

# Cerebral Palsy Education Centre

Registration Number: A0040915L

## Annual Report 2017



**Vision** *People with cerebral palsy and their families living life on their own terms*

**Mission** *Equip children with cerebral palsy and their families with the knowledge, skills and support they require to meet their goals and actively participate in life*

**Values**

- *Family centred practice*
- *Autonomous Communication*
- *Belief that every child can learn*
- *Evidence-informed practice*
- *Self knowledge and empowerment*

# About Us

## Who We Are

CPEC is a unique and specialised service for people with Cerebral Palsy (and like conditions) and their families. We provide physiotherapy, occupational and speech therapy to children to enable them and their families to access the essential equipment, strategies and supports they need in their daily lives. The difference this can make to them is life changing.

## What We Do

At CPEC, we offer specialist early intervention education services (12 months to six years of age) and extended education programs after school hours (age six to late teens). The services provided are holistic, integrated and able to be embedded into the everyday life activities of children and families. Specialised therapy support is also provided to students attending local schools. A comprehensive and growing professional and parent education and training program is delivered throughout the year. Research projects are an important part of our commitment to the long term.

CPEC's unique education programs are literally "*Learning for Life*". Children and their families learn skills and strategies that they are able to incorporate into their daily lives. This supports children to achieve greater independence, leading to lives that are full and active despite their challenges.

CPEC's work in mainstream schools is pioneering because in many instances, these children would generally attend special schools only. We give these students and their parents the real option, choice and opportunity to learn and participate with their peers who do not have disabilities, in their local mainstream schools. We are unique in providing these integrated, comprehensive services and the aim is to enable each child to participate and actively engage in their home, local school and community.

The value of these skills cannot be underestimated. For many children, what they learn from CPEC can increase their opportunity to become fully engaged in all aspects life, as well as improve their future employment possibilities and independent living opportunities.

<b>Statement of Surplus &amp; Deficit</b>	Jan-Dec 2017 \$	Jan-Dec 2016 \$
Revenues	2,137,313	1,853,178
Acquisitions and Repairs	(53,798)	(51,902)
Administrative expenses	(311,151)	(348,551)
Depreciation and fixed asset write-downs	(69,738)	(90,631)
Fundraising expenses and Public Relations	(81,540)	(74,283)
Educational materials expenses	(49,445)	(42,466)
Salaries and on costs	(1,309,515)	(1,224,287)
<b>Surplus/(deficit) for the year</b>	<b>262,126</b>	<b>21,058</b>

<b>Statement of Cash Flows</b>	Jan-Dec 2017 \$	Jan-Dec 2016 \$
<b>Cash flows from operating activities</b>		
Operating receipts, fees, donations & sponsorships	1,844,195	1,258,601
Payments to suppliers and employees	(1,968,310)	(1,939,213)
Interest received	3,968	4,718
Government Grants	489,768	572,199
Better Start Program Fees	208,845	193,093
Net cash provided by (used in) operating activities	578,484	89,361
<b>Cash Flows from investing activities</b>		
Purchase of property, plant and equipment	(16,510)	(18,419)
Net cash provided by/ (used in) investing activities	(16,510)	(18,419)
<b>Cash Flows from Financing activities</b>		
Net increase (decrease) in cash and cash equivalents held	561,974	70,942
Cash and cash equivalents at beginning of year	650,637	579,695
Cash and cash equivalents at end of the period	1,212,611	650,637

# Chairperson's Report

I am pleased to report that for the year ended December 2017 CPEC has achieved a surplus. This pleasingly builds on the previous year where we also reported a small surplus after successive years of significant deficit. I would like to thank all members of CPEC who have worked extremely hard to ensure CPEC's ongoing viability for the future.

The past year has been an interesting year for the team at CPEC as the implementation of the NDIS for CPEC children rolled out. NDIS promised many things, however the reality is at this time it is a very time consuming process and there is still much confusion around the whole process. I cannot commend the staff at CPEC enough, for being as proactive as they have been to learn, educate and adopt what is one of the biggest changes this sector has seen in a very long time. I know that as a parent it has been a daunting experience, to have to adapt and work within it. It must have been just as daunting for the staff. Next year as more children move into NDIS with plans, it will also prove challenging, but I hope that as CPEC has always been able to do, we will again be able to cope with the challenges that this will bring and overcome them as we have done in the past.

I would on behalf of the board I would like to take the time to thank the following:

## **Claire Cotter**

For her undying efforts to ensure the organisation runs smoothly and CPEC programs are efficiently implemented. I know that always at the forefront of everything Claire does, is the wish that every child attending CPEC achieves the best outcome possible, and it is this that makes CPEC a leader in the field.

