



# Fees guide

Effective July 1, 2023  
to June 30, 2024

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## **Autism Spectrum Australia (Aspect)**

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ABN 12 000 637 26

# Aspect is a registered NDIS service provider.

For information on what being a registered provider means, please visit the [NDIS commission website](#).

**The supports provided by Aspect Adult Community Services belong to the following NDIS Registration Groups:**

- **High Intensity Daily Personal Activities** (Group **104**)
- **Participation In Community, Social And Civic Activities** (Group **125**)
- **Group And Centre Based Activities** (Group **136**)

Each registration group includes

- a number of support services, with a rate for each service priced separately by the NDIS.
- a support purpose (**Core**).

Our fees vary in accordance with the NDIS price guide which can be viewed at:

<https://www.ndis.gov.au/providers/price-guides-and-information>

**Note on group-based supports:** When a support item is delivered to a group of participants, unless the NDIS Pricing Arrangements and Price Limits states otherwise, the price limit for each participant is the applicable price limit set out in the relevant support table divided by the number of participants in the group.

# NDIS fees

## Programs of Support

HIGH INTENSITY DAILY PERSONAL ACTIVITIES		104
SUPPORT CATEGORY: Assistance with Social and Community Participation		
SUPPORT PURPOSE: Core		Pricing
Support item	Non-remote locations MMM 1-5	
<b>Activity Based Transport</b> 04_592_0104_6_1	<b>\$ 27.50</b> per day	
<b>Centre Capital Cost</b> 04_599_0104_6_1	<b>\$ 2.44</b> per hour	
<b>Access Community Social And Rec Activities - Weekday Daytime - TTP</b> 04_400_0104_1_1_T	<b>\$ 71.83</b> per hour	
<b>Group Activities - High Intensity - Weekday Daytime - TTP</b> 04_600_0104_6_1_T	<b>\$ 71.83</b> per hour	

# NDIS fees

## Programs of Support

PARTICIPATION IN COMMUNITY, SOCIAL AND CIVIC ACTIVITIES		125
SUPPORT CATEGORY: Assistance with Social and Community Participation		
SUPPORT PURPOSE: Core		
Support item	Pricing	
	Non-remote locations MMM 1-5	
Access Community Social And Rec Activities - Weekday Daytime - TTP 04_104_0125_6_1_T	\$ 66.45 per hour	

# NDIS fees

## Programs of Support

GROUP AND CENTRE BASED ACTIVITIES		136
SUPPORT CATEGORY: Assistance with Social and Community Participation		
SUPPORT PURPOSE: Core		Pricing
Support item	Non-remote locations MMM 1-5	
Establishment Fee For Personal Care/Participation 04_049_0136_1_1	\$ 654.70	
Centre Capital Cost 04_599_0136_6_1	\$ 2.44 per hour	
Group Activities - Standard - Weekday Daytime - TTP 04_102_0136_6_1_T	\$ 66.45 per hour	

# NDIS fees for indirect supports

Indirect supports charged at agreed NDIS hourly rate

<b>Report writing</b>	Completion of NDIS report
<b>Individual Support Plan (ISP)</b>	Completion of Individual Support Plan and Five Point Star.
<b>Resource development</b>	Development of resources for the participant.
<b>Case notes, ISP updates</b>	Completion of progress notes and updates to Individual Support Plan
<b>Phone calls</b>	Communication with participant, parents, medical, education, NDIS, other allied health professionals and Aspect staff
<b>Paperwork, forms, letters, emails</b>	Completion of paperwork and written communication with other agencies or medical professionals
<b>Meetings and collaboration</b>	Meetings and collaboration with other professional(s) involved in working with the participant (parents, medical, education, NDIS, other allied health professionals and other Aspect Therapy staff)

# Fees for services

Support item	Description	Fee for Service
Travel	If you wish to pay your daily travel outside of your plan and be invoiced by Aspect directly, the fee is the same as the NDIS rate.	<b>\$ 27.50</b> per day
Program of Support Activity levies	The fee covers the costs associated with organising daily activities	<b>Fee based on the specific program of support activities</b>



# User guidelines

## Programs of Support fees

**Programs of Support activity levies** apply to each activity a participant engages in across an agreed period. Activity levies support the programs' running costs, including facilitators and program resources.

