

# Moderate Intellectual Disability Payment Guidelines V 1.1

**Disclaimer**  
This document is not a stand-alone document and does not contain the entirety of Disability Employment Services Providers' obligations. It should be read in conjunction with the Disability Employment Services Grant Agreement and any relevant guidelines or reference material issued by the Department of Social Services under or in connection with the Disability Employment Services Grant Agreement.

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Moderate Intellectual Disability Payment Guidelines V1.1

### Document Change History

| Version | Effective Date | End Date | Change and Location |
| --- | --- | --- | --- |
| 1.1 | 3 December 2018 |  | **Narrative**: change from Account Manager/Contract Manager to ‘Relationship Manager  **Policy:** Update of Clause Numbers to align with Grant Agreement Direction 2 |
| 1.0 | 1 July 2018 | 2 December 2018 | Original version of document |

### Background

These Guidelines outline the steps to be taken by Disability Employment Services Program Providers (referred to as ‘DES Providers’) to identify participants for whom they may be eligible to claim a Moderate Intellectual Disability Payment (MIDP) on selected Disability Employment Services Program Fees. In accordance with the Disability Employment Services Grant Agreement, please note that fees are subject to vary, and the Department will provide DES Providers with sufficient notice of applicable changes.

MIDP is only available to eligible Participants with an assessed Moderate Intellectual Disability participating in Disability Employment Services - Employment Support Service (DES-ESS).

References to ‘the Department’ refer to the Department of Social Services.

### Policy

MIDP is payable by the Department for Four-week Outcome and Full Outcomes for Employment, achieved by a Moderate Intellectual Disability Participant.

During a Participant’s Period of Service, MIDP is payable for up to four Four-week Outcomes, where the Moderate Intellectual Disability Participant works a minimum of 45 hours of paid Employment, over a Four-week Period for that Moderate Intellectual Disability Participant.

MIDP is also payable on A Full Outcome, where, for the duration of a 13-week Period, 26-week Period, or 52-Week Period the Moderate Intellectual Disability Participant works a minimum of 195 hours in 13 Consecutive Weeks (for the 13-week Period) or 390 hours in 26 Consecutive Weeks (for the 26-week Period or 52-week Period).

The Moderate Intellectual Disability Participant must also meet the requirements for payment of an Outcome Fee under the definition of a Four-week Outcome or Full Outcome (Employment Outcomes only), as defined in the Disability Employment Services Grant Agreement (the Grant Agreement).

Providers will be eligible to claim the following Moderate Intellectual Disability Payment for eligible Participants. Please note these amounts apply to Participants with an Anchor Date after 1 July 2018 (refer to Attachment B for pre-1 July 2018 rates).

| **DMS 2018** | | | | | **ESS 2018** | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|
| ***DMS 1*** | ***DMS 2*** | ***DMS 3*** | ***DMS 4*** | ***DMS 5*** | ***ESS 1*** | ***ESS 2*** | ***ESS 3*** | ***ESS 4*** | ***ESS 5*** |
|

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Moderate Intellectual Disability Payment – 4 Weeks | N/A | N/A | N/A | N/A | N/A | $2,321 | $2,321 | $2,321 | $2,321 | $2,321 |
| Moderate Intellectual Disability Payment – 13 Weeks\*\* | N/A | N/A | N/A | N/A | N/A | $7,284 | $7,284 | $7,284 | $7,284 | $7,284 |
| Moderate Intellectual Disability Payment – 26 Weeks\*\* | N/A | N/A | N/A | N/A | N/A | $14,785 | $14,785 | $14,785 | $14,785 | $14,785 |
| Moderate Intellectual Disability Payment – 52 Weeks\*\* | N/A | N/A | N/A | N/A | N/A | $2,688 | $2,688 | $2,688 | $2,688 | $2,688 |

\*Please note amounts in the table are GST inclusive.

\*\*Moderate Intellectual Disabilty Payment does not apply to Pathway Outcomes.

