

TEI Sector Assistance Strategy Stage 3- Individualised Support

'ENTRY INTERVIEW' (template updated September 2020)



To be completed by the Individualised Support (IS) agency in collaboration with the TEI service provider. Please submit to teiasist@ncoss.org.au with signed Support Plan. Optional: DCJ District may use this template as a guide to determine priority levels. If the District chooses to complete an Entry Interview, please attach to 'Request for Support' form when submitting a request to teiasist@ncoss.org.au.

Date:	Individualised Support agency (name and org):	TEI Service Provider (name and org):																												
Please refer to the Milestones identified in the service provider's TEI Schedule when completing this form.																														
1) Context: What milestone (that was identified as a result of TEI contracting process) should the Individualised Support activities relate to? <i>[type response here]</i>																														
2) Service provider's self-assessment:																														
<p>A) <u>Current NGO capabilities in relation to the Milestone</u> Please give a candid rating from 1 to 5 for each statement below, with 1 being 'Strongly Disagree' and 5 being 'Strongly Agree'.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;"></th> <th style="width: 10%;">1 Strongly Disagree</th> <th style="width: 10%;">2 Disagree</th> <th style="width: 10%;">3 Neither agree nor disagree</th> <th style="width: 10%;">4 Agree</th> <th style="width: 10%;">5 Strongly Agree</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td>I have the knowledge I need to meet the Milestone identified in our TEI Schedule.</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><i>[type any comments here]</i></td> </tr> <tr> <td>I have the skills I need to meet the Milestone identified in our TEI Schedule.</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><i>[type any comments here]</i></td> </tr> <tr> <td>I feel confident to make decisions to meet the Milestone identified in our TEI Schedule.</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td><i>[type any comments here]</i></td> </tr> </tbody> </table>			1 Strongly Disagree	2 Disagree	3 Neither agree nor disagree	4 Agree	5 Strongly Agree		I have the knowledge I need to meet the Milestone identified in our TEI Schedule.						<i>[type any comments here]</i>	I have the skills I need to meet the Milestone identified in our TEI Schedule.						<i>[type any comments here]</i>	I feel confident to make decisions to meet the Milestone identified in our TEI Schedule.						<i>[type any comments here]</i>	<p>B) <u>Areas of focus</u> Are there specific items (i.e. area of focus or evidence-informed strategy) under each of the outcome domains below that you would like to work on during the support period?</p> <p>Knowledge=</p> <p>Skills=</p> <p>Confidence=</p>
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C) <u>Difficulties (barriers) to address in order to enhance NGO capabilities by the end of the support period:</u>		D) <u>Factors (enablers) that will assist in enhancing NGO capabilities by the end of the support period:</u>																												

TEI Sector Assistance Strategy Phase 3- Individualised Support

SUPPORT PLAN (template updated September 2020)



To be completed by TEI Individualised Support (IS) agency with TEI service provider, after entry interview and before commencement of service.

Note: This Support Plan serves as the Service Agreement between NCOSS, the Individualised Support agency and the TEI service provider (“requester) upon completion of all relevant fields and on sign-off/agreement of all parties. Please feel free to add an extra page.

TEI INDIVIDUALISED SUPPORT AGENCY Organisation: Support Provider Name: Date: Signed/Agreed*:	TEI SERVICE PROVIDER/“REQUESTER” Name: Organisation: Date: Signed/Agreed*:
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***Digital signature/agreement is allowed and preferred.** By signing above or emailing your agreement, you agree that you’ve discussed and determined that the goals/desired capabilities identified below are Significant, Measurable, Achievable, Relevant and Timely within the specified time period.

SUPPORT PLAN

Overall Goal by the end of the support period:	Total number of hours allocated (specify if 10 or 20):
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Target date of commencement:	Target end date of support:
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Activity	Allocated Hours (indicative)	Target Date	Desired Outcome by the end of activity (e.g. increased knowledge, skills, or confidence level around an area of focus or identified strategy in order to meet Milestone in TEI Schedule)

SERVICE AGREEMENT

To Individualised Support Agency: This section is for billing purposes. Please fill out the first 3 columns & submit to teiasist@ncoss.org.au for NCOSS confirmation prior to commencing support.

Estimated number of billing hours:	Cost of support service per hour:	Estimated total cost:	Confirmed by NCOSS:	Date:
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