Applicable levies will be communicated to you through the annual Programs of Support calendar, via the Aspect website and through individual participant's timetables.

Activity levies will be invoiced before the start of a program of support.

**Indirect supports fees** cover services such as report writing, completion of individual support planning information and daily progress notes.

For participants attending full-day service hours, Aspect charges a 6.5 hours daily charge for face-to-face supports, inclusive of a daily indirect supports fee of 5 minutes per hour with a maximum of 30 minutes per day.

**Shadow fees** (for complex individual support needs) and **Establishment fees** (for new participants or participants changing providers) are not included in this guide. These are agreed with the participant and Aspect.

Aspect's one-off establishment fee is \$654.70 for new participants when they agree to access Aspect's services for a minimum of 20 hours per month for 3 or more consecutive months, to assist with the implementation of their NDIS Plan.

This establishment fee is charged at the commencement of service and is not charged again for future NDIS plans. For more information on these fees, please refer to the NDIS Price Guide.

**Travel charges** for transport to access community and recreation activities are charged in line with the NDIS guidelines at a rate of \$27.50 per day. All travel is negotiated as part of your Service Agreement.

# User guidelines

## Other costs



**Temporary Transition Payments (TTP)** are a conditional loading of 1.5%. The letters **TTP** appear in the relevant support items pricing description and apply to face-to-face supports under Social, Economic and Community Participation Support Category as per NDIS guidelines.

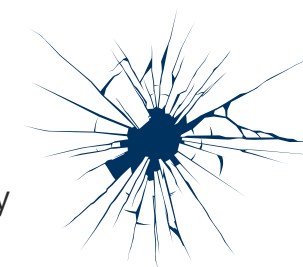
**Centre Capital Costs (CCC)** apply when an activity is delivered in an Aspect Centre for the costs of running and maintaining the facility. These also apply when an activity is partially run in the Centre provided the Centre remains available throughout the time period of the activity.

Centre Capital Costs apply to **High Intensity Daily Personal Activities** (Group **104**) and **Group And Centre Based Activities** (Group **136**).

**Location pricing models** are determined by the [Modified Monash Model \(MMM\)](#). Aspect Adult Community Services centres are currently located in MMM 1 to 5.

## Property liability

Participants may be liable for any damage to property caused by them while attending Aspect Adult Community Services. Decisions around liability and covering costs to property damage will occur after individual incident investigations and determining if risk mitigation processes were followed by Aspect and the participant. If a participant is held liable, Aspect will send an invoice with a detailed list of damages and associated costs.



# User guidelines

## Cancellations

**Participants can exit a program of support without cost, subject to a minimum notice period of 2 weeks.** If a participant chooses to exit a program of support on a specific day, but wishes to continue with a different Aspect program, Aspect will still claim against the participant's plan for the following 2 weeks in relation to the program they have stopped.

**Supports delivered as part of a program of support are not subject to the short notice cancellation rules:** Aspect claims 100% of the agreed fee as per the participant's plan whether or not the participant attends instances of a program of support.

**Individualised supports at a 1:1 or 2:1 support ratio under Group and Centre Based Activities are subject to short notice cancellation rules.**

In the case of a short notice cancellation or exit from service agreement, Aspect claims 100% of the agreed fee associated with the activity from the participant's plan, subject to the NDIS Pricing Arrangements and Price Limits and the terms of their service agreement.



## Short notice cancellation rules

A cancellation or service agreement exit is considered of short notice if the participant:

- does not show up for a scheduled support within a reasonable time, or is not present at the agreed place and within a reasonable time when a staff member is travelling to deliver the support; or
- has given less than seven (7) clear days' notice for a support that meets both of the following conditions: the support is less than 8 hours continuous duration; AND the agreed total price for the support is less than \$1000; or
- has given less than five (5) clear business days' notice for any other support.

## Emergency planning

In the event of an emergency or disaster, we will agree to a plan with you. The plan will focus on how to keep providing you with supports while keeping you safe and healthy while meeting any government guidelines.