### Claiming Moderate Intellectual Disability Payment :

DES Providers can claim the Moderate Intellectual Disability Payment through the Overrides and Special Claims application in the Department’s IT system. The Department’s IT Systems will check if Documentary Evidence for Moderate Intellectual Disability Payment for participant eligibility has been uploaded prior to approving the claim, and apply the Payment relevant to Outcome Fee type.

Relationship Managers will check that the correct payment is applied for all Moderate Intellectual Disability Payment special claims. Where the payment amount is incorrect the claim will be rejected and the Provider will be advised to resubmit the claim.

The Department will continue to monitor claims made for Moderate Intellectual Disability Payment.

### Disability Employment Services Grant Agreement Clauses:

Clause 147 – Outcome Fees

Clause 152 - Moderate Intellectual Disability Payment

Annexure A – Definitions

Reference documents relevant to this guideline:

Direct Registration Guidelines

Eligibility, Referral and Commencement Guidelines

Documentary Evidence for Claims for Payment Guidelines

Transfer Guidelines

Exits Guidelines

Records Management Instructions Guidelines

Eligible School Leaver Guidelines

### Explanatory Note:

All capitalised terms have the same meaning as in Disability Employment Services Grant Agreement. In this document, “must” means that compliance is mandatory and “should” means that compliance represents best practice.

