



NDIS PRE-PLANNING WORKBOOK

Your Name: _____

Parent/Carer Name: _____

This booklet will ask questions about how you are going in different areas of your life. This will help the NDIA to develop a plan that provides the right support for you. These questions will be asked again at plan reviews, so you can tell the NDIA how you are progressing, and if any adjustments need to be made.

There are lots of things you can write down by yourself or with a family member, carer or provider to help you get ready for your first NDIS planning conversation.

Information from these questions will also be important for tracking the progress of the NDIS, and will help to improve the Scheme for everyone. If possible, the NDIA may also interview a family member, to see how they are going as well.

Here are some examples of things you will be asked about in your first NDIS planning conversation

- **Your personal details**

You will be asked your name, age, where you live and about your primary disability. Make sure you have all your personal details and any reports or assessments in one place to help with this. Please see NDIS access eligibility checklist.

- **How you manage everyday activities?**

The NDIA will ask you questions about how you manage your everyday activities. This helps the NDIA to understand what your abilities are as well as what you might need, including equipment, accommodation or help to take care of yourself or your home.

- **Your community and mainstream supports**

You will be asked about what support you currently receive from people in your life and in your local community. This can include things like health services or help at school and sports groups, as well as friends and family who help you.

- **What daily/regular assistance do you need?**

- **Living arrangements** (e.g. who do you live with, do you need any modifications in your home, ramps, lifts, bathroom)

- **Do you need any equipment/aids/assistive technology?** (e.g. modified bed, wheelchair, hoist, hearing aids, communication boards)

- **What kind of transport do you use?**

- **How do you want to manage your NDIS funded supports?**

Setting your goals

The NDIA will talk to you about your goals for the next 12 months and what you are hoping to achieve through your first plan, particularly about your immediate and essential needs.

Goals could include:

- How you will increase choice and control in your life
- Learning and education
- Work
- Social and community activities (including relationships)
- Investigating housing options
- Improving your health and wellbeing
- Home life and living

The NDIA will also talk about how you are going to explore and develop your longer-term goals over the next 12 months.

Your personal details

Name

Age

Address

Primary Disability

NDIS Nominee (if relevant)

Reports/Assessments (Use NDIS Access Documents Checklist)

1. Who is involved in providing current supports?

You will be asked about what support you currently receive from people in your life and in your local community.

This can include things like health services or help at school and sports groups, as well as friends and family who help you.

List your current support network below:

▶ Formal supports (paid or funded)

Total hours of support per week =

▶ Informal supports

Total hours of support per week =

How do you manage everyday activities?

▶ Daily assistance:

▶ Living arrangements:

▶ Equipment/assistance technology:

▶ Transport:

2. What services/equipment are currently used?

For example:

- Transport
- Everyday supplies
- Medical

3. Current disability funding

Current types of funding may include;

Mobility allowance

MASS (medical assistance scheme.....)

Department of Communities Disability Services Individual funding packages)

Block funded support for example (QCCS)

▶ List current funding types below:

(include hours totals and \$ amount)

4. What are your equipment needs for the next 12 months?

- Personal equipment
- Communicative equipment
- Vehicle modifications

▶ List your equipment requirements below:

5. My goals for the future

- Home and living arrangements
- Learning and education goals
- Social and community goals
- Health and wellbeing
- Work
- Choice and control
- Daily living

▶ My goals for the future are:

5. My goals for the future (continued)

- Home and living arrangements
- Learning and education goals
- Social and community goals
- Health and wellbeing
- Work
- Choice and control
- Daily living

▶ My goals for the future are:

5. My goals for the future (continued)

- Home and living arrangements
- Learning and education goals
- Social and community goals
- Health and wellbeing
- Work
- Choice and control
- Daily living

▶ My goals for the future are:

6. Starting your plan

The NDIA will ask you how you want to manage your plan. Your NDIS plan will include a statement about how NDIS funded supports will be managed.

For each goal in your NDIS plan you will be asked to specify how that funding will be managed:

You or Your Nominee (your parents, another family member)

or

A registered plan management provider (e.g. Kyabra)

or

the NDIA

or

a combination of above

▶ Managing your plan:

Next Steps

- ▶ At the end of your conversation with the NDIA, they will talk about the next steps, including your plan approval and starting to use the funding in your plan.
- ▶ For participants who will have an LAC to support them to implement their plan: A Local Area Coordinator (LAC) from an NDIS partner organisation will be in contact with you to discuss your plan, help you access supports and discuss your longer term goals under the NDIS.
- ▶ For participants who receive help from a Support Coordinator to implement their plan: Your plan will include funding for a Support Coordinator to help you implement your plan.
- ▶ Once your plan is approved, this person will contact you to discuss your plan, help you access supports and discuss your longer term goals under the NDIS.
- ▶ For participants who are self-managing: You will be contacted by the NDIS once your plan is approved and we will talk to you or your nominee about the opportunities and responsibilities of self-managing your plan.
- ▶ Carer Statement - you may wish to provide a carer statement at your NDIS planning meeting.