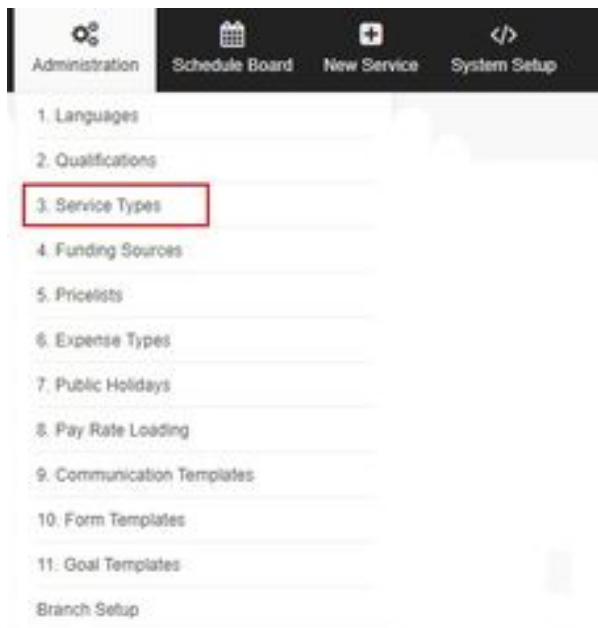


Service types

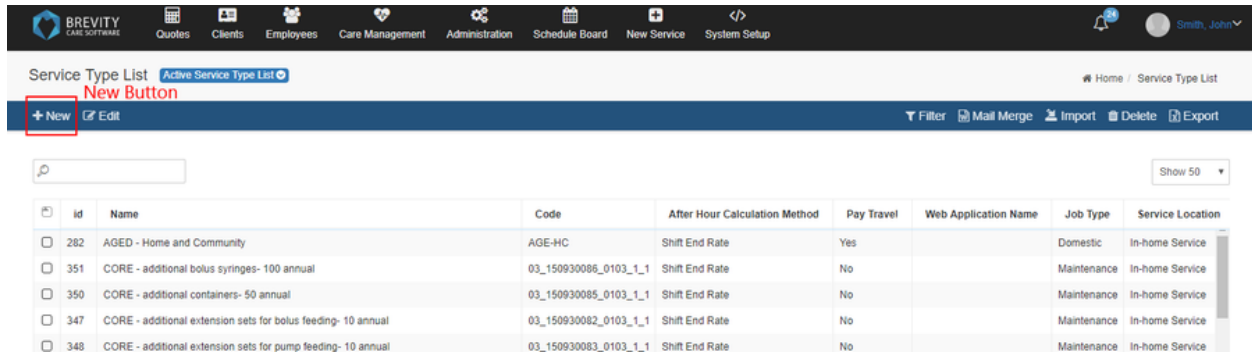
You can add a service type in Brevity. Service Types are the services that you will offer to the client. You can set the minimum and maximum employees that the service type requires. You can also set the charge rate for the service type and set the funding codes in which it is required in claiming the funds from NDIS.

In the Administration Menu, select the Service Types tab



Adding a Service Type

The system will be redirected to the Service Type list, select the "New Button" in the upper left portion of the window.