# User guidelines

## Payment terms & Conditions

**For Self-Managed, Plan-Managed and Fee for Service participants, payment is due within 7 days of receiving an invoice.**

If payment is not received after 21 days from invoice date, all services provided to you may be suspended. \*

### **NDIA Managed Participants update:**

In line with recent NDIA Price Increases, plans for NDIS participants will be adjusted from 10th July and the NDIS funding will be indexed to reflect recent increases.

If you have an active Service Agreement with Aspect at July 10th the balance of that Service Agreement will be adjusted accordingly in line with those increases. This will include an upgrade to your active Portal Booking.

\* Please Note: If your account remains unresolved for more than 28 days from invoice date, we reserve the right to refer the matter to a collection agency.

Please note this may impact your credit rating and incur additional costs.

### **Goods and Services Tax (GST)**

For the purposes of GST legislation, the Parties confirm that: "A supply of supports under a service agreement is a supply of one or more of the reasonable and necessary supports specified in the statement included, under subsection 33(2) of the National Disability Insurance Scheme Act 2013 (NDIS Act), in the participant's NDIS plan currently in effect under section 37 of the NDIS Act."

# About our Programs of Support

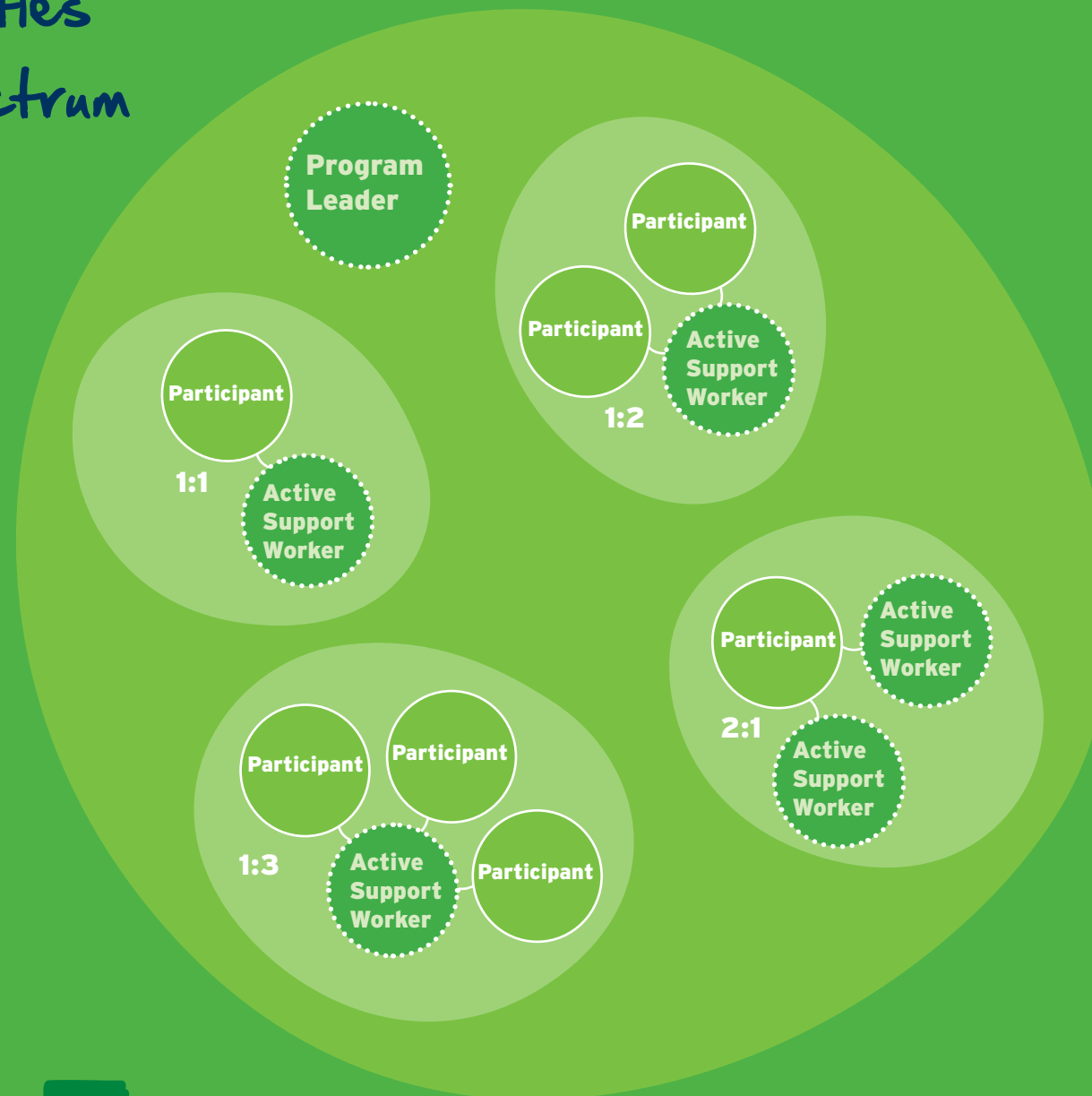
## Supported group-based activities for adults on the Autism Spectrum

