

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.



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0	BRE	VITY E As I	📽 😵 Doyees Care Management	CC Administration	Schedule Board New	Service System Setup			<i>L</i> ₽	Smith, JohnY
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۵ ۵	id	Name			Code	After Hour Calculation Method	Pay Travel	Web Application Name	Job Type	Show 50 V
0	282	AGED - Home and Community			AGE-HC	Shift End Rate	Yes		Domestic	In-home Service
0	351	CORE - additional bolus syringes- 100 a	annual		03_150930086_0103_1_1	Shift End Rate	No		Maintenance	In-home Service
	350	CORE - additional containers- 50 annua	al		03_150930085_0103_1_1	Shift End Rate	No		Maintenance	In-home Service
	347	CORE - additional extension sets for bo	lus feeding- 10 annual		03_150930082_0103_1_1	Shift End Rate	No		Maintenance	In-home Service
0	348	CORE - additional extension sets for pu	imp 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.

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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

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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".

		Clients	🐸 Employees	👽 Care Management	¢\$ Administration	Schedule Board	+ New Service	<∕> System Setup			¢°	Smith, John~
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🗂 iđ	Name Chec	kbox				Code	Afte	r Hour Calculation Method	Pay Travel	Web Application Name	Job Type	Service Location
315	CORE - Auslan or sig	ned Englist	h training			03_089_0121	1_1 Shift I	End Rate	No		Maintenance	In-home Service
236	SUPPORT - Individu	al assessme	ent, therapy and	or training (includes as	sistive technology)	15_048_0128	1_3 Shift I	End Rate	No		Maintenance	In-home Service
226	SUPPORT - Individu	al skills dev	elopment & train	ing, includes public tran	nsport training & supp	ort 15_037_0117	1_3 Shift I	End Rate	No		Maintenance	In-home Service
0 207	SUPPORT - Individu	al skills devi	elopment and tra	aining		09_009_0117	6_3 Shift I	End Rate	No		Maintenance	In-home Service
0 214	SUPPORT - Individu	al social skil	ls development	training in behaviour ma	anagement strategies	11_024_0117	7_3 Shift I	End Rate	No		Maintenance	In-home Service

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

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	Paullate Tupe	-5442-		Showing 1 to 1 of 1 at	thes				Previou	1 140

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Minimum and Maximum Employees

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

C BREVITY .	untes Citer	ns Employees	Care Management	OC Administration	Schedule Board	D New Service	40- System Sellar			¢	•	initi, Janet
Assist in walki	ng in the p	sark								# Home / Ser	ite Type List	Details
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- 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	Weekday evening	Saturday	Sunday	Public Holiday
	(max per hour)				
1:2	\$26.96	\$29.56	\$37.39	\$47.85	\$58.28
	04_111_0136_6_1	04_114_0136_6_1	04_112_0136_6_1	04_113_0136_6_1	04_128_0136_6_1
1:3	\$19.90	\$21.82	\$27.60	\$35.31	\$43.02
	04_120_0136_6_1	04_123_0136_6_1	04_121_0136_6_1	04_122_0136_6_1	04_129_0136_6_1
1:4	\$16.36	\$17.95	\$22.70	\$29.05	\$35.38
	04_136_0136_6_1	04_137_0136_6_1	04_138_0136_6_1	04_139_0136_6_1	04_140_0136_6_1
1:5	\$14.25	\$15.62	\$19.76	\$25.29	\$30.80
	04_141_0136_6_1	04_142_0136_6_1	04_143_0136_6_1	04_144_0136_6_1	04_145_0136_6_1

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



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	Dec De	4 30	ð.								

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

Save @ Close				
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ricelist Rate details		Rates		
Prosterf	Þ	Rate Type*	-5440-	
Frice Ltdl Period	P	Refer*		
Service Type"	D Assist in walking in the parts	After Hour Rate!		
		Salurday Rate*		
		Sunday Rate*		
		Public Heater Reter		
		Saluritav Rate (AH)*		
		Sunday Rate (PHP		
		Public Holday Rate (AH)*		

- 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.

