



Government of **Western Australia**
Department of **Communities**



Tips For Your NDIS Planning Meeting





This guide is written in an easy to read way.
We use pictures to explain some ideas.



The guide has been written by WA's Individualised Services (WAiS).



Some words in this document are written in **bold**.
There is a list describing the meaning of these words and abbreviations on the last page of this guide.

Choose where you meet



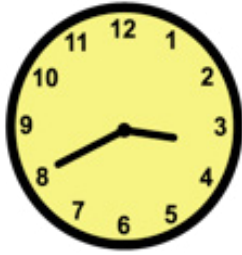
You can have a phone meeting



You can meet at an **NDIA** office or an LAC partners office



You can ask for the planner to come to your home, but this is not always agreed to



2 hours

The meeting may take up to 2 hours



Check that the planner has your current phone number, email address and postal address



If you have complex needs, you may be able to ask for a planner with greater planning skill

Bring someone with you



You can bring people with you



This may include a family member or friend,



a **disability advocate**,



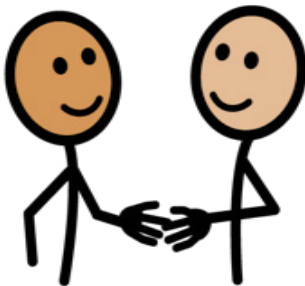
a **Local Co-ordinator**, or a



Service Provider



It is important for you to be there, as planners like to meet the person the plan is about



If it is hard for you to get and stay there, you can ask a family member or friend to help



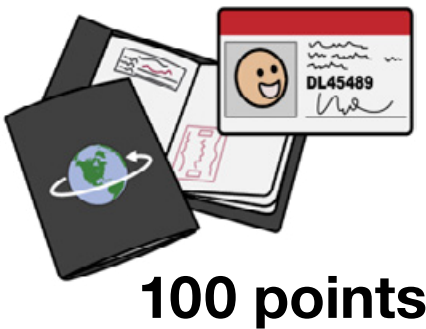
Bring copies of original documents



These could be planning documents, service provider reports, school records and letters about your disability



Take photocopies and keep your originals



You will also need to bring along
100 points of identification



This is needed if you are to be a **Plan Nominee** and your loved one is over 18 years of age



The NDIS generally accepts natural family relationships

BANK ACCOUNT	
Name	
BSB	
Account No.	

You will also need your bank account details



BANK ACCOUNT	
Name	
BSB	
Account No.	

BANK ACCOUNT	
Name	
BSB	
Account No.	

You may want to have a separate bank account just for your NDIS money

Develop a clear vision



Dream big and think about long-term goals, and how you would like yours or your loved one's life to look like



What does a good life look like?



What supports are needed to reach the goals related to your vision or dream?



WAiS also have a range of planning materials about Planning For a Good Life on our website or by request

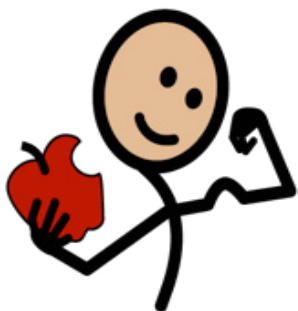


The more work you do about what you want your life to look like, and what supports you need, the better the planning results

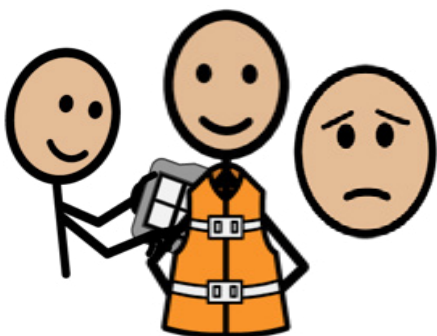
Fill in a Planning Booklet



There is a Planning Booklet 2 on the NDIS website page. WAiS also has a planning book, or there are many others online

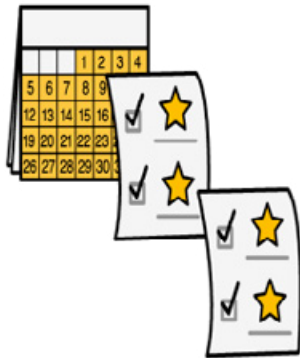


The planning you do for a “Good Life” is the basis for planning with the NDIS



This is where you may wish to talk about your communication needs, safety issues, and your vulnerabilities

List your goals



Remember to include short term goals, along with medium / long term goals



Fill in a weekly timetable, listing all the things you do AND all the things you would like to do to ensure you have a good life



