



BURKE & BEYOND
'INCLUSION THAT COUNTS'

Our vision

INCLUSION THAT COUNTS

Our Mission

BURKE & BEYOND provides lifestyle support services to create opportunities for people with a disability to live the life they want.

PREPARING FOR MY NDIS PLAN NOTEBOOK

A notebook to take notes, jot down thoughts and record ideas in preparation for your NDIS Plan.

Preparing for NDIS Planning Meeting- BOOKLET

To assist you and your family, Burke and Beyond has developed this booklet to better prepare for your meeting with an NDIS Planner and making your NDIS Plan.

You can also go to NDIS website that has a lot of specific information which may assist you with the preplanning process:

www.NDIS/participants/planningprocess.gov.au

The NDIS Planner you meet with is someone who doesn't know you and may have limited experience of your disability, the supports you need and the services/ activities you access. To help you prepare for this meeting, use this booklet to write down notes which will tell the NDIS Planner about you, the things you like, the supports you need and the activities you would like to access.

Should you like assistance with this booklet, our Coordinators are available to help. Please just contact the service where you attend.

Please remember the amount of funding you receive for your NDIS Package and plan depends on how well you tell your story and show your need for support and assistance.

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GETTING TO KNOW YOU.

Who are you, if someone meets you what would you tell them about you? What makes you, you? (*Ask your friends and family to help you with this*)

What are some of the things you can do and some of the things you have difficulty with?

Examples: Mobility, personal care, needing assistance 1:1, accessing community, eating.

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WHAT IS IMPORTANT TO YOU

The NDIS breaks funding into three categories- CORE- which is day to day support, CAPITAL- which is purchasing equipment and making home modifications, and CAPACITY- which is skills building, learning and employment opportunities.

For the following, please circle how important it is to you and how you can achieve this. In the box write the things you would like to do, what you need to achieve this, time it takes to do it and/ or any comments which will help you when you are meeting to make your plan.

CORE

HOME	Importance	Who with	How
	VERY SOMEWHAT NOT SURE	OWN SHARED FAMILY/ FRIENDS	INDEPENDENTLY SOME SUPPORT ASSISTANCE
 <i>Example: moving out, rent, own</i>			
Short Term:		Long Term:	

RELATIONSHIP	Importance	Types	How
	VERY SOMEWHAT NOT SURE	FRIENDS/ FAMILIES LOVE SOCIAL	INDEPENDENTLY SOME SUPPORT ASSISTANCE
 <i>Example: meeting people, social media,</i>			
Short Term:		Long Term:	

COMMUNITY PARTICIPATION	Importance	Types	How
	VERY SOMEWHAT NOT SURE	CLUBS/ GROUPS EVENTS OUTINGS	INDEPENDENTLY SOME SUPPORT ASSISTANCE
 <i>Example: Travel training, shopping, cultural, religious group, budgeting, restaurants</i>			
Short Term:		Long Term:	

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DAILY LIFE	Importance	Where	How
	VERY SOMEWHAT NOT SURE	OWN SHARED FAMILY/ FRIENDS	INDEPENDENTLY SOME SUPPORT ASSISTANCE
 <i>Example: personal care, eating, dressing, shopping, cooking, in/ out of bed, cleaning</i>			
Short Term:		Long Term:	
List some of the aids, utensils and tools you may need and why it would help:			

HEALTH & WELL BEING	Importance	Types	How
	VERY SOMEWHAT NOT SURE	SPORT RECREATION INTERESTS/ HOBBIES	INDEPENDENTLY SOME SUPPORT ASSISTANCE
 <i>Examples: Medications, my condition, behaviours of note, gym, sporting clubs, fishing, art, respite, spiritual</i>			
Short Term:		Long Term:	

CAPITAL

Equipment & Modifications	Importance	Types	How
	VERY SOMEWHAT NOT SURE	MOBILITY COMMUNICATION DAILY TASKS	INDEPENDENTLY SOME SUPPORT ASSISTANCE
 <i>Example: Wheelchair, frames, computer, home modifications, equipment</i>			
Short Term:		Long Term:	
List some of the modifications and equipment you may need and why it would help:			

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CAPACITY

WORK	Importance	Where	How
	VERY SOMEWHAT NOT SURE	JOB VOLUNTEER OTHER	INDEPENDENTLY SOME SUPPORT ASSISTANCE
 <i>Example: café, factory, nursery, apprenticeship, shop, retirement plan</i>			
Short Term:		Long Term:	

LEARNING	Importance	Types	How
	VERY SOMEWHAT NOT SURE	EDUCATION SKILLS EXPERIENCE COURSE	INDEPENDENTLY SOME SUPPORT ASSISTANCE EQUIPMENT
 <i>Examples: Independence skills, University, TAFE, Community Houses</i>			
Short Term:		Long Term:	

CONTROL & CHOICE	Importance	Types	How
	VERY SOMEWHAT NOT SURE	Money Home Place I go	INDEPENDENTLY SOME SUPPORT ASSISTANCE
 <i>Examples: handling money, banking, shopping, activities of life, daily routine</i>			
Short Term:		Long Term:	

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WHAT DO YOU DO WITH YOUR DAYS

Write down your weekly routine, the things you do each day, the places you go and the current services you access.

