

KENNY, Heather

From: TOMES, Gordon
Sent: Tuesday, 11 September 2012 8:51 AM
To: MCLEOD, Pat
Cc: DAVIS-LEE, Judith
Subject: Plan on a Page - South Australia v0_7.nrl [SEC=UNCLASSIFIED]
Attachments: Plan on a Page - South Australia v0_7.nrl

Security Classification: UNCLASSIFIED

Pat
Good morning ☺

This is final version (0.07), pending review by the DLCT Project Management Office (Level 7) for key dates for Governance, Legislation and Design issues.

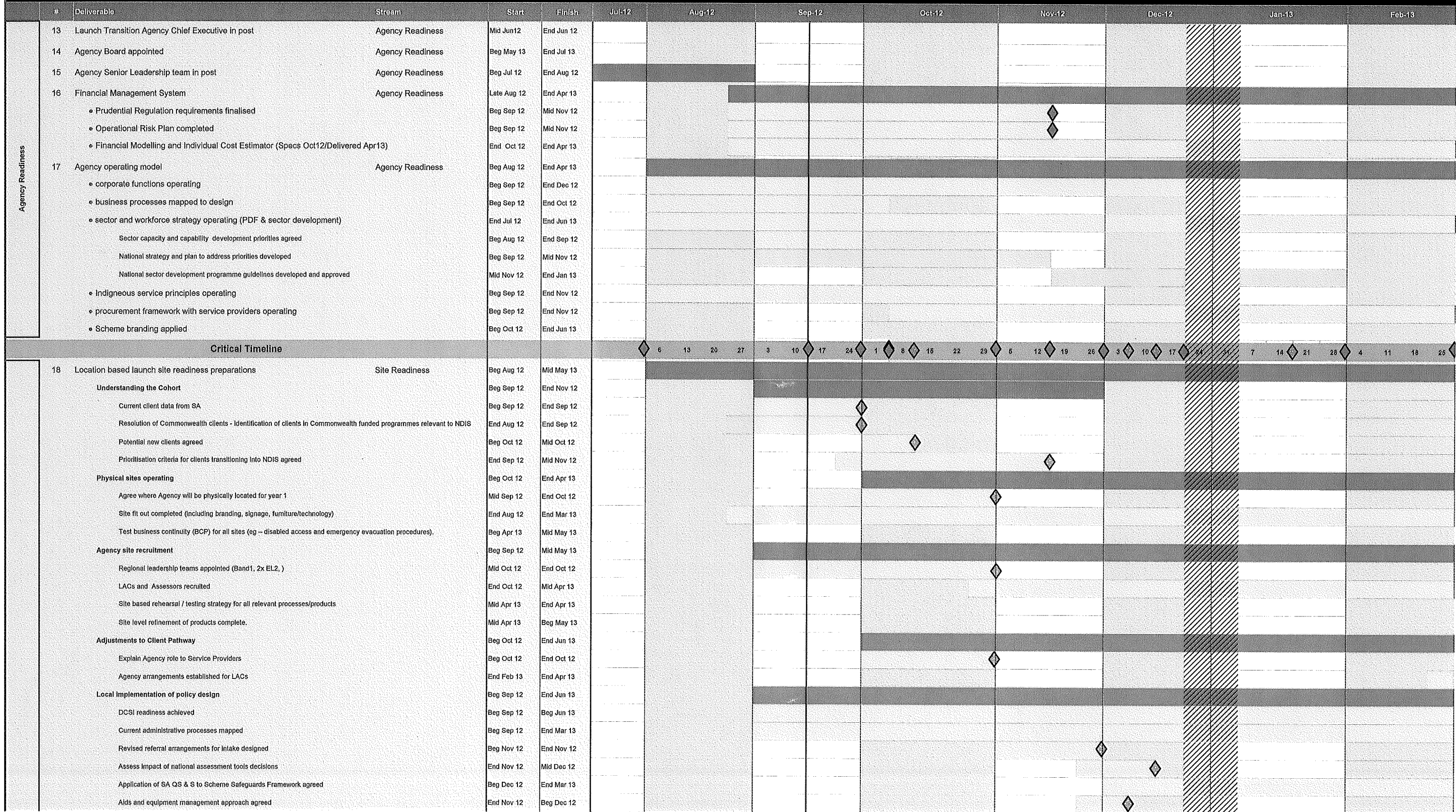
Once finalised today, David will take hard copies (5) to the Board tomorrow.

