



Action Echo

October
2017

BuyAbility

BuyAbility is an initiative of National Disability Services (NDS) aimed at promoting Supported Employment to give people with disability the opportunity to participate in the workforce through procurement for Disability Enterprises like Product Action Incorporated.

During the week of the 30th of October and the 5th of November, PAI will set aside a time where we encourage our customers and other businesses to 'come and see our work in action'.

Information will be posted around the workshop in the next week or so.



WELCOME!!!

We would like to welcome our new Supported Employee, Sean Margrison to the work team. We hope you enjoy working at Product Action.

We are always looking for new people to join our team so if you or someone you know is interested in Supported Employment contact Kate on 8261 2288 to discuss a work experience placement.

Marketing

Product Action is currently in the middle of reworking our website and other marketing material. Uniform orders are going to be postponed until this is complete, in case of any changes. Sorry for any inconvenience! **WATCH THIS SPACE!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!**

NDIS

A letter has been sent home with this information but for those who did not receive it here it is again...

Recently I was fortunate enough to sit in some of our Supported Employee's NDIS planning meetings after being asked by parents to participate.

It is very important that when participants are contacted in regards to the planning meeting that a face to face meeting is requested rather than a discussion over the phone. It is vital that the planner meets the participant. All Supported Employees are welcome to have their planning meeting at Product Action and the planners are more than happy for this to happen. Product Action does not have to be involved in these meetings unless you wish for that to happen.

Some information I have gathered from these meetings that may be of benefit include:

- It is very important to have information on all the services currently being used by the participant e.g. Employment Day Options, Respite, Supported Accommodation, Holiday Explorers etc.
- Any activities the participant is currently involved in e.g. drama, art classes, bowling, cricket etc.
- Anything new the participant would like to try.
- Make a list of everything the participant does in their day-to-day life, from the time they get up in the morning to going to bed at night and what the participant requires assistance for; e.g. making breakfast, showering, getting dressed, transport etc.
- Any aids, equipment or modifications currently being used or are needed to make life easier.
- Have goals in mind that relate to the services the participant wishes to use. An example of goals may be:

Goal 1 – You want to become more involved in the community with support (movies, drama, sports, football, discos) etc.

Goal 2 – You want to continue working at an Australian Disability Enterprise (Supported Employment).

Goal 3 – You want to become more independent at home so one day you can live independently with support or in supported accommodation or just be more independent in your home life.

The NDIS website has a planning workbook that has some templates you can use to enter in the participants day to day activities and what support is needed as well as other helpful information.

<http://www.everyaustraliancounts.com.au/wp-content/uploads/NDIS-Planning-Workbook.pdf>

Product Action is an Australian Disability Enterprise that is registered to provide supported employment under the NDIS. If this is not in the NDIS plan, money will not be allocated for the participant to continue their supported employment. If the participant wishes to include supported employment in their plan the Disability Maintenance Instrument that applies to each individual at Product Action is DMI Level 4. At the time of your planning meeting they may ask this question.

If you wish to be the plan nominee and are not the legal guardian of the participant you will need 100 points of identification at the meeting so the planner can complete the appropriate documentation.

The planners are also suggesting that you contact Disability SA and ask for a transition summary of current funding. This way the NDIS and planner will be able to see the current funding you receive and make sure it transitions under the new scheme and nothing is missed.

Feel free to contact me if you have any more questions regarding these meetings.

Kate Hillyard.

Client Services Coordinator.

Annual General Meeting

Product Action's Annual General Meeting will be taking place on Wednesday the 29th of November 2017. More information will be sent home regarding the time and location. It is important to remember that only financial members of the association will be able to vote. If you are unsure of your membership status please speak to Mary. Financial memberships will be due for renewal at the end of the 2017 AGM.

Christmas

Dates for your diary:

Last day of work—Thursday the 21st of December 2017

Christmas Party —Friday the 22nd of December 2017 (time & location still to be decided)

Return to work—Wednesday the 3rd of January 2018

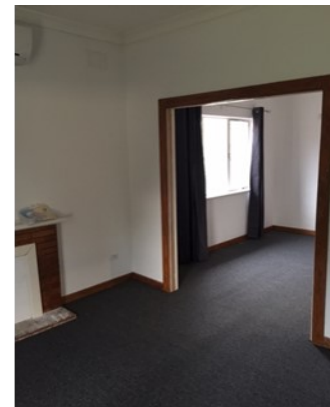
If you would like to have extended time off over Christmas please contact Kate as soon as possible.

Contact Information Forms

Recently Contact Information forms were sent home to most Supported Employees, unless one had already been completed this year. Please complete and return to Product Action as soon as possible, even if information has not changed. It is vital we have up to date information on file for each Supported Employee. Thank you to everyone who has already returned the form.

11 Murray Street

As mentioned at the 2016 AGM, Product Action purchased the house at the back of Product Action. Lots of work has taken place and it is now ready to be rented and is another income stream for PAI. Tenants are moving in this month for a short period of time. In the future, the house will be used to run learning and skill development programs we are going to offer under the NDIS.



NATIONAL STANDARDS FOR DISABILITY SERVICES

The **National Standards for Disability Services** are rules that tell Disability Employment Services how to make sure they give people with disabilities a good quality service.

What are the Standards?

The Standards tell your service how to make sure they:

- Have the right attitude to working with you
- Give you the right help to find & keep a job
- Find the right way to help you get the job you want
- Have the right staff to do the work
- Are well managed.

Standard 3: Individual Outcomes

Your service supports you to make choices about what you want to do. You can work toward your goals.

What are my rights about Standard 3: Individual Outcomes?

You have the right to make choices about what you want to do.

The services you use should let you make your own decisions about:

- what you want to do
- how you will reach your goals.

What should my service do?

Your service should:

- let you make choices
- help you make goals and support you to reach them
- notice the things you are good at
- let you seek support from other people – such as your family, friends, or an advocate – if you want to
- work with other services if that's what is needed to reach your goals
- respect everything about you when you are making choices and decisions, including:
 - ⇒your age
 - ⇒whether you are a man or woman
 - ⇒your cultural background, religion or faith
 - ⇒your sexuality
 - ⇒whether or not you are married.

Next Newsletter

If you wish to be featured in the next Newsletter or have something you would like to include, please see the office staff.

Product Action Incorporated

64 OG Road
Klemzig SA 5087
Phone: 8261 2288
Fax: 8261 2204
Email: info@productaction.com.au