

Do It Yourself (DIY) Self-Management Charter

As a Self-Managed client, you have the option to obtain access to “Self-Management DIY” pricing. This allows you or your representative (such as a friend or family member) to handle certain administrative tasks and allocate the savings towards additional care hours. The following information outlines the expectations of those who have opted for the DIY option.

An ongoing fee of 8% is available after the minimum 3-month trial initial period (at 20%), where the agreed administrative tasks have been completed each month as per this DIY Charter.

DIY Self-Management mandatory items require you or your representative to:

- Communicate regularly (at least monthly) with Local Guardians and your Service Providers
- Report all incidents and/or near misses; and
- Have an internet-connected computer and email.

DIY Administrative tasks

Care Plan Development	You are required to partner with our Care Advisor to promptly complete the requested registration form in the specified format (e.g. Microsoft Word, Online questionnaire, etc) within the first week and attend a video assessment in the second week of the start date, for our Care Advisor to complete the care planning documentation.	<input type="checkbox"/>
	Failure to provide the necessary information and attend the assessment interviews within two weeks will indicate a lack of suitability for the DIY Self-Management option.	
	Care Plans are updated following a change in package level or significant circumstance, or at a minimum, every 12 months, via video.	
Provide requested care information	You must provide documentation as requested to enable Local Guardians to understand your care needs and risks (e.g. Occupational Therapist reports). Monthly check ins with your dedicated Care Advisor are a requirement of self-management.	<input type="checkbox"/>
Finding and scheduling Providers	The Service Providers you introduce and engage with, (who cannot be family) will be scheduled by you and in accordance with the agreed budget. Any services that exceed the budget are considered a private expense.	<input type="checkbox"/>
Facilitate Service Provider requirements	Proposed service providers must agree to sign the Local Guardians Contractor Agreement. and meet the following criteria: <ul style="list-style-type: none"> • Provide their police check, public liability insurance, and relevant qualifications (if applicable). • Present evidence of requested training and qualifications . When necessary, upskill at request through our Training Academy 	<input type="checkbox"/>

SIGNED: _____ **NAME AND TITLE:** _____

ON BEHALF OF CLIENT NAME: _____ **DATE:** _____