

Hosted Flexible Funding Tier Allocation Tool

Hosted Flexible Funding Tier Allocation Tool

Version: 0.01

The Host Tier Framework indicates the appropriate level of guidance and monitoring for each person (or their agent) managing their hosted funding responsibilities

To use the tool:

1. Complete the base inputs (rows 18-20), selecting a tier for each of the three factors (experience, total flexible funding, and engagement with host).
2. Determine whether an override of those initial inputs is appropriate (rows 24-27) and document if an override is put in place (row 28).
3. The final rating will be indicated in row 15.

Note: Only white cells are editable.

Name: [Insert Name]

| Final Tier Results | Override Applied | Rating | Tier |
|--------------------|------------------|--------|------|
| | No | 2 | Low |

| Base Inputs | Select the appropriate options in the boxes below | Rating | Tier |
|------------------------------------|---|------------|------------|
| Experience managing hosted funding | Rarely requires support or guidance from the host | 1 | Very Low |
| Total flexible funding allocation | \$112,000+ | 4 | High |
| Engagement with host | Appropriate engagement | 1 | Very Low |
| Preliminary rating: | | 2.2 | Low |

| Overrides | If appropriate, select options in the boxes below | Rating | Tier |
|---|---|--------------|------|
| Safeguarding concerns: | No | | |
| Financial management concerns: | No | | |
| Higher tier requested: | No | | |
| Other reasons to override: | No | | |
| Override Rationale: If an override was selected, note the rationale below and enter a review date: | | Review date: | |

Please note the detail for this worksheet 'Tier Descriptions' follows this image.**Tier Descriptions**

This worksheet contains descriptions of the three factors that are rated and weighted in the input part of the tool: Experience managing hosted funding, Total flexible funding allocation, and Engagement with host.

Experience managing hosted funding

This criteria considers the level of support and guidance required by the disabled person or their agent, to ensure they are confident and proficient to manage the responsibilities related to having flexible funding.

This includes aspects such as: understanding how to manage a budget, manage claims, having a funding plan and spending in alignment with it, as well as managing employment responsibilities.

People with a higher rating will need to meet with the host more frequently, so the host can guide and coach them to become confident and proficient in using and managing their flexible funding.

| <i>Rating</i> | <i>Tier</i> | <i>Factor</i> | <i>Selection</i> | <i>Description</i> |
|---------------|-------------|------------------------------------|---|---|
| 4 | High | Experience Managing Hosted Funding | Requires a high level of support and guidance from the host | A person/agent in this tier requires a high level of guidance and coaching from the host to become confident and skilled in managing the responsibilities related to their hosted funding. Likely, they are not sufficiently skilled in managing all or most aspects of hosted funding and require support from the host to gain this proficiency, and oversight to ensure they meet their responsibilities, while they are developing these skills. They may also be lacking the necessary confidence required, and need support to build that confidence. This tier should be selected for people needing the greatest level of support. Typically someone who is new to hosted funding would be in Tier 3. |
| 3 | Medium | Experience Managing Hosted Funding | Requires regular support and guidance from the host | A person/agent in this tier requires regular support and guidance from the host to become confident and skilled in managing the responsibilities related to their hosted funding. They may be new to hosted funding or not fully managing some aspects of their hosted funding confidently. The expectation is that people in this tier will be supported by the host so they can gain the required skill and confidence, so they can transition to Tier 2. If a person is not managing at Tier 3, they may transition to Tier 4. |
| 2 | Low | Experience Managing Hosted Funding | Requires some support and guidance from the host | A person/agent in this tier requires some support and guidance from the host, but is generally managing most aspects of hosted funding confidently and proficiently. A person in this tier has some experience managing hosted funding and has a plan for how they will use it, in alignment for what the funding was allocated for. They are mostly confident and proficient in managing the flexible funding. |
| 1 | Very Low | Experience Managing Hosted Funding | Rarely requires support or guidance from the host | A person/agent in this tier rarely requires support or guidance from their host, as they are confident and proficient in managing all aspects of their hosted funding. They are experienced and skilled, have a plan, and meet their responsibilities without more than occasional guidance or support from their host. The main difference between Tier 1 and Tier 2 is overall experience, confidence and skill. A person in Tier 1 is unlikely to require much support; a person in Tier 2 requires occasional support. |

Total flexible funding allocation

This criteria considers the dollar value of the total flexible funding allocated to the disabled person.