## **Matt Yates**

Matt has spent many, many hours developing and understanding the NDIS and its impact on the day to day running of CPEC as an organisation. He assisted our families in the planning stage to gain the best outcome for their package from the NDIS; he works closely with Sue Kennedy to ensure the financial viability of the organisation and somewhere in between all this quietly looks after the Education and Training online system.

## **Sue Kennedy**

Sue has managed the financial side of CPEC for many years in a tireless manner. Her depth of knowledge of CPEC and how it operates is invaluable to both the Board of Management and the Management team.

## **Frida Timtschenko**

Frida has no doubt keyed in many transactions over the year to enable the accounts to be collected and paid out, as well as enabling the monthly reports to be produced for the Board. I know how careful and considered Frida is with the work she does in the finance area and thank her for her diligence and support to CPEC. It should also be noted that Frida also quietly supports many a fundraising effort in a voluntary capacity for CPEC and we thank her for this.

## **Robyne Somerville**

Robyne has worked many long hours to enable our Major fundraising activities to be extremely successful this year as well as enjoyable for those that attend. Our fundraising activities will still be

an important part of CPEC's ability to provide the services and equipment that our clients require and Robyne is integral to achieving our fundraising outcome.

### **Michele Burns**

Michele always goes above and beyond in her role at CPEC. She, and Robyne, spends many hours at meetings for Rotary, Lions and any other events that are held on behalf of CPEC.

### **Leyanda Magodora**

Leyanda has undertaken the review of all the policies that enable CPEC to function and successfully implement our programs. She is now assisting with preparing CPEC for the next phase in our NDIS journey, the compliance audit, and this is no easy task given that the early intervention sector in Victoria has not previously ever had to report and comply at such an intense level.

### **Therapy Staff, Receptionist Chris Richardson, Julie Ralph, program assistants, mentors**

The dedication that you all have for the children attending CPEC programs to ensure each and every child has the best outcome possible does not go unnoticed by the Board of Management. Thank you for your outstanding efforts year, and for your patience in learning new systems, procedures and policies that are now so vital as we move into a new era under NDIS.

### **Peter Yates**

Peter, thank you for the many hours you have given to provide advice and assistance in the implementation of the NDIS. Your role on the Board of Management this year, with the skills you bring has been invaluable. The time that you spend working quietly assisting CPEC on a day to day basis is appreciated. I know that Claire, Sue, and Matt value your contribution and that CPEC would not be as well positioned as they are today for the changes that NDIS has brought without the guidance you have given to them. I have no doubt as CPEC moves forward into the new year and another phase of the NDIS, the compliance for registration, that again the support that you provide to the Board and staff will be invaluable.

### **Gayle Porter/PODD**

The addition of the new Alternative Access PODD to the online store, and the addition revenue that this brought to CPEC this year must also be acknowledged. The development of this resource and the many hours with attention to detail that Gayle gave it, certainly reflects in the final product.

Finally I would like to extend my thanks to all the Board members. Lawrence, in particular I would like to thank you for your continuing role as Treasurer, as well as parent members Kate and Melissa who have all given their time to attend board meetings and accepting different roles on the board. Melissa announced her retirement during the year, but Andy her husband stepped into the vacancy and we certainly appreciate him and the knowledge he is bringing with him to the Board of Management. Finally I would like to wish everyone, Families, staff, and our very valuable volunteers another successful year.

### **Tom Kennedy**

Chairperson

# Treasurer's Report

I am pleased to submit CPEC's financial report for the financial year from 1 January 2017 to 31 December 2017. This is an audited and signed report which the Board of Management approved on 10 April 2018.

The Centre has faced a number of ongoing challenges as families' transition to receiving funding for services from the NDIS. Over the past year we have seen some stabilisation of CPEC's financial position and a stable balance sheet. This is due to CPEC's financial team and the management team adhering to a strong cost control philosophy.

However the progressive reduction in Government funding and the ongoing transition to the NDIS's pay-to-use service model means that the ability to forecast net income, coupled with the need to manage both NDIS funded and non-NDIS funded services, is increasingly difficult. In light of these circumstances, I would like to thank the finance team for their dedicated hard work, in preparing management reporting, the financial statements for the Auditor and the annual report.

## Revenue & Expenses

The Statement of Surplus or Deficit on [Page 3] shows total income \$2,137,313 versus total expenses of \$1,875,187 resulting in a surplus of \$262,126 for the year to December 2017. By comparison, surplus as at the previous year-end December 2017 was \$21,058.

