the request for supervision.
<b>Day in the Life Of, Puddles Support Plan and Eco Maps</b>	Your Puddles Professional will complete a Day in the Life Of conversation and Eco Map with you. This work will then inform your Puddles Support Plan, which will be the guiding document to help you achieve your NDIS goals! Time spent with you and to complete your Day in the Life Of, Eco Map and Puddles Support plan is billable, as is time spent reviewing these by new members of your team (up to 2 hours).
<b>Care and Behaviour Support Plans (e.g. Transfer and Positioning Care Plan, Interim and Comprehensive Behaviour Support Plans)</b>	Your Puddles Professional will bill for the time it takes to complete an assessment, write a care or behaviour support plan, and train any people involved in your/your child's care. Time spent developing the behaviour support risk assessment and for a clinical supervisor to review and sign off the behaviour support plan is also billable.
<b>Late cancellation or no show</b>	The cost of the service will apply if you do not cancel your appointment with more than 48 hours notice.
<b>Licence agreements and other documentation</b>	Your Puddles Professional will bill for time spent completing licence agreements, compiling certificates of insurance and clearance documentation, in order to deliver services in your school or other educational setting.
<b>Assistive technology/equipment</b>	Where Assistive Technology/Equipment is requested or recommended, your Puddles Professional will bill for the time it takes for assessment, researching the equipment required to find the most suitable options, arranging a trial, written justification, set up and training of those involved in your/your child's care. Your Puddles Professional will provide you with a guide of how many hours may be required to complete an AT request.
<b>Face to face sessions</b>	Your Puddles Professional will bill for any face-to-face sessions with you/your child and family, including observations in you everyday environment.
<b>Support or referral letters, and other documentation</b>	Your Puddles Professional will bill for the time it takes to write letters of support/referrals to request services/support e.g. NDIS, doctors.

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<b>Resources</b>	Where requested or recommended, your Puddles Professional will bill for the time it takes to make a resource.
<b>Non face-to-face preparation for a face-to-face session</b>	Your Puddles Professionals may need to spend time preparing for your session, for example finding suitable resources to bring or writing a plan for the session. This time will be billed and added to the total face to face session.
<b>Non face-to-face follow up post face-to-face session</b>	Often after a session Puddles Professionals have a number of requests from clients to follow up with other Puddles Professionals on your team, schools, work place, NDIS, support coordinators or researching equipment or resources. These will all be itemised and billed for and added to your record of service as the follow up work is completed.
<b>Program writing</b>	Where requested or recommended, your Puddles Professional will bill for the time it takes to write a program. Time is billed to write a therapy program to be implemented by someone the client chooses e.g., therapy assistant, support worker.
<b>Report writing</b>	Your Puddles Professional will bill for the time it takes to write a report. This can include assessment reports, NDIS progress reports and functional capacity assessment reports. This time may also include phone calls, emails and arranging appointments with stakeholders and other Puddles Professionals. Your Puddles Professional will provide you with a guide of how many hours may be required to complete the requested report.
<b>Reviewing case notes and providing feedback on therapy assistant programs</b>	If a therapy assistant has been used to deliver a therapy program written by your Puddles Professional there will be time billed for the Puddles Professional/s to review the therapy assistant's case notes and provide you with feedback on how the program is going. This ensures that the program being delivered by the therapy assistant is still overseen by the Puddles Professional and is up to date and relevant to you/your child's goals.
<b>Team collaboration</b>	Your Puddles Professionals will bill for the time it takes to discuss as a team your/your child's goals, progress, and future support. You will receive a record of service outlining what was discussed and the plan moving forward.
<b>Training</b>	Time is billed for the development and delivery of any training required for others to support you/your child (e.g. training SSOs, and support workers).
<b>Travel</b>	Your Puddles Professional will bill time it takes to travel to the location you have selected for your service. This is based on the current NDIS travel rate.

There are 4 ways you can pay for ICJP's services depending on how your funds are managed:

- **NDIA-managed:** ICJP will invoice NDIS directly based on active service bookings.
- **Plan-managed:** ICJP will invoice your Plan Manager who will make payment on your behalf for supports you have agreed to.
- **Self-managed:** ICJP will invoice you directly and claim payment for supports you have agreed to.
- A **combination** of the above funding management options.

If you have any questions about your NDIS plan and the services that ICJP provides, please feel free to talk to your Key Worker/Puddles Professional or call ICJP on 08 7085 3999.