The total flexible funding allocation includes: Individualized Funding, Enhanced Individualized Funding, Carer Support, and EGL Personal Budgets that are hosted. It does not include provider-based home and community supports, supported living, CICL, or other non-flexible funding. NASC and EGL sites determine this by summing together the dollar values in any service lines for Individualized Funding, EIF, Carer Support, and hosted EGL Personal Budgets.

If a person has a one-off allocation of additional flexible funding then discretion should be used as to whether this is included in the total (more material amounts likely should be, with lower amounts it is likely unnecessary).

| <i>Rating</i> | <i>Tier</i> | <i>Factor</i> | <i>Selection</i> | <i>Description</i> |
|---------------|-------------|-----------------------------------|----------------------|---|
| 4 | High | Total flexible funding allocation | \$112,000+ | The person has \$112,000 or more in flexible funding. |
| 3 | Medium | Total flexible funding allocation | \$37,000 - \$111,999 | The person's total flexible funding is at least \$37,000, and is less than \$112,000. |
| 2 | Low | Total flexible funding allocation | \$15,000 - \$36,999 | The person's total flexible funding is at least \$15,000, and is less than \$37,000. |
| 1 | Very Low | Total flexible funding allocation | < \$15,000 | The person has less than \$15,000 in total flexible funding. |

Engagement with host

This criteria considers the extent to which the disabled person or their agent are engaging appropriately with their host.

The host has responsibilities with supporting, guiding and coaching the disabled person or their agent, so they can confidently and skillfully manage their responsibilities related to their hosted funding.

Engagement also relates to meeting the requirements in seeking prior approval for certain purchases

People who are new to hosted funding should initially be rated as Appropriate Engagement.

The host will advise the NASC or EGL site, as part of the feedback process, if the engagement level required is higher.

| <i>Rating</i> | <i>Tier</i> | <i>Factor</i> | <i>Engagement with host</i> | <i>Description</i> |
|---------------|-------------|-----------------------------------|-----------------------------|---|
| 4 | High | Total flexible funding allocation | Unengaged | The person/agent does not engage with host when requested, or cannot be contacted. |
| 3 | Medium | Total flexible funding allocation | High dependency | The person/agent contacts their host multiple times a week, requiring significant guidance with tasks, processes and decision making. |
| 2 | Low | Total flexible funding allocation | Engages with prompting | The person/agent provides host information on request; however, they may require multiple reminders and/or prompting. |
| 1 | Very Low | Total flexible funding allocation | Appropriate engagement | The person/agent pro-actively contacts host as and when required (eg to have prior approval discussions as appropriate), and is responsive when requested for information |

Tier Descriptions

This worksheet contains descriptions of the three factors that are rated and weighted in the input part of the tool: Experience managing hosted funding, Total flexible funding allocation, and Engagement with host.

Experience managing hosted funding

This criteria considers the level of support and guidance required by the disabled person or their agent, to ensure they are confident and proficient to manage the responsibilities related to having flexible funding.

This includes aspects such as: understanding how to manage a budget, manage claims, having a funding plan and spending in alignment with it, as well as managing employment responsibilities.

People with a higher rating will need to meet with the host more frequently, so the host can guide and coach them to become confident and proficient in using and managing their flexible funding.

| <i>Rating</i> | <i>Tier</i> | <i>Factor</i> | <i>Selection</i> | <i>Description</i> |
|---------------|-------------|------------------------------------|---|---|
| 4 | High | Experience Managing Hosted Funding | Requires a high level of support and guidance from the host | A person/agent in this tier requires a high level of guidance and coaching from the host to become confident and skilled in managing the responsibilities related to their hosted funding. Likely, they are not sufficiently skilled in managing all or most aspects of hosted funding and require support from the host to gain this proficiency, and oversight to ensure they meet their responsibilities, while they are developing these skills. They may also be lacking the necessary confidence required, and need support to build that confidence. This tier should be selected for people needing the greatest level of support. Typically someone who is new to hosted funding would be in Tier 3. |
| 3 | Medium | Experience Managing Hosted Funding | Requires regular support and guidance from the host | A person/agent in this tier requires regular support and guidance from the host to become confident and skilled in managing the responsibilities related to their hosted funding. They may be new to hosted funding or not fully managing some aspects of their hosted funding confidently. The expectation is that people in this tier will be supported by the host so they can gain the required skill and confidence, so they can transition to Tier 2. If a person is not managing at Tier 3, they may transition to Tier 4. |
| 2 | Low | Experience Managing Hosted Funding | Requires some support and guidance from the host | A person/agent in this tier requires some support and guidance from the host, but is generally managing most aspects of hosted funding confidently and proficiently. A person in this tier has some experience managing hosted funding and has a plan for how they will use it, in alignment for what the funding was allocated for. They are mostly confident and proficient in managing the flexible funding. |