The finance team closely monitor and manage actual expenditure against the budgeted position. Total expenses for the year were flat. Our major expense item, staff salaries and related employment costs were \$1,309,515, \$85,228 higher than last year (\$1,224,287).

The Centre remains heavily dependent on donations and fundraising to maintain its financial position. Due to the outstanding efforts of the staff and families in securing donations and fundraising for the Centre, income from these sources increased to 33% of total income (31%, 2016). Fees for group programs, school services and NDIS income accounted for 29% of revenue; up from 25% for the previous year.

## Balance Sheet

As at 31 December 2017, total Current Assets had increased to \$1,212,953. Total Cash and cash equivalents were \$561,974 more than as at the end of December 2016. The Centre's total equity grew by 19% to \$1,623,436, from the previous year-end equity position of \$1,361,310. CPEC's retained earnings increased by 51% from \$513,532 to \$775,658

## Appointment of CPEC's Auditors

Finally, I move a motion to reappoint Lowe Lippmann as Auditors for the Cerebral Palsy Education Centre Inc. for the financial year January to December 2018.

**Lawrence Abbey**, Treasurer

## National Disability Insurance Scheme

Since January 2017, the NDIS has rolled out in the North East Metropolitan Area, Inner and Outer Eastern Melbourne and Hume Moreland Regions of Melbourne. The NDIS is due to commence rolling out in the remaining regions of Melbourne by the end of this year.

The rollout period has been a period of rapid change for CPEC as we adapt the administration and business systems of CPEC to the changing requirements of the NDIS. CPEC has worked very hard throughout the transition period to ensure that therapy services have not been disrupted by the change of funding system. As this change progresses, I would like to thank all of the staff and families for their collaborative approach to understanding and operating within the new system.

Currently, of the families accessing CPEC early intervention services, 35% have active NDIS plans and 20% have had their initial plan submitted to the NDIS for approval. I believe that this gradual rollout approach has worked in CPEC's favor as we have been able to gradually adapt the administrative processes and problem solve workable solutions to ensure compliance with the NDIS registration standards. By the end of the year close to 95% of families currently accessing CPEC early intervention services are expected to be active participants within the scheme.

CPEC has placed an emphasis on understanding and learning to navigate the NDIS and then sharing this knowledge with other. As a result, CPEC has run eight information evenings, providing up to date information to families. CPEC has also presented to Specialist Children's Services (Eastern Region) and a community stakeholder forum held at Glen Allen School.

CPEC has offered support for families to prepare and preplan for their NDIS meeting. Currently 47 families have taken up this option. CPEC has also offered support for families during their planning meeting, 35 families have engaged in this service.

CPEC continues to actively engage with the key stakeholders with the NDIS rollout. We have built strong working relationships with Link Health and Community, the organisation meeting families and creating the NDIS plans in the Eastern Region. We continue to work on a regular basis with other early intervention services, the NDIA, the Department of Education and the Early Childhood Intervention Association to receive updates on the scheme, discuss common challenges and provide real world feedback to the NDIA.

I would like to acknowledge and thank Rachael Clements, Melissa White and Sue Kennedy for their hard work in interpreting the NDIS requirements and implementing the NDIS practices and policies at CPEC and the support and opportunity from Claire Cotter to help bring CPEC into the NDIS.

Report by Matthew Yates

## Services

In 2017, in early childhood intervention, CPEC offered five group programs and associated services, individual services and an extended education service for school students. As the year progressed and the NDIS (National Disability Insurance Scheme) began rollout, CPEC has received a growing range of enquiries for services from the families of school students and adults. An Intake Team has been set up in 2018 to prioritise and manage this range of enquiries and to ensure that children with complex physical disabilities remain our priority. CPEC during 2017 operated under two different funding streams; the NDIS and the previous funding model ECIS (Early Childhood Intervention Services). This situation will continue for the next two to three years as funding continues to be rolled out throughout Victoria however by the end of 2020 it is anticipated all children in services will be NDIS participants and only one model of funding will operate.

CPEC identified the growing range of conditions underlying the diagnosis of cerebral palsy that children attending CPEC have and we are now providing services for. Our website now has a list of the range of conditions which are represented in early childhood intervention.

## Administration

NDIS processing proved to be a very time consuming activity for the Administration team as they learnt to manage claims and the invoicing in a timely manner. Issues with plan reviews, financial intermediaries and parents understanding their role and responsibility in managing the participant's plan is proved to be a challenge for the team in general, but by the conclusion of the year most of these issues had been addressed, systems streamlined and most issues resolved.

