

## GRANTS ONLINE UPDATE

### Client Demographics

The following changes have been made to the Client Creation/Update screen (Additional Details tab).

#### 1. Disability

We can now record multiple disabilities for each client. When you select Yes to indicate that the client has a disability, you will need to click the dropdown arrow and enter the nature of the disability. There is no need to add anything to the free text box unless you have selected the “Other” option for nature of disability.

Click Add if there is more than one disability.

#### 2. Disability Supports

Select the type of support the client needs. If you select “Other”, please describe the support in the free text box. Click the Grey X if not required and Add if there are multiple supports.

The screenshot shows a web form titled "Disability" with the following sections:

- Disability:** A dropdown menu set to "YES". Below it is a blue instruction box: "Please enter any disabilities you experience and any disability supports required. Multiple selections should be made where applicable. Please select other and include details in the text box where your disability or disability supports are not covered by the available options."
- Disability details:** A dropdown menu for "Please specify the nature of the disability" is open, showing a list of options: ACQUIRED BRAIN INJURY, AUTISM SPECTRUM, CHRONIC HEALTH CONDITION, COGNITIVE/INTELLECTUAL, HEARING/SPEECH IMPAIRMENT, MENTAL HEALTH CONDITION, PHYSICAL IMPAIRMENT, VISION IMPAIRMENT, and OTHER. A text box for "Please Specify" is below it.
- Add:** A button labeled "Add" followed by a text box containing "1" and the text "more disabilities".
- Disability Support details:** A dropdown menu for "What supports does the client need for their disability?" is open, showing a list of options: AUSLAN INTERPRETER, HEARING LOOP, LARGE PRINT DOCUMENTS, WHEELCHAIR ACCESS, and OTHER (PLEASE SPECIFY). A text box for "Please Specify" is below it.

#### Tips for entering disability information

- The existing information saved in Client details will not default to new applications created on Grants Online. You will need to enter the disability information again.
- If a client has an existing disability recorded prior to 18 June 2016, the type of disability stored will now be obsolete. To update the client and submit extensions you must select one of the new disability types.

### 3. NDIS Participant

It is now mandatory to record whether the client is a participant in the National Disability Insurance Scheme. Click the dropdown arrow and select the correct answer.

<b>NDIS Participant</b>	
Are you an NDIS (National Disability Insurance Scheme) Participant?	<input type="text" value="NO"/> <input type="text" value="UNKNOWN"/> <input type="text" value="YES"/>
<b>Family Violence</b>	

The new disability and NDIS information will appear under the Additional Details tab in Client Details Enquiry.

**Client Details Enquiry** [Back To Search](#)

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**Disability**

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Does the client have a disability? YES

Please enter any disabilities you experience and any disability supports required

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**Disability details:**

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Please specify the nature of the disability VISION IMPAIRMENT

Please Specify Blurred vision

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**Disability Support details:**

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What supports does the client need for their disability? LARGE PRINT DOCUMENTS

Please Specify

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**NDIS Participant**

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Is the client an NDIS (National Disability Insurance Scheme) Participant? YES

#### 4. Family Violence

A new mandatory question appears in Grants Online when creating or updating a client:

“Are you experiencing or at risk of family violence (including from a former relationship)?”

The answer will default to Not Supplied, but it is important that you select the correct option for the client.

**Family Violence**

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Are you experiencing or at risk of family violence (including from a former relationship)?

NO
NOT SUPPLIED
YES

The Family Violence information also appears under the Additional Details tab in Client Details Enquiry.

**Family Violence**

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Is the client experiencing or at risk of family violence (including from a former relationship)? YES

Has the client experienced family violence previously? YES

The second Family Violence question indicates whether a client has ever previously answered Yes to the family violence question.

In Update Client Details this option is greyed out because it is set automatically and cannot be changed.

**Family Violence**

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Is the client experiencing or at risk of family violence (including from a former relationship)?\* YES ▾

Has the client experienced family violence previously? YES ▾