

NDIS

Pre- Planning Workbook



Noweyung NDIS Pre-Planning Workbook

Noweyung would like to assist you to get ready for National Disability Insurance Scheme (NDIS) as it is rolled out across Australia. The NDIS is available for Australians up to age 65 that are living with a permanent and significant disability. To participate in the NDIS, you need to meet certain disability or early intervention requirements.

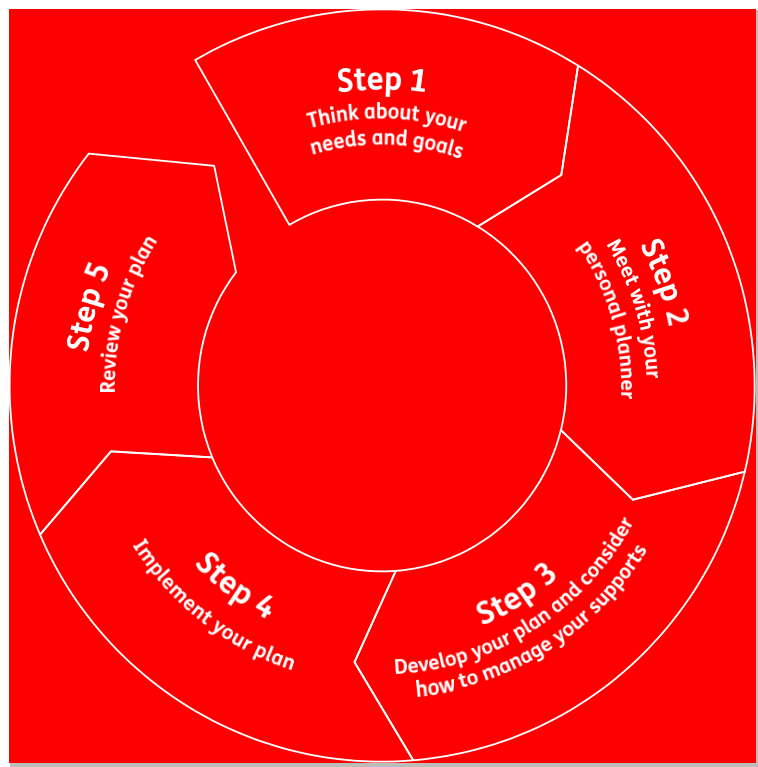
We have developed this Pre-planning Workbook to explain the process and help you to think about what is important in your life. It will help you identify your needs, goals and current supports and what supports you will need into the future. There are a number of questions to think about and not all of them are relevant to your situation so you do not have to complete every section.

When you have completed this workbook you can take it to your NDIS planning meeting to assist you when applying for funding.

This workbook will also help you complete your Participant Statement. Your Participant Statement is a form that helps us understand your personal situation and what you would like to achieve. It gives us the information we need to tailor your NDIS plan. If you are able to complete it, please bring it to your first planning meeting. Otherwise, bring this workbook with you and your planner will help you fill in the Participant Statement

The NDIS planning process

There are five steps involved in developing your plan of supports.



Regular activities

Day	What I do	What help I have
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Occasional activities

Month	What I do / how often	What help I have



What funding do I receive now?

DHHS paid to Noweyung Individual Support Plan SNA \$
 Futures for Young Adults SNA \$

Other funding:
 e.g therapy, transport, equipment, respite regular/emergency case management, other disability services

What supports I receive each week?

Type of service or support	Amount and frequency	Who funds it

What supports I receive sometimes?

Type of service or support	Amount and frequency	Who funds it

What Supports I have now that I need to keep?



What Supports I have now that need to change?

GAPS Things I need but don't have. e.g weekend activities, respite

Type of service	How often,	Who could provide it

What is the unpaid carer's role?

What	When



What is your life like now?

Your Participant Statement includes information on your day-to-day life. Think about:

- what you participate in such as education, work and social activities
- what is working well in your life
- what you would like to change or improve
- whether there is something new you would like to try (this could be a therapy, an activity in your local community or a volunteer group you would like to join)
- activities you enjoy or you are good at
- what you do when someone comes to help you in your home.

Write your notes here



Step 1 - Think about your needs and goals

Before you meet your planner, think about what you want and need.

- What support do you need to do everyday activities?
- How would you like your life to be in a few years?
- How can the NDIS help you?

You may decide to discuss these questions with your family, friends or carer. Your planner will consider supports that will help you:

- pursue your goals and aspirations
- increase your independence
- take part in employment or community activities.

Together you will discuss informal, community and mainstream supports available to you. These include family, friends and community services, or more formal supports such as health and education services.

Should you require them, the NDIS funds reasonable and necessary supports.

These supports could include assistance with employment or in the workplace, therapies, home modifications, mobility equipment, or vehicle modifications.

At your first planning session, we will discuss what you are doing now and what you would like to try in the future. We will talk about three aspects of your life:

- your daily routine
- your living arrangements
- your current relationships and supports from other people.

Use the spaces on the following pages to make notes about these aspects of your life



What are your current living arrangements?

Think about:

- who you usually live with
- the type of accommodation you live in
- whether there is something you would like to change about your living arrangements to make things easier for you, or to increase your independence.

NOW:

IN THE FUTURE:

What relationships do you have now?

Think about:

- who is important in your life and in what way
- what informal supports you have from family, friends, or neighbours.

NOW:

IN THE FUTURE:

What supports do you currently have?

Programs and therapies

Think about:

- specific programs you access, such as those provided by your local council, religious, community or support groups, your hospital or school
- any therapies you require, such as therapeutic support or behaviour support.



