



The DirectLife Program Applicant Information



E.W. TIPPING FOUNDATION
Person Centred Disability & Support Services. Inclusive Community Development.

www.tipping.org.au

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“Being in charge of your own life...living independently in the community”

The Directlife program helps people with a disability who want to live independently and have more say in how their services are provided.



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Program Information

Getting to know you

When we receive your application, the DirectLife facilitator will meet with you to find out

- Where you want to live and what your home will look like
- Whether you want to live by yourself or share with other people
- If you want to share, what kind of person you would like to live with
- What you expect living independently will be like
- Who is important in your life, like family and friends
- What is important to you in life, like your dreams and goals
- What support you need to live independently
- How you would like to become part of your community



You and the DirectLife facilitator will draw up a [network map](#) and a [lifestyle map](#). Examples of these maps have been included in this booklet.

You may already have discussed all these things with a Support & Choice planner. If this is the case, the DirectLife facilitator will work with you and your planner to make things happen.

Working out living arrangements

The DirectLife facilitator will help you

- Find someone you could be happy living with

You will need to work out lots of things before you move into your new home like how the bills are going to be paid, how you'll get the shopping done and cook meals, and how all the chores around the house will get done. You may need help with some of these things. The DirectLife facilitator will help you work out how you will get the help you need, and together you will write up how things will work in a Home Arrangement. You can read more about this in the [Home Arrangement information sheet](#) on page 6. An example of a Home Arrangement has been included in this booklet.

If you are sharing with someone, your Home Arrangement will include extra things like

- Are you going to cook together or separately?
- What chores around the house will each person do?



People to support you

If you want to share your home with someone else the DirectLife facilitator will help you form a support council. A support council is a group of people you choose to help you maintain your independence. You are part of the support council and can give it any name you choose. Your support council will meet regularly and help you work out any problems, so you can keep living independently and you enjoy your new home. You can read more about this in the [Support Council information sheet](#) on page 8. An example of a support council agreement has been included in this booklet.

Making friends and being part of the community

To really live your own life, we believe it is important that you feel part of your own community. The DirectLife facilitator will help you make the things on your lifestyle map become a reality. One way to do this is to find a volunteer who can help you get to know what's happening in your local community and meet people with the same interests as you. To find out more about this you can read the [Volunteer Program information sheet](#) on page 9.

The DirectLife facilitator will also introduce you to other people in the DirectLife program. If you want to, you can meet up as a group and talk about what it's like being independent and things you've done to make it happen. This is a way for you to make friends with people who, like you, are trying to live independently. You'll be able to support one another and help each other when you run into problems. To find out more about this you can read the [Peer Support Network information sheet](#) on page 10.



Problems and grievances

The DirectLife program encourages people to resolve any problems they have for themselves. If you need support to do this they can get help from the DirectLife facilitator, or your support council. To find out more about how issues are handling you can read the [Dealing with conflict flow chart](#) on page 11.

The DirectLife program may not work for everyone. The E.W.Tipping foundation would attempt to resolve any grievance you have with the program. To find out more about grievance read the E.W.Tipping Foundation [grievance policy](#). If this cannot be resolved you would be encouraged to contact the Department of Human Services. If the program doesn't meet your needs you can leave the program and you will be supported to identify other options.

Home Arrangement Information

When you want to live by yourself

There are things that have to be done in everyone's home, like making sure the bills are paid, there's food to eat, and the house gets cleaned. If you want to live by yourself, you will need to work out which of these you will do yourself, and which things you need help with.

For the things you need help with, you will need to work out which things family and friends can help you with, and which things you need paid support for.

The DirectLife facilitator will help you work these things out, and write it down in a [Home Arrangement](#). You may have already discussed these things with a Support & Choice Planner and Service Provider. The DirectLife facilitator will make sure that you've covered everything, including how you will be involved in selecting paid staff and raising concerns about staff.

The DirectLife facilitator will visit you regularly when you first move into your new home, to make sure everything is going smoothly. If there are things that you don't like or worry you, they will help you work out what you can do to change things.