The activities you have on your weekly timetable may help you to work out your goals, and how to reach them



If you are at school, think about what you do during school term and during school holidays, as the supports you need may be different at these times

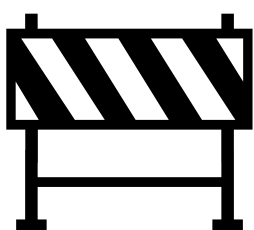
How your disability affects your life



You will be asked some questions so the NDIS can work out how your disability affects your life



Think deeply about where you need help, and why

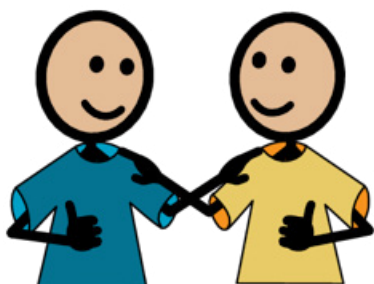


Think also about the barriers you may face that are related to your disability and the effect it has on you being able to live a good life

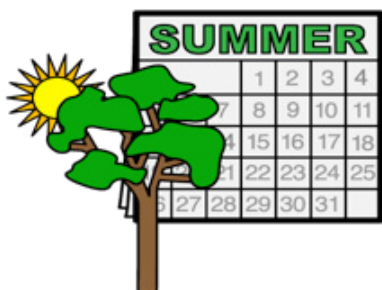
Family, Friends and Community



The planner will ask about **informal supports** such as family or friends, or people you know in your area



Make sure you list people you can rely on



NDIS may ask what they help you with, and what days or times of the year

Remember to include



Transport, Employment, Positive Behaviour Support and **Short-Term Accommodation** are all things to think about

Transport

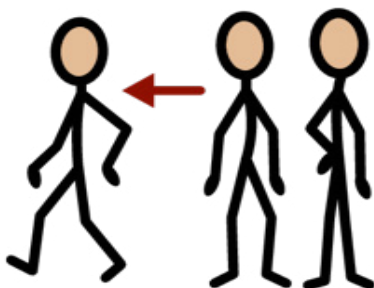
Employment

Positive Behaviour Support

Short Term Accommodation



Think about what a person of the same age would be doing if they didn't have a disability



Time away from family (which used to be called “respite” or “taking a break”) also means you can develop your living skills and have the type of life experiences that someone your age does

Reasonable and Necessary



What supports are “fair” and “something you must have” – known as **Reasonable and Necessary**. There are six things to think about here:



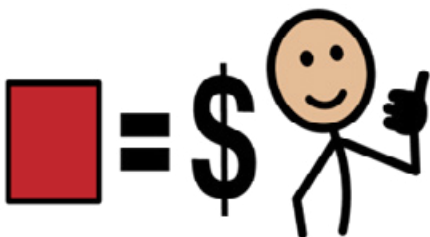
1. Vision and Goals

Does the support work towards reaching the goals in your NDIS plan?



2. Social and Economic Participation

Does it help you participate in your community?
Does it help you be a part of your community?



3. Value for money

Are the supports “value for money” or “good practice”?



4. Effective

Are the supports likely to be effective and beneficial to you?



5. Informal Supports

Does it include the **informal supports** which most people would usually expect family or the community to provide?



6. Formal Supports

Does it consider the formal supports that most people without a disability would usually use in their community? Is it the responsibility of the NDIS or another government body (eg Health or Education?)

Consumables, Home Modifications and Assistive Technology



You will need to include in your plan any **consumables**, home modifications, equipment, **assistive technology**, communication devices or **mobility devices** which you require.

consumables

home modifications

equipment

assistive technology

communication devices

mobility devices



Be sure to include any maintenance or repairs for your equipment such as wheelchairs, beds or hoists, etc



NDIS Management types

Plans, or parts of plans can be managed differently. You can choose either:

Self Management



When you have total control to manage the NDIS funding and supports in your plan. You claim the funding directly from the NDIS

Plan Management



You can ask for a Plan Manager, who acts as a **financial intermediary** who claims your funding from the NDIS and then pays your supports and services for you

Agency Management

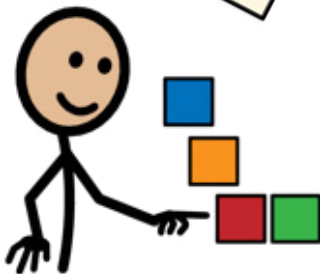


Funded by the National Disability Insurance Agency

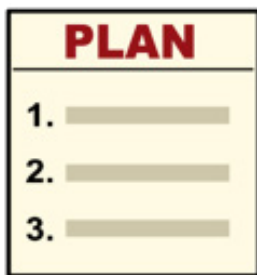
Agency management is when your service provider claims your funding from the NDIS. You can choose who the service provider is. You can have more than one service provider