Service Type List [Active Service Type List](#) Home | Service Type List

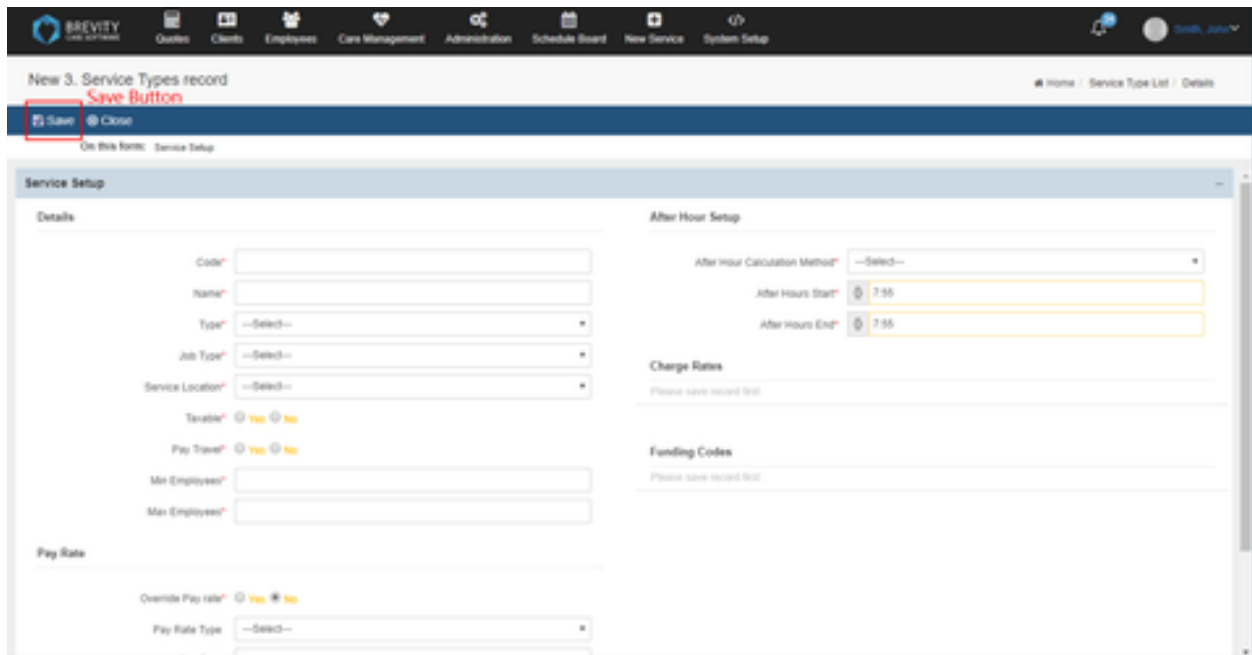
New Button

+ New [Edit](#) Filter Mail Merge Import Delete Export

Search: Show 50

id	Name	Code	After Hour Calculation Method	Pay Travel	Web Application Name	Job Type	Service Location
282	AGED - Home and Community	AGE-HC	Shift End Rate	Yes		Domestic	In-home Service
351	CORE - additional bolus syringes- 100 annual	03_150930086_0103_1_1	Shift End Rate	No		Maintenance	In-home Service
350	CORE - additional containers- 50 annual	03_150930085_0103_1_1	Shift End Rate	No		Maintenance	In-home Service
347	CORE - additional extension sets for bolus feeding- 10 annual	03_150930082_0103_1_1	Shift End Rate	No		Maintenance	In-home Service
348	CORE - additional extension sets for pump feeding- 10 annual	03_150930083_0103_1_1	Shift End Rate	No		Maintenance	In-home Service

Fill out the necessary details and click Save once done.



New 3. Service Types record Home | Service Type List | Details

Save Button

Save Close

On this form: Service Setup

Service Setup

Details

Code*

Name*

Type*

Job Type*

Service Location*

Transfer* Yes No

Pay Travel* Yes No

Min Employees*

Max Employees*

Pay Rate

Override Pay rate* Yes No

Pay Rate Type

After Hour Setup

After hour Calculation Method*

After Hours Start*

After Hours End*

Charge Rates

Please save record first

Funding Codes

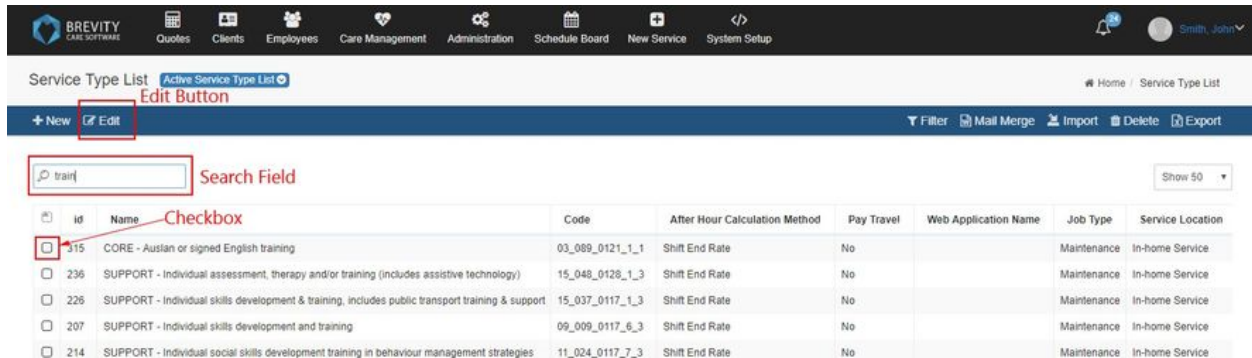
Please save record first

TIP

If you need to have more than 1 employees to the created service, set the max employee to the desired number of employee for the service type

Editing A Service Type

The system will be redirected to the Service Types list, select the record to be edited by putting a check on its corresponding checkbox then select the "Edit Button". You may also search for the specific record by typing the record's name in the "Search Field".