When you want to live with other people

Everyone has different ideas on how they would like their home to be. So when you share a house with other people, it is best to sort all this out before you move in together. Things you will need to discuss include

- Who will do household chores and how often they need to be done (this includes lots of things like vacuuming, putting out the rubbish, doing the dishes, looking after the garden).
- Who will do the cooking.
- How you will do the shopping and whether you will share food.
- How the house will be furnished and decorated.
- How you will let your housemate know if you're going to be late, or if someone has left a message for them.
- How you feel about visitors coming over.
- Whether you will have pets and who will look after them.
- Where you'll keep a spare key.

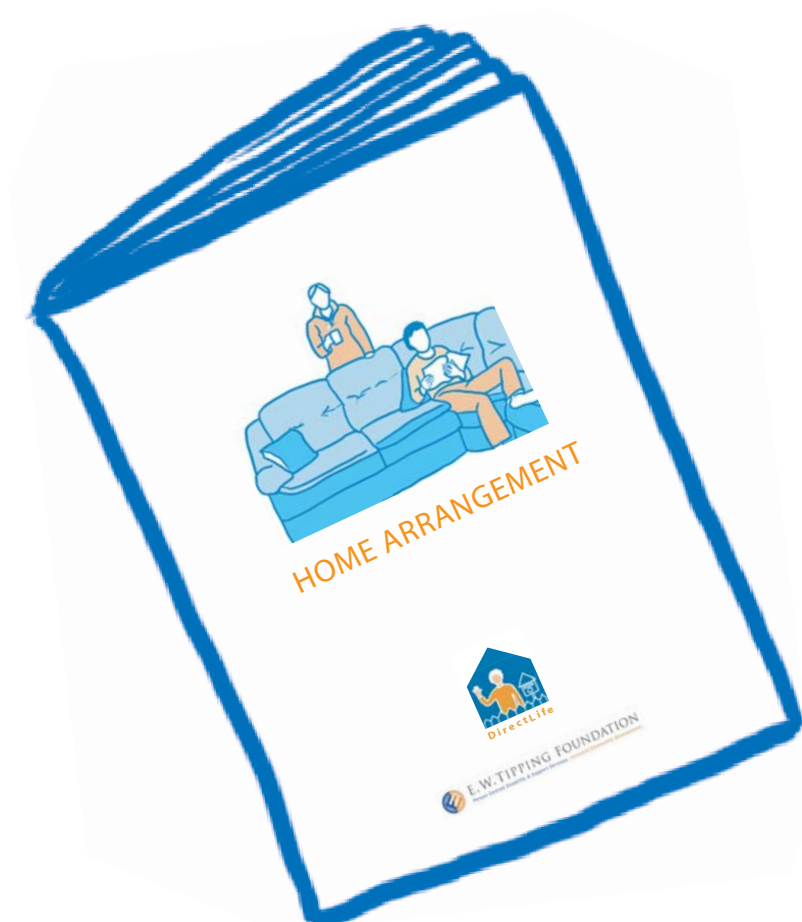


You will also need to discuss what things you need help with, and who will be helping you. People helping you could be family and friends, or paid support. If you have paid support you will need to discuss

- Who the paid worker is supporting and what their role is.
- What happens when someone else in the house wants help from the paid worker.
- What happens if people in the house don't agree with how the staff are doing things, or don't get along with the staff.

The DirectLife facilitator will help you work all these issues out before you move in together. They will help you write up everything you have agreed on in your home arrangement. When you move in together they will visit you regularly to make sure things are going smoothly. Your home arrangement might need to be adjusted as you get to know one another better and settle in to your home.

One way to help make sure things run smoothly is to have a support council. You can find out more about a support council by reading the [Support Council Information](#) on the next page. There is a sample of a Home Arrangement on page 13.



Support Council Information

A support council helps people living in [shared homes](#) to direct their services, work out living arrangements and resolve conflict. A support council is an important way for you to get support from people who matter to you like family and friends, so that you are able to live independently and be in charge of your own life.

Your support council includes

- You and your housemates,
- family, friends, advocates or volunteers who support you, and
- the DirectLife facilitator.

You and your housemates [choose](#) who is on your council. It is important that you choose people who believe strongly that you can live independently, and want to help you speak up for yourself. The support council's job is to make sure you have more say in how you are supported and are treated like anyone else in the community.

