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5. Sharing Supports and Household Costs Tool

The Sharing Supports and Household Costs Tool (the Tool) can be used to explore efficiencies when two or more individuals want to share staff support. It can also help you think about cost sharing in the home. The Tool is useful if you choose to share your supports with two or more individuals who also have individualised funding packages.

Your disability supports should be captured in your individual support planning process. You should use your personal weekly planner and those of other individuals you want to share with, to help you find any supports you have in common.

Start by identifying your personal supports and those which could be shared with others if they have similar needs. For example, overnight support, domestic assistance, community outings, etc.

The Tool can also help you calculate your household costs and decide if you will share any or all of these costs.

Computer Requirements

This Tool uses Microsoft Excel. Depending on your computer operating system, you may need to complete steps to enable the full functionality of the Tool. Details and instructions are provided in the following step-by-step guide.

5.1. Installation Instructions: Step-by-step guide

These are the instructions for installing the Sharing Supports and Household Costs Tool. They are also shown on the first sheet of the Tool.

First things first: computer requirements

Open the Tool and make the following changes to your computer settings. If you miss this step, the Tool **will not operate** properly.
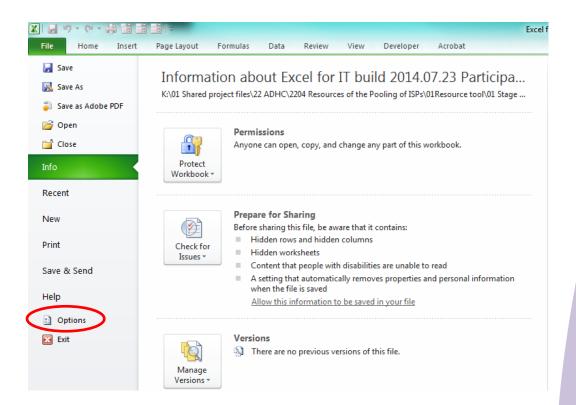
Macro Enabling Instructions
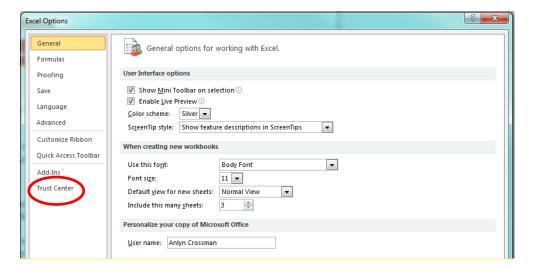
FOR EXCEL 2010 VERSION AND LATER:

Click on "**File**" tab

Click on **Options**

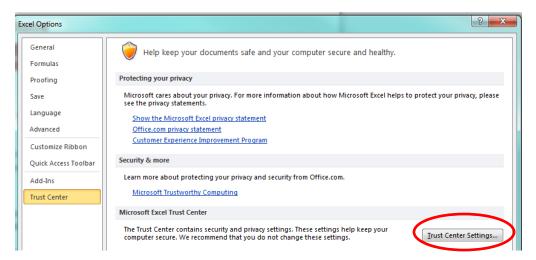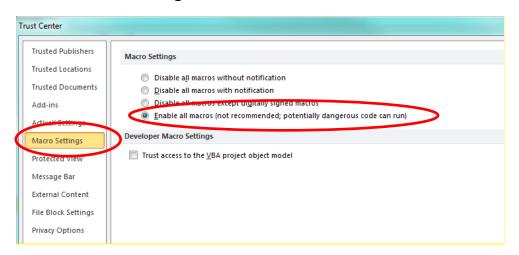See figure below:

Click on **Trust Center**

Click on **Trust Center Settings**

Click on **Macro Settings** and then click on **Enable all macros**

Click on **OK**

Save the Tool and **close**. **Reopen** the Tool and the macros should work.

FOR EXCEL VERSIONS BEFORE 2010:

The file will automatically convert to enable the Macros to run. To run the spread sheet, click on **Enable Macros** when the conversion is complete.

Click **OK** for **limitations to functionality**.

FOR EXCEL VERSIONS BEFORE 2003:

You may need to download a file converter from the following link:

www.microsoft.com/en-au/download/converting-files.aspx

Follow the instructions from the download page.

5.2. About the Tool

This Tool is designed to help you work out how to use your funding if:

- you are living in a house with other people with disability, OR

- you want to share some of your supports with others, AND

- those sharing supports have staff available as and when you need support.

Sharing with others may give you better value for money and allow you to purchase more or better supports. So you need to think about what you need and what you may be prepared to share.

You can then use the Tool to work out what your costs would be when sharing or not sharing with others.

