# Things to consider as a team leader

If the group decides to have a team leader, the team leader checklist provides a list of things to consider when supporting participants implement a CFP and in the development of the description of supports. The table provides guidance only and should not be seen as exhaustive.

| Things to consider | Information |
| --- | --- |
| **The CFP group characteristics:** |  |
| Do all the members in the CFP group understand the CFP process? | Yes [ ]  No [ ]  |
| How many participants are in the CFP group? |   |
| How many of the participants are adults? |   |
| How many of the participants are children? |   |
| Do the CFP group members have a Support Coordinator or are they connected with a Local Area Coordinator or both? |   |
| **Supports:** |  |
| What supports do the CFP group want to buy? |   |
| What is the NDIS support category number (if known) |   |
| Does the support need to be delivered on a specific time/date? | Yes [ ]  No [ ]   |
| How many hours do the CFP group want the provider to deliver? |   |
| How often do the CFP group want the supports delivered? (daily/weekly/monthly/one off/ongoing) |   |
| What ratio of supports does the CFP Group want to purchase? (1:2/1:4) etc |  |
| Do any of the participants need extra supports to participate in the activity? |  |
| Are there any specific criteria/skills/experience that will help the CFP group chose their provider/s? |  |
| **Location:** |  |
| What is the location where the supports need to be delivered? |   |
| Is the location in Remote/Rural/Urban? |  |
| Will the providers need to travel and/or stay away from their home to deliver the supports? | Yes [ ]  No [ ]  |
| Are you expecting travel and accommodation to be charged as a part of the delivery of the supports? | Unsure [ ]  Yes [ ]  No [ ]  |
| Is provider travel time to be evenly split between the participants?  |  |
| **Funds:** |  |
| Do the participants in the CFP group have access to their plans? | Yes [ ]  No [ ]  |
| Do the participants in the CFP group have funds in their plans to buy the supports? | Yes [ ]  No [ ]  |
| Do the CFP group understand the hourly rate for the support in the NDIS [**price guide**](https://www.ndis.gov.au/providers/pricing-arrangements)? | Yes [ ]  No [ ]  |
| Are there any other fees or charges to deliver the supports? | Yes [ ]  No [ ]  |
| **Service agreement:** |  |
| Does the CFP group know about service agreements? | Yes [ ]  No [ ]  |
| Has the CFP group been given and understand the NDIA “Things to consider when making a [**service agreement**](https://www.ndis.gov.au/providers/working-provider/connecting-participants/service-agreements)”? | Yes [ ]  No [ ]  |
| What things are important to include in the service agreements for the CFP group? |  |
| **Provider characteristics:** |  |
| What does the provider need to be able to do? |  |
| Does the provider need any specific characteristics? |  |
| What will help you decide which provider to employ? |  |