G

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W: <http://www.ndis.gov.au/> |













#	Deliverable	Stream	Start	Finish	Jul-12	Aug-12	Sep-12	Oct-12	Nov-12	Dec-12	Jan-13	Feb-13
Governance & Funding	1	Multilateral agreement in place	Legislation & Governance	Beg Aug 12	Beg Jan 13							
		Agency role confirmed		Beg Aug 12	Beg Oct 12							
	2	Bilateral agreement in place	Legislation & Governance	Beg Aug 12	End Dec 12							
		Implementation Steering Committee established		Beg Aug 12	Beg Sep 12							
		CEOs (DCSI / NDIS-LTA) meeting - operational implementation issues		End Sep 12	End Jun 13							
		Implementation Project Working Party established		Mid Aug 12	End Aug 12							
		Project Charter & Project Plan agreed		Mid Sep 12	Beg Oct 12							
		Change Management Plan established		Mid Oct 12	End Oct 12							
		Risk Management Plan established		Mid Sep 12	Beg Oct 12							
		Regular reporting of status and risks implemented		Mid Sep 12	Beg Oct 12							
	3	Detail of Commonwealth / State funding shares finalised for launch	Funding	Beg Aug 12	End Oct 12							
	4	Detail of preferred management of scheme funds, demand management, and financial risk management developed	Funding	Beg Jul 12	End Jun 13							
Loading of cost of services for rural/remote agreed			Beg Jul 12	Beg Oct 12								
Value of services agreed			Beg Jul 12	End Sep 12								
Funding arrangements for launch agreed			Beg Jul 12	End Nov 12								
Funding pool account established			Beg Oct 12	End Dec 12								
Commonwealth new funds transferred to Agency			Mid Jun 13	End Jun 13								
Commonwealth existing funds transferred to Agency			Mid Jun 13	End Jun 13								
SA new funds transferred to Agency			Mid Jun 13	End Jun 13								
SA existing funds for cohort agreed			Mid Sep 12	End Dec 12								
Recognition of in-kind contribution funds for year 1 agreed			Mid Sep 12	Mid Oct 12								
Transition of in-kind contribution funds for subsequent years agreed			Mid Sep 12	End Dec 12								
Legislation		5	Commonwealth Legislation Introduced	Legislation & Governance	End Oct 12	Mid Nov 12						
		Decision on state legislation requirements		Beg Nov 12	Mid Dec 12							
	6	Act passed	Legislation & Governance	End Nov 12	End May 13							
	State legislation passed		End Nov 12	End Jun 13								
	Monitor impacts of other legislative requirements (State/Commonwealth) on Implementation		Mid Mar 13	End Jun 13								
Design	7	High level design complete on eligibility/reasonable and necessary	All	Mid May 12	End Jul 12							
	8	High level design - Phase 2 - adequate for launch, noting ongoing policy refinement for full scheme	All	Beg Jul 12	End Apr 13							
		Alignment of performance to NDS/NDA measures agreed		Mid Jan 13	Mid Apr 13							
	9	ICT solution detailed design is agreed	IT Build	Mid Jun 12	End Sep 12							
	10	Agency processes based on design decisions finalised	Agency Readiness	Beg Jul 12	End Oct 12							
		Sector and Workforce Strategy - priorities determined		Mid Sep 12	End Oct 12							
		Portability policy confirmed		Mid Aug 12	End Oct 12							
		Mental health eligibility confirmed		Mid Sep 12	End Oct 12							
		Indigenous service delivery principles		Mid Sep 12	End Oct 12							
		Assessment tools confirmed		Mid Aug 12	End Oct 12							
Risk and assurance framework for safeguards			Mid Sep 12	End Oct 12								
Business model for aids and equipment developed			Beg Sep 12	End Oct 12								
Procurement framework for service providers agreed		Beg Sep 12	End Oct 12									
Engage & Communicate	11	Community and Sector engagement strategy agreed	Launch and Negotiation	End Aug 12	End Jun 13							
	12	Co-design of op. procs. & guidelines for client pathway completed	Launch and Negotiation	Mid Sep 12	Mid Nov 12							