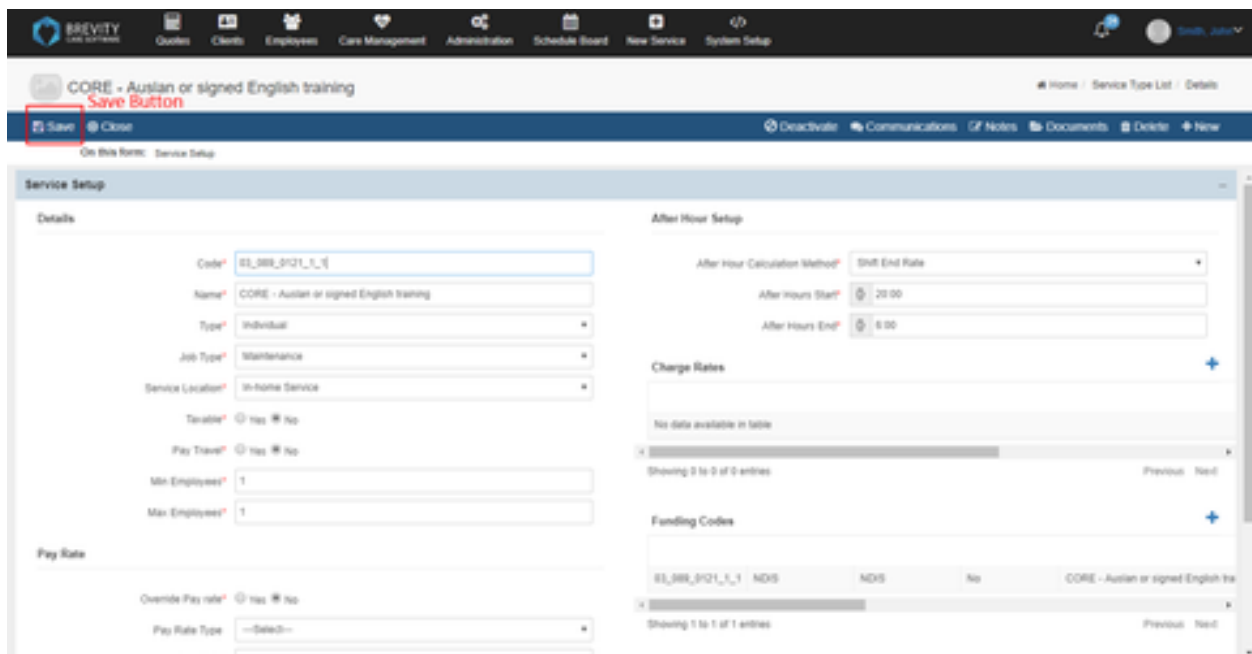
Service Type List **Active Service Type List** Edit Button Home / Service Type List

+ New **Edit** Filter Mail Merge Import Delete Export

Search Field Show 50

<input type="checkbox"/>	ID	Name	Code	After Hour Calculation Method	Pay Travel	Web Application Name	Job Type	Service Location
<input checked="" type="checkbox"/>	115	CORE - Auslan or signed English training	03_089_0121_1_1	Shift End Rate	No		Maintenance	In-home Service
<input type="checkbox"/>	236	SUPPORT - Individual assessment, therapy and/or training (includes assistive technology)	15_048_0128_1_3	Shift End Rate	No		Maintenance	In-home Service
<input type="checkbox"/>	226	SUPPORT - Individual skills development & training, includes public transport training & support	15_037_0117_1_3	Shift End Rate	No		Maintenance	In-home Service
<input type="checkbox"/>	207	SUPPORT - Individual skills development and training	09_009_0117_6_3	Shift End Rate	No		Maintenance	In-home Service
<input type="checkbox"/>	214	SUPPORT - Individual social skills development training in behaviour management strategies	11_024_0117_7_3	Shift End Rate	No		Maintenance	In-home Service

