## Run sheet for facilitator

This run sheet outlines suggested timings for each section of the session. It also provides notes to be read with the powerpoint slides.

| **Time (mins)** | **Item** | **Script** |
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| 5 mins | Welcome and introductions  (slide 2) | * Welcome, thank people for attending * Introduce yourself, and your role * Ask attendees to introduce themselves |
| 5 mins | Purpose and overview of session  (Welcome from Chris Bunny) | Introduce video - Chris Bunny is the Deputy Chief Executive for Disability Support Services at MSD |
| 3 mins | How today will run  (slide 4) | This session is part of wider public consultation that includes public sessions around NZ, online sessions, survey and submissions. Consultation began on 10 February and ends on March 24th.  Today, we will discuss some questions from the discussion document. These questions will prompt discussions at each table. We are only discussing some of the questions to allow time for you to provide feedback about these questions.  What you share with us today will add to the feedback we get through the online survey and submissions.  We might use different words to those used in the discussion document and online survey. We will explain what we mean as we go through the process.  In addition to what you share today, you can provide additional feedback by:   * + submitting a submission   + doing the online survey.   You can do this is by going to the DSS website.  Efforts have been made to ensure the process is accessible  What we are discussing today is personal and important to many people present, so please allow everyone to share their views – we are here to capture everyone’s views, and some of these will differ so please be respectful.  The session will not be audio or video recorded.  Only authorised MSD/DSS staff working on this initiative will have access to the information you provide.  Please respect the confidentiality of other attendees and so no recording of this session.  Please note that other workshop participants will see and hear what you share.   We cannot guarantee that other participants will not share what is discussed. |
| 2 mins | What happens next  (slide 5) | The information and insights that you will share will be collected and will be analysed along with the feedback from our other public sessions, online sessions, submissions and the survey.  A summary of engagement will be published on the DSS website [www.disabilitysupport.govt.nz](http://www.disabilitysupport.govt.nz/).  DSS will make policy recommendations to Government decision makers on improvements to DSS. Your insights from these workshops and the rest of the consultation will help develop options for the Government on clearer assessment and allocation processes and inform decisions regarding changes to flexible funding. |
| 2 mins | Use and release of information  (slide 6) | I want to explain how we the information you provide will be used. DSS won’t identify you. Please do not give any information that could identify you or someone else.  The feedback from all sessions will be analysed together with survey responses and written submissions to extract common themes. These will all be combined in a summary of engagement.  DSS will use and disclose information in accordance with The Privacy Act 2020. This Act establishes certain principles with respect to the collection, use and disclosure of information about individuals by various agencies, including MSD.  DSS will only retain personal information as long as it is required for the purposes for which the information may lawfully be used.  Responses may be subject to the Official Information Act. |
| 3 mins | Background  (slide 7) | This slide provides some background and will cover:   * About Disability Support Services (DSS) * The Independent Review in 2024 * Consulting with the disability community * Disability Support Services (DSS) is part of the Ministry for Social Development   DSS is responsible for providing essential disability support to around 50,000 disabled people and their whānau, as well as environmental supports, including equipment and modification services, for approximately 100,000 New Zealanders.  The Minister for Disability Issues announced in August an [Independent Review](https://www.disabilitysupport.govt.nz/taskforce/independent-review) had found the delivery of Disability Support Services (DSS) could not continue in its current state, with unsustainable spending and a lack of fairness and transparency around what services and support disabled people can access.  The Government provided a significant $1.1 billion funding boost for DSS over five years in Budget 2024, taking the total amount available to fund these services for disabled New Zealanders to a record $2.6b in 2024/25.  Over the previous 10 years DSS expenditure has not remained within the funding allocated at Budget and has required additional funding. The report of the Independent Review (including alternate formats) is available on the Ministry of Social Development’s website.  The current priority of the Taskforce is to stabilise DSS by making it fairer, more transparent, easier to understand and more consistent for disabled people. |
| 2 mins | Decision-making process  (slide 8) | This slide is about the decision-making process. This consultation will inform recommendations to the Government about how to stabilise the DSS system. Government will make final decisions on any changes to be made. Those recommendations will lay the foundations to strengthen the system so that it is sustainable, consistent, transparent and fair.  On the slide there is a diagram showing the decision-making process. A survey on the issues to be addressed through recommendations 5 & 6 was held in October and November last year. DSS heard that will disability support services are valued, some services and supports are not meeting people’s needs. Services can be difficult to access, and improvements need to be made to how needs are assessed. DSS also heard that improvements need to be made to how flexible funding works. A summary of that survey will be available on the DSS website soon.    In December 2024, the Government then decided the scope of the proposals that would be tested during this consultation process.  In February to March 2025 DSS are seeking feedback on proposals. These sessions are part of that, as well as the other consultation channels - written submissions, survey, online sessions. Feedback from the consultation will be used to inform advice to Government.  In Mid 2025 the government will make decisions. The insights and feedback sourced through this process will inform those decisions. |
