A close up of a logo

Description automatically generated

**Checklist of Forms – CASOP**

**PHASE 1**

**Plan Implementation - Set up**

|  |  |  |
| --- | --- | --- |
| ITEM | Date Received/Completed | CAREMASTER upload |
| NDIS Consent Forms –  Consent to Exchange  Consent to share plan with providers |  |  |
| Plan Nominee |  |  |
| Guardianship Orders (if applicable) |  |  |
| NDIS Plan |  |  |
| NDIS Breakdown from Planner |  |  |
| Service Agreement CASOP |  |  |
| Intake Form CASOP |  |  |
| CASOP scope of service |  |  |
| Plan Implementation Meeting (PIM) |  |  |

**PHASE 2**

**Plan Monitoring**

|  |  |  |
| --- | --- | --- |
| Service Agreements (list providers) | DATE | COST OF SERVICE |
| CASE PLAN | DATE | CAREMASTER |
| Specialist Support Plans | DATE OF PLAN | CAREMASTER |
| Case Conference  (Review of Case Plan) | DATE | CAREMASTER |
| Correspondence | DATE |  |
| Internal Plan Review  Change of Circumstances | DATE SUBMITTED | DETAILS |

**PHASE 3 – REVIEW**

|  |  |  |
| --- | --- | --- |
| Service Provider Reports NDIA |  |  |
| Plan Review Report NDIA |  |  |
| Goal Measurement Report CASOP |  |  |