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## How to make an NDIS plan

Book 2



Easy English



## Hard words

This book has some hard words.

The first time we write a hard word

- the word is in **blue**
- we write what the hard word means.

## You can get help with this book



You can get someone to help you

- read this book
- know what this book says



- find more information.

## About this book



This book is about the **National Disability Insurance Scheme** or NDIS.



The NDIS helps people under 65 with a **permanent** and **significant** disability.

Permanent means the disability will **not** go away.

Significant means the disability affects the things people need to do every day.



People with an NDIS plan will get

- supports

and

- services they need.



This book will help you

- know what help you get now

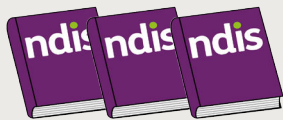


- make **goals**.

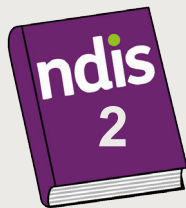
Goals are things you want to happen.

For example

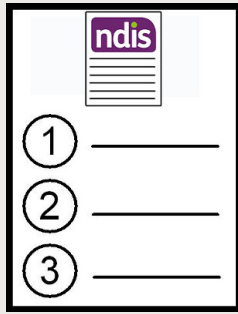
- get a job
  - make friends.
- make an NDIS plan to help you reach your goals.



There are 3 books to read.



This is Book 2.



Book 1 will tell you about the NDIS.

Book 3 will tell you how to use your NDIS plan.

You will get Book 3 when you start to use the NDIS.



You can also find the books on our website.

[www.ndis.gov.au](http://www.ndis.gov.au).

You can use this book to get ready for your NDIS plan.

For example

- write about the supports you need
- write about your goals.

## About you and your supports



Here you can write about

- you

and



- the help you get now.



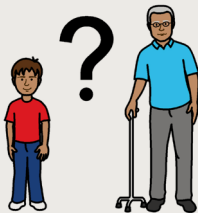
Write your name.

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1 2 3 4 5 6 7

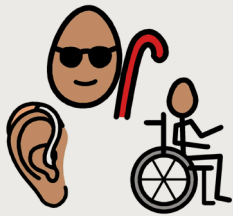
Write your NDIS number.

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Write your age.

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Write about your disability or **developmental delay**.

Developmental delay means a person finds it hard to do everyday things.

For example, have a conversation.

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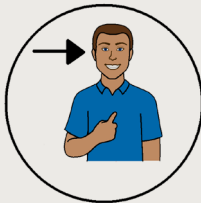
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Write about how your disability or developmental delay affects your life.

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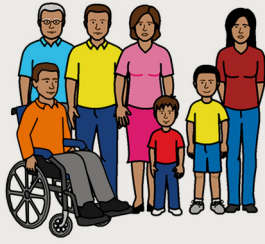
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Write about important people in your life who do **not** work in disability services.

For example

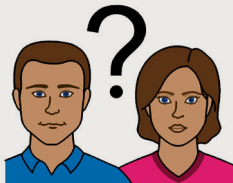
- family
- other people who care about you.



Write their names.

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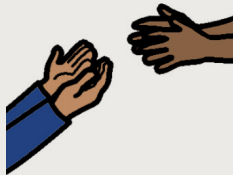


Write who they are.

For example, mother.

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Write what they do for you.

For example, help me to get dressed.

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Write what you would like us to know about you.  
For example, what is important to you.

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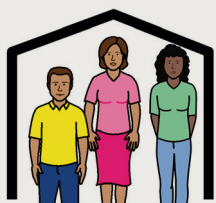
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Write about

- your home
  
- who you live with.

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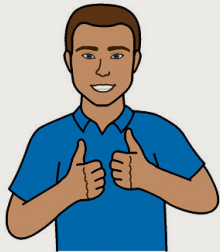
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SUN	MON	TUE	WED	THU	FRI	SAT

Write about

- what you do each day.