| 1 mins | Topic 1  (slide 9) | The first topic we will cover concerns improving the way the needs of disabled people are assessed, and how support is allocated. |
| 1 mins | Overview of Topic 1  (slide 10) | There are two aspects that we will look at in this topic:  Ensuring disabled people’s needs are assessed in the same way, and that decisions are consistent and fair  Improving the tools that help assess peoples’ needs and make decisions about what support they receive |
| 2 mins | Topic 1, Question 1  (slide 11) | DSS want to make sure assessors understand disabled people’s specific situations and ensure that the funding and support each disabled person receives is fair and consistent. They have heard from the disability community that they feel that their specific situations are not always well understood. Assessors use different tools to help them make assessments and capture information  DSS want these tools to be consistent, and to work well for all New Zealanders, regardless of culture or age, or other characteristics. The tool needs to help assessors understand disabled people’s specific situations and ensure that the funding and support each disabled person receives is fair and consistent. This includes taking a better account of things like the support provided by whanau, family and other non-professional carers  In this discussion we want to provide a better understanding of what information will help assessors do this. |
| 20 mins | Discuss Topic 1, Question 1  Use Feedback Sheets for Topic 1, Question 1 for tables to capture responses. | In groups discuss the following question:  **What information does an assessor need to gather about you and your circumstances to help identify the support you need?**  Things to think about:   * What does DSS need to know about the needs of disabled people? * What does DSS need to know about the support provided by friends/family/community etc? * Think about the last assessment you experienced. What weren’t you asked that could have helped DSS to better understand your circumstances and needs? * How can DSS make sure disabled people and their family, whānau, carers feel able/comfortable/safe to share this information?   Use the three sheets to record your responses in three main categories:   * Information about your circumstances * Information about the individual disabled persons needs * Information about the support provided by friends, family, whānau, community |
| 4 mins | Share thoughts | Bring the groups back together to share some of their feedback |
| 2 mins | Topic 1, Question 2  (slide 12) | This proposal focusses on understanding the needs of family, whanau and carers of disabled people – this means the people who provide non-professional care and support to the disabled person. This will ensure funding provided for respite supports is fair and consistent, and linked to the support that the disabled person is receiving from these people.  DSS think that this could be done by specifically considering family/whānau and carer support needs alongside those of the disabled person as part of the needs assessment. This means the needs assessment would consider how much support is being provided by the carer, what that support involves. This would be used to link them to the respite and/or other supports which are most appropriate given their circumstances.  In this discussion DSS want to understand whether you think this is a good idea or not. |
| 20 mins | Discuss Topic 1, Question 2  Use Feedback Sheets for Topic 1, Question 2 for tables to capture responses | In our groups discussing the following question.  **How do you feel about the needs of carers being specifically assessed alongside those of the disabled person?**  Things to think about   * What does DSS need to understand about a carer’s situation to link them to, or provide, the support needed? * Are there any risks or drawbacks to focusing specifically on these needs? * What information about what (how much, what type) support is provided would be useful for DSS to understand?   Use the two feedback sheets to capture your feedback on:   * Why it is a good idea * Why it isn’t a good idea |
| 4 mins | Share thoughts | Bring the groups back together to share some of their feedback |
| **BREAK – 15mins** | | |
| 1 min | Topic 2  (slide 14) | The second topic we will cover concerns criteria to access flexible funding, and changes to how flexible funding is used |
| 3 mins | Overview of Topic 2  (slide 15) | Flexible funding is sometimes called individualised funding, enhanced individualised funding or personal budgets. It allows more flexible use of DSS funding.  DSS want to ensure that disabled people and their carers can access a system of flexible funding that retains the ability for them to make decisions about their funding to meet their particular needs, and that they are in the best position to make. Improvements are also needed to the rules that apply to flexible funding to make it easy for people to know what it can and can’t be used for.  Improving the transparency of the flexible funding system will mean that Government and DSS users can have confidence that flexible funding is being allocated on a fair basis and is supporting the outcomes for disabled people and their carers that it is provided for.  DSS users who do not use flexible funding should also receive a fair and consistent level of support. This means it is not used to purchase services, supports, or products that are meant to be provided by other agencies. And it means it is not used for things that are not disability related supports.  Many disabled people and carers have told DSS that accessing flexible funding has made a huge improvement to their lives. But recent changes to flexible funding have, for many, taken away the flexibility that allows them to meet their needs in the way that works best for them. Many have also questioned whether the current rules-based approach (in the purchasing guidelines) is the best approach for flexible funding. The list of items that can, or cannot, be purchased, and other rules set out in the guidelines, is hard to understand and follow, and does not provide enough flexibility.  DSS have also heard feedback that flexible funding is not the best way to support some disabled people. Some people find flexible funding good for some support needs but want other support provided differently (usually a DSS contracted provider). |
