

Do It Yourself Self-Management Charter

Choosing between “Self-Management DIY” or “Self-Management Plus” is an important decision. It will determine whether you or your representative choose to manage your care or pay care management fees. The information below outlines the expectations of those who opt to DIY, and when fees will apply if support is required.

An ongoing fee of 8% is available to participants who have successfully completed the minimum 3-month trial period (at 20%). Where all care management tasks have been independently completed by the participant as per this Charter. Access to full management and administration support is not available during this trial period. If significant administration support is required, the package will be moved to Self-Managed PLUS.

At a minimum, you or your representative (can be a friend or family) must:

- Communicate regularly with Local Guardians and your Service Providers
- Report all incidents and/or near misses; and
- Have an internet-connected computer or mobile device and email.

Care Management tasks

Develop Care Plan and update as required	You or your representative have two weeks to create a draft Care Plan for review. The draft Care Plan includes a Personal Assessment and draft Budget. Non-responsiveness or failure to complete the required documents for the initial Care Plan will necessitate a change to Self-Management Plus. Care Plans are updated at each package level change, in the event of a significant change in circumstance or at a minimum of every 12 months.	<input type="checkbox"/>
Provide requested care documentation	You must provide documentation as requested to enable Local Guardians to understand your care needs and risks (e.g. Occupational Therapist reports).	<input type="checkbox"/>
Finding and scheduling Service Providers	You are responsible for finding appropriate Service Providers, (who cannot be family), scheduling and actively managing service providers while conforming to the agreed Budget.	<input type="checkbox"/>
Facilitate Service Provider requirements	Under the Aged Care Act, mandatory Local Guardians responsibilities include Service Providers: <ul style="list-style-type: none"> • signing the Contractor Agreement and registering for payment with Capital Guardians (note there is a 2% merchant fee) • providing their police check, public liability insurance, Covid vaccine and where appropriate, qualifications • providing evidence of training and qualifications as requested. When necessary, upskill through the Capital Guardians Training Academy You are required to ensure your proposed Service Providers can register with Capital Guardians and meet these requirements.	<input type="checkbox"/>
Pay hourly where required	With consultation, you can request or must accept Care Management support from Local Guardians (billed hourly). Ultimately, Care Management and resourcing requirements are determined at the discretion of Local Guardians, as deemed necessary to minimise risks and ensure safety. Hourly billing applies to advocating and managing requests for expenditure that is not listed as an allowable expenditure.	<input type="checkbox"/>

The following Local Guardians activities and interactions are never chargeable

- Minimum monthly communications on Care Plan status and understanding if there are any change in circumstances
- Frequent follow-ups for clients we determine to have a high-risk profile
- All incident reporting
- Nurse and risk management communications to determine care strategies and Care Plan modifications

SIGNED: _____ SIGNATORY NAME AND TITLE: _____

ON BEHALF OF CLIENT NAME: _____

DATE: _____