Make the necessary changes and then select the "Save button" to save all changes



CORE - Auslan or signed English training Home / Service Type List / Details

Save Button Close Deactivate Communications Notes Documents Delete New

On this form: Service Setup

Service Setup

Details

Code*

Name*

Type*

Job Type*

Service Location*

Travel* Yes No

Pay Travel* Yes No

Min Employees*

Max Employees*

Pay Rate

Override Pay rate* Yes No

Pay Rate Type

After Hours Start*

After Hours End*

Charge Rates +

No data available in table

Showing 0 to 0 of 0 entries Previous Next

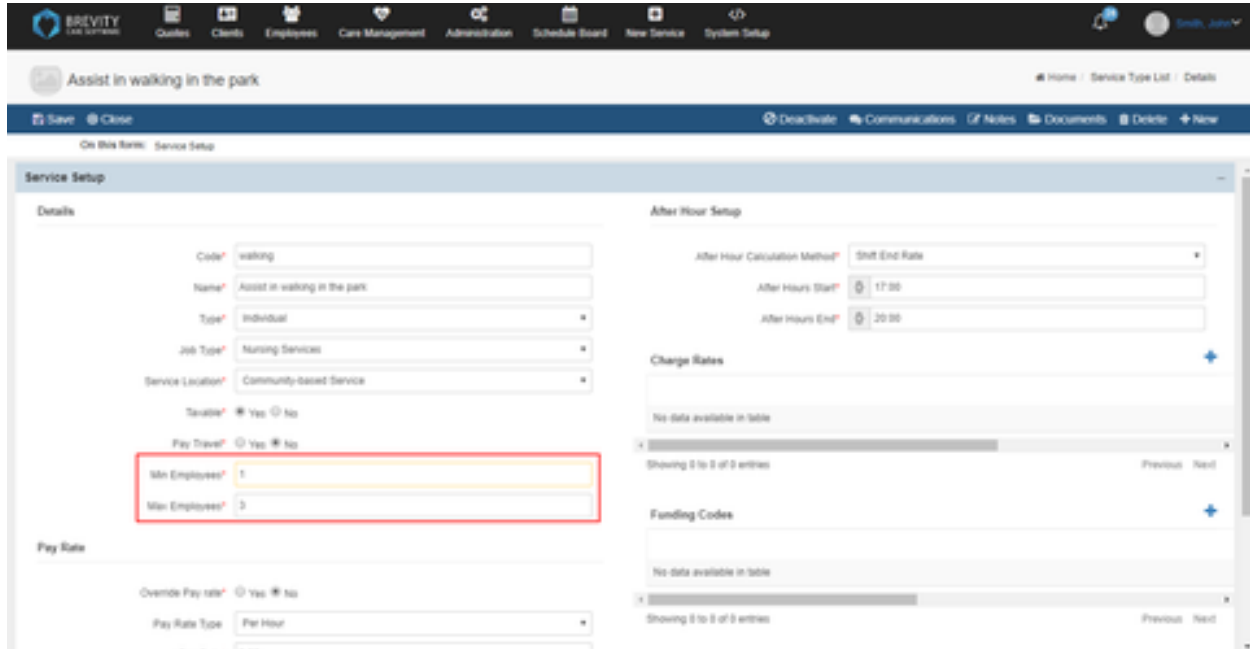
Funding Codes +

Code	NDS	NDS	No	Name
03_089_0121_1_1	NDS	NDS	No	CORE - Auslan or signed English tra

Showing 1 to 1 of 1 entries Previous Next

Minimum and Maximum Employees

You can edit the minimum and maximum employee of a service type by editing the service.



The screenshot shows the 'Service Setup' form for a service named 'Assist in walking in the park'. The form is divided into several sections:

- Details:** Includes fields for Code (walking), Name (Assist in walking in the park), Type (Individual), Job Type (Nursing Services), Service Location (Community-based Service), Traveler (Yes/No), and Pay Travel (Yes/No).
- Min Employees:** A text input field containing the value '1', highlighted with a red box.
- Max Employees:** A text input field containing the value '3'.
- Pay Rate:** Includes fields for Override Pay rate (Yes/No) and Pay Rate Type (Per Hour).
- After Hour Setup:** Includes fields for After Hour Calculation Method (Shift End Rate), After Hours Start (17:00), and After Hours End (20:00).
- Change Rates:** A section with a table showing 'No data available in table'.
- Funding Codes:** A section with a table showing 'No data available in table'.

1. Under the Min Employees, you can set the minimum employee(s) that is required for the service
2. Under the Max Employees, you can set the maximum employee(s) that is required for the service.
3. Click the save button to save the changes.

NDIS Pricelist

You can check and download the price list guide of NDIS from their website so you can input the Claim Code and the pricelist for the service type. The example below will give you the different codes and rate of the service schedule for different days.

Group based activities in the community - Standard needs

Support ratio	Weekday (max per hour)	Weekday evening (max per hour)	Saturday (max per hour)	Sunday (max per hour)	Public Holiday (max per hour)
1:2	\$26.96 <i>04_111_0136_6_1</i>	\$29.56 <i>04_114_0136_6_1</i>	\$37.39 <i>04_112_0136_6_1</i>	\$47.85 <i>04_113_0136_6_1</i>	\$58.28 <i>04_128_0136_6_1</i>
1:3	\$19.90 <i>04_120_0136_6_1</i>	\$21.82 <i>04_123_0136_6_1</i>	\$27.60 <i>04_121_0136_6_1</i>	\$35.31 <i>04_122_0136_6_1</i>	\$43.02 <i>04_129_0136_6_1</i>
1:4	\$16.36 <i>04_136_0136_6_1</i>	\$17.95 <i>04_137_0136_6_1</i>	\$22.70 <i>04_138_0136_6_1</i>	\$29.05 <i>04_139_0136_6_1</i>	\$35.38 <i>04_140_0136_6_1</i>
1:5	\$14.25 <i>04_141_0136_6_1</i>	\$15.62 <i>04_142_0136_6_1</i>	\$19.76 <i>04_143_0136_6_1</i>	\$25.29 <i>04_144_0136_6_1</i>	\$30.80 <i>04_145_0136_6_1</i>