CORE - Assistance with self-care activities	NDIS 17/18	CORE - Assistance with self-care activities	Hourly Rate	1
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	

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

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Price List Paried 👘 Price 2010-06-01 06:00:00 To 2019-06-01 23:00:00	Razar 48.14	
flances Type* (D) CORE - Assistance with self-care activities	After Hour Rater 92.79	
	Saturbay Rater 16.77	
	Bunday Rater 85.85	
	Public Holday Rater 104.08	
	Saturday Rate (APT	
	Bunday Rate (VPI)* 85.45	
	Public Healdon Ruba (AMY 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 activ	vities NDIS 17/18	CORE - Assistance with self-care activities	Hourly Rate	4
CORE - Assistance with self-care activ	vities NDIS 18/19	CORE - Assistance with self-care activities	Hourly Rate	4
CORE - Assistance with self-care activ	vities test	CORE - Assistance with self-care activities	Hourly Rate	1
CORE - Assistance with self-care activ	vities Test Pricelist A	CORE - Assistance with self-care activities	Fixed Rate	
				_

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

					8	
Show	ring 1 to 4 of 4 entri	es			Previous Ne	ext
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	30.00	45.00	60.00	01-01-1900 00:00 AM	01-01-2999 00:00 AM	Ű
	66.77	85.45	104.08	01-06-2018 06:00 AM	01-06-2019 23:00 PM	Ű
	02.00	79.38	96.69	01-01-1900 00:00 AM	01-01-2999 00:00 AM	Ű

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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

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3 Save @ Close				
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Funding Source Code Details		Codes		
Funding Source*	ρ.	Coder	(P)	
Group Service*	O Yes O No.	Has AH Rates Of	O 100 0 100	
Service Type*	D Acout is waiting in the park	After Wour Rate Code	P	
		Saturday Rate Code	(Q)	
		Saturday Rate Alki Code	P	
		Sunday Rate Code	P	
		Sunday Rate AH Code	Q	
		Public Holdey Rate Code	P	
		Public Holdes Rate AN Code	Ø	



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

1_011_0107_1_1 NDIS	NDIS	No	CORE - Assistance with self-care a
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Fill out the changes for the funding code. Click on save button once you are done to save the changes for the funding code.

Save @ Close		Ø Deachvale 🗣 0	Communications (2 Notes 🖨 Documents 🛢 Delete 🕈 No
On this form: Delete			
alis			
unding Source Code Details		Codes	
Funding Source*	(P) Noti	Cody	[D] 01_011_0107_11_1
Onsup Service*	O Hes # No	Has &H Rates Of	# Yes O No
Service Type*	D COFE - Assistance with safecare activities	Atter Hour Rate Code	D 01_015_0107_1_1
		Saturday Rote Code	(D) 01_01_010_11_1
		Gaturday Rate AH Code	(Å) 41_013_0107_1_1
		Bunday Rate Code	D 01_010_0107_1_1
		Turitity Rate AH Code	D 01_014_0107_1_1
		Public Holdery Rate Code	D 41,012,0102,1,1
		Public Hokitay Rate Ahk Code	D 91_012_0107_1_1

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	Horizon	tal Bar		+
01_011_0107_1_1	NDIS	NDIS	No	CORE - Assistance with self-care act
Showing 1 to 1 of 1 er	ntries			Previous Next

Click on the delete button to delete the Funding Code record

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

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*	1
Max Employees*	1
Pay Rate	
Override Pay rate*	S Yes No
Required Qualifications	
Restrict by Qualification ${f \Theta}$	◎ 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.

Restrict by Qualification () Ves No		
	Link Icon	
Qualification	Description	
No data available in table		

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

Q	demenția Certification	۲		00
Q	Dementia Certification Dementia II Qualification		Description	
No	2 of 12 Show 2 + Q 2			

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