



Participant Intake

Phone: 02 6056 6900

Email: intake@aiim.com.au

Participant Details			
Full Name			
Preferred Name			
Email			
Date of Birth		Gender	
Home Phone		Mobile	
Plan Start Date			
Plan End Date			
NDIS Number			
Primary Disability			
Monthly Statement	<input type="checkbox"/> Send by Email <input type="checkbox"/> Send by Post <input type="checkbox"/> Opt Out		
Careview Advantage App	Would you like to access your NDIS funding details on your mobile device? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Interpreter Required			
Other Primary Language			
Aboriginal /Torres Strait Islander	<input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander <input type="checkbox"/> Aboriginal-Torres Strait Islander		
Participant Address			
Address			
State		Postcode	
Postal Address (if different to above)			
Preferred Method of Communication			
<input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Post <input type="checkbox"/> Other			



Representative / Advocate / Guardian

Is there a Family member, Representative or Advocate to support the Participant?

No Yes (*If yes, please complete Contact Details section below*)

Is there a Guardianship and/or Administration Order in place?

No Yes (*If yes, please complete Contact Details section below*)

Contact Details

Person: 1	Person: 2
Name	Name
Relationship to Participant	Relationship to Participant
Residential Address	Residential Address
Postal Address (if different)	Postal Address (if different)
Home phone	Home phone
Mobile	Mobile
Email	Email



Your NDIS Contacts

<input type="checkbox"/> NDIS Planner <input type="checkbox"/> Local Area Coordinator <input type="checkbox"/> Early Childhood Coordinator	Support Coordinator
Contact Person	Contact Person
Organisation	Organisation
Business Phone	Business Phone
Mobile	Mobile
Email	Email

Notes

How did you hear about AIIM Choices?

<input type="checkbox"/> Support Co-ordinator	<input type="checkbox"/> NDIS Planner
<input type="checkbox"/> Friend or Family	<input type="checkbox"/> Other

Please note:

- These records are owned by AIIM Choices.
- Information within these records will be shared with other staff within the organisation on and only when staff require the information to carry out their duties.
- The participant can ask to see records and receive a copy.
- Records are archived for a set period according to AIIM Choices policy and procedures.
- All information obtained will be kept confidential.
- This information is used to set up the Service Agreement for Plan Management services.
- The Service Agreement is signed off by both the participant/representative and AIIM Choices.
- A signed service agreement is required to start AIIM Choices Plan Management service support.
- NDIS standard pricing applies for AIIM Choices Plan Management service.