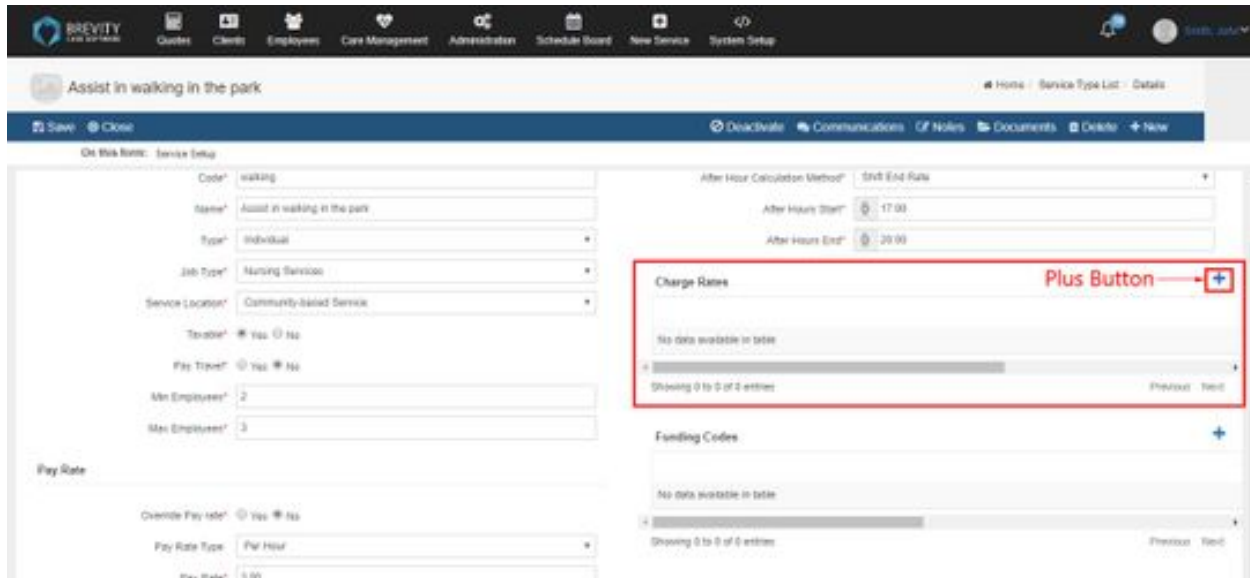
You should use and configure the correct funding code and charge rate for the Service Type in claiming the service schedule from NDIS.

Charge Rates

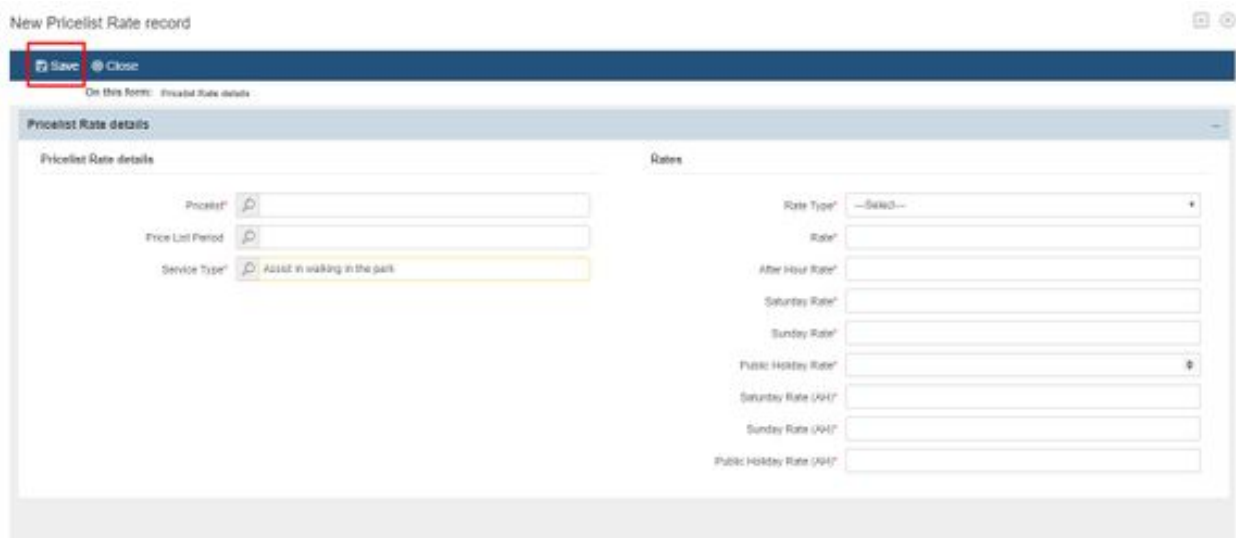
Charge Rates are the rates of the service type for a specific time (examples are after hours, saturday, sunday).

