

## Participant Intake

Phone: 02 6056 6900

Email: [intake@aiim.com.au](mailto:intake@aiim.com.au)

Participant Details			
Full Name			
Preferred Name			
Email			
Gender		Date of Birth	
Home Phone		Mobile	
Plan Start Date			
Plan End Date			
NDIS Number			
Primary Disability			
Funding Type	<input type="checkbox"/> Self-managed <input type="checkbox"/> Plan Managed <input type="checkbox"/> NDIA or Agency Managed		
Monthly Statement	<input type="checkbox"/> Send by Email <input type="checkbox"/> Send by Post <input type="checkbox"/> Opt Out		
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		
Address			
Suburb			
State		Postcode	
Postal Address			
Preferred Method of Communication	<input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Post <input type="checkbox"/> Other _____		

### Advocate / Guardian / Caregiver

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

- No     Yes *(If Yes, please complete Nominated Support Person section below)*

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

- No     Yes *(If Yes, please complete Nominated Support Person section below)*

Is the participant under 18 years of age, under guardianship or in the care of family or caregivers?

- No     Yes *(If Yes, please complete Nominated Support Person section below)*

### Nominated Support Person/s

Nominated Support Person: 1		Nominated Support Person: 2	
<input type="checkbox"/> Advocate <input type="checkbox"/> Parent <input type="checkbox"/> Guardian <input type="checkbox"/> Support Person <input type="checkbox"/> Child Representative <input type="checkbox"/> Plan Nominee <input type="checkbox"/> Emergency Contact <input type="checkbox"/> Other: _____	<input type="checkbox"/> Advocate <input type="checkbox"/> Parent <input type="checkbox"/> Guardian <input type="checkbox"/> Support Person <input type="checkbox"/> Child Representative <input type="checkbox"/> Plan Nominee <input type="checkbox"/> Emergency Contact <input type="checkbox"/> Other: _____		
<b>Name</b>	<b>Name</b>		
<b>Relationship to Participant</b>	<b>Relationship to Participant</b>		
<b>Residential Address</b>	<b>Residential Address</b>		
<b>Postal Address (if different)</b>	<b>Postal Address (if different)</b>		
<b>Home phone</b>	<b>Home phone</b>		
<b>Mobile</b>	<b>Mobile</b>		
<b>Email</b>	<b>Email</b>		

Your NDIS Plan Contacts		
NDIA Planner	Local Area Coordinator/ Early Childhood Coordinator	Support Coordinator
Contact Person	Contact Person	Contact Person
Organisation	Organisation	Organisation
Business Phone	Business Phone	Business Phone
Mobile	Mobile	Mobile
Email	Email	Email

Do you have any specific preferences?	
<input type="checkbox"/> Communication Device	_____
<input type="checkbox"/> Contact Method/Time	_____
<input type="checkbox"/> Cultural/Religious	_____
<input type="checkbox"/> Easy Read Documents	_____
<input type="checkbox"/> Language (written/spoken)	_____
<input type="checkbox"/> Other	_____
How did you hear about AIIM Choices?	
<input type="checkbox"/> Support Co-ordinator	<input type="checkbox"/> NDIA 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/Advocate 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