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Site Readiness - South Australia	Data Availability and Collection		Beg Sep 12	Beg May 13									
	Site data sharing protocol developed		Mid Nov 12	End Nov 12									
	Survey of service providers released		End Aug 12	End Sep 12									
	SA to survey clients to confirm nature of services received		Mid Oct 12	End Oct 12									
	Data validated, cleansed and available for uploading		Mid Oct 12	Mid Jan 13									
	Mainstream Engagement		Beg Sep 12	End May 13									
	Scope of inclusion of mainstream programs agreed		Beg Oct 12	Mid Oct 12									
	Principles to guide relationships of mainstream to NDIS agreed		Beg Sep 12	End Sep 12									
	Working group on mainstream engagement established		Beg Oct 12	End Oct 12									
	Service provider arrangements		Beg Oct 12	End Mar 13									
	Transition arrangements for direct service providers agreed		Mid Sep 12	Mid Oct 12									
	Transition arrangements for generic service providers agreed		Mid Sep 12	End Oct 12									
	Transition arrangements for direct service providers implemented		Beg Mar 13	End Mar 13									
	Transition arrangements for generic service providers implemented		Beg Mar 13	End Mar 13									
	Indigenous Service Delivery		Beg Sep 12	End May 13									
	Tripartite agreement coverage for NDIS agreed		Beg Sep 12	End Oct 12									
	Cohort identified		Beg Sep 12	Mid Sep 12									
	Gap analysis completed		End Oct 12	End Nov 12									
	Service delivery model for APY Lands agreed		Beg Dec 12	End Jan 13									
	Service delivery model for rural and Metro agreed		Beg Dec 12	End Feb 13									
Engagement and Communications		End Aug 12	End Jun 13										
Detailed Engagement and Communications plan for providers, government and clients		Mid Sep 12	End Oct 12										
Implement Phase 1 meetings		End Sep 12	End Nov 12										
Implement Phase 2 meetings		Mid Dec 12	End Mar 13										
Implement Phase 3 meetings		Beg Apr 13	End Jun 13										
Official opening of sites (Ministerial &/or senior Departmental attendance) with media		Beg Jul 13	End Jul 13										
Sector Development		Mid Aug 12	Mid Jun 13										
Growth and change needs discussed with universities/professional bodies/volunteers		End Sep 12	Mid Apr 13										
Scope of sector development by year/function/location defined		End Sep 12	End Oct 12										
Strategies to build volunteer capabilities identified		End Apr 13	Beg Jun 13										
Plan to address capabilities gaps (within scope of NDIS role/responsibilities) developed		Beg Jun 13	End Jun 13										
Strategies for growth and diversity agreed based on capability analysis		Mid Aug 12	End Sep 13										
Contingency strategies developed		Beg Feb 13	End Mar 13										
19	Performance measures agreed	NDIS Policy Design	Mid Oct 12	End Nov 12									
20	Site rehearsals undertaken	Site/Agency Readiness	Mid May 13	End May 13									
	Contingency plan tested and arrangements revised		Mid May 13	End May 13									
21	Assessment on readiness to go-live	NDIS Policy Design	Mid Apr 13	End May 13									
ICT	22	ICT solution launch capability is available	IT Build	Mid Aug 12	Mid May 13								
				• Functional specifications	Mid Aug 12	Mid Oct 12							
				• Build	Beg Sep 12	End Mar 13							
				• Data input	Beg Mar 13	End Mar 13							
				• Business validation	Beg Apr 13	End Apr 13							
Go	23	Go live	NDIS Policy Design	Beg Jun 13	Mid Jun 13								