Adding a Charge Rate

You can add the charge rate of the service type by clicking on the + button under charge rate section



Fill out the details for the service type charge rate and click on save to create a new charge rate

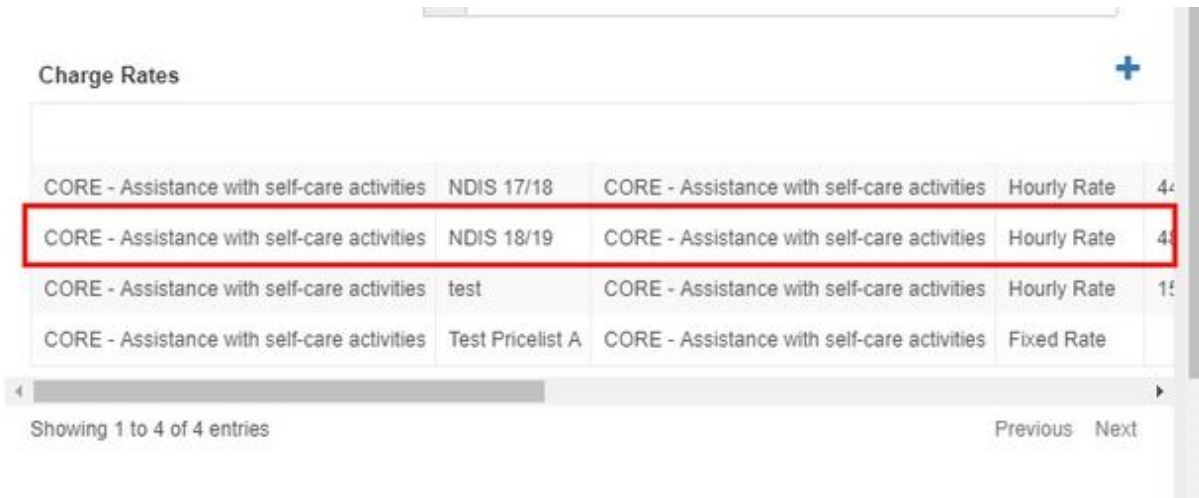


1. **Pricelist:** You can set the pricelist that the service type will be using. ([see Manage Service Type Pricing using Pricelists](#))
2. **Price List Period:** This field will let you set the effective dates of the rate for the service type.
3. **Service Type:** This field will let you select the service type that will have the rates. By default, this is already filled in.
4. **Rate Type:** This field will let you set the rate type of the service type. This could be hourly rate or fixed rate.
5. **Rates:** You can set the rate of the service type during normal hours.

6. **Rates (AH):** You can set the rate of the service type for the after hours period.

Editing the Charge Rate

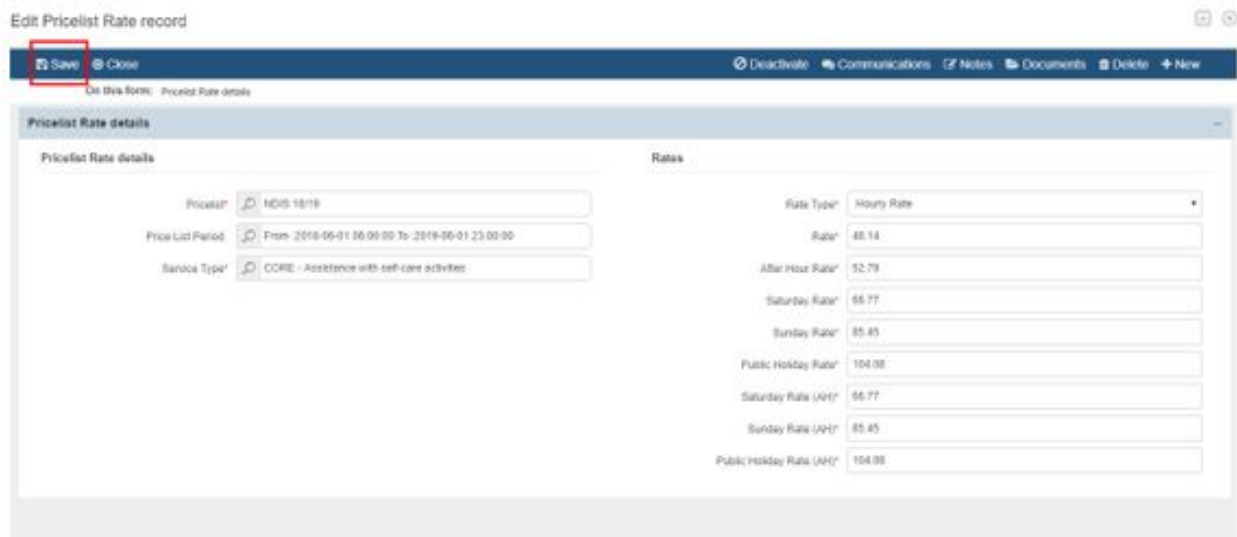
You can edit the charge rate of the service type by double clicking on the charge rate you want to edit. The charge rate record can be found under the Charge Rates section of the service type.