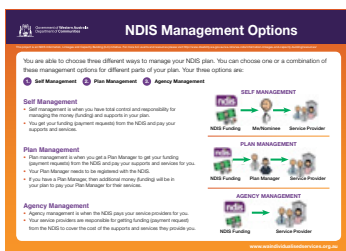
You can have a mix of all these management types for different parts of your plan



There are pros and cons for all management types but you do have the most choice and control and responsibilities when you self-manage

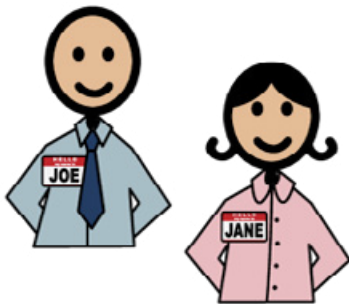


It is helpful to have an idea of the type of management you would like to choose before you head into the planning meeting

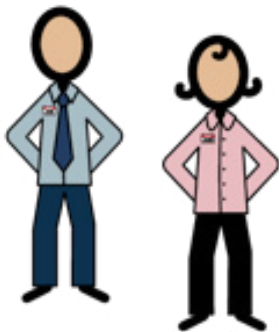


WAIIS has an information sheet available to explain these options

Support Co-ordination



Support Co-ordinators help locate service providers or people who can support you to reach your goals



You can request support co-ordination in your plan, however, **LAC Partners** are assuming this role in many areas of WA and this role will eventually be phased out.

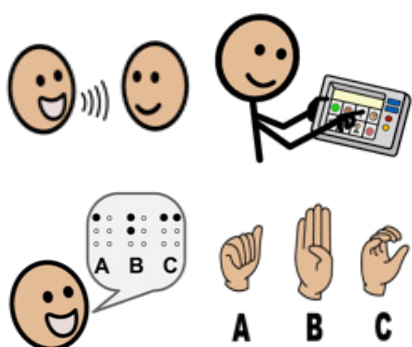


If your support needs are complex, there are also Specialist Support Co-ordinators available. They need to be an **Allied Health Professional**

Be an Ambassador



It is important to work together to ensure the best outcomes for you or your loved one



Aim to have a good relationship with your planner, and have open and clear discussions to make sure you get the best possible plan for a good life

Word List



Words and abbreviations used in this document

NDIA	This is the National Disability Insurance Agency. The agency who runs the NDIS
NDIS	The National Disability Insurance Scheme. The scheme which is run by the NDIA
Disability Advocate	Person who stands beside you to help promote, protect and defend your human rights
Local Co-ordinator	Local Co-ordinators are employed by the Dept of Communities and provide support to families and carers to assist them with services
Service Provider	A service provider is an individual or organisation delivering support to a participant (person) receiving funding
100 points of Identification	This is a selection of identity documents that prove who you are, there is a list available on the NDIS website
Plan Nominee	Someone who applies or is appointed (usually a family member or trusted person) to help with reviewing or managing the plan
WaiS	WA's Individualised Services – an organisation who works in partnership with people, families, carers and providers to help promote individualised supports for the person
Informal Supports	These are people in your family, friendship group or community who provide unpaid support and assistance

Formal Supports	These are people or agencies who provide paid support and can include support workers, specialists, therapists, cleaners, transport services and the like
Short-Term Accommodation	This used to be called “respite” or “taking a break” and allows the person with disability time away from family to develop their independence and have some time away from home, it can also be in the person’s own home
Reasonable & Necessary	This question is used to work out whether the support is needed and is good practice, and good value for money
Consumables	These are items that include continence products, wipes, syringes etc and are related to your disability
Assistive Technology	This can include equipment and items like equipment which is related to your disability and you may need for your daily tasks. It may be something which helps with seeing, reading, remembering, communicating or making everyday tasks easier
Mobility Devices	An aid to help assist people to get around in their community
Financial Intermediary	A Plan Manager, who assists with paying invoices for services
LAC Partners	These are the new version of the Local Co-ordinator, and will assist people to prepare their NDIS plans and reviews.
Allied Health Professional	These include professionals like Physiotherapists, Speech Therapists, Occupational Therapists and Psychologists
Ambassador	A person who represents others to the best of their capacity