

NDIS Cheat Sheet



Funding Categories

Core Supports

- Daily activities, support workers

Capacity Building

- Therapy (Improved Daily Living)

Capital Supports

- Assistive technology & home mods

Plan Types

- Self Managed
- Plan Managed
- NDIA Managed



Billing

OT and SP Rate:= \$193.99 /hour

Travel rate: \$97.00 /hour, \$0.99 /kms

Travel

- Can bill MAX 30 minutes one way for travel
- Split the cost of travel when going between clients

Key Tips

- The NDIS is function and participation focused, not diagnosis or impairment-led
- Always write and think in clear, functional NDIS language
- Supports must be reasonable, necessary, goal-linked, and evidence-based
- Documentation underpins everything, if it's billed, it must be clearly recorded
- Billing must be ethical, accurate, and aligned with NDIS pricing and guidelines
- Ask questions, use supervision, and don't do it alone

Billed vs Non-Billed

Billed

- Face-to-face session time
- Travel
- Stakeholder communication via phone/emails (i.e., parents, schools, other providers, support coordinators etc)
- Report writing
- Resource development
- Clinical notes
- Session planning



Non-Billed

- Training/learning time
- Travel outside of NDIS guidelines
- Admin work not clinically related to goals (i.e, updating service agreement, obtaining funding, scheduling)
- Text messages



Reasonable and Necessary

- **Related to the Disability:** The support must directly relate to the participant's disability. It should not cover general living costs that everyone incurs, such as rent or groceries.
- **Achieves Goals:** The support should help the participant achieve their goals outlined in their NDIS plan or facilitate greater participation in the community. This means it should have a practical benefit for the participant.
- **Value for Money:** The support must be cost-effective, providing good value for the funding allocated. This ensures that resources are used efficiently.
- **Good Practice:** The support should align with best practices in the field, ensuring that it is appropriate and effective for the participant's needs.
- **Not Covered by Other Services:** The NDIS will not fund supports that are already provided by other government services or programs.