Charge Rates			
CORE - Assistance with self-care activities	NDIS 17/18	CORE - Assistance with self-care activities	Hourly Rate
CORE - Assistance with self-care activities	NDIS 18/19	CORE - Assistance with self-care activities	Hourly Rate
CORE - Assistance with self-care activities	test	CORE - Assistance with self-care activities	Hourly Rate
CORE - Assistance with self-care activities	Test Pricelist A	CORE - Assistance with self-care activities	Fixed Rate

Showing 1 to 4 of 4 entries Previous Next

Fill out the changes for the charge rates and click on save to save the changes



Edit Pricelist Rate record

Save **Close** Deactivate Communications Notes Documents Delete New

On this form: Pricelist Rate details

Pricelist Rate details		Rates	
Pricelist	NDIS 18/19	Rate Type	Hourly Rate
Price List Period	From: 2019-06-01 00:00:00 To: 2019-06-01 23:00:00	Rate	48.14
Service Type	CORE - Assistance with self-care activities	After Hour Rate	52.79
		Saturday Rate	55.77
		Sunday Rate	55.85
		Public Holiday Rate	104.00
		Saturday Rate (AHT)	55.77
		Sunday Rate (AHT)	55.85
		Public Holiday Rate (AHT)	104.00

Delete the Charge Rates

You can delete the charge rate record if you want to delete it. Scroll the horizontal bar to the right until you see the delete button.

Charge Rates +

CORE - Assistance with self-care activities	NDIS 17/18	CORE - Assistance with self-care activities	Hourly Rate	40
CORE - Assistance with self-care activities	NDIS 18/19	CORE - Assistance with self-care activities	Hourly Rate	40
CORE - Assistance with self-care activities	test	CORE - Assistance with self-care activities	Hourly Rate	15
CORE - Assistance with self-care activities	Test Pricelist A	CORE - Assistance with self-care activities	Fixed Rate	

← →

Showing 1 to 4 of 4 entries Previous Next

Funding Codes +

Horizontal Bar

Click on the delete button to delete the charge rate record.

62.03	79.38	96.69	01-01-1900 00:00 AM	01-01-2999 00:00 AM	
66.77	85.45	104.08	01-06-2018 06:00 AM	01-06-2019 23:00 PM	
30.00	45.00	60.00	01-01-1900 00:00 AM	01-01-2999 00:00 AM	
			01-01-1900 00:00 AM	01-01-2999 00:00 AM	

← →

Showing 1 to 4 of 4 entries Previous Next

Funding Codes +

01_015_0107_1_1	01_013_0107_1_1	01_014_0107_1_1	01_012_0107_1_1	
-----------------	-----------------	-----------------	-----------------	---

Funding Codes

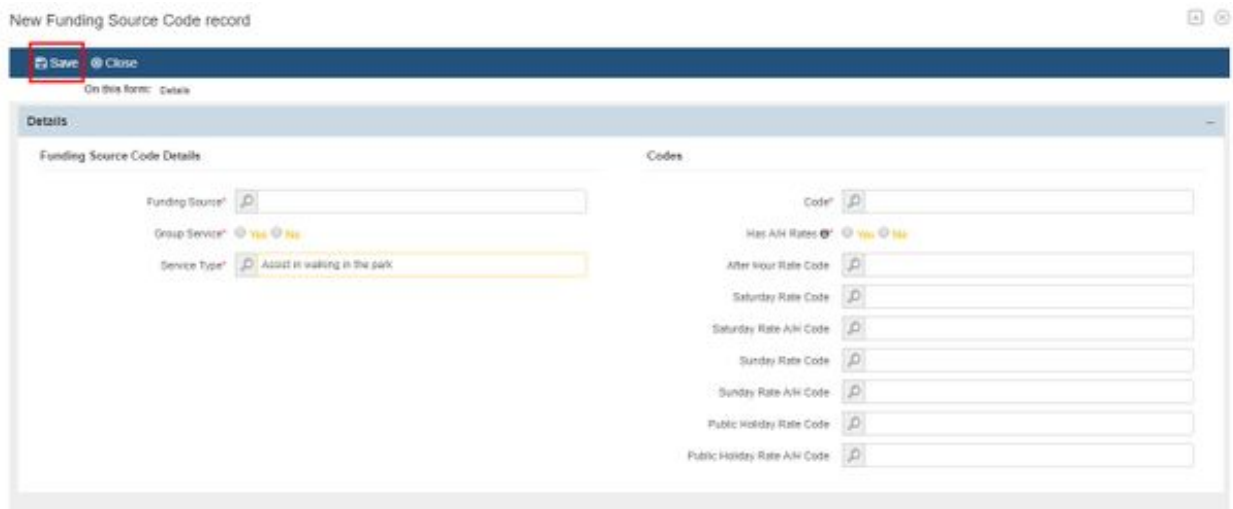
Funding Codes are codes from NDIS for the service type and it is required in claiming funds from NDIS.