For example, you go to the community centre 3 days per week.



- what your interests are.

For example, you like to spend time with friends.



- your job.

For example, you do **not** have a job but you volunteer at the local school.

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## About your community and other government services

This information will help us understand

- what supports you get
- what you need in the future.



Write about what you do in the community.

For example

- play sport
- go to church.

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Write about other government supports and services you use.

For example

- school or university support
- health services.



Write about when you use them.

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SUN	MON	TUE	WED	THU	FRI	SAT

## About what you do each week

We want to know about the supports you use each week.

Write

- the day of the week.

For example, Monday.

- what you do.

For example, you see a psychologist.

- what support you use to do it.

For example, your doctor wrote a letter.

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Write about what you do sometimes.

For example



- go to the swimming pool
- go to a social group
- go to the football.

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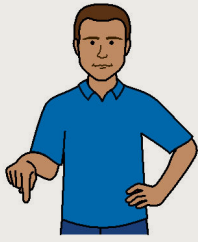
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Write what you like to do in your life now.  
For example, you have a dog and like to look after it.

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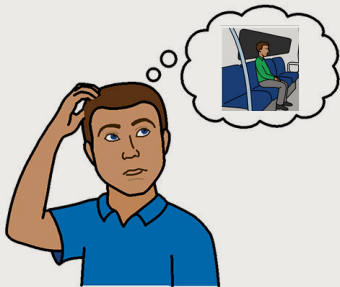
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Write what you want to change in your life now.  
For example, you want to learn to catch the train to work by yourself.

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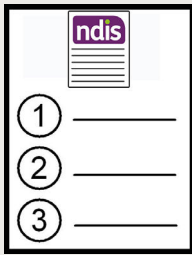
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## Your goals and your NDIS plan

You will have a planning meeting.

Bring this book to your planning meeting.



You can bring someone you trust to your planning meeting.

For example

- a friend
- a family member.

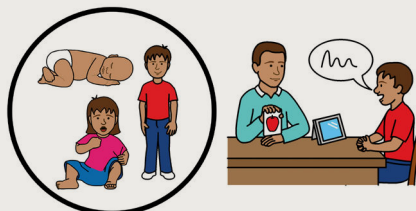




The people with you at the meeting will be

- your **Local Area Coordinator**

or



- your **Early Childhood Early Intervention Coordinator**

and

- someone from the NDIA.

A Local Area Coordinator or LAC is someone who can help make your NDIS plan happen.

An Early Childhood Early Intervention Coordinator or ECEI Coordinator helps children with disability or developmental delay

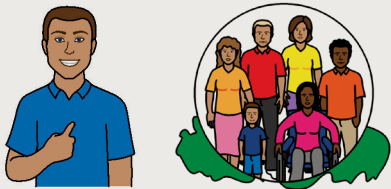
- get skills they need
- do activities each day.



At the meeting you will talk about goals for your NDIS plan.



You can write about your goals for your NDIS plan in this book.

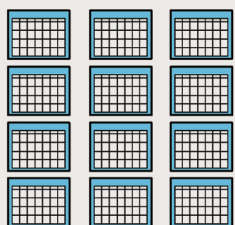


Your goals might be

- to be more independent
- to do more in your community.

Your NDIS plan will go for 12 months.

You might get an NDIS plan for more than 12 months if your needs will **not** change.



Think about your **short term** goals.

Short term means what you want to happen in the next 12 months.

For example, shower without a support worker.

Write 2 short term goals for your NDIS plan.

**1**

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**2**

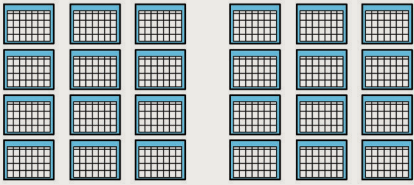
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Think about your **medium to long term** goals.

Medium to long term means what you want to happen in the next few years.

For example, get a job to pay your own bills.

