**NDIS NEW CLIENT FORM**

**Client’s name: Click or tap here to enter text.**

**Contents:**

[**1: PARTICIPANT DETAILS** 1](#_Toc128994345)

[**2: SERVICES** 3](#_Toc128994346)

[**3: PAYMENTS** 3](#_Toc128994347)

[**SIGNATURES REQUIRED.** 4](#_Toc128994348)

[**6: SIGNING ON BEHALF OF THE CLIENT** 4](#_Toc128994349)

[**7: WAIVER AND RELEASE AUTHORITY** 5](#_Toc128994350)

[**8: In *Carers That Drive* COMMUNITY ACCESS SUPPORTERS’ CAR** 5](#_Toc128994351)

[**9: In CLIENT VEHICLE** 6](#_Toc128994352)

[**10: CONSENT AGREEMENT** 6](#_Toc128994354)

**Note:** *Please download, complete, and email a SIGNED copy to* *info@carersthatdrive.com.au* *- remember to ‘enable editing’.*

# **1: PARTICIPANT DETAILS**

**Name:** Click or tap here to enter text.

**Date of Birth:** Click or tap to enter a date.

**NDIS #:** **Click or tap here to enter text.**

**NDIS Plan Start Date:** Click or tap to enter a date.

**NDIS Plan End Date:** Click or tap to enter a date.

**Address:** Click or tap here to enter text.

**Mobile:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**Condition of participant:**

[ ]  Acquired brain injury [ ]  Psychosocial disability

[ ]  Austism [ ]  Spinal cord injury

[ ]  Cerebral Palsy [ ]  Stroke

[ ]  Hearing impairment [ ]  Vision impaired

[ ]  Intellectual Disability, Developmental delay, Global developmental delay, Down Syndrome

[ ]  Multiple Sclerosis

Other: Click or tap here to enter text.

**Does the participant have a mobility aid?** [ ]  **Yes** [ ]  **No**

If answered yes, please provide more information: Click or tap here to enter text.

**Does the participant require assistance in and out of the vehicle?** [ ]  **Yes** [ ]  **No**

**Have the participants goals been recorded in a Participant Statement?** [ ]  **Yes** [ ]  **No**

**Does the participant have an Epilepsy Management Plan?** [ ]  **Yes** [ ]  **No**

**Does the participant have a Behavioural Support Plan**? [ ]  **Yes** [ ]  **No**

If answered yes to the any of the above, please provide this information as it will help us give you the best quality personalised service**.**

**Will there be any other person/s accompanying the participant?** [ ]  **Yes** [ ]  **No**

**Will a companion animal be accompanying the participant?** [ ]  **Yes** [ ]  **No**

If answered yes to either of the above, we require companion forms to be signed.

**Support worker preference?** [ ]  **Female** [ ]  **Male** [ ]  **Both**

**Participant’s likes, dislikes, interests, hobbies etc.:** Click or tap here to enter text.

**General notes of the participant:** Click or tap here to enter text.

(Please include - but not limited to - history of challenging behaviours, seizures, substance, or drug abuse)

# **2: SERVICES**

**Regularity:** [ ]  **Adhoc** [ ]  **One off** [ ]  **Ongoing**

**Pick up Address:** Click or tap here to enter text

**Pick up Time:** Click or tap here to enter text

**Pick up Day:** [ ]  **Mon** [ ]  **Tues** [ ]  **Weds** [ ]  **Thurs** [ ]  **Fri**  [ ]  **Sat** [ ]  **Sun**

**Drop off Address:** Click or tap here to enter text

**One Way:** [ ]  **Yes**

**Return:** [ ]  **Yes** – please complete the below.

**Pick up Time:** Click or tap here to enter text

**Drop off Address:** Click or tap here to enter text

**Expenses ie tolls or parking:** [ ]  **Yes** [ ]  **No** [ ]  **Not applicable**

**Notes:** Click or tap here to enter text

*Note: the above is for quoting purposes, please provide as much information as possible.*

**Please specify the purpose of service/s required to achieve participants' goals. For example, attending community participation activities, work, medical, therapy or specialists supports:**

Click or tap here to enter text

**Does the participant require support on Public Holidays**? [ ]  **Yes** [ ]  **No**

If answered yes, we require 14 days’ notice.