Adding a New Funding Code

You can add the funding code of the service type by going to the funding codes section and clicking on the plus icon



Fill out the information for the funding code. You can look at NDIS code list if you want to check for the service funding code. Click on the save button once you filled out all the information for the funding code

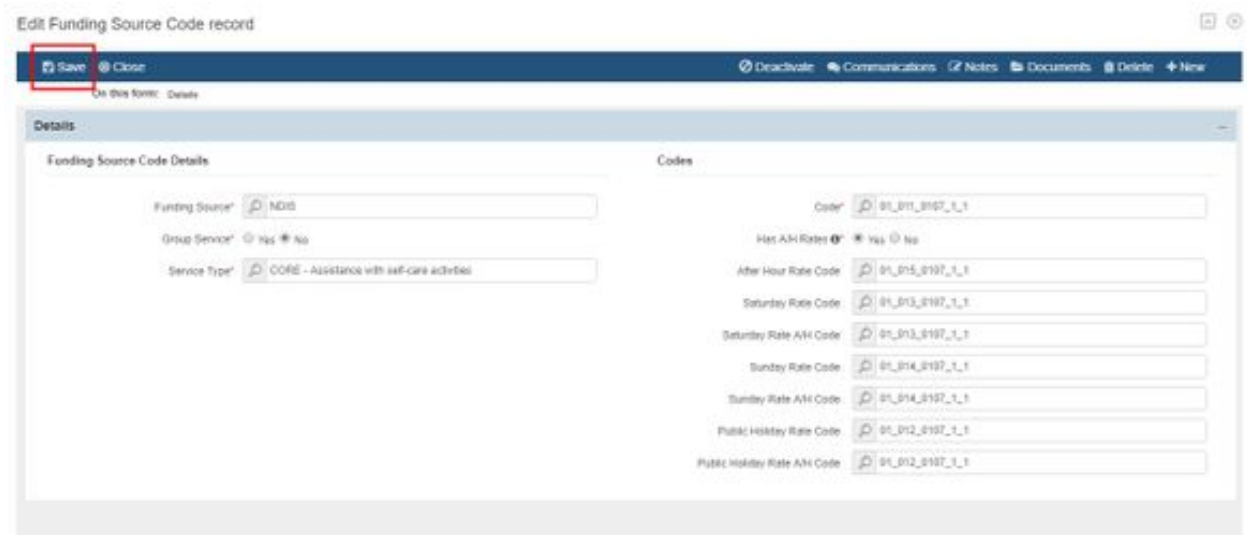


Editing the Funding Code

You can edit the funding code if you need to do some changes for the funding code. Double Click on the funding code you want to edit from the funding codes section



Fill out the changes for the funding code. Click on save button once you are done to save the changes for the funding code.



Deleting the Funding Code

You can delete the funding code record if you want to delete it. Scroll the horizontal bar to the right until you see the delete button.

Funding Codes +

Horizontal Bar

01_011_0107_1_1	NDIS	NDIS	No	CORE - Assistance with self-care act
-----------------	------	------	----	--------------------------------------

Showing 1 to 1 of 1 entries Previous Next

Click on the delete button to delete the Funding Code record

Funding Codes +

01_015_0107_1_1	01_013_0107_1_1	01_014_0107_1_1	01_012_0107_1_1	
-----------------	-----------------	-----------------	-----------------	---

Showing 1 to 1 of 1 entries Previous Next

Restrict by Qualification

You can use this field if the service type is only for a certain qualified employee. If you restrict a service type to have a qualification, you cannot assign another employee that does not have the required qualification. This will also keep the notes to the employees that has the required qualification.

You can add a qualification to the service type by clicking on the Yes button from the Required Qualification section on the service type page.

Min Employees*

Max Employees*

Pay RateOverride Pay rate* Yes No**Required Qualifications**Restrict by Qualification Yes No

It will open the qualification button. Click on the link icon to show the search box that you can use in searching for the qualification.

Required QualificationsRestrict by Qualification Yes No**Link Icon** 

Qualification	Description
No data available in table	

Showing 0 to 0 of 0 entries

Previous Next


You can search for the qualification on the search box. Click on the qualification from the list to link the qualification to the service type.

Required Qualifications

Restrict by Qualification  Yes No

	Description
<input checked="" type="checkbox"/> Dementia Certification	
<input type="checkbox"/> Dementia II Qualification	

No 2 of 12 Show    

Showing 0 to 0 of 0 entries Previous Next

Repeat the steps if you want to add another qualification for the service type.