The DirectLife facilitator will help you work out things like

- Who could be on your council
- How often your council will meet
- Whether meetings will be formal or informal
- How you will decide what is going to be discussed at the meetings
- How you will make sure something is done about issues you bring up at meetings
- What happens when you want to change who is on the council



The DirectLife facilitator will come to all your meetings for the first 4 months that you live together. After this you and the facilitator will decide if they need to keep coming, or if you can run the meetings on your own.

You can ask the DirectLife facilitator to come to meetings whenever you feel that you need their help. While you are with the DirectLife program, the facilitator must come to at least three meetings every year.

Things that the support council will talk about include

- How the home arrangement is working and how you could change it if needed
- Any problems between housemates and what you could do about it
- Any problems with people in the community, like neighbours and what you could do about it
- How paid support is helping people reach their goals
- Ideas to help people reach their goals and be part of the community
- How people can stand up for themselves and be independent

If you have any problems with the support council the DirectLife facilitator will help you work out a solution. This might include changing how the council works.

Volunteer Program Information

The DirectLife volunteer program can help you get to know your local community.

The DirectLife facilitator can find someone who live near you, who would like to help you meet people, find out about things happening in your community, support you to get involved in community groups and activities, and talk with you about problems you have living independently.

This person is a volunteer, they do not get paid.

The DirectLife facilitator will try to find someone that you like and has similar interests to you. You will need to meet with people and decide for yourself if you want them to be your volunteer. You can do this by meeting them for a cup of coffee, going to an activity together, or even interviewing them if you wish. If you decide you like a volunteer, but after a while you find you don't like them as much as you thought you would, this is OK. You can ask the DirectLife facilitator to find a different volunteer.

The DirectLife facilitator does their best to make sure that the person will treat you well by

- Organising a Police check to make sure the person has not been in any trouble.
- Organising for them to have training in any specific needs you have.
- Supporting them to understand what its like to have a disability and how they can help you.

If you have any problems with your volunteer, the DirectLife facilitator will help you sort things out. You do not have to keep seeing the volunteer. It is up to you how often you meet, and what you do together. Once you have met new people and become more a part of your community, you may decide that you don't need a volunteer anymore.



Peer Support Network Information

The DirectLife program can help you live independently by introducing you to other people in the same situation as you. Like you, they are people who are trying to live independently, to have a say in their services, and be treated like everyone else in the community.

By meeting other people similar to you, you will be able to discuss any problems you have had, and find out how other people have handled them. This is called a peer support network.