A new alternative access PODD was launched successfully in May at the AGOSCI conference with the first sales of the product made available through here. Since then we have been consistently selling this new version throughout the year which has added to the depth of our PODD product line. We were also approved as a manufacturer of PODD books under NDIS.

ITelligent again provided invaluable day to day IT support to CPEC along with 24/7 monitoring of our systems. ITelligent is customer focussed and no issue is too much for the staff at ITelligent. Each phone call or email for assistance the staff at CPEC make is always dealt with professionally and promptly. Robert Adelman has provided support to CPEC for well over five years now and again CPEC would like to express our thanks to both him and his staff for their continued dedication to CPEC.

Fundraising efforts for the year were pleasing with general donations up from previous years and the result from the Melbourne Marathon exceeding expectations.

## Staffing

CPEC's staff continues to be stable with only one occupational therapist leaving CPEC towards the end of the year and one physiotherapist going on parental leave.

To manage the transition to NDIS, three therapists were trained in pre planning with families and navigating the NDIS. This assisted to spread the workload for Matt Yates who heads up not just our NDIS transition program, but also the Education and Training program for CPEC. CPEC was also successful in a grant application to Equity Trustees which was an application to offset the cost of the

workload in the transition to the NDIS and enabled us to train more staff to support the transition to NDIS. This grant was a two year grant for \$24,300 each year for 2017/2018.

A new psychologist, Belinda Dan, was contracted to provide psychology services – in particular, to provide the psychological assessments for the children going to school next year as part of the process required by the Department of Education and Training. Belinda has an extensive background in working with the DET.

Deandra Burrows, the Executive Assistant, was farewelled in March after 6 years of dedicated service. Deandra contributed significantly to the organisation and supported me as the CEO to a very high level. Leyanda Magodora was appointed in April 2017 to this position.

## Training & Professional Development

2017 saw significant growth in the range of professional development offered by CPEC as well as being well represented at important conferences. Highlights included:

- The national AGOSCI Conference took place in May in Melbourne with 7 CPEC staff attending. It was very successful and the new alternative access resource developed by Gayle Porter was available for purchase at the CPEC booth.
- CPEC hosted a 1-day seminar on 2 September where all the CPEC papers from AGOSCI were presented. It was well attended with over 60 teachers, therapists and parents present.
- CPEC delivered two 2-day Introductory PODD courses and one Alternative Access workshop
- CPEC delivered the inaugural 5-day *Teaching Movements for Communication* course in July and the same course was then presented in Baltimore USA the following week. Both courses were extremely well received and this course has been updated and refined and is recognized as a CPEC course which can be offered nationally and internationally
- CPEC hosted a 1-day workshop presented by Bernadette Glass on *Strengths-based practice for case workers and educators – conversations for early childhood professionals* for all new staff and as a refresher for other staff if they want to do it
- Helen Tainsh and Melissa Riepsamen (senior speech pathologists) delivered a 1-day workshop *Whole Communication Approach in School* as part of our commitment for the CPEC/DET service agreement. 84 people participated.
- CPEC senior speech pathologists continue to provide a whole range of professional development particularly in special school communities in Melbourne and interstate.
- Gayle Porter continues to provide a range of training in PODD internationally.

## Partnerships

### **Department of Education and Training; Wellbeing, Health and Engagement Division**

CPEC's partnership with the Department of Education and Training; Wellbeing, Health and Engagement Division, continues to be a very productive and mutually beneficial collaboration.

The [DET/CPEC service agreement](#) for 2017 included the DET/CPEC workshop series which was presented for the tenth consecutive year. There was also some support for transition to school program for ECIS children. Also, the *Whole Communication Approach in Schools* workshop series was delivered again. CPEC was requested to look at developing a protocol or guidelines to guide psychologists in how to assess IQ for children with complex communication needs across all disabilities. The scope of the project was extremely broad and there was extensive consultation with experts in autism, visual impairment

and intellectual disability as well as utilising our own expertise in physical disability and complex communication needs. Stacy Cohen, CPEC speech pathologist, took up the challenge of this project and we have recently submitted the final draft to the DET. This is an extremely important project and 2018 will see the development of the professional training that will support the guidelines. CPEC will again lead this project and deliver the PD.

