

Request for individualised support

- If completed by the DCJ District Commissioning and Planning team (in agreement with & on behalf of TEI Service Provider), please Cc the TEI provider when submitting to NCOSS.
- If request is initiated by TEI Service Provider, we recommend working with your CPO/district on questions 7 & 11 (NCOSS will do this for you if left blank). Please Cc your CPO when submitting.
- Either way, please email the request to: teiasist@ncoss.org.au

A) ABOUT THE TEI SERVICE PROVIDER

Date of request:			
1) Organisation/TEI service provider			
2) Business address			
3) DCJ district			
4) TEI service provider contact person during support period	Name:	Position:	Phone: E-mail:
5) TEI funding	TEI-funded service/s relevant to this request:		

B) ABOUT THE DCJ DISTRICT LINKED TO THIS REQUEST

6) DCJ officer (e.g. CPO/ Commissioning & Planning Officer)	Name:	Position:	Phone: Email:
---	-------	-----------	------------------

C) ABOUT THE REQUEST

The request will focus on support that TEI-funded services would need in order **to achieve a specific Milestone or 'significant change'** that was identified as a result of the contracting process.

<p>7) What goal or 'significant change' is the TEI service provider aiming to achieve in relation to this request?</p> <p><u>Note:</u> Going through the <u>Entry Interview 'self-assessment'</u> as well as referring to the 'milestones' in the TEI Schedule will help identify a goal.</p> <p>8) For DEX set up support only - please select all that apply:</p> <p>MyGov ID set up <input type="checkbox"/></p> <p>RAM set up <input type="checkbox"/></p> <p>Outlet set up <input type="checkbox"/></p> <p>Cases and Sessions set up <input type="checkbox"/></p> <p>System to System transfer <input type="checkbox"/></p> <p>Other <input type="checkbox"/></p>	<p>9) Is there a preferred TEI Individualised Support (IS) agency from the current list of IS panel members? If so, please specify.</p> <p>10) IMPORTANT:</p> <p>For Aboriginal Community Controlled Organisations, is an Aboriginal support provider preferred?</p> <p><u>Note:</u> If the nature of request is primarily around DEX access and set-up (per #8 list), NCOSS might refer to an available non-Aboriginal provider. Is this acceptable?</p>
--	--

D) IMPORTANT

DCJ District Officer (or NCOSS in consultation with DCJ) to provide info for this section.

11) PACKAGE ALLOCATION:

What is your recommended number of hours for this request (based on the 'significant change', and in relation to other district priorities). Please specify either 10 or 20 hours: _____

12) ENTRY INTERVIEW (optional):

Districts are invited to fill out the [entry interview form](#) to provide context for this request to the Individualised Support agency. If the District chooses to complete the Entry Interview, please submit to NCOSS along with this request form.

What next? Please refer to [Flowchart](#) for more information. Queries to teiasist@ncoss.org.au