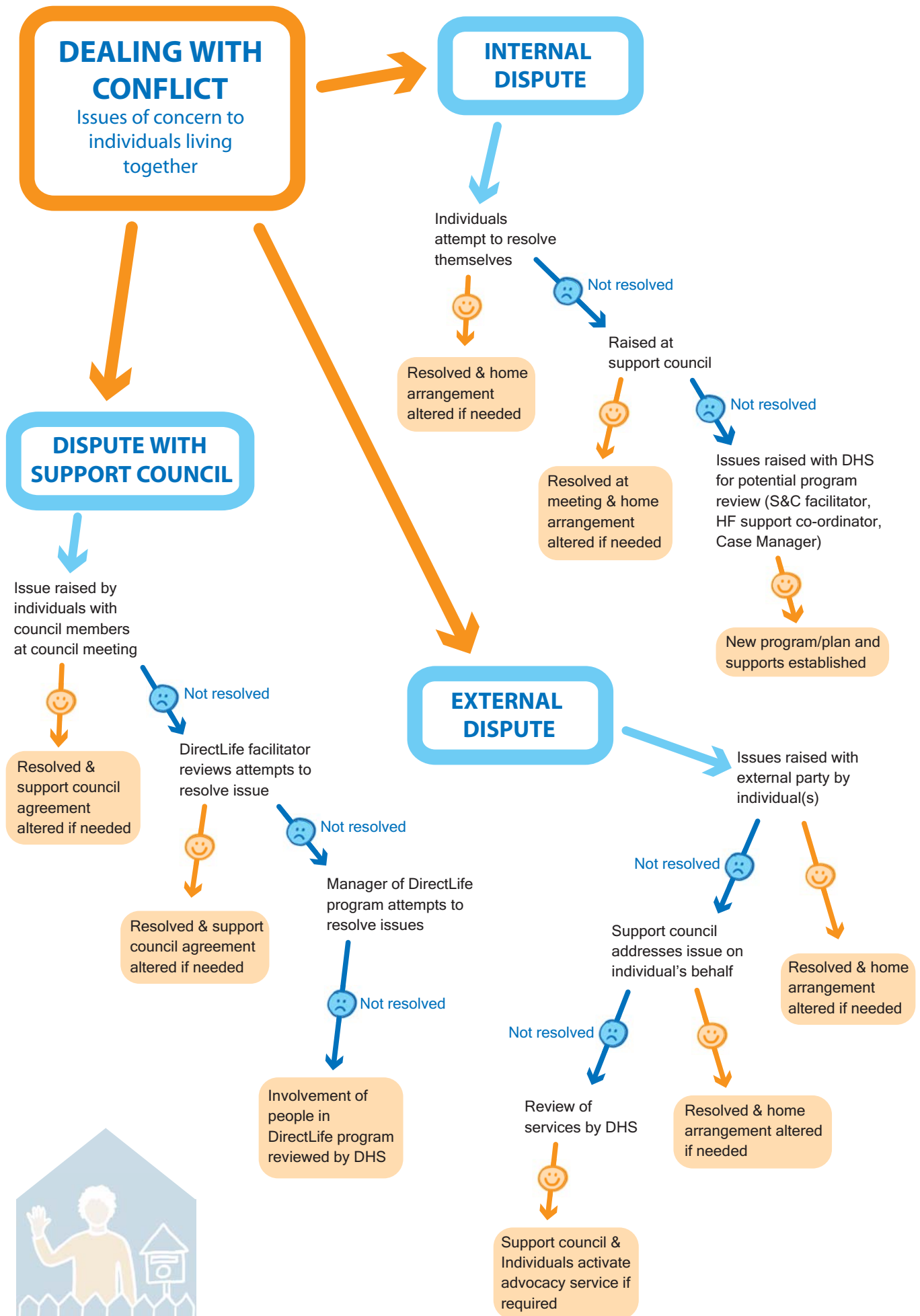
It is up to you and the other people in the group to decide who is invited to join the network, how often you meet, where you meet, and what sorts of things you talk about. You may like to meet socially, or have more formal meetings. The DirectLife facilitator will help you set up a peer support network that meets your needs.

If you would like to have formal meetings and learn more about directing your own services and being a self advocate, the DirectLife facilitator will help you find people who can teach you more about these things.

Eventually, the peer support network may want to meet without the help of the DirectLife facilitator.

If you find that you don't like meeting as a group, which is OK, you don't have to be part of the group. It may still be a good way to make friends. You may decide to keep in contact with only one or two of the people you meet at the peer support network.





DirectLife

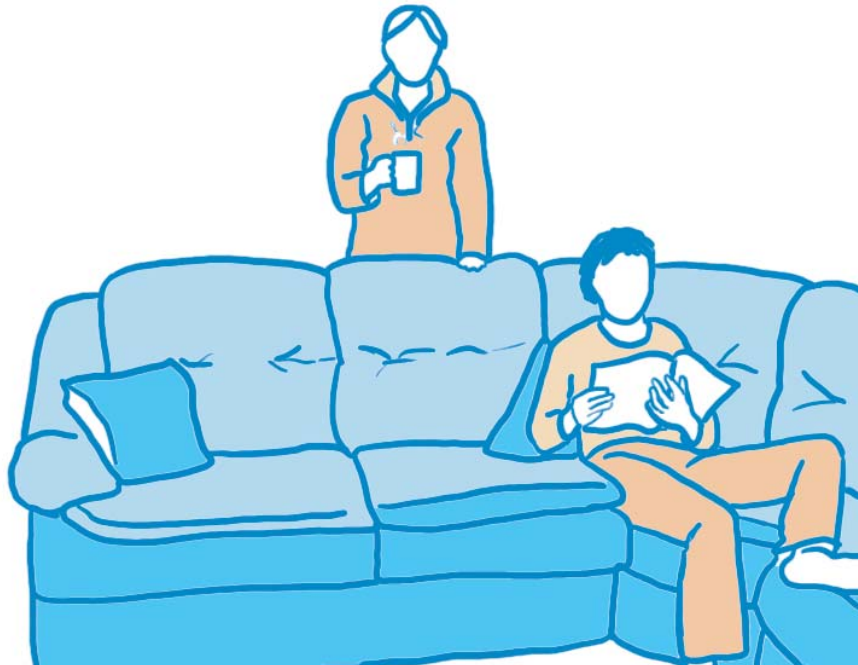
Contacts

E.W.Tipping Foundation
1036 Dandenong Rd
Carnegie, Vic, 3163
Ph: (03) 9564 1000
www.tipping.org.au