### Moderate Intellectual Disability Payment Guidelines

| Who is Responsible: | What is Required: |
| --- | --- |
| **1. The DES Provider**  DES Provider identifies a Participant who may be eligible for a Moderate Intellectual Disability Payment  Disability Employment Services Grant Agreement Clause References:   * Clause 152 | A job seeker who is eligible for the Moderate Intellectual Disability Payment may be identified through Direct Registration, Referral, via a Job Capacity Assessment or Employment Services Assessment, or at Commencement, or they may already be on a DES Provider’s caseload when eligibility for the Moderate Intellectual Disability Payment is assessed.   * If a job seeker is identified as a person who may be eligible for the Moderate Intellectual Disability Payment, e.g. they have a significant level of intellectual disability, proceed to **Step 2.** * If a job seeker is not identified as a person who may be eligible for the Moderate Intellectual Disability Payment, **end of process**. |
| **2. The DES Provider**  DES Provider determines eligibility for Moderate Intellectual Disability Payment | **Moderate Intellectual Disability Participant**  To be eligible for the Moderate Intellectual Disability Payment, the job seeker must meet the eligibility criteria for Disability Employment Services – Employment Support Service, and either:   * have an assessed Intelligence Quotient (IQ) of 60 or less, or * have been classified by a registered psychologist, using a recognised assessment tool, as having moderate intellectual disability.   Where the Participant does not have an assessed IQ of 60 or less, the assessment presented as evidence of moderate intellectual disability must:   * include consideration of both the job seeker’s IQ and any adaptive behaviour, and * be completed by a registered psychologist.   **Registration Requirements**  To be accepted as a registered psychologist for the purposes of assessing eligibility for the Moderate Intellectual Disability Payment, the psychologist must:   * be fully registered with the relevant State and Territory Psychologists Registration Boards, meeting any mandatory accreditation or competency-based standards, allowing them to practice without any supervisory requirements.   In States or Territories where a registering body does not operate, the assessor must hold qualifications that would make them  eligible for full registration in one or more of the other States or Territories.  A Participant that meets the above requirements is considered to be a Moderate Intellectual Disability Participant  **Note**: If the job seeker is Direct Registered as an Eligible School Leaver, all criteria under *Eligible School Leaver Guidelines* must also be met. |
| **3. The DES Provider**  DES Provider confirms Status as Moderate Intellectual Disability Payment eligible participant | Once the eligibility of the Participant has been established with documentary evidence, the DES Provider can apply the Moderate Intellectual Disability flag to the Participant’s record through the registration screen in the Department’s IT System. The flag can be applied by adding ‘Moderate Intellectual Disability’ special client type on the Circumstances tab.  DES Providers are required to retain suitable Documentary Evidence to support their decision to apply the Moderate Intellectual Disability Payment. See the *Documentary Evidence Guidelines* for more detail.   1. a copy of an IQ assessment report clearly indicating the individual’s assessed IQ of 60 or less, or 2. a signed statement from a registered psychologist stating that the individual has an assessed IQ of 60 or less, or 3. a signed statement from an appropriate representative of a recognised and credible institution such as Centrelink\*, a Job Capacity Assessor or Employment Services Assessor, an Education authority or a State or Territory Disability Commission indicating that they have evidence on file verifying that the individual’s IQ is 60 or less, or 4. a signed statement from a registered psychologist stating that, using a recognised assessment tool, and based on a combination of IQ and other adaptive behaviour factors, the individual falls within the classification of having moderate intellectual disability. The statement must indicate the name of the assessment tool, including any version or revision number, the score or assessment relevant to the classification scale and the assessment outcome, or 5. a copy of a Job Capacity Assessment or Employment Services Assessment report where the assessor specifically states that he or she has cited a relevant Assessment which indicates that the Participant has an IQ of 60 or less.   A 'Signed Statement' must be in the form of a letter or memo and can be a hardcopy original, photocopy or FAX of an original statement or a scanned copy of an original statement. It must be uploaded to the Department’s IT Systems (refer to the Documentary Evdience for Claims for Payment Guidelines).  \*Should a DES Provider wish to obtain information about a Participant’s IQ from Centrelink, they must obtain the Participant’s written consent by completing a ‘Disability Employment Services - Authority to Obtain Information from Centrelink’ form (see Attachment A). Once the form has been signed by the Participant or their Legal Guardian the DES Provider can either Fax, Post or takes the form directly to the Centrelink Customer Service Centre where the Participant is registered. |
| **4. The DES Provider**  DES Provider claims Moderate Intellectual Disability Payment  *Disability Employment Services Grant Agreement Clause References:*   * *Clause 152* | Moderate Intellectual Disability Payment may be claimed on:   * up to four, Four-week Outcome Fees; * 13-week Full Outcome Fees; * 26-week Full Outcome Fees; and * 52-week Full Outcome Fees.   where these fees apply to a job of at least 45 hours of paid employment over a Four-week Period, or a minimum of 195 hours in 13 Consecutive Weeks (for the 13-week Period) or 390 hours in 26 Consecutive Weeks (for the 26-week Period or 52-week Period);  Participants that meet the eligibility criteria for Moderate Intellectual Disability Payment (as stated in step 2), but have an Anchor Date prior to 1 July 2018 are eligible for Moderate Intellectual Disability Loading, not Moderate Intellectual Disability Payment. Please refer to Attachment B for rates associated with Moderate Intellectual Disability Loading.   **Claiming the Moderate Intellectual Disability Payment**  The DES Provider can claim the Moderate Intellectual Disability Payment through the Overrides and Special Claims function.  DES Provider should select the request type of 'Moderate Intellectual Disability Payment' and then the specific request type from the drop down bar for the relevant fee, i.e.   * Four-week Outcome Fee * DES ESS 13 week Full Outcome * DES ESS 26 week Full Outcome * DES ESS 52 week Full Outcome   To claim the Moderate Intellectual Disability Payment on a Four-week Outcome Fee, the Participant must:   * have worked a minimum of 45 hours of paid employment over a four week period; and * met the requirements for payment of an Outcome Fee under the definition of a Four-week Outcome.   **13 Week Full Outcome Fee Payment**  To claim the Moderate Intellectual Disability Payment on a 13-Week Full Outcome, the Participant must:   * have worked a minimum of 195 hours in 13 Consecutive Weeks for a 13 Week Outcome; and * met the requirements for payment of an Outcome Fee under paragraph (b)(i), (ii) or (iii) of the definition of Full Outcome.   **26-week Full Outcome Fee**  To claim the Moderate Intellectual Disability Payment on a 26-Week Full Outcome, the Participant must:   * have worked a minimum of 390 hours in 26 Consecutive Weeks for a 26-Week Outcome; and * met the requirements for payment of an Outcome Fee under paragraph (b)(i), (ii) or (iii) of the definition of Full Outcome.   **52-week Full Outcome Fee**  To claim the Moderate Intellectual Disability Payment on a 52-Week Full Outcome, the Participant must:   * have worked a minimum of 390 hours in 26 Consecutive Weeks for a 52-week Outcome; and * met the requirements for payment of an Outcome Fee under paragraph (b)(i), (ii) or (iii) of the definition of Full Outcome. |

