

This is a list of allowable items that can be charged under NFTF.

1. Programs:

- Research activities to assess viability, structure and learning steps / aids.
- Review clients and their constellation of peers and support dynamics and peer preferences in regard to program groups and development, this assists in a smoother running program and is more beneficial to all clients involved (may work as a non F2F for several clients at once)
- Review, research and implementation of suggestions/ideas from client program input/review forms
- Organise sessions, visits, volunteering with other organisations, businesses/volunteer groups
- Conduct venue/activity risk assessments.
- Individual client risk assessments and review
- Contact/correspondence with venues in linking with risk assessments to confirm certain equipment e.g. hoists or ramps are available for the needs of particular clients
- Program design and individual planning and modification of program to meet individual's level of progress or changes
- Set up room, clean up room to ensure WHS.
- Prepare equipment, pack and unpack.
- Manage/sorting cupboards and art materials, equipment needs
- Sorting and filing clients art works and individual equipment for storage or presentation
- Researching and collecting music/songs/themes requested by clients for music sessions or Researching specialty items – e.g., safe to handle needles for soft craft or modified cooking utensils
- Researching recipes for clients to modify to dietary and dysphagia needs.

2. Notes, communications etc

- Writing Progress notes/ reports related to individual progress, activities and goals
- Write reports in clients communication books.
- Corresponding with families/carer/ residential / nominee/support coordinators other service staff for reasons including.
 - to ensure support consistency
 - on progress
 - about participants daily interactions/activities/ information sharing relevant to the participant on that day
 - answering queries/concerns of family/carer/nominee
- Time spent reading & discussion of BIS plan/mealtime guidelines/etc. for individual support needs – separate to training time
- Completing individual charts linked to behaviour support, physical health , medication charts, epilepsy records , etc

3. Plan goals and review development liaison:

- Meeting with BIS/OT/Speech Therapist/Physio to develop content of plans.
- Goal setting and reviews with clients and family
- Review and implementation of suggestions/ideas from client program input/review forms.
- Creating goal and strategies

4. Handling equipment

- **Medical equipment**

- Clean equipment. Changing table, slings, standing frames, walkers...
- Sterilise equipment associated with peg feeding, nebuliser...

- **Augmentative Communication tools**

- Set up of communication board / Group and individual.
- Daily set up of com tool (AC software)/ individual.
- Collating pics/info to set up or update AC tools
- Photographing items for client communication purposes
- Developing Easy read communication brief to inform or train clients on given subjects

5. Training:

- Staff induction to a particular client re needs, profile and individual priorities. Briefing time/ reading time
- Research and Training on use of food prep techniques for specific clients.
- Attending external art-related courses for skill building – to facilitate clients learning new skills as requested.
- Preparation work in setting up for trials for new clients, training staff in support needs.

(This is not necessarily a complete list but describes the most common items)