



Plan Manage Assist NDIS Planning Meeting Checklist

At Plan Manage Assist we know what it is like to plan for your NDIS meeting as we have been through it ourselves.

We have learnt that the more prepared you are going into the meeting the better the meeting goes. We also know that it is an emotional and stressful time as all we want is what is best for our family members.

We have listed some insights from our experience so that you can be better prepared going into the meeting.

Step 1: Planning meeting checklist prior to your meeting

- ✓ [Fill out booklet two](#) – in this booklet include your usual week, things that are working well and if there is anything you would like to change in your plan
- ✓ Write down any questions you'd like to ask in the meeting
- ✓ Decide who you would like to come to your planning meeting with you
- ✓ Gather any other information or reports you think would be helpful for the NDIS so they can better understand the impact of your disability and your personal circumstances and this will help with the supports you require for your next plan
- ✓ If you've completed all of the above, you're now ready for your planning meeting.

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Step 2: Setting goals are important

- Goals are an important part of putting your plan together, it is important to think about what you need for yourself, family member or friend and what do you want to achieve in the outcome? What are your **short-term goals** and **medium to long-term goals** this will help address any unmet needs in your current life that you think need to be addressed?

What are short-term goals

- These goals can usually be achieved in under 12 months. Think about what you would like to achieve, why you would like to achieve it and when you would like to achieve it by.
- What are your top short-term goals for this NDIS plan? Put these in order ie; **Goal 1:** This year, I want to learn to use public transport by myself so I can go to the library, start a course or go out with friends and not rely on my mum. **Goal 2:** I want to be able to shower myself, without a support worker

What are medium to long-term goals

- What do you want to achieve in the medium to long-term? These goals may take several years to achieve but it's important to identify the steps towards achieving them ie; **Goal 1:** In the next few years, I want to move out of home, maybe with a friend. **Goal 2:** Get a job so that I can pay my own bills.

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Other goals

- what types of skills or interests do you have, and is there anything you would like to learn more about?
- do you need support to access the Health System, Doctors appointments or do you need specialised assessments because of your disability?
- what type of support you may need around the home such as support with personal care, meals, housekeeping or other day-to-day activities?
- do you need help finding a job, assistance with training, or support with personal care or transport while at work?

Step 3: Decide on where you would like your NDIS Plan meeting.

Your ECEI Coordinator, LAC or NDIA planner will contact you to arrange a time that suits you to have your planning meeting.

Don't forget you can also bring along a family member, friend, advocate or anyone else to your meeting. If you want help to arrange an advocate to attend with you, contact your ECEI Coordinator, LAC or NDIA planner.

To find out more about the NDIS:

Website: <https://www.ndis.gov.au>

Phone: 1800 800 110

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