| | | | | |
|---|----------|------------------------------------|---|--|
| 1 | Very Low | Experience Managing Hosted Funding | Rarely requires support or guidance from the host | A person/agent in this tier rarely requires support or guidance from their host, as they are confident and proficient in managing all aspects of their hosted funding. They are experienced and skilled, have a plan, and meet their responsibilities without more than occasional guidance or support from their host. The main difference between Tier 1 and Tier 2 is overall experience, confidence and skill. A person in Tier 1 is unlikely to require much support; a person in Tier 2 requires occasional support. |
|---|----------|------------------------------------|---|--|

Total flexible funding allocation

This criteria considers the dollar value of the total flexible funding allocated to the disabled person.

The total flexible funding allocation includes: Individualised Funding, Enhanced Individualised Funding, Carer Support, and EGL Personal Budgets that are hosted. It does not include provider-based home and community supports, supported living, CICL, or other non-flexible funding.

NASC and EGL sites determine this by summing together the dollar values in any service lines for Individualised Funding, EIF, Carer Support, and hosted EGL Personal Budgets.

If a person has a one-off allocation of additional flexible funding then discretion should be used as to whether this is included in the total (more material amounts likely should be, with lower amounts it is likely unnecessary).

| <i>Rating</i> | <i>Tier</i> | <i>Factor</i> | <i>Selection</i> | <i>Description</i> |
|---------------|-------------|-----------------------------------|----------------------|---|
| 4 | High | Total flexible funding allocation | \$112,000+ | The person has \$112,000 or more in flexible funding. |
| 3 | Medium | Total flexible funding allocation | \$37,000 - \$111,999 | The person's total flexible funding is at least \$37,000, and is less than \$112,000. |
| 2 | Low | Total flexible funding allocation | \$15,000 - \$36,999 | The person's total flexible funding is at least \$15,000, and is less than \$37,000. |
| 1 | Very Low | Total flexible funding allocation | < \$15,000 | The person has less than \$15,000 in total flexible funding. |

Engagement with host

This criteria considers the extent to which the disabled person or their agent are engaging appropriately with their host.

The host has responsibilities with supporting, guiding and coaching the disabled person or their agent, so they can confidently and skillfully manage their responsibilities related to their hosted funding.

Engagement also relates to meeting the requirements in seeking prior approval for certain purchases

People who are new to hosted funding should initially be rated as Appropriate Engagement.

The host will advise the NASC or EGL site, as part of the feedback process, if the engagement level required is higher.

| <i>Rating</i> | <i>Tier</i> | <i>Factor</i> | Engagement with host | |
|---------------|-------------|-----------------------------------|------------------------|---|
| 4 | High | Total flexible funding allocation | Unengaged | The person/agent does not engage with host when requested, or cannot be contacted. |
| 3 | Medium | Total flexible funding allocation | High dependency | The person/agent contacts their host multiple times a week, requiring significant guidance with tasks, processes and decision making. |
| 2 | Low | Total flexible funding allocation | Engages with prompting | The person/agent provides host information on request; however, they may require multiple reminders and/or prompting. |
| 1 | Very Low | Total flexible funding allocation | Appropriate engagement | The person/agent pro-actively contacts host as and when required (eg to have prior approval discussions as appropriate), and is responsive when requested for information |

Tier Matrix

This worksheet shows the complete tier matrix.

Tier Logic

| Tier | Rating | Experience managing hosted funding | Total flexible funding allocation | Engagement with host |
|------------------|--------|---|-----------------------------------|------------------------|
| High | 4 | Requires a high level of support and guidance from the host | \$112,000+ | Unengaged |
| Medium | 3 | Requires regular support and guidance from the host | \$37,000 - \$111,999 | High dependency |
| Low | 2 | Requires some support and guidance from the host | \$15,000 - \$36,999 | Engages with prompting |
| Very Low | 1 | Rarely requires support or guidance from the host | < \$15,000 | Appropriate engagement |
| Weighting | | 40% | 40% | 20% |

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1. Tier Allocation Tool

2. Tier Descriptions

3. Tier Matrix

4. Tier Details

5. Glossary

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Please note the detail for this worksheet 'Tier Details' follows this image.