NOW:

IN THE FUTURE:

Aids, equipment or modifications

Think about:

- any special equipment you have or you need. For example, a wheelchair, hearing or speech aid or hoist. How often do you use this equipment? Is it appropriate for your needs?
- whether your home has been, or needs to be, modified. Do you have or need any ramps or lifts?

NOW:

IN THE FUTURE:

Assistance with activities

Think about:

- what assistance you have to carry out your day-to-day activities, including participating in work or study, transport, sport, day program or community access, managing money, respite etc.
- what formal supports you have through the health care system, community centres, work or education, cleaners, personal helpers etc.

NOW:

IN THE FUTURE:



Your goals

There may be things you want to achieve in the short and longer term.

Think about:

- the supports you already have in place
- if something is stopping you from achieving your goals
- what steps you need to take to get where you want to be.

Use the spaces below to write down your goals in different areas of your life. You don't need to write in every box; just those most important to you.

Employment – e.g. would you like to get a job, volunteer or change your work hours?

GOALS:

BARRIERS:

Education – e.g. would you like to attend school, university or a course?

GOALS:

BARRIERS:

Social participation – e.g. would you like to join a club, be more able to attend events and see your friends.

GOALS:

BARRIERS:



Independence – e.g. would you like to get around the house or community on your own or with less assistance?

GOALS:

BARRIERS:

Living arrangements – e.g. would you like to modify your home or live somewhere different?

GOALS:

BARRIERS:

Health and wellbeing – e.g. would you like to be more active or take up a sport?

GOALS:

BARRIERS:



Step 2 - Meet with your personal planner

What to expect

A planner from the NDIS will call you to arrange to meet at a time and place that is convenient for you. We strongly recommend that you have a face to face meeting and do not recommend that you agree to a planning meeting over the phone.

At this meeting, you will have a conversation about your life, including the things you have noted in this workbook. If you want, you can bring someone with you to this meeting. If you request Noweyung would be able to provide a support worker to attend this meeting with you.

Together with your planner you will talk through your Participant Statement.

How long will the meeting take?

The time required is different for each person. You may only need one meeting, or you may need more. Your planner will take the time you need to talk through what's important to you and help you make decisions.

Carer statements

If you have a carer, that person may also wish to make a statement about the care they provide. If this is the case, your planner will ask for your permission.



Sample meeting agenda

Introductions	Your planner will introduce themselves and outline what you will talk about in the meeting.
Your preparation	<p>Your planner will ask if you understand the information in this workbook and the materials sent to you before the meeting.</p> <p>Don't worry if you have not been able to complete the Participant Statement paperwork.</p> <p>Your planner can help with this.</p>
Your Participant Statement	<p>You will discuss:</p> <ul style="list-style-type: none"> • your current situation: living arrangements, social activities, employment • your current supports and what is working well • what you would like to achieve • what you would like to change • your goals and aspirations.
Setting your objectives	You and your planner will turn your goals and aspirations into a set of actions.
Developing your strategies	Your planner will help develop the steps you need to take to achieve your goals and aspirations.
Measuring your achievements	You will discuss how you and your planner will be able to tell if your personal plan is working.
Managing your personal plan	Your planner will talk to you about options for managing your plan.
Setting review dates	You and your planner will agree on review dates for your plan.
Next steps	<p>You may need a second meeting to finish your planning conversation. If this is the case, you will agree on a time.</p> <p>Once your planner has all the information they need, they will develop a plan of supports for you.</p> <p>Your planner will tell you when you can expect to receive your plan of supports and what will happen next.</p>



Step 3 - Develop your plan and consider how to manage your supports

Using the information gathered during your planning meeting, your planner will determine which supports will best meet your needs and help you achieve your goals. Your planner will then write up your plan of supports.

Sometimes a specialist assessment may be required to make sure your personal plan includes the right supports to meet your needs. This may involve a medical, psychological or other examination by a qualified person.

Managing your funding

If you have NDIS funded supports in your plan, your planner will talk to you about how you would like to manage that funding. A number of options are available.

- Manage your funding yourself. This means you will be given funds from the NDIS to pay directly to the people and organisations providing the support.
- Nominate another person to manage your funding. This is called a 'plan nominee'.
- Use a registered plan management provider. Your planner can help you find one.
- Ask the National Disability Insurance Agency (NDIA) to manage your funding for you.
- A combination of the above options.



Step 4 - Implement your plan

Your planner will send you a copy of your plan.

Your planner will also talk to you about how confident you feel in managing money and coordinating the supports in your personal plan. You can have as much or as little assistance as you want.

The table below may help you decide how to implement your plan.

The important thing is, **you decide what works best for you.**

	By myself	With a little help	With a lot of help
I am confident in researching service providers that could deliver funded supports approved in my plan.			
I am confident in contacting service providers who could deliver the funded supports approved in my plan.			
I am confident meeting and interviewing service providers who could deliver funded supports approved in my plan.			
I am confident in deciding which service providers would best suit my needs, as approved in my plan.			
I am confident in making an agreement for services or supports with a provider who has agreed to deliver the funded supports or services approved in my plan.			



Step 5 - Review your plan

Your planner will determine the most appropriate supports to help you achieve your goals and aspirations. You will be able to discuss those supports with your planner and decide if they are right for you. You and your planner will also agree on review dates for your plan.

We understand your circumstances may change. If that happens you can arrange to meet your planner so you can update your plan to meet your needs.



leAp

LIFE EXPECTATIONS ABILITIES POSSIBILITIES

This document was made with information from the NDIS planning workbook.

