This fact sheet helps you understand what types of documents you might need to complete to get support from Sirv. These documents are important because they help you get the right supports for your needs.

**Why Are These Documents Important?**

* **Helps You Get the Right Support**: Filling out these documents helps NDIS service providers understand what kind of help you need.
* **Keeps You Safe**: Some documents help ensure your safety and privacy.
* **Legal Requirements**: The NDIS requires some forms to be completed for everyone to follow the rules.
* **Tracks Your Progress**: These forms can show how well your supports are working over time.

**Types of Documents You May Need to Complete**

**Service Agreement**

* **What is it?** A service agreement is a contract between you Sirv.
* **Why is it important?** It explains what services you will receive, how often, and what they cost.
* **What will you need to do?** You will go through the agreement with your service provider and sign it if you agree to the terms.

**Schedule of Support**

* **What is it**? A schedule of support is a detailed plan that lists the services you will receive, when they will be provided, and for how long.
* **Why is it important?** It ensures that your supports are planned and delivered as agreed.
* **What will you need to do?** Work with your service provider to set up a schedule that works for you and review it regularly to make sure it still meets your needs.

**Support Plan**

* **What is it?** This is a detailed plan about the types of supports you will get to meet your goals.
* **Why is it important?** It helps service providers understand what support you need to achieve your NDIS goals.
* **What will you need to do?** Work with your service provider to create a plan that fits your needs.

**Consent Forms**

* **What is it?** Consent forms give permission for your information to be shared with others, like doctors or other service providers.
* **Why is it important?** These forms make sure your information is shared only when needed and with the right people.
* **What will you need to do?** You may be asked to sign a form giving permission for certain people to see your information.

**Risk Assessment Form**

* **What is it?** A risk assessment form looks at any risks that may affect your safety or wellbeing.
* **Why is it important?** This helps make sure you are safe while receiving support.
* **What will you need to do?** Your service provider will ask questions to help figure out any risks, and you may need to sign the form.

**Incident Report Form**

* **What is it?** If something goes wrong or there is an accident, this form is used to report it.
* **Why is it important?** It helps ensure the issue is handled properly and improves safety for you and others.
* **What will you need to do?** If something happens, you may need to help provide information for this form.

**Privacy Statement**

* **What is it?** This document explains how your personal information will be kept private.
* **Why is it important?** It protects your right to privacy.
* **What will you need to do?** Read it carefully and sign if you agree.

**What Happens If You Don’t Complete These Forms?**

If you don’t fill out the required forms, it may take longer to get the support you need, or you might not be able to receive certain services.

**Need Help?**

If you are unsure about any documents, ask your Manager for help. They can explain things in more detail and help you fill out the forms.