**Aspect Adult Community Services offers a wide range of group-based Programs of Support over 24 weeks periods.**

The programs run between **9am and 3pm, Monday to Friday**, in groups of 2 to 10 participants.

As part of the NDIS pricing arrangement, we provide support ratios of 1:1 (1 staff to 1 participant), 2:1, 1:2 and 1:3.

*Please note:* 1:1 supports are only provided within group-based programs; Aspect Adult Community Services does not provide 1:1 supports outside of group-based programs.



# About our Programs of Support

## Group activities

**Our programs focus on social integration, enabling participants to develop skills and gain confidence in community settings.**

Our wide range of group activities vary per location, and are based on individuals' goals and interests.

You can view the schedule of activities offered at each location through our website at:

<https://www.autismspectrum.org.au/how-can-we-help/we-understand-you/adult-community-services/programs-of-support>).

You can also ask our friendly staff for assistance to understand the options, dates and areas of skills development or our Programs of support.



Aspect's Adult Community Services locations:

**in New South Wales:**

- Ryde
- Marrickille

**in Victoria:**

- Hawthorn
- Heatherton
- Northcote
- St Albans

# About our Programs of Support

## Key skills development areas

### **Social & Communication**

Activities focused on developing social and communication skills engage participants in a range of social platforms within the local community.

### **Independent living**

Activities that assist with building independent living skills include cooking, self-care, cleaning, gardening, travel training and other personalised support programs.

### **Health & Wellbeing**

We offer activities that enhance participants' physical fitness levels, health, and sense of wellbeing. These include low impact indoor and outdoor exercise programs, yoga, meditation and other sporting programs, such as swimming, bike riding and ten-pin bowling.

Sport and recreational activities focus on developing and improving physical fitness, fine motor skills and coordination. Our programs provide sensory stimulation while encouraging creativity, developing self-esteem and building confidence.

# About our Programs of Support

## Additional care and support / Behaviour support

**Where there may be behaviours of concern, Aspect offers additional care and support to participants.**

To ensure all participants can access Aspect services safely and achieve the best outcomes in group-based settings, Aspect provides packages for 10, 20 or 35 hours annually depending on need, under the funding item '**Access Community Social And Rec Activities**' (see pricing on page 5).

Aspect's Positive Behaviour Support Supervisors and Active Support Practice Leaders provide this additional level of support. This may include developing a Support Plan, safety planning, developing resources, liaising with other professionals, and implementing the behaviour support plans with specialist coaching and support.

### **Support level 1 (10 hours)**

Support and engagement involving collaboration and support to access professionals, attending care team meetings and resource development.