DirectLife Facilitator
Christine LaRive
Ph: (03) 9564 1000

Disability Client Services Intake & Response
Eastern Region
Ph: (03) 9843 6312

Disability Client Services Intake & Response
Southern Region
Ph: 1300 131 079



Home Arrangement

SAMPLE

FURNITURE & DECORATING

Decorating Decisions

Do we have to ask our housemate before we make any decisions for decorating the house?

Yes for the rest of the house, but we can decorate our bedrooms however we like.

Style

What kind of style do we prefer for decorating the house?

Simple and neat.

Spacious and not too much clutter or furniture.



Personal Items

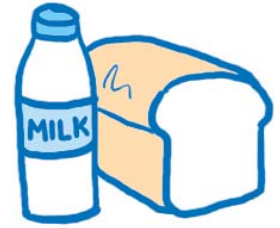
How are we to treat each others' personal items?

With respect. Like we would want our own items to be treated.

How do we determine who owns what in the house?

Whatever we bring into the house is our own. We will write a brief list of what we each bring into the house. Whatever we pay for entirely by ourselves while we are in the house is considered our own. Whatever items we share the costs for, we can ask to buy it from the other person for the remaining cost if we wish to keep it after leaving the house.

FOOD



Sharing Food

How are we going to share the food?

We will share simple things like milk, bread, butter, cooking oil, fruit and vegies. We will purchase personal items in our own time with our own money

How are we going to pay for the shared food?

We will each put an equal amount of money aside each week for shared food. Between \$10 and \$20. What we don't spend on food goes towards the next week.

What are the arrangements for throwing out food which is off?

If any of our personal food or shared food is mouldy, off or is past the use by date we must throw it out.

Personal Food

How do we determine what our personal food is?

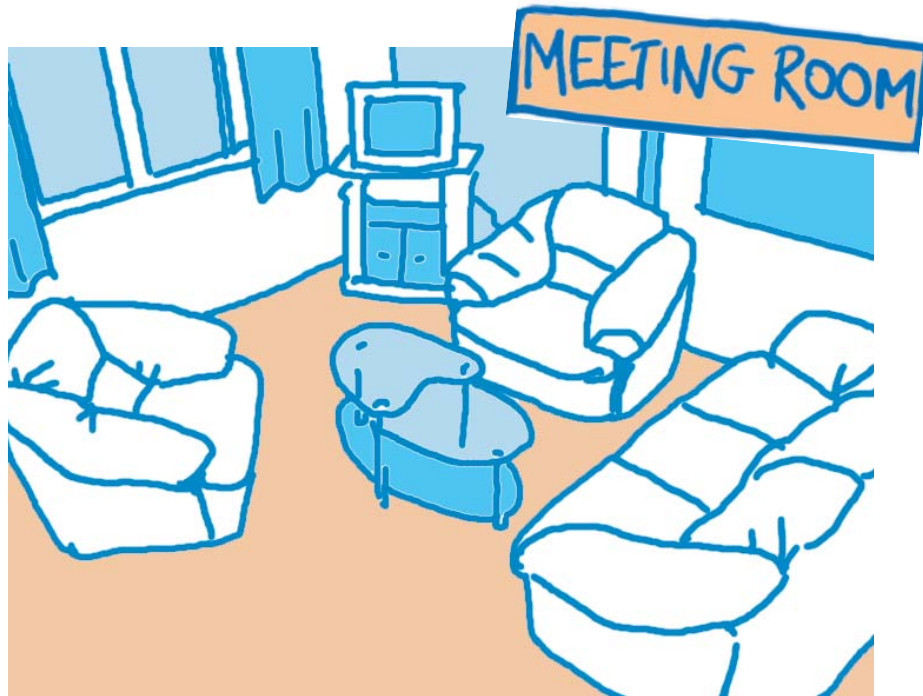
We will have a personal shelf for each of us in the pantry and in the fridge. The rest of the shelves are for shared food.