Tier Details

This worksheet outlines what the disabled person or their agent and the host's responsibilities are at different tiers. It also provides specific guidance that is applicable in all the tiers.

| Tier | Rating | At this Tier the disabled Person/Agent will: | At this Tier the Hosts will: | All Tiers Guidance |
|----------|--------|---|---|---|
| High | 4 | <ul style="list-style-type: none"> Require a pre-engagement discussion for all purchases Require agreement with host for any variation to supports outlined in the Funding Plan Require prior approval for purchase of one-off items above \$500 Provide host with receipts for all purchases Be required to engage with host at least monthly | <ul style="list-style-type: none"> Connect monthly with person/agent to review purchases and plan for next period Proactively provide person/agent with hosted budget support and coaching Proactively provide person/agent with guidance on meeting employer obligations Actively coach person/agent on accurate record keeping Proactively monitor budget against spending to inform monthly engagements | <ul style="list-style-type: none"> Prohibited items: drugs, alcohol, tobacco, gambling, illegal activities Purchases must address barriers linked to disability Supports available through other government agencies to be explored prior to purchase Prior approval from Host required for certain purchases, which include (may be included in Funding Plan, but Host gives final approval for spend): <ul style="list-style-type: none"> Equipment Complementary therapy Overseas Travel Purchase of one-off items over the dollar threshold published in the relevant tiers Repeat purchase of items of a similar nature or intent, before the expected life of a previously purchased item has expired Person/agent to keep and Hosts to check that good record keeping practices are in place, including but not limited to: receipts, invoices, employment records etc Person/agent to ensure purchases are within budget and Host to monitor spending against the allocated budget and purpose of the funding More detailed information on tiers can be found in Host and NASC Operational Policies |
| Medium | 3 | <ul style="list-style-type: none"> Require prior approval for purchase of one-off items above \$1500 Claims must align with the purpose the funding was allocated for in the Funding Plan Provide host with receipts for all items purchased and invoices for independent contractors Be required to engage with host at least 3-monthly | <ul style="list-style-type: none"> Connect 3-monthly with person/agent to review purchases and plan for next period Provide person/agent with hosted budget support and coaching Provide guidance to person/agent on meeting employer obligations Monitor budget against spending | |
| Low | 2 | <ul style="list-style-type: none"> Require prior approval for purchase of one-off items above \$1500 Claims must align with the purpose the funding was allocated for in the Funding Plan Provide host with receipts for all items purchased and invoices for independent contractors Be required to engage with host at least 6-monthly | <ul style="list-style-type: none"> Connect 6-monthly with person/agent to review purchases and alignment with intent and purpose of funding, and plan for next period Occasionally connect, if necessary, to provide additional guidance or support managing responsibilities | |
| Very Low | 1 | <ul style="list-style-type: none"> Require prior approval for purchase of one-off items above \$1500 Self-verify claims against purpose and supports purchased outlined in the Funding Plan Provide host with receipts for all items purchased and invoices for independent contractors Be required to engage with host at least annually | <ul style="list-style-type: none"> Connect annually (4-6 weeks prior to NASC Review) with person/agent to: review purchases and alignment with intent and purpose of funding, plan for next period, review if additional or more frequent guidance required | |

Tier Details

This worksheet outlines what the disabled person or their agent and the host's responsibilities are at different tiers. It also provides specific guidance that is applicable in all the tiers.

| Tier | Rating | At this Tier the disabled Person/Agent will: | At this Tier the Hosts will: | All Tiers Guidance |
|--------|--------|---|---|--|
| High | 4 | <ul style="list-style-type: none"> • Require a pre-engagement discussion for all purchases • Require agreement with host for any variation to supports outlined in the Funding Plan • Require prior approval for purchase of one-off items above \$500 • Provide host with receipts for all purchases • Be required to engage with host at least monthly | <ul style="list-style-type: none"> • Connect monthly with person/agent to review purchases and plan for next period • Proactively provide person/agent with hosted budget support and coaching • Proactively provide person/agent with guidance on meeting employer obligations • Actively coach person/agent on accurate record keeping • Proactively monitor budget against spending to inform monthly engagements | <ul style="list-style-type: none"> • Prohibited items: drugs, alcohol, tobacco, gambling, illegal activities • Purchases must address barriers linked to disability • Supports available through other government agencies to be explored prior to purchase • Prior approval from Host required for certain purchases, which include (may be included in Funding Plan, but Host gives final approval for spend): <ul style="list-style-type: none"> • Equipment • Complementary therapy • Overseas Travel • Purchase of one-off items over the dollar threshold published in the relevant tiers • Repeat purchase of items of a similar nature or intent, before the expected life of a previously purchased item has expired • Person/agent to keep and Hosts to check that good record keeping practices are in place, including but not limited to: receipts, invoices, employment records etc • Person/agent to ensure purchases are within budget and Host to monitor spending against the allocated budget and purpose of the funding |
| Medium | 3 | <ul style="list-style-type: none"> • Require prior approval for purchase of one-off items above \$1500 • Claims must align with the purpose the funding was allocated for in the Funding Plan • Provide host with receipts for all items purchased and invoices for independent contractors • Be required to engage with host at least 3-monthly | <ul style="list-style-type: none"> • Connect 3-monthly with person/agent to review purchases and plan for next period • Provide person/agent with hosted budget support and coaching • Provide guidance to person/agent on meeting employer obligations • Monitor budget against spending | |