KEY

-  Duration of activity to complete the deliverable
-  Critical milestone
-  Current point in time
-  Christmas break

#	Deliverable	Stream	Start	Finish	Mar-13	Apr-13	May-13	Jun-13	Due	Deliverable			
Governance & Funding	1	Multilateral agreement in place	Legislation & Governance	Beg Aug 12	Beg Jan 13						Agreements with Commonwealth and States/Territories on funding & governance for NDIS		
		Agency role confirmed		Beg Aug 12	Beg Oct 12					07-Oct-12	Role of Agency understood in SA		
	2	Bilateral agreement in place	Legislation & Governance	Beg Aug 12	End Dec 12						Bilateral agreements in place between the Commonwealth and States hosting launch sites		
		Implementation Steering Committee established		Beg Aug 12	Beg Sep 12						07-Sep-12	Steering Committee meets monthly (1st Monday of month)	
		CEOs (DCSI / NDIS-LTA) meeting - operational implementation issues		End Sep 12	End Jun 13							CEOs meet if required on a monthly basis to resolve project management issues	
		Implementation Project Working Party established		Mid Aug 12	End Aug 12						17-Aug-12	Project Working Party meets monthly, and as required to review status and risks	
		Project Charter & Project Plan agreed		Mid Sep 12	Beg Oct 12						07-Oct-12	Project Charter and Project Plan finalised	
		Change Management Plan established		Mid Oct 12	End Oct 12						28-Oct-12	Change Management Strategy and Plan in place	
		Risk Management Plan established		Mid Sep 12	Beg Oct 12						07-Oct-12	Risk Management Plan in place	
		Regular reporting of status and risks implemented		Mid Sep 12	Beg Oct 12						07-Oct-12	Regular Project Status Reports published	
	3	Detail of Commonwealth / State funding shares finalised for launch	Funding	Beg Aug 12	End Oct 12							Set out each site's budget and the Commonwealth budget for each launch site	
	Legislation	4	Detail of preferred management of scheme funds, demand management, and financial risk management developed	Funding	Beg Jul 12	End Jun 13						Covers: a) options for funds pooling, operational management of funds and accountabilities, b) how reasonable and necessary should be defined, how much demand will change over time and how this will	
		Loading of cost of services for rural/remote agreed		Beg Jul 12	Beg Oct 12						07-Oct-12	Agreement reached on loading for rural and remote service delivery	
		Value of services agreed		Beg Jul 12	End Sep 12						28-Sep-12	Agreement reached on value of current services	
		Funding arrangements for launch agreed		Beg Jul 12	End Nov 12						30-Nov-12	Agreement reached on funding arrangements	
		Funding pool account established		Beg Oct 12	End Dec 12						21-Dec-12	National Accounts established for funding pool	
		Commonwealth new funds transferred to Agency		Mid Jun 13	End Jun 13						28-Jun-12	New funds transferred to Agency from Commonwealth	
		Commonwealth existing funds transferred to Agency		Mid Jun 13	End Jun 13						28-Jun-12	Existing programs funds transferred to Agency from Commonwealth	
		SA new funds transferred to Agency		Mid Jun 13	End Jun 13						28-Jun-12	New funds transferred to Agency from SA	
		SA existing funds for cohort agreed		Mid Sep 12	End Dec 12						12-Oct-12	Agreement reached on funds for cohort in year 1 to transfer to Agency	
