Information needed for a guardian's decision

When asking a guardian to decide whether a service should be engaged for a represented person, the support coordinator must provide the information listed in the table below.

Essential information	Further details	Examples
What service is being proposed?		
How was the need for the service identified?		For example: • the represented person (NDIS participant) requested the service • the NDIA requested the service • a health practitioner or another provider recommended the service.
How is the NDIS plan managed?		Agency, self or plan managed?
Is funding available within the NDIS plan for this service, or can funding be used flexibly to cover the service?	• If not, have you taken steps to support increase/ change? • Is there evidence available (e.g. reports) to support the need?	For example: • request for plan reassessment submitted on **date** • plan reassessment scheduled for **date**
Has the service need and provider options been discussed with the person (and the care team if relevant)?	If not, explain why.	

What provider options were considered? For each provider option include:	Registration and screening status	For example: • registration status • worker screening status
	Compliance information	Include details of any: • banning order • compliance action • enforcement action taken by the NDIS Quality and Safeguards Commission or the Victorian Disability Worker Commission.
	Suitability for the represented person (participant) *If the proposed provider is unregistered, explain why that option is proposed.*	Explain factors such as: • expertise • qualifications • location • previous experience • previous connection with the person • other relevant factors.
	Service capacity *Provide at least 2 provider options. Providing 3 options is considered better practice.* *If this is not possible, explain why.*	Include: • whether the provider can start immediately or has a waitlist • waitlist timeframes, if available.
	The represented person's (participant) views or preferences about each of the options discussed. If not, what attempts have been made to understand their views.	