



# EASY READ GUIDE

Index:

- Privacy
- Rights
- Service agreement
- Complaints
- Incident

# EASY READ PRIVACY

WHAT DO YOU KNOW ABOUT  
PRIVACY OF YOUR  
INFORMATION?

Participant's Details	Participant's Name	
	NDIS Number	
	Contact No.	
	Address	



This Document is about Your Privacy.



We store information like;

- ✓ Your name, address and phone number
- ✓ People who you are close to (mum, daughter...etc)
- ✓ Details about why and how we are helping you



This helps us to support you, and to check the quality of our services. We are responsible for keeping your information safe.



We use your information so we can work with you to design supports to suit you.



We only share your information if you say 'Yes', or if there is a situation that makes us.



We only share your information

- ✓ with a trusted person
- ✓ when we need to so you can be safe
- ✓ with your permission to provide required information to NDIS or other government organisations



When asked to share your information you can say 'No' or opt out of sharing it.



We keep your information safe so only those you say can see it.



You have several rights with your information:

- The right to see a copy of the information we hold about you
- The right to have inaccurate or incomplete information corrected by us
- The right to object to any information you think is inaccurate



If you want to see your information just ask your trusted person who will ask us.

# EASY READ RIGHTS

WHAT DO YOU KNOW ABOUT  
YOUR RIGHTS?



This Document is about Your Rights.



Our laws need to respect the rights of people with disability.

You should be included in community life.

You have the same rights as everyone.



What are your rights?





You should be:

- ✓ safe in your home and anywhere else
- ✓ treated with respect
- ✓ part of your cultural community



You should be able to:

- ✓ participate in your religion
- ✓ express your sexuality
- ✓ communicate in your family's language



You should be able to:

- ✓ make complaints
- ✓ able to say you want to go to another provider



You can tell us what you want and when you want it.



You can tell us what type of worker you want.  
You can tell us how you want things done.



We will always follow your instructions, unless we feel that you may get hurt then we will talk to you or your trusted person about the risk.



We agree to follow your wishes and Charter of Rights.

# EASY READ SERVICE AGREEMENT DESCRIPTION

## WHAT IS A SERVICE AGREEMENT?



This document will help you learn about a Service Agreement.



Service Agreement is a document.

It is for you and your service provider.

The service provider is the person or organisation that provides you with supports.



The document says that you both agree about the services you are going to receive.



When you have agreed, you both sign the document.



The Service Agreement is a good way to make sure you receive the services that are right for you.



And having a Service Agreement is a helpful way to make sure you have everything in writing if any problems occur.



## How to make a Service Agreement?



You can ask another trusted person to enter into the Agreement for you.

This might be a family member, carer, friend or other person.

The trusted person can speak for you.



Also, it's a good idea to take a copy of your NDIS Plan to any meetings you have about your Service Agreement.

If you want to, you can attach a copy of your NDIS Plan to the Agreement.



What should the Service Agreement include?



The Service Agreement should include information about the supports you receive.



Talk to us about your supports. Tell us:

- ✓ What type of supports you need,
- ✓ How you want the supports,
- ✓ Who you want to work with you,
- ✓ When you need supports,
- ✓ How long you will need the supports





What is expected of you -This is about your responsibilities.

What is expected of your service provider.



How you can end or change the Agreement.

What you can do if any problems occur.



### Costs

- ✓ How much the service costs
- ✓ When you pay
- ✓ How to pay



Provider will talk to let you know:

- ✓ your rights
- ✓ what supports will be provided
- ✓ your responsibilities
- ✓ their responsibilities
- ✓ Of any considerations (if required)



Together we will:

- ✓ Consult and talk to each other
- ✓ Write the agreement



When do you sign the agreement?

(Answer on next page.)



After you or your trusted person has read the agreement.



After you or your trusted person is happy that the agreement meets your needs and that you have had your say.



After provider agrees with what is written.



Sign the agreement if you are happy to agree to what is written.

Once you have signed, provider will sign.



You will be given a copy of the Service Agreement.



Don't forget to keep a copy of your Service Agreement in a safe place.

# EASY READ COMPLAINTS

## HOW TO FILE A COMPLAINT OR GIVE FEEDBACK?



This document is to help you  
Complain or give us Feedback.



It is okay to complain if you are not  
happy. Tell us when you are upset  
about:

- ✓ Your supports
- ✓ Workers
- ✓ In2Change Team



You can talk to your Support  
Coordinator.



You can ask someone you trust to help you complain.



You can ask an Advocate to help you.  
An Advocate is someone who speaks up for you if you cannot speak up for yourself.



Not sure who to help you.  
Talk to your Support Coordinator who will help you find someone.



We will try to fix your problem.  
We will talk to you about your problem.



Shh!!  
We will keep anything you say private.



Not Happy? You  
can tell the: NDIS  
Commission

There are many ways to make a  
complaint to the NDIS Quality and  
Safeguards Commission:

- Call 1800 035 544

<https://www.ndiscommission.gov.au/about/complaints> to fill out the online  
complaint form

- Use TTY on 133 677



# EASY READ INCIDENT

WHAT HAPPENS WHEN THERE IS  
AN INCIDENT?



This document is about what happens if there is an incident.



### What is an Incident?

- ❑ Any time a provider caused you harm.
- ❑ Any time a provider could have caused you harm.
- ❑ When you hurt someone else.
- ❑ When someone feels that you are going to hurt them.
- ❑ A reportable incident (death, serious injury, abuse, neglect, sexual misconduct, restrictive practices)



We record what is said and done during the incident including:

- ✓ Description of what happened,
- ✓ Who saw the incident,  
When you told the worker,  
Management is told what happened.



You are important to us, so we:

- ✓ Provide support and assistance
- ✓ Make sure you are safe
- ✓ Look after your health and wellbeing

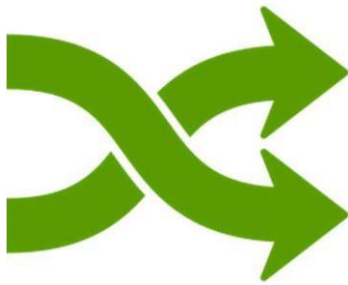


We will listen and talk to you or your advocate about what happened and how to fix it.



You should know what is happening so we will:

- ✓ Ask you for feedback
- ✓ Talk to you about what happened
- ✓ Consult with you or your advocate through the process.
- ✓ Your ideas about any changes that would help in the future



If we make changes to correct what happened, we will

- ✓ change our practices
- ✓ change our policies and procedures
- ✓ train our staff



There are times that we must tell NDIS Commission if there is an incident.



For Example:

If you or any of our participants are badly hurt in any way by anyone.

This is called a Critical or Reportable Incident.



What happens if there is a reportable or critical incident?

Management will fill out an Incident Form.

The Incident Report is sent to NDIS Commission.