# **3: PAYMENTS**

**Invoices emailed to**: **Click or tap here to enter text.**

**Line Item:** [ ]  **Access Community, Social and Rec Activities – Standard**

[ ]  **SUPPORT – Innovative Community Participation**

 **(Please check with your Plan Manager)**

**Self-Managed:** [ ]  **Yes** [ ]  **No**

**Plan Nominee:** [ ]  **Yes** [ ]  **No**

**Plan Managed:** [ ]  **Yes** [ ]  **No**

**Name:** Click or tap here to enter text.

**Phone:**  Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**Postal address:** Click or tap here to enter text.

**Support Coordinator:** Click or tap here to enter text.

**Phone:** Click or tap here to enter text.

**Email:** Click or tap here to enter text.

**4: NOMINEE / GUARDIAN DETAILS**

Name: Click or tap here to enter text.

Relationship to Participant: Click or tap here to enter text.

Mobile: Click or tap here to enter text.

Email: Click or tap here to enter text.

**5: EMERGENCY CONTACT DETAILS**

Full name: Click or tap here to enter text.

Mobile: Click or tap here to enter text.

Relationship to Participant: Click or tap here to enter text.

Full name: Click or tap here to enter text.

Mobile: Click or tap here to enter text.

Relationship to Participant: Click or tap here to enter text.

**How Did You Hear About Us?**

[ ]  Internet search [ ]  Word of Mouth [ ]  Social Media

[ ]  Other – please specify: Click or tap here to enter text.

#

# **SIGNATURES REQUIRED.**

# **6: SIGNING ON BEHALF OF THE CLIENT**

If signing any part of the document on behalf of Client, please complete the following:

Full name Click or tap here to enter text.

Relationship to Client: Click or tap here to enter text.

Contact number: Click or tap here to enter text.

Address: Click or tap here to enter text.

# **7: WAIVER AND RELEASE AUTHORITY**

This is to release Carers That Drive and/or the Community Access Supporters from liability when driving and helping clients/participants on outings.

I (Client’s name): Click or tap here to enter text.

Address: Click or tap here to enter text.

Mobile: Click or tap here to enter text.

Hereby waive Carers That Drive, its officers and Community Access Supporters from any liability of injury loss or damage to personal property associated with activities participated in during outings.

I acknowledge that I understand the waiver described in this document. Waiver is made to the maximum extent permissible under applicable law.

*Double click next to the X above to sign, print name, and insert date.*

# **8: In *Carers That Drive* COMMUNITY ACCESS SUPPORTERS’ CAR**

Complete this section if being taken out in a Community Access Supporters car ONLY.

I authorise the use of various Supporter cars to take me out:

*Double click next to the X above to sign, print name, and insert date.*

# **9: In CLIENT VEHICLE**

**ONLY** complete this section if a Carers That Drive Community Access Supporter is using the Clients vehicle.

Insurance Company: Click or tap here to enter text.

Policy number: Click or tap here to enter text.

Date for renewal: Click or tap to enter a date.

By signing this form, you confirm that your car insurance is paid up to date and in the case of children you are complying with legislation with regard to child restraints.

NB: Please advise Carers That Drive if you change insurers, or your insurance lapses, as Supporters are only permitted to drive registered and insured vehicles.


#

*Double click next to the X above to sign, print name, and insert date.*

# **10: CONSENT AGREEMENT**

By signing this form, you give consent to the following:

* Wear a mask in the car during the booking. If not, you are to provide a medical exemption.
* Carers That Drive have a copy of my NDIS plan details.
* Store my information on their secure database including my plan and any other relevant documents such as, but not limited to, Behavioural Support Plan or Epilepsy Management Plan.
* Exchange information with my support network, including but not limited to case managers, medical practitioners, allied health professionals and support coordinators.
* Can opt out of being contacted by NDIS Third Party auditors during the verification/certification process.
* Agree that any unsociable behaviours that are not reported at the time of signing this form or are not included in the Behavioural Support Plan provided can result in Carers That Drive declining support immediately to resolve the issue for all parties.
* Provide a minimum 30 days’ notice if changing Plan Managers and/or Support Coordinators. Unpaid invoices as a result if not notified of these changes will be collected personally.
* Our services encourage self-advocacy where possible; we do not provide in home care.
* Signing this form does not equate to bookings made until such time as the quote has been approved by all parties.

|  |  |  |
| --- | --- | --- |
| Signature of participant, or representative. |  | Print name in full of participant, or representative. |
|  |  |  |

*Double click next to the X above to sign, print name, and insert date.*