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melbourne city mission

your future, your way

NDIS Planning Tool



live your life,
your way

Get ready for the NDIS

The NDIS – the National Disability Insurance Scheme – is all about putting you in charge of your funding and your future. The NDIS provides funding based on individual goals and needs, so you or the person you care for can access support to live the life you choose.

Getting ready for the NDIS is very important.

The aim of this workbook is to support you to prepare for your first planning meeting with the NDIS by:

- understanding how the NDIS works
- identifying the supports you or the person you care for has now
- considering what you might like to change
- creating goals for the year and the future, and thinking about the support required to reach those goals
- being as prepared as possible for your NDIS planning meeting.

How does the NDIS work?

When the NDIS becomes available in your area, you will meet with a Planner or Local Area Coordinator to talk about your life and to create an NDIS Participant Statement and plan. Your plan will include information about:

- you, your home and important people in your life
- your daily life including health, therapies, transport, equipment, home modifications and personal products
- what you like to do for fun, and how you get along with others
- education and employment opportunities

From your plan, the NDIS will allocate funding for the reasonable and necessary supports you need to live a good life and go for your goals.

This workbook will assist you to think about and document your current needs and supports, and what supports you will need over the next 12 months, in order to prepare you for your NDIS planning meeting.

Complete the sections that are relevant to you.

If you are completing this workbook on behalf of your child or for a person you support, please complete relevant sections based on their goals and needs.

Name

About you

Your home

Where do you live? Who do you live with?

Important people

Who are the people in your life who support you? How do they support you?

People	How they support you

What's important to you

Write down anything else about yourself and your life that you would like to share

Daily life

Everyday support

What support do you usually need to be more independent in your day-to-day life?

This may include getting up and dressed in the morning, having a shower or going to the toilet, managing money, making appointments, cooking and eating, or cleaning the house.

This list may help you to think about your daily needs:

- Support from family and friends
- Support workers
- Extra support at childcare, kinder or school
- Assistance from services like the Home and Community Care (HACC) program or Meals on Wheels

Support you have now	Changes you would like to make	Support you will need in the future

Support you have now	Changes you would like to make	Support you will need in the future

Health and therapies

Do you need support to maintain your physical, emotional and social wellbeing?

This may include physiotherapy, speech therapy, occupational therapy, medication management, support to exercise or manage your nutrition, support groups or counselling.

Health or therapy need	Support you have now	Support you will need in the future

Transport

How do you travel to get to places including work, appointments, and social activities?

This may include using taxis, public transport or a modified vehicle to go to school or work, get to appointments or catch up with friends and family.

Activity	Transport you use now	Transport you will need in the future

Equipment and technology

Do you need technology or equipment to assist you?

This may include communication devices, mobility supports like walkers or wheelchairs, specialist clothing or footwear, and day-to-day self-care supports.

Activity you need support with	Technology or equipment you have now	Technology or equipment you will need in the future

Home modifications

Would changes in your home environment make it easier for you to be more independent?

Safety and accessibility at home can be improved by installing equipment or making changes to building structures, fixtures or fittings. Home modifications can enable you to live as safely and independently as possible at home.

Modifications you will need in the next 12 months to be more independent at home	
Building modifications	
Equipment	
Equipment repairs & servicing	
Technology	

Personal products

Do you use consumable products for continence support or nutrition? Estimate the personal products you use each week using the table below as a guide.

Purpose	Product	Quantity each week
Continence	Disposable	
	Non disposable	
	Wipes	
	Kylie sheets	
	Colostomy bags	
	Catheters	
	Gloves	
	Other	
Nutrition	Formula	
	Gastrostomy device	
	Extension sets	
	Flexitaners	
	Giving sets	
	Syringes	
	Other	





**build skills,
enjoy life**

Enjoying life

Social and community participation

Taking part in the activities and experiences that matter to you – and having fun – can sometimes depend on having the right support to assist you.

Think about the things you like to do in your community and with your family and friends, and if you need support to participate. This may include regular group activities, after school care, sport, catching up with family and friends, or joining in holiday programs at libraries or community centres.

Activities you enjoy	Support you need to participate

Getting along with others

Do you need support to interact with other people?

This may include working on your social skills, using communications tools or learning how to relate to others and make new friends.

Support you use now	Support you will need in the future

Your best
future,
your way



Learning and working

Do you need support to learn new skills and tasks?

Do you need some assistance to take part in training or education opportunities?

Do you work or volunteer, or would you like some assistance to access employment or education?

Learning and working activities you do now	Support you use now	Support you will need in the future



What is important to you?

Your goals

Now that you've thought about your life, and what is most important to you, it's time to come up with some goals. What do you want to do over the next year? What would you like to try but have never had the opportunity or support to do so?

The NDIS looks at eight outcome domains – consider which domains relate best to your goals:

- Daily living
- Social & community participation
- Home
- Choice and control
- Work
- Relationships
- Health and wellbeing
- Lifelong learning

Goal	Outcome domain	Support required

Making it happen

Starting your NDIS plan and getting it up and running is an exciting and sometimes challenging time. Do you think you will need some support to start your NDIS plan? Would you like to build your confidence in managing your services? This may include training to build your skills in managing your budget, organising your services and communicating with service providers.

Services or people who support you now <small>(eg. key worker, case manager, support coordinator)</small>	How they support you	Support you will need in the future

Preparing for your meeting

Evidence and information

At your NDIS meeting, it's a good idea to bring information about you that explains your needs and the impact of your disability or developmental delay. Collect and take copies of relevant recent documents - here's a checklist to consider:

- Lifestyle plan
- Behaviour support plan
- Person centred plan
- Client support plan
- Health support plan
- Individual education plan
- Goal achievement plan
- Therapy assessments
- Letters from your doctor or therapist
- Information from your childcare, kindergarten or school
- Any day program or activity schedules
- Recreational program information or reports
- Information from a current service provider
- Carer statement

People and places

You can take support people with you to your NDIS meeting. Think about who you would like to support you and where you would like your meeting to be held.

Who would I like at my planning meeting:

- Parents
- Support person
- Teacher
- Partner
- Key worker
- I can discuss my own support needs
- Siblings
- Friend
- Other family
- Advocate

I would work best with a planner who is:

- Male
- Female

I need support to communicate by:

- An interpreter
- A communication device

Things that will help me in the meeting:

- Time of day
- Quiet
- Simple language
- Venue
- Time limited
- Taking breaks
- I may need to meet more than once
- I will need to be reminded

Notes



Melbourne City Mission offers a range of services that are flexible to personal goals, focused on unique goals and all about achieving outcomes.

To find out more about how we can support you contact our Customer Services team.

1800 343 287

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