DirectLife TIP

You can label your personal food with different coloured stickers for each person, or you can have a personal shelf for each of you in the pantry.







Support Council Agreement

SAMPLE

Support Council Agreement

An agreement on the aspects of our regular group house meetings...

What will our support council will be called?

Great Support Group

How do we select the members of our support council? What is the process we go through?

We each choose 2- 4 people we would like to be a part of our support council.
At least 1 family member each. Then we will invite them to join. A support
staff member will also be coming to the first 3 meetings.

What will be the process we go through when changing members?

We will go through it at the support council meetings when we want to
consider changing members.

Meetings...

Who will be in charge of running the meetings?

The support staff member to start with, then we will vote who we want to
run them.

Where will we hold our support council meetings?

At our house.

How often will we hold our meetings?

Once a month in the first year.

How long will each meeting run for?

one hour.

How will we time the minutes of each meeting?

We will elect a time keeper to wear a watch.

Will the meetings be formal or informal?

Informal

What will be the format of the meetings? (How will they run?)

In the first 20 minutes we all raise an issue if we have one, then in the next half an hour we take it in turns and talk about how we are going to resolve the issues. In the last 10 minutes we make sure there is an outcome.

How will we make sure that the issues we raise in the meetings will have an outcome?

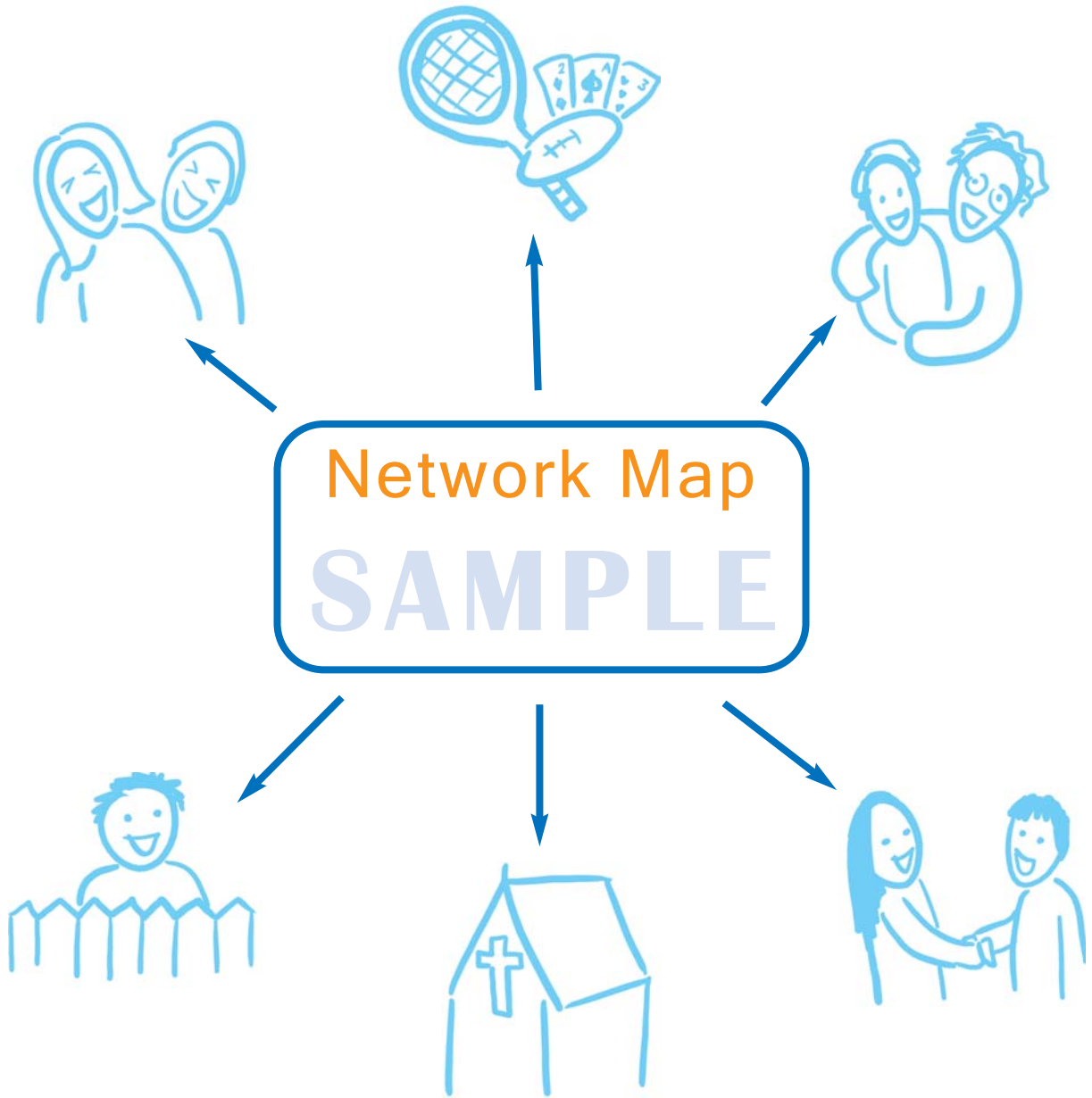
We each have to participate and put in a suggestion on how to fix the issues, then we talk about what would be the best option and hopefully we agree on it.