Each person will need to complete their own Tool based on their individual package and their support needs and goals from their individual Support Plan.

The Sharing Support component of the Tool is not designed to manage the income that pays for things other than your funded disability supports. For these (for example, your mobile phone plan, hairdressing, medications, bus tickets, etc.), you will need to use the Household Costs component.

The Tool uses Microsoft Excel and is divided into five worksheets. These are shown as a series of coloured **TABS** at the top of the Tool:

- Introduction

- Weekly Planner

- Other Support

- My Package

- Household Costs

You can move back and forth in the Tool in one of two ways:

- by clicking on the individual TABS at the top of the screen, OR

Sharing Support and Household Costs Tool

| Introduction | Weekly Planner | Other Support | My Package | Household Costs |

- by clicking on the ARROWS at the bottom of each screen.

Go to Weekly Planner TAB ➡   Go to Household Costs TAB ➡

⬅ ➡

WHAT YOU NEED TO DO

In order to share supports, all those involved will need to agree on one or more provider/s for the particular service.

You might decide to use more than one provider to share particular supports (for example, you may choose to share the same cleaning service provider and also a separate provider for personal care). You should all be involved in selecting shared staff and supports.

To work out how and what to share from your Packages, individuals will need to:

- identify what you want to purchase as a group

- use information about services and pricing from contractors, service provider/s, industrial Awards, etc.

- if necessary, make adjustments to what it is you want to purchase and/or when the support/s will be provided, and

- negotiate sharing and cost of supports.

You will need to think carefully about what it is you want or need to do, what supports you need, how and what you are willing to share and, importantly, what you are prepared to offer others for sharing their support funding. The Tool is designed to assist you through the process.

HOW TO USE THE SHARING SUPPORT COMPONENT

There are three TABS in the Tool which are used to work out shared supports. You should work through each TAB in order.

1.   Weekly Planner TAB

In the **Weekly Planner** tab, enter into the boxes what supports you want and when you want them. To make it easier, you can colour code the boxes to show times where you would like to share support (for example, green) and times where you don't want to share supports (for example, red).

Discussions about sharing support might be easier if the coloured cells are labelled (for example, "personal care") as shown in the example following. You may need to work back and forth through the workbook with those you are sharing with as well as the contractor/provider.

This will ensure that what you want can be delivered within the combined shared funds, and that you are not creating extra costs by having staff shifts that are short or overlapping.

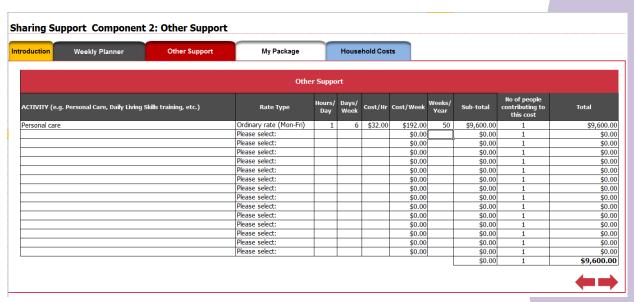An example of what this could look like is shown below:

Sharing Support Component 1: Weekly Planner

| Introduction | Weekly Planner | Other Support | My Package | Household Costs |

WEEKLY PLANNER (this is for an average week)

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00 AM							
7:00 AM	Personal care		Personal care		Personal care		
8:00 AM	Personal care		Personal care		Personal care		
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM						Community participation	
1:00 PM		Domestic assistance				Community participation	
2:00 PM		Domestic assistance				Community participation	
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM						Personal care	Personal care
8:00 PM							
9:00 PM							
10pm - 6am							

Use the fill bucket in the 'Home' tab above to shade your selections

■ = support I am willing to share ■ = support I don't want to share

2.   Other Support TAB

The **Other Support** tab will help you to consider how you might share costs and activities. In this TAB you will fill in the supports ('Activity' column) that you want, how often you want them, and how you might share them and the cost each time. You can add other supports (e.g. community access, transport, therapy services, etc.). This TAB will automatically calculate your planned costs and include them in the **My Package** TAB.

You can keep working between the **Other Support** and the **My Package** TABs to see the effect of different support and sharing arrangements.