| 2 mins | Topic 2, Question 1  (slide 15) | This discussion is focussed on a proposal to introduce criteria to access flexible funding.  DSS think clearer rules are needed to access flexible funding, including those that make sure:   * + - disabled people and/or their agents can manage the responsibilities of flexible funding, and that it is safe for them to do so     - flexible funding is not more expensive than other ways of accessing the same support, such as services provided by DSS     - there is a good reason for using flexible funding, such as to access support that isn’t otherwise available   The discussion document provides some suggested criteria. We will not discuss each one of these today, however you are able to comment on each criteria when submitting a consultation response. |
| 20 mins | Discuss Topic 2, Question 1  Use Feedback Sheets for Topic 2, Question 1 for tables to capture responses | In our groups discuss the following question.  **How do you feel about the introduction of criteria for receiving flexible funding?**  You might like to consider the following:   * + - Is flexible funding right for all disabled people? If not, why not?     - Are there any aspects of the current approach that are a barrier to people getting the support that they need?     - How we can we make sure access to flexible funding is fair?   There are two sheets of paper:   * + One captures reasons why you think having criteria for flexible funding is a good idea, including ideas for what the criteria should include   + The other is to capture reasons why you think having criteria for flexible funding is a bad idea |
| 4 mins | Share thoughts | Bring the groups back together to share some of their feedback |
| 3 mins | Topic 2, Question 2  (slide 17) | This discussion will focus on proposals to change how flexible funding can be used. DSS think it should be clearer how flexible funding should be used, and have suggested two ways of doing this:   1. **Link flexible funding to the person’s plan with oversight of how it is used**    * + A plan is something that describes and documents how the flexible funding will be used to meet specific needs or support intended outcomes      + A plan would likely include what the flexible funding is expected to be used for – which would include regular daily support (such as support with preparing and cleaning up after meals) and things that focus on personal goals or changes in a person’s situation (such as support for learning how to cook in anticipation of moving into an independent living situation).      + It would include how the funding is expected to be used to meet that support need (such as by paying wages for a support person), and what other options might be available to meet that support need. It would also note any changes to how the funding is used over time.      + The disabled person or their agent is responsible for using flexible funding in line with the agreed plan to support the outcomes identified in the plan.      + Oversight means the plan is regularly reviewed to ensure the way flexible funding is used continues to meet the needs and goals of the disabled person      + This option would provide choice and control for the disabled person in how they use flexible funding to fund the support they need, but with increased transparency of the way the money is spent, and the outcomes it is helping to achieve. 2. **Adjust current lists of what can and can’t be funded using flexible funding**  * This option is similar to the current approach to flexible funding. It would involve: * Defining a list of products and services that flexible funding can be used for. * Defining a list of products that flexible funding cannot be used for. * Set spending limits for individual products and services. * Create guidance on what supports are funded elsewhere and require these to be explored * Introduce an exceptions process that allows for flexibility to buy supports that are not allowed under the rules. |
| 20 mins | Discuss Topic 2, Question 2  Use Feedback Sheets for Topic 2, Question 2 for tables to capture responses | In groups discuss the following question.  **Question:** Which approach do you prefer? Why?  When considering the question, think about the following things:   * + - Which option gives you more choice and control about how your needs are met?     - Which option supports more fairness and consistency in how flexible funding is used?   There are two sheets of paper, one labelled Option 1 and the other Option 2. Please capture what you do and don’t like about each option on the appropriate sheet. |
| 4 mins | Share thoughts | Bring the groups back together to share some of their feedback |
| 1 mins | What happens next  (slide 18) | That is the end of the discussion for today.  Consultation closes at 5pm Monday 24 March 2025.  If you wish, you can also make a submission by email, in writing or making an audio or video submission, or you can complete our online survey. All the details are on the DSS website.  If you chose to make a further submission following today’s workshop, please clearly indicate in your submission if you do not wish your name, or any other personal information, to be included in any summary of submissions that MSD may publish.  The information and insights that you have shared will be collected and will be analysed along with the feedback from our other public sessions, online sessions, submissions, summarised and survey. A summary of engagement will be published on the DSS website [www.disabilitysupport.govt.nz](http://www.disabilitysupport.govt.nz/). All responses will be anonymised, but a list of submitters may be provided.  This will inform advice to Government. |
| 1 mins | Thank you  (slide 19) | Thank you for your time and for the information you provided. |
| **150**  **mins** |  |  |