

National Disability Insurance Scheme Launch SA - Children



Government of South Australia
Department for Communities
and Social Inclusion

NDIS Launch - Phase 1		Lead	Contributors	Link to Cwllh Project Plan	Effort Estimate in Days	Planned Start Date	Planned End Date	Actual start date	Actual end date	Complete?	Comments
4	Implementation	Natasha Rees		Site Readiness							
4.1	Funding Arrangements										
4.1.1	Develop resource allocation model and mechanism		Joe Young								
4.1.2	Renegotiate agreements with NGOs		Joe Young								
4.1.3	Develop personal budget for all children 0-5		Nancy Penna								
4.1.4	Transfer of funding to Transition Agency		Angela Chooi								
4.2	Transition Arrangements										
4.2.1	Arrange client consent for transfer of information to transition agency		Legals								
4.2.2	Contribute to development of transition agency performance measures										
4.2.3	Transfer of intake functions to transition agency		Nancy Penna, Joe Young								
4.2.4	Transfer of waiting list to transition agency		Nancy Penna, Joe Young								
4.2.5	Decide priority groups for new assessment		Nancy Penna, Joe Young								
4.2.6	Ensure coordination with mainstream services		CEDRC								
4.3	Site Readiness		Pat McLeod								
4.3.1	Determine location of office accommodation		Julie Gunn								
4.3.2	Assist Transition Agency with developing operational procedures										
4.3.3	Assist Transition Agency with site rehearsals										
4.3.4	Assist Transition Agency with IT testing and validation										
4.3.5	Assist Transition Agency with recruitment and training of Agency staff										
4.4	Sector Readiness		Joe Young								
4.4.1	Develop business and funding plans for each provider										
4.4.2	Identify capacity of sector to respond to increase in service demand										
4.4.3	Develop strategy to encourage new service providers into market, especially country										
4.5	DCSI readiness										
4.5.1	Develop workforce strategy to manage changes in DCSI functions		Natalie Hamood, Nancy Penna, Karen McAuley, Joe Young								
4.5.2	Develop DCSI service offer		Karen McAuley								
4.5.3	Determine role of Disability Equipment Service		Matthew Massy-Westropp								
4.5.4	Determine current administrative costs		Angela Chooi								
4.5.5	Develop unit costing for DCSI service provision		Angela Chooi, Karen McAuley								
4.5.6	Develop mechanisms to invoice for service provision		Angela Chooi, Phil Hogg								
4.5.7	Develop IT systems to support our interface with the transition agency		Phil Hogg								
4.6	Special Client Groups										
4.6.1	Develop Aboriginal strategy - urban and remote		Sue Wallace								

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NDIS Launch - Phase 1		Lead	Contributors	Link to Cwlth Project Plan	Issues to be resolved	Tasks					Comments
4.2.2	Contribute to development of transition agency performance measures										
4.2.3	Transfer of intake functions to transition agency										
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1	Initiate and Plan Project	Natasha Rees	ASO7, Pat McLeod	-							
1.1	Develop Project Charter and Governance										
1.1.1	Develop Project Implementation Plan										
1.1.2	Develop project governance										
1.1.3	Schedule governance meetings										
1.2	Develop Work Plan										
1.2.1	Develop Work Breakdown Structure										
1.2.2	Develop Project Staffing Plan										
1.2.3	Develop Project Gantt Chart										
1.2.4	Develop Risk Assessment										
1.2.5	Finalise Charter and Gain Approvals										
1.3	Develop Project Control Plan										
1.3.1	Develop Stakeholder Engagement Strategy										
1.3.2	Develop Communication Plan										
1.3.3	Develop Change Management Plan										
2	Research Current Service System	Tracey Stephenson	Simon Cooklin, Craig Hirte, Penny Baldock, Leoni Fear	Cohort Coverage Schedule							
2.1	Current Client Data										
2.1.1	Gather data from various sources										
2.1.2	Mine existing data sources for information										
2.1.3	Produce data tables										
2.1.4	Map data across South Australia										
2.1.5	Develop case studies for eligibility and complexity		Nancy Penna, Karen McAuley								
2.1.6	Map current client pathways										
2.2	Potential Client Data										
2.2.1	Gather data from various sources										
2.2.2	Mine existing data sources for information										
2.2.3	Produce data tables										
2.2.4	Map data across South Australia										
2.3	Intake, Fund Management & Service Delivery Data		Karen McAuley, Nancy Penna, Joe Young								
2.3.1	Gather information about current administrative processes										
2.3.2	Present information										
2.4	Assessment		Karen McAuley, Nancy Penna								
2.4.1	Gather information on current tools and process										
2.4.2	Decide what tools/process to use in launch										
3	Policy and Legislation	Tracey Stephenson	Pat McLeod	Policy/Design							
3.1	Policy Design										
3.1.1	Ensure adequate policy detail for launch										
3.1.2	Develop data definitions										
3.1.3	Decide what Tier 2 and mainstream services are included										
3.2	Legislation										
3.2.1	Develop complementary State legislation if necessary		Jill Whitehorn								
3.2.2	Decide applicability of State legislative requirements										
4	Implementation	Natasha Rees		Site Readiness							
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