An example of what this could look like is shown below:

Sharing Support Component 2: Other Support

| Introduction | Weekly Planner | Other Support | My Package | Household Costs |

Other Support

ACTIVITY (e.g. Personal Care, Daily Living Skills training, etc.)	Rate Type	Hours/ Day	Days/ Week	Cost/Hr	Cost/Week	Weeks/ Year	Sub-total	No of people contributing to this cost	Total
Personal care	Ordinary rate (Mon-Fri)	1	6	$32.00	$192.00	50	$9,600.00	1	$9,600.00
	Please select:				$0.00		$0.00	1	$0.00
	Please select:				$0.00		$0.00	1	$0.00
	Please select:				$0.00		$0.00	1	$0.00
	Please select:				$0.00		$0.00	1	$0.00
	Please select:				$0.00		$0.00	1	$0.00
	Please select:				$0.00		$0.00	1	$0.00
	Please select:				$0.00		$0.00	1	$0.00
	Please select:				$0.00		$0.00	1	$0.00
	Please select:				$0.00		$0.00	1	$0.00
	Please select:				$0.00		$0.00	1	$0.00
	Please select:				$0.00		$0.00	1	$0.00
	Please select:				$0.00		$0.00	1	$0.00
	Please select:				$0.00		$0.00	1	$0.00
	Please select:				$0.00		$0.00	1	$0.00
							$0.00	1	**$9,600.00**

3. My Package TAB

Once the **Other Support** TAB has been completed, the results will be automatically sent to the **My Package** TAB. Navigate to the **My Package** TAB by clicking the tab link at the top of the sheet, or using the arrows at the bottom.

You will need to fill in the two green boxes in the **My Package** sheet:

- The administrative fee negotiated with your intermediary; and

- The funds available in your package for your supports. This will include all the components you provided in your support plan (for example, shared domestic support, community activities, informal network development, equipment, etc.).

The rest of the page will auto-calculate in the yellow cells, and the outputs are described within the sheet.

An example of what this should look like is shown below:

Sharing Support Component 3: My Package

| Introduction | Weekly Planner | Other Support | My Package | Household Costs |

My Package

Total package including administration fee (this should is the amount provided to you by FACS/ADHC):	$55,000.00
The administrative fee (percentage) negotiated with my intermediary funds manager is (enter number): **10.0%**	$5,000.00
The funds available in my Package for my disability related supports is:	$50,000.00
Apart from paying for my day-to-day support at or around my home, I need to allow funds in my Package to purchase other disability related supports (e.g. community access, transport, therapy services, equipment, etc.)	$9,600.00 — To calculate this, please click the arrow →
The funds remaining in my Package for disability related supports which I may choose to share are:	$40,400.00

| Amount to be entered | Automatically calculated figure |

5.3. Calculating Household Costs

ABOUT THIS SECTION

The **Calculating Household Costs** component is designed to help you work out your regular household costs (such as rent, electricity, etc.) and personal costs (such as daily living and recreational activities). If you are on a Disability Support Pension, it is recommended that your household costs not exceed 75% of your income.

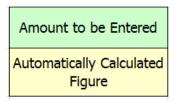If you household costs are above 75% of your income, you may want to think about how you could reduce them and/or manage your personal costs with less than 25% of your Pension. If you need to do this, you can use the Tool to test different cost and sharing arrangements.

The **Calculating Household Costs** TAB is made up of a single Excel worksheet, where the green cells need you input and the yellow cells calculate automatically:

| Amount to be Entered |
| Automatically Calculated Figure |

HOW TO USE THE HOUSEHOLD COSTS TAB

There are four parts in the TAB. You should work through each in order.

1.   Select a Time Interval

Start by choosing a time interval: weekly, fortnightly, or monthly. To do this, select the **Please select** (red) cell, and click on the small arrow that appears at the bottom right of the cell. This will open up a drop-down menu, from which you can select your time interval. See below:

Please select

| Please select |
| Weekly |
| Fortnightly |
| Monthly |

2.   Household Costs (that could be shared)

This section of the sheet is for your regularly occurring household costs and working out if you want to share them in any way.

You will need to include the following information for each item:

- a description of the item you are costing (for example "Rent"),

- a **Yes | No** answer as to whether or not this cost will be shared,

- a total amount that reflects your preferred timeframe (for example if your timeframe is monthly, then rent may be $600 per month),

- your preferred timeframe per item (for example, "Monthly") and

- an indication of how many people will be sharing the cost (if sharing).