### **Support level 2 (20 hours)**

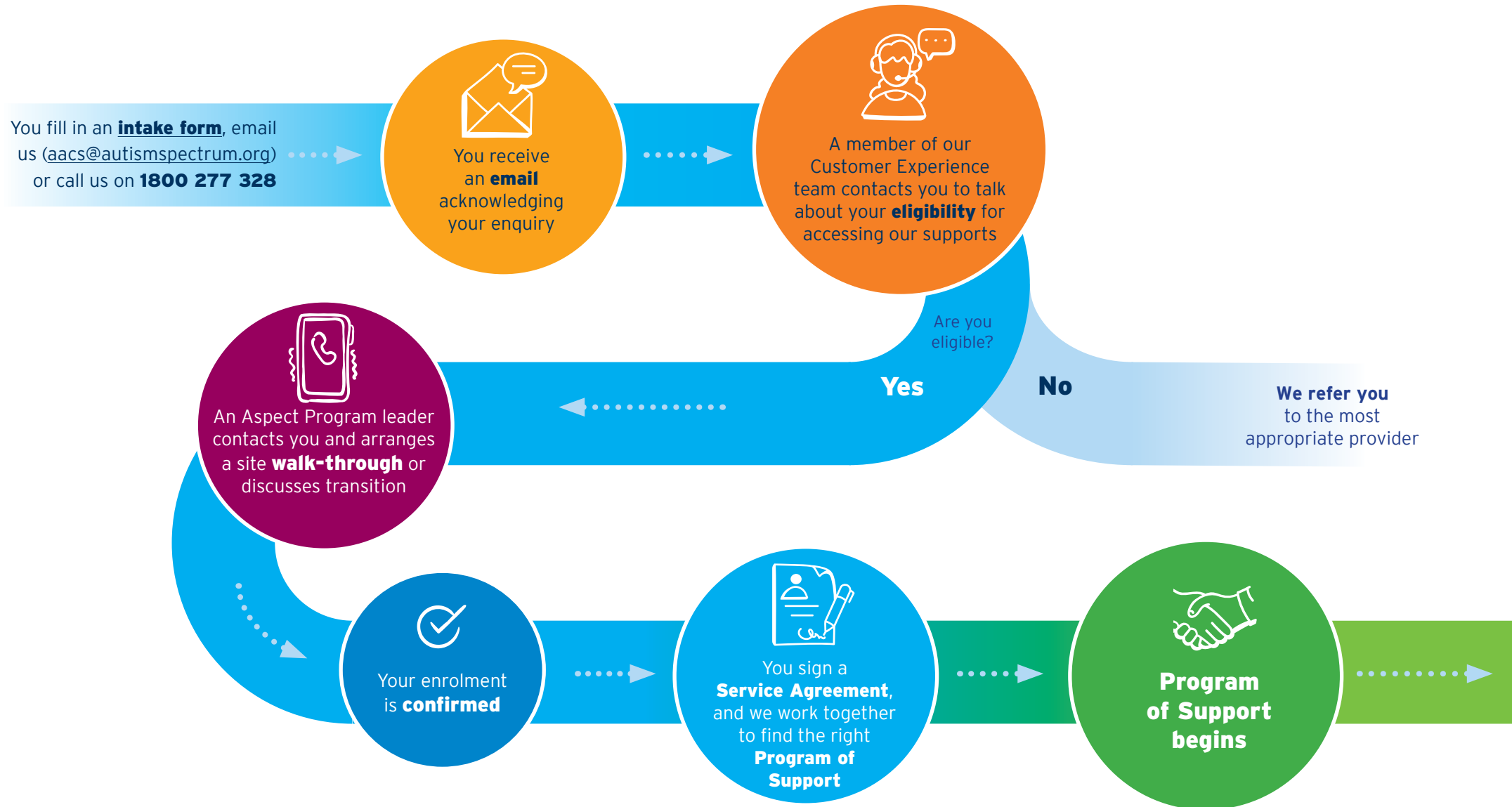
Support and engagement involving collaboration with behaviour support practitioners and other professionals in the form of attendance at care team meetings, resource development and implementation of BSP.

### **Support level 3 (35 hours)**

Support, engagement and safety planning involving close collaboration with behaviour support practitioners and other professionals in the form of support plan development, attendance at care team meetings, resource development and implementation of BSP.



# Accessing our services



# Frequently Asked Questions

How can I be sure the Adult Community Services' programs are right for me?

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We work with you to tailor programs and supports that help you achieve specific planning and life goals.

Our tailored programs are informed by research and best practice and are designed to provide the most current and innovative support solution for people on the autism spectrum.