### **Helen Bourke-Taylor, Associate Professor at Monash University**

CPEC's partnership with Helen Bourke-Taylor, Associate Professor at Monash University, continues to grow. She was successful in obtaining funding through the Felton Bequest to run the Healthy Mums, Healthy Children Workshops and to do further research on her Healthy Mums, Healthy Children workshops which will be offered to CPEC parents early 2018. CPEC was also successful in receiving funds from QBE to partner with Helen Bourke-Taylor in investigating the attitudes and needs of the fathers of children with disabilities. CPEC has partnered with Helen and Monash University to apply for funding through the NDIS Innovative Workforce Fund for a research project titled: *Informed decision making between providers & families receiving early intervention services: development of a decision support tool to assist efficacious, low risk choices for families.*

### **Mollii Suit by Metier**

During 2017 CPEC trialled a new and innovative piece of assistive technology – the Mollii suit which has been developed in Sweden and has been brought to Australia by a company – Metier. CPEC hosted a week of free trials during August of the Mollii suit [the Mollii suit is a unique assistive device for people with spasticity, motor disability, increased or decreased muscular tension. It provides electrical stimulation via a specially designed garment, thus helping the body to relax and increase movement, function and activity.]. During the trial CPEC received some very exciting feedback from parents and individuals with CP. It is a very expensive piece of technology and yet shows some very good outcomes after wearing it.

After consideration by staff and the Board of Management it was decided to look for funds and to design a small research project – with the primary aim of eventually using the research results to strengthen the case for the NDIS to provide the funds for an NDIS participant to purchase one if suitable.

In December 2017 the CPEC Board approved funding to research this suit during 2018, Helen Bourke-Taylor initiated meetings with another researcher, Dr Annette Joosten from ACU, and health economist, Sophy Shih from Monash University. A feasibility study has been designed which is currently being submitted for ethics approval at Monash University. Metier Ltd is providing the suits free of charge and the programming of each suit for each individual in the trials.

### **Balmoral Gardens Retirement Village workshop**

Thank you to all the men at the workshop who continue to produce high quality specialised equipment for our children. Special thanks to the two leaders of this program - Keith celebrated his 90<sup>th</sup> birthday recently and Bruce turned 96. We have initiated a group of CPEC staff having dinner at the Retirement Village with the team and their wives. We met together twice over the year and intend to keep up this get together as we go forward.

## Marketing and Fundraising Events

2017 was a very pleasing fundraising year from both the aspects of being well attended and financially successful events.

The Lions Golf Day Committee, Mayor of Monash Golf Day Committee (Combined City of Monash Rotary Clubs) were both very successful days, with full courses for both and excellent fundraisers. All reports were very positive and that everyone enjoyed themselves.

Our major events of CPEC Gala Dinner, Melbourne Marathon and High Tea were each very successful and excellent events. IMG, the Melbourne Marathon Management company, complimented CPEC for its management of the volunteers as “running like clockwork”. CPEC is again the Premier Charity for 2018.

APS Foundation has supported CPEC and its events and has made significant donations for several years. The Foundation’s support is greatly appreciated. Westpac Bank came on board toward the end of 2017 with a significant donation, and we have regular donors who contribute to CPEC on an ongoing basis which are small businesses, families and individuals.

Other general donations from sponsors and the public are on the increase which is very pleasing. All supporters large and small are of great value to CPEC.

Fundraising remains an important source of income for CPEC, and is something that requires constant vigilance and maintenance of the relationships. The importance of this cannot be underestimated. New organisations, grants, foundations are constantly being researched and sought after in the hope that they will support programs for CPEC.

The Christmas “Thank you” Drinks held in November for our supporters was extremely well attended and was very successful and greatly appreciated by the guests. Thank you to the Mulgrave Country Club for their support of the High Tea and this end of year function.

## Acknowledgements

In May, Claire, Michele and Robyne attended the Monash Council Awards where Claire was extremely successful picking up two awards on the night, one for her role in advocacy for people with disabilities as well as the main Award, the Sir John Monash Award in Leadership. CPEC and Claire have gained some great publicity from this.

A most significant sequel and exciting accolade to CPEC was when CPEC was awarded the Not-for Profit Monash Business of the Year at the City of Monash Business Awards in July.

A key focus for 2017 was preparing for the external audit so that CPEC can retain its status as an NDIS Approved Provider beyond 30 June 2018. The audit will take place at the end of May 2018. Much work has been done on policy and procedure review, development and compliance with the ECI Standards, review of the Strategic Plan, risk management, review of the Constitution. Thank you to Board member Peter Yates who continues to guide us through this process as well as provide much background work.

## Concluding Statement

In conclusion, I would like to thank every person who contributes to CPEC in any way – our Board members who support me so well, all our staff, parents and volunteers.

**Claire Cotter**  
Chief Executive Officer