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| **Tab Colour** | **Topic** | **Examples of Information that may be**  **located under each topic** |
|  | **Correspondence** | Emails  Letters  Notes |
|  | **Funding & Agreements** | Kyeema SC Consent to Share  Kyeema SC Service Agreement  Service Agreements from external providers  Schedule of Supports |
|  | **NDIS** | NDIS Plan  RFS (Request for Service from myplace)  NDIS Consent to Share Participant Information  NDIS Consent to Act  Other NDIS forms to request changes, eg.   * NDIS Change of Circumstances * NDIS Review of a reviewable decision * NDIS Home modifications/Assistive technology |
|  | **Goals and Actions** | Goals and Actions Form  Certificates of achievement  Cards/Permits eg Companion, Taxi, Disability parking  Examples of participant’s work |
|  | **Reports** | Reports **TO** NDIS   * 8 Week Progress Reports * 12 Month Progress Reports * Other Periodic Progress Reports   Reports **FROM** providers (incl Letters of Support)   * Allied health eg. OT, Physio, Speech * Medical eg. Doctor, Psychology, Neurology * Disability Support Providers eg. Kyeema Support |