Write 2 medium to long term goals for your NDIS plan.

**1**

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**2**

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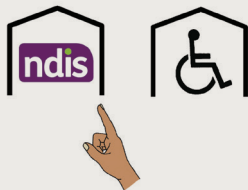
## Your NDIS money

Your plan will have a **budget** to pay for NDIS

- supports
- services.



Budget means the money you get to buy the supports in your plan.



You can say

- what services you get



- who you get services from



- when you get services.

You can choose different ways to manage your plan.



You can manage your plan.



The NDIA can manage your plan.



A **plan manager** can manage your plan.

A plan manager helps you

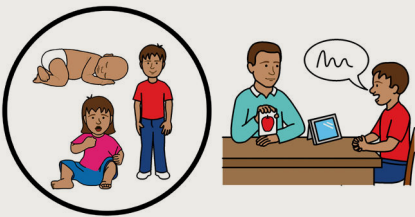
- know what services are in your plan
  
- pay for services in your plan.

You can get help to decide which sort of plan management is best for you.



You can ask your

- Local Area Coordinator or LAC
- Early Childhood Early Intervention or ECEI Coordinator
- NDIA planner.



## When you manage your plan

If you manage your NDIS plan you will be able to choose a service provider who is



- **registered** with the NDIS



- **not** registered with the NDIS.

Registered means the service provider

- has been checked by the government

and

- should give you a safe and good service.



You can pay someone to help you with support for your disability.





## When you have a plan manager

If you use a plan manager to manage your NDIS plan they will

- pay your service providers



- help you with your plan money

- let the NDIS know how you are using your money.

A plan manager is paid for by the money in your plan.



A plan manager must be registered with the NDIS.

## When the NDIA manages your plan

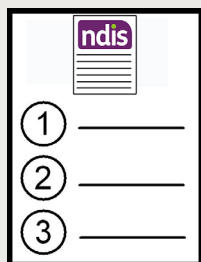


If you get the NDIA to manage your plan you can only use registered service providers.

The NDIA pays your service providers.

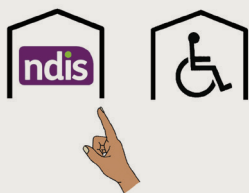


You can look at your plan money on the **myplace portal**.



The myplace portal is a website to show you

- your NDIS plan
- the services you can choose
- how much money you have for services.



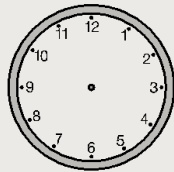




You are now ready to have a planning meeting.

You can write about your meeting in this book.

Your LAC or ECEI Coordinator will



— : —

- make a meeting time for you



- tell you when and where the meeting will happen.



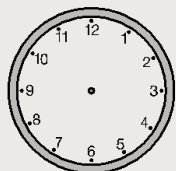
You can bring someone else to the meeting to help you if you want to.

## About your planning meeting



Date.

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Time.



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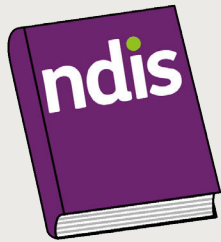
Where the meeting will happen.

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Who will go to the meeting with you.

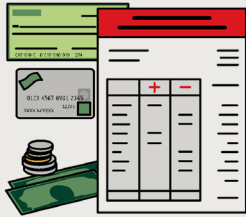
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You need to bring things to your planning meeting.

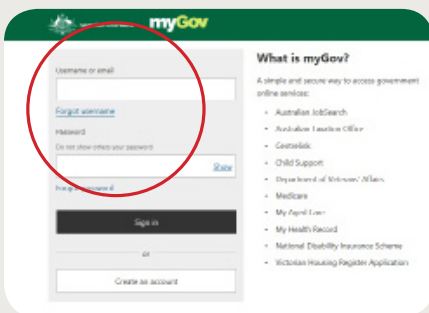


You should bring

- this book



- your bank account information if you manage your own NDIS plan



- your **MyGov account** information.