	AM	PM	EVENING
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			
SUNDAY			

In this space write down the other services and places you go as needed or planned, such as movies, holidays, doctors, restaurants, concerts, live theatre, local gym, shopping centres, living and learning centres, art classes etc

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YOUR FUTURE

Things I would like to keep doing:

Things I would like to try:

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You may find that the following information and documents may be useful to have for your planning meeting. These are not essential, however may assist in preparing for your NDIS plan:

- | | |
|--------------------------|------------------------------------|
| NDIA Work book | Person Centred Plan |
| Medical Plan | Behaviour Support Plan |
| Therapy Assessments | Letters from GP |
| Information from Schools | Day Program Timetable and costings |
| Accommodation | Information from family |
| Cultural Information | Clubs/ Groups |
| Lifestyle Plan | Transport plans and costing |
| Places you go | |

There may be some specific items or support which you will need to include within your plan if you will be using Day Services. There will need to be enough hours attached to those activities to last for the duration of the plan:

Support Coordination

If you want someone to assist you in finding the right supports, you need to have this item in your plan. You will be able to choose an organisation to help you navigate service providers and also help you with the administration of your plan.

Transport

If you already receive some Mobility Allowance or you think that you may need some assistance during the course of your plan to get from home to other locations, it is important this is discussed as mobility allowance from Centrelink will cease once you are an NDIS participant.

Group Support

Group support will cover what some of you are already getting assistance with for example at a Day Service. Each day of support is generally 6 hours of service and if you want to receive the support full time on an ongoing basis, you need to apply for 30 hours per week over 46 or 48 weeks per year. You will need to consider if there are times you will require support specifically for you, for example, a 1:1 activity like swimming or if you can be supported by 1 staff member while you enjoy an activity with other people, for example watching a movie. The funding you receive will only

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cover the costs of supports to attend, not the programs and the transport/ equipment required for the program.

Individual Support in the community

If your plan is to get some individual support to access and participate in community activities, you need to ensure that you discuss your needs with your planner and ensure that some hours are allocated for this purpose. If hours are delivered on the weekends, the service delivery rates are higher so plans need to be made for that.

Assistance with meals & personal care

Even if you are receiving group support, there may be time during the day when you need someone to work exclusively with you to support you one to one for example with eating or for your hygiene needs. If this is the case, you need to ensure that you let the planner know how many hours per day you will need that extra support. This needs to be a part of your plan.

Access and maintain employment (School Leaver Employment Support)

If you have just finished high school and you would like to get a job, you may need some specific support and training to enable you to get ready for employment. Some funding can be accessed for that purpose in addition to group funding. Talk to your planner about this.

Respite options for family/carers

You might need some respite time to experience different activities or your family may need a bit of a holiday so you should discuss those needs with the planner.

Equipment and Modifications

Whether you need a new wheelchair, have some home modifications made, or assistive technology for communication make sure that you discuss all these with your planner. If assistive technology or hoists for example are required in the home, you can also request funding to train your support person to learn how to use this equipment

Administration Fee to establish service agreement

When you are preparing your NDIS plan, request for additional funds to cover the cost for establishing a service agreement with your chosen provider. All providers are allowed to charge an establishment fee to cover the administration and setting up of your service agreement. The allocated cost is \$250 for exiting participants and \$500 for new participants.

This is not a complete list of items to discuss but it will give you a good starting point in your conversation with your planner.

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Please discuss these with family and staff prior to your planning meeting. Sometimes, the people booking a time for your plan may want to do it just over the phone. If you want a meeting to discuss the plan, you may have to ask for it. Your plan may be straight forward and can be developed over the phone, however if you have concerns and/ or would feel more comfortable with a in person meeting, please request this with your planner.

When you are planning to meet with NDIS Planner you can take someone with you to assist. This can be a family member, friend, partner or a staff member / key worker who know you well. Think about whom this may be, and ask them to help.

If at the end of the process you are not happy with your plan, you can make an appeal to have it changed, but it is always better to get in right in the first instance by preparing well.

Burke and Beyond hope this booklet is useful and wish you all the best in arranging and organising your NDIS Plan and package.

Should you require any assistance, information and clarification, please contact your Coordinator at the service you attend or phone (03) 9886 1111 to arrange an appointment to discuss.