		Recognition of in-kind contribution funds for year 1 agreed		Mid Sep 12	Mid Oct 12						12-Oct-12	Agreement reached on value of in-kind contribution for year 1	
	Transition of in-kind contribution funds for subsequent years agreed		Mid Sep 12	End Dec 12						21-Dec-12	Agreement on transition for value of in-kind contribution for subsequent years		
Design	5	Commonwealth Legislation introduced	Legislation & Governance	End Oct 12	Mid Nov 12						Introduction and passage of the Bill through Federal Parliament, for Act to be passed and become law		
		Decision on state legislation requirements		Beg Nov 12	Mid Dec 12						14-Dec-12	State legislative change requirements identified	
	6	Act passed	Legislation & Governance	End Nov 12	End May 13						Act in place		
		State legislation passed		End Nov 12	End Jun 13						30-Jun-13	Applicable State legislation passed	
		Monitor impacts of other legislative requirements (State/Commonwealth) on implementation		Mid Mar 13	End Jun 13							State legislative impacts identified and assessed	
	7	High level design complete on eligibility/reasonable and necessary	All	Mid May 12	End Jul 12								
	8	High level design - Phase 2 - adequate for launch, noting ongoing policy refinement for full scheme	All	Beg Jul 12	End Apr 13								
		Alignment of performance to NDS/NDA measures agreed		Mid Jan 13	Mid Apr 13						12-Apr-13	Performance Monitoring and Reporting System in place	
	9	ICT solution detailed design is agreed	IT Build	Mid Jun 12	End Sep 12								
	Engage & Communicate	10	Agency processes based on design decisions finalised	Agency Readiness	Beg Jul 12	End Oct 12							
			Sector and Workforce Strategy - priorities determined		Mid Sep 12	End Oct 12						26-Oct-12	National priorities for Sector & Workforce development agreed. Strategy developed.
			Portability policy confirmed		Mid Aug 12	End Oct 12						26-Oct-12	Applicability of portability policy understood
		Mental health eligibility confirmed		Mid Sep 12	End Oct 12						26-Oct-12	Applicability of eligibility criteria for children with mental health understood	
		Indigenous service delivery principles		Mid Sep 12	End Oct 12						26-Oct-12	Application of Indigenous service delivery principles understood and agreed	
		Assessment tools confirmed		Mid Aug 12	End Oct 12						26-Oct-12	Common (local) assessment tools to be used catalogued and understood	
		Risk and assurance framework for safeguards		Mid Sep 12	End Oct 12						26-Oct-12	Local Quality Standards & Safeguards applying and mapped to national framework	
	Business model for aids and equipment developed		Beg Sep 12	End Oct 12						26-Oct-12	Business model developed for managing aids and equipment		
	Procurement framework for service providers agreed		Beg Sep 12	End Oct 12						26-Oct-12	National procurement framework agreed		
11	Community and Sector engagement strategy agreed	Launch and Negotiation	End Aug 12	End Jun 13							Engagement and communications with the sector and PwD, their families and carers, and government		
12	Co-design of op. procs. & guidelines for client pathway completed	Launch and Negotiation	Mid Sep 12	Mid Nov 12							Engagement of sector in testing of Agency tools, systems & processes. Rpt Nov 12		