How will we organise emergency meetings?

We will contact all our members to meet and whoever is available will be involved in our emergency meeting.

Will we send out invitations for others to attend our support council meetings?

We can invite one other person each for every meeting.



NETWORK MAP



FAMILY

Name	What we do together	What I like about them
Roger my dad	gardening, work, footy	funny and clever
Jane my mum	cooking, shopping, talking	loving and patient
Jack my brother	go to the pub	funny and friendly



FRIENDS

Name	What we do together	What I like about them
Jenny	coffee, movies, talking	helpful and nice
Bob	go to the footy, play footy	good at footy
Carmel	coffee, talking, pub	nice and lots of fun
Bill	fishing, pub, jogging	interesting and patient



CHURCH, VOLUNTEERS, ADVOCATES

Name	What we do together	What I like about them
Father Sam	talk	he listens and gives advice
Rita	talk, go on walks	supportive and friendly



CLUBS

Name	What we do together	What I like about them
David	play footy	makes me laugh
Greg	play footy	talks a lot, he's a clown
Francine	movie club	she's intelligent
Betty	movie club	chooses good movies



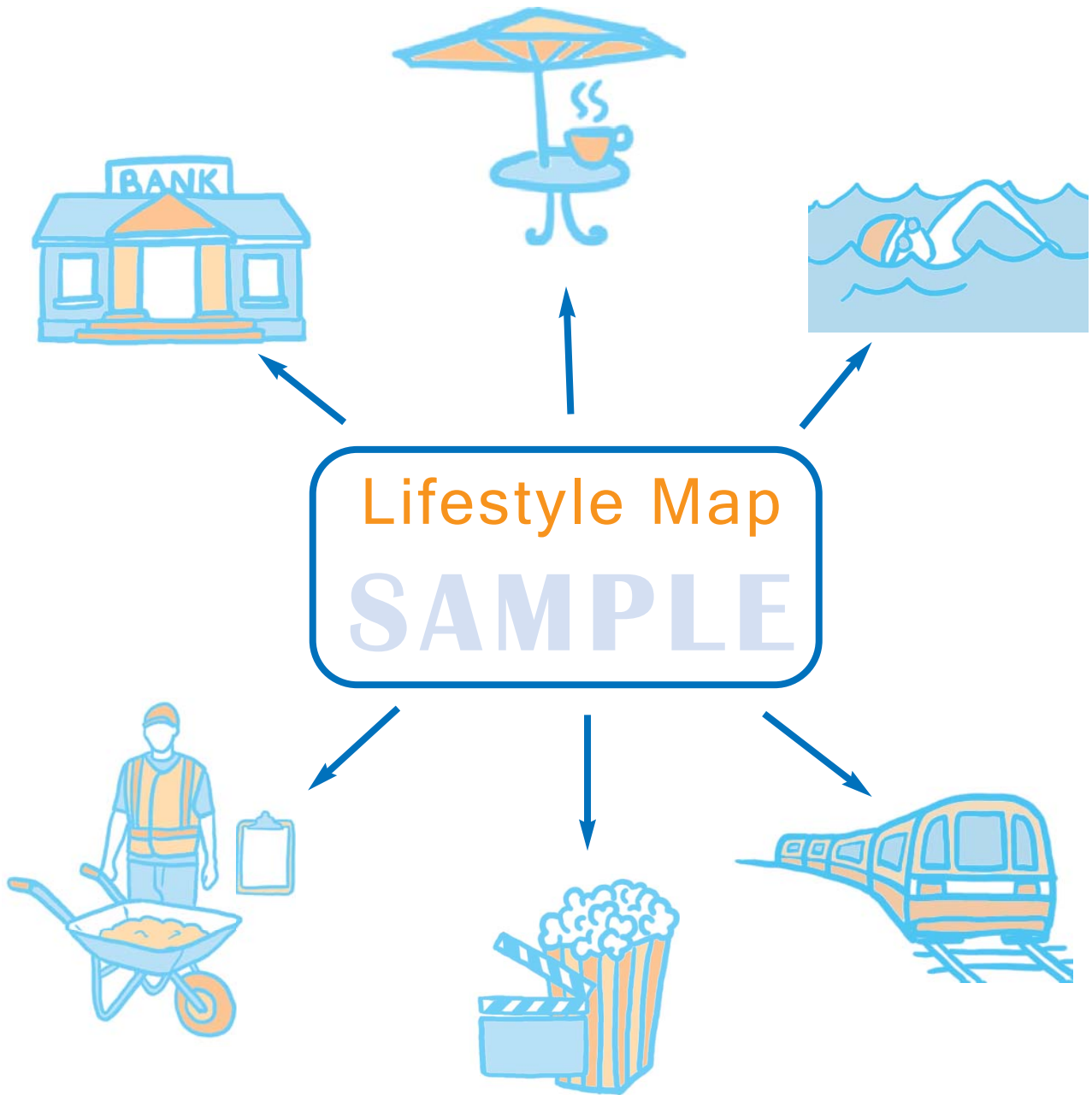
SUPPORT STAFF

Name	What we do together	What I like about them
Jillian	discuss things	Supportive and patient
John	talk, have coffee and meetings.	Nice and he has lots of dogs



NEIGHBOURS, LOCAL COMMUNITY

Name	What we do together	What I like about them
Aaron and Rebecca	Gardening	They help in the neighbourhood
Morris the butcher	talk and cooking	Always smiling, good food
Steve the busdriver	Talk on the bus	Has lots to talk about