A MyGov account helps you use government services.



To create your MyGov account go to [www.my.gov.au](http://www.my.gov.au)



You can ask your LAC or ECEI Coordinator to help you.



## Your NDIS plan



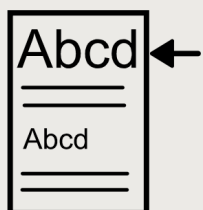
After your planning meeting the NDIA will need to say yes to what is in your plan before you can start to use it.

You can get your plan in different ways.

For example



– braille



– electronic text

– large print

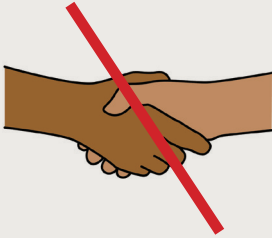


– audio

– in a language you speak at home.

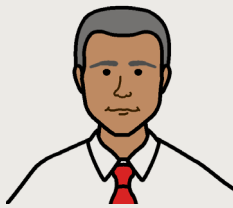
Your LAC or ECEI Coordinator can help you.





If you do **not** agree with your plan you can ask the NDIA to review it.

You must ask within 3 months.



If you are still **not** happy you can ask the **Administrative Appeals Tribunal** to review it.



The Administrative Appeals Tribunal or AAT is a group that reviews government decisions.

To contact the AAT

- go to their website [www.aat.gov.au](http://www.aat.gov.au)

or

- call 1800 228 333.

Your LAC or ECEI Coordinator can help you.

## Your LAC or ECEI Coordinator is



Name

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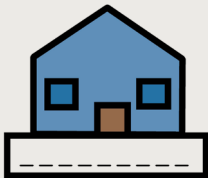
Phone number

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Email

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Office address

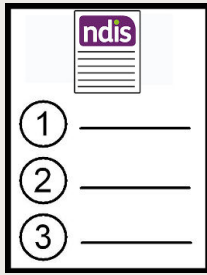
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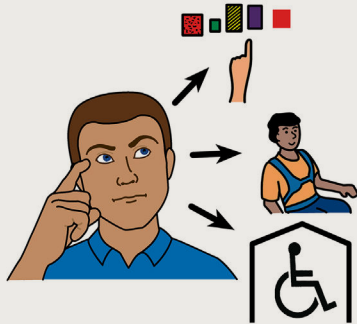




## What happens next?

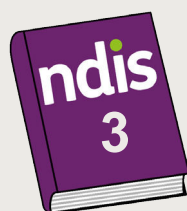
Now you have an approved NDIS plan.

You can start to use your supports and services.



Your LAC or ECEI Coordinator can help you

- choose providers
- change your plan
- connect with services
- review your plan at the end of 12 months.



You can now read book 3 about how to use your NDIS plan.



## More information

Go to our website

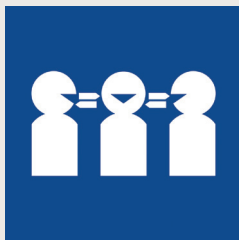
[www.ndis.gov.au](http://www.ndis.gov.au)



Call 1800 800 110

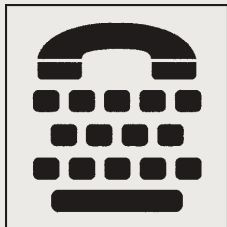
Monday to Friday

8 am to 8 pm



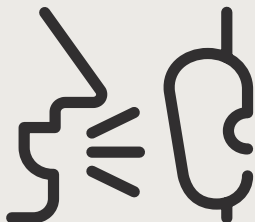
## Telephone Interpreting Service

131 450



## TTY users

133 677 then ask for 1800 800 110



## Speak and listen users

1300 555 727 then ask for 1800 800 110





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Scope's Communication and Inclusion Resource Centre

wrote the Easy English in August 2018. [www.scopeaust.org.au](http://www.scopeaust.org.au).

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