

Meet & greet checklist

- Check the support worker's qualifications, police check and (if applicable) Working with Children Check.
- Check if they have the skills or qualifications for the services you'd like.
- Check their documents or evidence to show they've had a COVID-19 vaccination.
- Plan your day: check your calendar and make a plan for each support worker.
- Check parking or access to the location.

What to discuss

- What does your care plan mean?
- What are the outcomes you'd like?
- Is the place you'll be receiving services safe and secure?
- Do you have the required equipment and supplies?
- Is there anyone else living or accessing the place you'd like support?
- Who will be the support worker's primary contact?
- Who are your emergency contacts?
- Would you like assistance with medications (only if the support worker is qualified to assist with medication)?
- What is the support worker's cancellation policy?
- What happens if they're unavailable or unwell?