### Attachment A: Authority to Obtain Information from Centrelink



**Authority to Obtain Information from Centrelink**

**Purpose of this form**

This form must be used when a Disability Employment Services (DES) Provider wishes to obtain information about a Participant’s intellectual disability from Centrelink for the purpose of identifying a Participant as being Moderate Intellectual Disability Payment eligible.

**Instructions for DES Providers**

DES Providers must complete this form and fax it to their local Centrelink office. If Centrelink has the appropriate evidence, the evidence will be provided to the DES Provider via the method indicated on the second page of this form. If Centrelink does not have the evidence, they will fax the second page of this form back to the DES Provider.

Participant’s JSID:........................................................

**Declaration:**

I....................................................................................................................................................

*(Full Name of Participant or Nominee)*

of..................................................................................................................................................

*(Address)*

Authorise Centrelink to release any relevant information in relation to my/the above Participant’s intellectual disability to the following DES Provider:

**Provider Details:**

DES Provider Name: .................................................................................................

Address:.................................................................................................   
Phone: (.....)...................................

Fax: (.....)...................................

I understand that the information being requested will be used by the DES Provider for the purpose of confirming eligibility for the Moderate Intellectual Disability Payment.

Signed:........................................................   
*(Signature of Participant or Nominee*)

Dated:..........................................................

**This section must be completed by the DES Provider:**

Participant’s JSID:........................................................

Please select the method for Centrelink to notify you of the results of their search by ticking the appropriate box below:

Provider representative to collect Authorised Courier to collect

Centrelink to send via Registered Post\*

\*If selecting this option DES Providers must supply Centrelink with a self-addressed, Prepaid Registered Post envelope.

**The following section is for Centrelink use only:**

1. Does Centrelink have IQ information for this customer? Yes/No

2. Does the information held by Centrelink, indicate the customer has an IQ of 60 or less? Yes/No

3. If IQ score is unknown, does the information held by Centrelink indicate a range of IQ? Yes/No

If yes, please state: \_\_\_\_\_\_\_\_\_\_\_

### Attachment B: Participants with Anchor Dates prior to 1 July 2018

For Participants who meet the eligibility criteria for a Moderate Intellectual Disability Participant and have an Anchor Date after 1 July 2018, the new MIDP will apply. However, for Participants who meet the eligibility criteria for a Moderate Intellectual Disability Participant and have an Anchor Date prior to 1 July 2018, the following Moderate Intellectual Disability Loading payments will apply (please note the amount are GST inclusive).

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **Funding Level 1** | | | **Funding Level 2** | | |
|  | **Base fee** | **Moderate Intellectual Disability Loading (70%)**  **Participant Commenced in DES Pre 1 July 2013** | **Moderate Intellectual Disability Loading (88%)**  **Participant Commenced in DES on or after 1 July 2013** | **Base fee** | **Moderate Intellectual Disability Loading (70%)**  **Participant Commenced in DES Pre 1 July 2013** | **Moderate Intellectual Disability Loading (88%)**  **Participant Commenced in DES on or after 1 July 2013** |
| **13 Week Outcome Fee** | $2,860 | **$2,002** | **$2,516.80** | $5,500 | **$3,850** | **$4,840** |
| **26 Week Outcome Fee** | $4,400 | **$3,080** | **$3,872** | $7,700 | **$5,390** | **$6,776** |