The Tool will automatically calculate how much each person will need to pay for each item being shared, and show it in the **Amount per person** column. These totals are then added to calculate a "**Total shared costs**" value (the total costs of *everyone* in the arrangement), and a "**Your personal contribution to shared costs**" value (how much each person, or you, are expected to pay after sharing has been considered). This is also shown as a total percentage of your income.
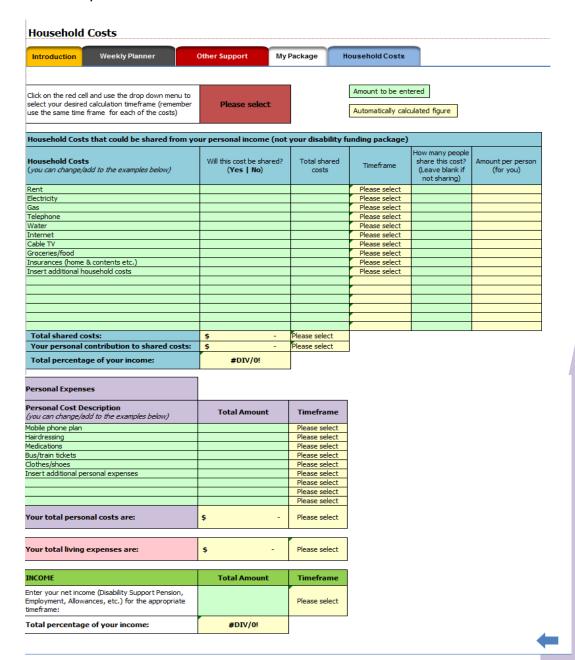
An example of this is shown below:

Household Costs

Introduction	Weekly Planner	Other Support	My Package	Household Costs

Click on the red cell and use the drop down menu to select your desired calculation timeframe (remember use the same time frame for each of the costs)	**Please select**		Amount to be entered
			Automatically calculated figure

Household Costs that could be shared from your personal income (not your disability funding package)

Household Costs (you can change/add to the examples below)	Will this cost be shared? (Yes | No)	Total shared costs	Timeframe	How many people share this cost? (Leave blank if not sharing)	Amount per person (for you)
Rent			Please select		
Electricity			Please select		
Gas			Please select		
Telephone			Please select		
Water			Please select		
Internet			Please select		
Cable TV			Please select		
Groceries/food			Please select		
Insurances (home & contents etc.)			Please select		
Insert additional household costs			Please select		
Total shared costs:	$ -		Please select		
Your personal contribution to shared costs:	$ -		Please select		
Total percentage of your income:	#DIV/0!				

Personal Expenses

Personal Cost Description (you can change/add to the examples below)	Total Amount	Timeframe
Mobile phone plan		Please select
Hairdressing		Please select
Medications		Please select
Bus/train tickets		Please select
Clothes/shoes		Please select
Insert additional personal expenses		Please select
		Please select
		Please select
		Please select
Your total personal costs are:	$ -	Please select

Your total living expenses are:	$ -	Please select

INCOME	Total Amount	Timeframe
Enter your net income (Disability Support Pension, Employment, Allowances, etc.) for the appropriate timeframe:		Please select
Total percentage of your income:	#DIV/0!	

3.   Personal Costs

This where you work out any expenditure that you may personally incur beyond basic housing costs.

It is important to understand that your individual funding package pays for disability related supports only. It is not an income supplement and cannot be used to subsidise personal expenses.

Since personal costs cannot be shared, in this section you only need to include the following:

- a description of each item,

- an amount relative to your timeframe (for example, monthly cost), and

- your preferred timeframe (for example, "Monthly").

These are automatically calculated as "**Your total personal costs**".

This, added to your contribution to household costs, will be calculated to give you your "**Total personal costs**".

4.   Income

This section compares your total personal costs against your income.

Here you only need to input your net income. Your personal income does not include your individual funding package.

Make sure that you show your income in terms of your preferred timeframe (for example $1,600 per month). Once this is complete, your personal costs are calculated as a percentage of your income.

Ideally, you should have no less than 25% or your personal income available for your every day living expenses. If that is not the case, you should consider ways of decreasing your personal costs. This Tool will help you to easily test different sharing options, etc.

5.4. Definitions of terms used in the Tool

The following is a glossary of the terms used in the Tool.

Term	Definition or meaning
Cost per time	The cost you will be charged each time you use a specific support. This may be the hourly rate multiplied by the hours of support needed. If the duration is less than three hours and no-one else will purchase the remaining time, you will need to enter the cost for 3 hours per time. This is due to industrial Award requirements about minimum shifts.
Support at Home	This includes any support needed to assist you within your home (for example, one-on-one support).
Other Supports	Depending on your funding guidelines these may include: • Domestic assistance • Gardening • Specialist support (therapy, behavioural) • Specialist equipment • Support in community activity • Transportation support • Personal care • Holiday support • Education support • Employment support • Other – you may add your own supports here.
Package	Individualised funding allocation
Personal care	Assistance with bathing, toileting, getting in and out of bed, etc.
Shared support	This is when staff provide support to a group of individuals at the same time or within the same arrangement. For example, personal care will be done individually, but a three hour shift could be shared between individuals to pay for this support in a shared arrangement.