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| | | | | |
|-----------------|----------|---|---|---|
| <p>Low</p> | <p>2</p> | <ul style="list-style-type: none"> • Require prior approval for purchase of one-off items above \$1500 • Claims must align with the purpose the funding was allocated for in the Funding Plan • Provide host with receipts for all items purchased and invoices for independent contractors • Be required to engage with host at least 6-monthly | <ul style="list-style-type: none"> • Connect 6-monthly with person/agent to review purchases and alignment with intent and purpose of funding, and plan for next period • Occasionally connect, if necessary, to provide additional guidance or support managing responsibilities | <ul style="list-style-type: none"> • More detailed information on tiers can be found in Host and NASC Operational Policies |
| <p>Very Low</p> | <p>1</p> | <ul style="list-style-type: none"> • Require prior approval for purchase of one-off items above \$1500 • Self-verify claims against purpose and supports purchased outlined in the Funding Plan • Provide host with receipts for all items purchased and invoices for independent contractors • Be required to engage with host at least annually | <ul style="list-style-type: none"> • Connect annually (4-6 weeks prior to NASC Review) with person/agent to: review purchases and alignment with intent and purpose of funding, plan for next period, review if additional or more frequent guidance required | |

| Tier Framework Glossary & Explanations | |
|--|---|
| Term | Explanation |
| Safeguarding Concerns | <ul style="list-style-type: none"> • Purchase decisions presenting safeguarding risk to person, in that the person may be experiencing or is at risk of abuse, violence and neglect (including financial abuse) |
| Financial Management Concerns | <ul style="list-style-type: none"> • Spending not aligned to purposes in Funding Plan, despite coaching and/or • had audit within the last 5 years, with fraudulent findings and/or • lack of budget management in the last year resulting in an early NASC/EGL site review (unrelated to an increase in disability support need) • If a disabled person/Agent is under, or waitlisted for, an Audit and Assurance investigation, the NASC must escalate to DSS to endorse their recommendation, including what the Tier should be. |
| Purchase(s) | <ul style="list-style-type: none"> • All inclusive term for any disability support, item, or service purchased with the allocated funding |
| Item | <ul style="list-style-type: none"> • Equipment, technologies, physical or digital objects (e.g., noise cancelling headphones) or subscriptions (e.g., a gym membership) that helps to overcome disability related barriers |
| Independent Contractor | <ul style="list-style-type: none"> • A self-employed person who is engaged to perform services under a "contract for services", and earns income by invoicing for their services. |
| Purpose | <ul style="list-style-type: none"> • The reason(s) for which the disability funding is allocated by the NASC |
| Prior Approval | <ul style="list-style-type: none"> • An approval from the host, given to a person/agent, before making certain limited purchases. Without the host approval, payment for these purchases, will not be made. |
| Pre-Engagement Discussion | <ul style="list-style-type: none"> • A discussion between the person/agent and the host, for those in tier 4, prior to purchasing the support, item or service, to ensure the purchase is aligned with the purpose of the funding allocation, and the person/agent understands the impact on the budget, and has sought relevant advice if required. |
| Funding Plan | <ul style="list-style-type: none"> • Refers to the Host ISP (before NASC or EGL site annual review), My DSS Funding Plan, or EGL Funding Plan |
| Self-Verify Claims | <ul style="list-style-type: none"> • The disabled person/Agent self-verifies that their claim is true and that their use of hosted flexible funding meets the purposes in the Funding Plan. The disabled person/Agent will be provided with a template for self-verification by the host. Self-verification applies to those in Tier 1. |


[1. Tier Allocation Tool](#)
[2. Tier Descriptions](#)
[3. Tier Matrix](#)
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