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#	Deliverable	Stream	Start	Finish	Mar-13	Apr-13	May-13	Jun-13	Due	Deliverable
13	Launch Transition Agency Chief Executive in post	Agency Readiness	Mid Jun 12	End Jun 12						
14	Agency Board appointed	Agency Readiness	Beg May 13	End Jul 13						Agency Board appointed
15	Agency Senior Leadership team in post	Agency Readiness	Beg Jul 12	End Aug 12						Agency Senior Leadership team in place
16	Financial Management System	Agency Readiness	Late Aug 12	End Apr 13						
	• Prudential Regulation requirements finalised		Beg Sep 12	Mid Nov 12					16-Nov-12	Actuarial modelling requirements finalised
	• Operational Risk Plan completed		Beg Sep 12	Mid Nov 12					16-Nov-12	Operational Risk Assessment completed
	• Financial Modelling and Individual Cost Estimator (Specs Oct12/Delivered Apr13)		End Oct 12	End Apr 13					26-Apr-13	Tools for insurance models and estimates in place. Training completed.
17	Agency operating model	Agency Readiness	Beg Aug 12	End Apr 13						Agency Operating Model in place
	• corporate functions operating		Beg Sep 12	End Dec 12						Corporate functions and service arrangements operating
	• business processes mapped to design		Beg Sep 12	End Oct 12						Gateway products defined. Suite of assessment tools available. Access & navigation pathway defined
	• sector and workforce strategy operating (PDF & sector development)		End Jul 12	End Jun 13						Sector and Workforce development strategy operating
	• Sector capacity and capability development priorities agreed		Beg Aug 12	End Sep 12						
	• National strategy and plan to address priorities developed		Beg Sep 12	Mid Nov 12						
	• National sector development programme guidelines developed and approved		Mid Nov 12	End Jan 13						
	• Indigenous service principles operating		Beg Sep 12	End Nov 12						Good practice service delivery principles tailored to each site adopted
	• procurement framework with service providers operating		Beg Sep 12	End Nov 12						Rules/guidelines for contracting with service providers and making payments
	• Scheme branding applied		Beg Oct 12	End Jun 13						Agency Brand ready to roll out from October 2012
Critical Timeline					Critical Timeline					
18	Location based launch site readiness preparations	Site Readiness	Beg Aug 12	Mid May 13						
	Understanding the Cohort		Beg Sep 12	End Nov 12					17-May-13	Standardised start up packs, tailored for the Launch sites, delivered
	• Current client data from SA		Beg Sep 12	End Sep 12					28-Sep-12	SA client data provided
	• Resolution of Commonwealth clients - Identification of clients in Commonwealth funded programmes relevant to NDIS		End Aug 12	End Sep 12					28-Sep-12	Clients (in short) receiving Commonwealth funded assistance identified
	• Potential new clients agreed		Beg Oct 12	Mid Oct 12					12-Oct-12	Potential new client numbers identified
	• Prioritisation criteria for clients transitioning into NDIS agreed		End Sep 12	Mid Nov 12					16-Nov-12	Means to stream and flow SA clients into the Scheme from 1 July 2013 agreed
	Physical sites operating		Beg Oct 12	End Apr 13						
	• Agree where Agency will be physically located for year 1		Mid Sep 12	End Oct 12					26-Oct-12	Agency location arrangements decided
	• Site fit out completed (including branding, signage, furniture/technology)		End Aug 12	End Mar 13					29-Mar-13	Agency site fitted-out
	• Test business continuity (BCP) for all sites (eg - disabled access and emergency evacuation procedures).		Beg Apr 13	Mid May 13					17-May-13	Business continuity plan tested and operational
	Agency site recruitment		Beg Sep 12	Mid May 13						
	• Regional leadership teams appointed (Band1, 2x EL2,)		Mid Oct 12	End Oct 12					28-Oct-12	Regional leadership team on board
	• LACs and Assessors recruited		End Oct 12	Mid Apr 13					12-Apr-13	Local Area Coordinators and Assessors on board
	• Site based rehearsal / testing strategy for all relevant processes/products		Mid Apr 13	End Apr 13					26-Apr-13	Rehearsal Strategy for process and product testing developed
	• Site level refinement of products complete.		Mid Apr 13	Beg May 13						
	Adjustments to Client Pathway		Beg Oct 12	End Jun 13						
	• Explain Agency role to Service Providers		Beg Oct 12	End Oct 12					26-Oct-12	Agreed Client Pathway for SA understood
	• Agency arrangements established for LACs		End Feb 13	End Apr 13					26-Apr-13	Local Area Coordinator arrangements for SA established
	Local implementation of policy design		Beg Sep 12	End Jun 13						
	• DCSI readiness achieved		Beg Sep 12	Beg Jun 13					07-Jun-13	SA (DCSI) ready for launch
	• Current administrative processes mapped		Beg Sep 12	End Mar 13						
	• Revised referral arrangements for intake designed		Beg Nov 12	End Nov 12					30-Nov-12	Referral intake arrangements agreed
	• Assess impact of national assessment tools decisions		End Nov 12	Mid Dec 12					14-Dec-12	Impact of decision on National 'Common' Assessment Tools understood
	• Application of SA QS & S to Scheme Safeguards Framework agreed		Beg Dec 12	End Mar 13					29-Mar-13	SA Quality Standards & Safeguards applied to National Safeguards Framework
	• Aids and equipment management approach agreed		End Nov 12	Beg Dec 12					07-Dec-12	Approach for management of aids and equipment in SA agreed