

Gippsland PHN Brokerage Funding Guidelines

1. Introduction

This document is designed to guide and inform the use of brokerage funds for service providers who deliver Commonwealth Psychosocial Support Programs (CPSP) within Gippsland, as well as outlining the purpose, scope and principles for the use of brokerage funding.

2. Background

The CPSP provides brokerage funds that can be used to assist with out of pocket expenses for evidence gathering to support NDIS applications to ensure that the participant is eligible for National Disability Insurance Scheme (NDIS) support. These brokerage funds can also be used for food and petrol/travel vouchers.

3. Purpose

The purpose of brokerage funding in the CPSP is to:

- Purchase services and appropriate supports when not immediately available.
- Build system capacity, not to divert responsibility from existing service providers.
- Cover a range of short-term expenses to meet priority needs pending longer term solutions, i.e. food and petrol/travel vouchers.
- Purchase services required to advance the clients NDIS application.

4. Budget

The flexible funding rate is approximately \$2000 per client (excluding GST) and can be used to purchase services and appropriate supports.

5. Scope

Brokerage funding can be used on a short-term basis, to meet immediate need and to support the participant in their recovery journey. Any medium-long term requirements need to be met through existing service delivery channels. Brokerage funds should not be used for any services or supports that would not withstand public scrutiny or would bring the CPSP service providers or Gippsland Primary Health Network (PHN) into disrepute.

6. Principles

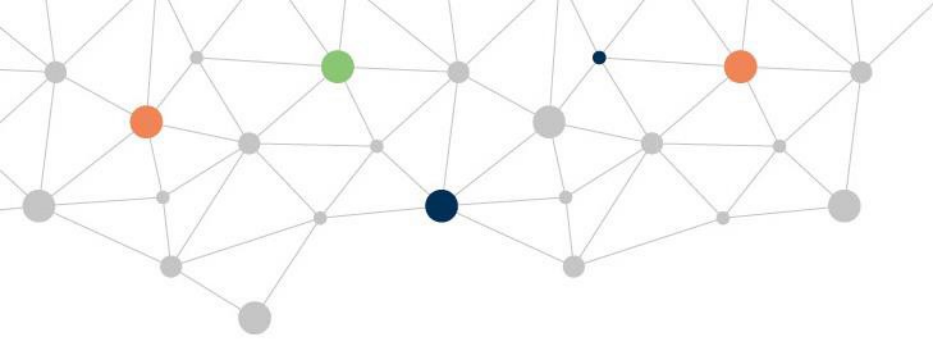
The use of brokerage funding for CPSP is guided by the following principles:

6.1 Short term in nature to meet immediate need

Brokerage funds are not intended to be the provision of ongoing financial assistance.

6.2 Flexibility

The use of brokerage funds can be applied at any point after intake, during the service delivery continuum.



6.3 Participant focus

Brokerage funding support is responsive to, and driven by, the expressed need of the client, and is respectful of the rights, dignity and confidentiality of the client.

6.4 Brokerage funds management

Brokerage funds are administered to provide for the purchase of services/supports and resources considered essential to achieve client outcomes ensuring that:

- Interventions purchased with brokerage funds are assessed in collaboration with the participant.
- The needs are tailored to those identified by the participant and organisation.
- Brokerage funds are not the first and only service provided to the CPSP participant.

6.5 Avoid duplication of service provision

Brokerage funds are only available after all other options for funding have been exhausted. Brokerage funds are not intended to be the provision of ongoing financial assistance.

6.6 Value for money

Interventions purchased with brokerage funds are to be as cost effective as possible. When deciding to commit brokerage funds, consideration is to be given as to whether the intended expenditure is the best use of resources to meet the participants application for NDIS support.

7. Eligibility

Brokerage funds are provided to registered CPSP participants with needs that have been assessed in the context of supports delivered. The funds can be used to achieve client outcomes and to support clients with their NDIS applications.

8. Selection of supplier for service provision and supports

The following criteria are recommended to assist in the selection of existing and new suppliers:

- **Quality history** – ability to provide goods and services consistently in accordance with existing quality requirements of the CPSP service provider.
- **Value for money** – includes price, quality, reliability, service, delivery and payment terms
- **On time delivery** – ability to provide goods and services within stated and agreed timeframes.
- **Financial stability** – assess the supplier's financial stability to ensure it is capable of providing a service from a business continuity perspective.
- **Service performance** – assess the suppliers based on response time to communication, ability to meet the CPSP Organisation's needs, flexibility to innovate, post service support and dispute resolution.

When purchasing clinical or allied health services the CPSP service provider must ensure appropriate quality assurance processes are undertaken that aligns with the NPSP governance framework. This entails using only accredited health services with evidence of credentialing and continual professional development in line with standards of the relevant profession.

9. Limits to Brokerage funding

Brokerage funds are for registered CPSP participants. Prior to the use of brokerage funds for goods or service, all alternative sources of funding should be explored. If services are identified, available and able to meet the need of the participant the participant should be referred to the alternative service for support. Brokerage funds have been calculated to reflect an average funding allocation of \$2000 (excluding GST) per participant.

10. Implementation

Brokerage funds may be used to purchase services and supports to meet the needs of the individual participant. This should be read in conjunction with CPSP Guidelines or guidance document.

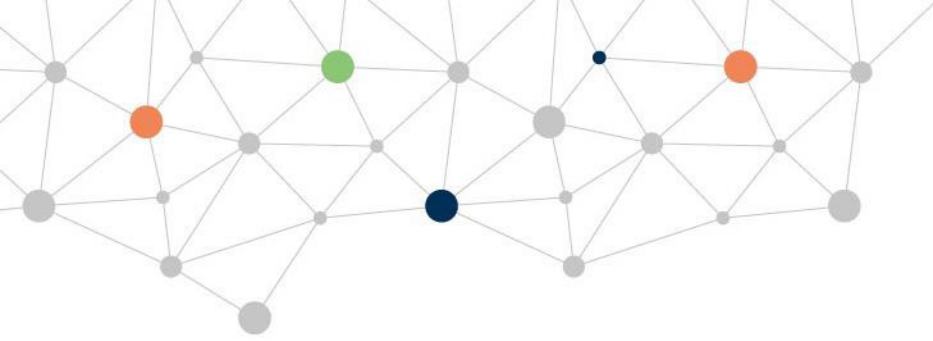
11. Accountability

- Funded service providers are required to ensure
- the brokerage funds provided are used in accordance with the Gippsland PHN Brokerage guidelines and CPSP Guidance,
- Requests over \$2000 (excluding GST) are required to be formally requested from Gippsland PHN. All requests for increases to brokerage funds must be directed to the Contract manager via email for consideration. A response will be provided within 7 working days. This expenditure is to be included on the brokerage expenditure table which is detailed within the monthly reporting document (to be determined).
- Provide timely and accurate reports about the use of brokerage funds, in the monthly report sent to Gippsland PHN.

12. Record use of funds

Invoices, receipts and an overall record of brokerage funds should be kept. The brokerage funding template has been included in the monthly reporting template and will include:

- Participant ID
- Name of authorising officer
- Date of request
- Date of approval decision
- Purpose of expenditure and Item/service purchased
- Organisation from which the item/service was purchased.
- Amount



13. Reported use of funds

All expenditure should be reported via Monthly reports to Gippsland PHN including, but not limited to, information outlined above.

14. Brokerage funding pool delegation

Gippsland PHN recommends that CPSP service providers initiate a process to ensure brokerage funding is managed appropriately across the funding period.