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What information will I receive at the end of the service? How will I know if the service has been successful?

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We have regular meetings with you throughout the support service.

As the service comes to an end, we will meet to review the outcomes achieved from the service and plan the next steps.

If evidence for further funding or additional support is needed, we can provide a letter documenting which outcomes were met.

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What happens to my funds if I decide to change service providers?

Aspect Adult Community Services sends invoices once we have completed a session with you. If you choose to cease working with us at any time, in line with our Cancellation policy, we will release the remaining funds from the NDIS portal.

These funds are then available for you to use with any another provider.

# Frequently Asked Questions

Can Aspect exit me?

As per the NDIS guidelines and outlined in your Service Agreement, either party may choose to end the service relationship.

One month notice is preferred when transitioning to another service. However if either party seriously breaches the Service Agreement, the requirement of notice is waived.

NDIS says there is no need to share my plan... So do I need to show it to you? What if I get a new NDIS plan?

There is no mandatory requirement to show us your plan, or to tell us when you get a new plan. However, it is most often useful for us to see your plan and be aware of any updates in order to deliver an optimal service to you.

It also allows us to ensure we are meeting your NDIS goals.

What if I am not sure about whether Aspect is able to meet my needs?

When you first contact us, an Aspect Customer Experience officer will discuss your needs to determine if Aspect Adult Community Services is the best fit for you. Aspect provides a range of services to people on the spectrum and we will have conversations with you about these. If Aspect is not the best fit, we will assist by referring you to the most suitable provider.

I can get the same service 'around the corner' for less... so why choose you?

There are many providers with different skills and experience. Rates will vary according to the duration and type of service you require.

Our evidence informed, autism specific framework is built around knowledge and world wide research and best practice of over 50 years.

Aspect Adult Community Services staff work alongside our experienced Aspect Practitioners to support and guide our everyday work.

# Frequently Asked Questions

Who can I contact about my service?

For general enquiries regarding our services you can contact our information line on **1800 227 328**. If you require any additional information, you may contact the Aspect Team Leader or Regional Coordinator assigned to you.

Will I always have the same Active Support Worker?  
Can I be involved in selecting my Active Support Worker?

At Aspect, we are committed to building strong relationships with our participants, families, carers and guardians.

We believe that working with a small team of workers helps to achieve this. Having a small team of workers to build your capacity also gives us flexibility to support your requests as we have more workers available to complete shifts.

As part of our onboarding process, we make a strong effort to match you with right staff. However, there are times when the match does not work. If this is the case or if you wish to change, we recommend contacting your assigned Team Leader or Regional Coordinator.

Why do I have to pay for reports or administration with my NDIS funding?

At Aspect, we believe a team-oriented, holistic approach has greater benefits now and in the longer term for our participants. This is a core part of our philosophy and one we are committed to.

There are many things we do 'behind the scenes' to maintain our person-centred, family-focused approach, deliver best practice and meet NDIS service compliance requirements. Some of these requirements include completing reports on behalf of our participants.

# Frequently Asked Questions

If we give you all of our funding package, can we have a discount?

Unfortunately we cannot offer a discount as we are not paid in advance by the NDIA: we only claim funding after an appointment has been delivered.

Aspect does not earn any additional income or manage your funds in a way that could be returned to you as a discount.

How do I pay?  
Will I be able to keep track of the use of my funding?

All information related to your NDIS funding can be accessed through the NDIS portal. This includes statements for services provided.

Further information on the NDIS portal is outlined in your Service Agreement.

Can I pay for the Active Support Worker to pick me up?

Aspect does not pick up or drop off participants before or after an appointment.

Why do I have to pay for out of pocket expenses such as my lunch and some of the activities?

NDIS funding does not cover out of pocket expenses. Any additional expenses are the responsibility of the Individual or their Representative and are not included in the cost of supports (e.g. entrance fees, event tickets). This is highlighted in your Service Agreement.

For more information on supports funded by the NDIS, please visit:

<https://www.ndis.gov.au/understanding/supports-funded-ndis>



Thank you  
for taking the time to read this guide.  
We look forward to working with you...