What kind of accommodation do I want to live in?



HOUSE



APARTMENT



UNIT

How close to family do I need to live?

10 minutes bus ride or closer

What sort of things will I be doing with my family?

Shopping, dinner, walking, visiting

How close to friends do I need to live?

30 minutes bus ride

What sort of things will I be doing with my friends?

Movies, coffee, footy, pub, talking



FRIENDS
& FAMILY



SHOPS



ACTIVITIES



What activities will I be doing?

Movies, coffee, footy, pub, fishing, jogging

Where can I do these?

All local to where I live now, except fishing

What help will I need?

A lift with my family to go fishing

How close to these activities do I need to be?

Be able to get there easily by bus or train





Do I want a garden?

yes



Do I want to share with a housemate ?

Yes

What kind of person do I want to share with?

nice, friendly, honest male

How will I go about finding them?

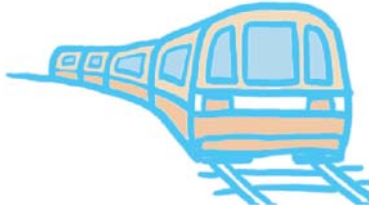
filling out a profile for referring agencies



What kind of costs for renting am I looking at?

\$150 a week

TRANSPORT



What kind of transport do I use?

bus and train

How close to transport do I need to be?

5 minutes walking distance to bus stop



SAMPLE



What kind of shops do I use?

supermarket, shopping centre, nursery

How close to the shops do I need to be?

walking distance to supermarket, 10 min bus to shopping centre and nursery.



WORK

How will I get to work?

by bus then the train from Mt Waverley

How close to work do I need to live?

30 minutes on public transport



DirectLife

MY LIFESTYLE MAP