



A Guide to your National  
Disability Insurance Scheme  
(NDIS) pathway.



# Mallee Family Care has been helping people in the Mallee Community since 1979.

Mallee Family Care have been working to support people who are experiencing difficulties in life for almost 40 years.

Our highly skilled team has a track record of supporting people with disability and mental health issues. MFC aim to build stronger individuals, families and communities. We are very excited about the NDIS roll out in our Region and our goal is to make this transition as smooth as we can for you.

Mallee Family Care is a registered NDIS service provider. Supporting you through this new path into the NDIS is our goal.

Mallee Family Care has prepared this workbook to help in the development of your NDIS plan.

## Getting ready for your planning conversation is a key step in your NDIS journey:

Think about your needs, goals and hopes, what resources and supports you currently have, as well as the resources and supports you will need to achieve your goals.

### The NDIS Planning Path:

- STEP 1:** Pre-Planning: What is the NDIS / Who can access NDIS.
- STEP 2:** Think about your needs, goals and hopes.
- STEP 3:** Build your diary of daily activities.
- STEP 4:** Gather supporting evidence about your function.
- STEP 5:** Meet with your NDIA planner.
- STEP 6:** Choose your service providers and those who will support you through your NDIS journey.



# Mallee Family Care are here to support you in the development of your NDIS plan.

## STEP 1

### NDIS PRE PLANNING

#### The beginning of the path

#### What is the NDIS?

The National Disability Insurance Scheme is known as the NDIS. The NDIS supports people with disability to build skills and capability so they can participate in the community, achieve their goals and enjoy an ordinary life.

The NDIS also helps families and carers with information about services to support people with disability.

The NDIS rolled out in Far West NSW from 1 July 2017 and in the Mallee from 1 January 2019.

#### What is an NDIS plan?

Your NDIS plan includes details about your personal goals, needs and aspirations. It contains details about what services and supports are needed to help you achieve your goals and details the budget you have to purchase your supports.

#### Who can access the NDIS?

If you are a person with a disability or impairment and want to access the NDIS, you must meet the access requirements and you must live in an area where the NDIS is available.

You must be under 65 years of age, live in Australia and be an Australian Citizen, hold a Permanent Visa or hold a Protected Special Category Visa. Your disability or impairment needs to be permanent (likely to be with you for life), substantially impacts how you manage everyday activities and substantially reduces your ability to participate in activities or perform tasks without assistance.

The NDIS supports children under 6 years of age with developmental delay which results in substantially reduced functional capacity in one or more of the areas of self-care, receptive and expressive language, cognitive development or motor development.

## STEP 2

# THINK ABOUT YOUR NEEDS, GOALS AND HOPES

### You should think about:

- what support you currently have and what activities you do now
- whether these are meeting your needs and support the things you want to achieve
- what is important to you, and
- how all of these things will be reflected in your plan

### Your planner will consider supports that will help you:

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

For NDIS, support involves family, friends and community services, or more formal supports such as health and education services.

## USE THE SPACES TO MAKE NOTES ABOUT THESE ASPECTS OF YOUR LIFE

What is important to you?

What you usually do that makes you feel good?

# Keep a track of your needs, goals and hopes.

**What are your everyday activities?**

**How you take care of yourself and how you get to do your daily activities?**

**Have you ever felt unsafe doing your daily activities?**

E.g. At home, when you go to the shops, when you are cooking etc

## WHAT SUPPORTS YOU CURRENTLY HAVE

### 1. Programs and therapies

**You should 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?

## 2. Aids, equipment or home modifications

### **You should 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?



### 3. Managing your activities

#### You should 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.

### 4. Who are your current supporters?

Friends, family, health services, help at school or work, etc.

How many supporters do you have?

Why do you need your supporters?

# Keep a track of your needs, goals and hopes.

## WHAT ARE YOUR GOALS?

e.g. be more independent, learn new things, work or volunteer, join community groups, live somewhere else, etc.

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

### You should 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?

### Education

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

**Social participation**

e.g. would you like to join a club, be more able to attend events, see your friends or make new friends?

**Independence**

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

**Living arrangements**

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

<p><b>Health and wellbeing</b> e.g. would you like to be more active or take up a sport?</p>	
<p><b>Who will manage your plan?</b> e.g. yourself, someone you know (family), the NDIA, someone recommended by NDIA.</p>	
<p><b>Other</b></p>	

Our goal is to make this transition as smooth as we can for you.

### STEP 3

## BUILD YOUR DIARY OF DAILY ACTIVITIES

**Write down what you do every day.**

To help you make sure you will remember everything during your NDIS planning meeting, we highly recommend you write a diary on the following calendar. Small activities or big tasks, it doesn't matter, write it down as this will be a very good

tool to explain your needs to the NDIS planner.

You might also want to write down the activities that you do on a less regular basis but are still important.



Keep a track of your daily activities.

DAY	WHAT I DO
<b>MONDAY</b> Morning	
Afternoon	
Evening	
What I need help with	
<b>TUESDAY</b> Morning	
Afternoon	
Evening	
What I need help with	

DAY	WHAT I DO
<b>WEDNESDAY</b> Morning	
Afternoon	
Evening	
What I need help with	
<b>THURSDAY</b> Morning	
Afternoon	
Evening	
What I need help with	

DAY	WHAT I DO
<b>FRIDAY</b> Morning	
Afternoon	
Evening	
What I need help with	
<b>SATURDAY</b> Morning	
Afternoon	
Evening	
What I need help with	



DAY	WHAT I DO
SUNDAY Morning	
Afternoon	
Evening	
What I need help with	

OCCASIONAL ACTIVITIES		
Month	What I do/how often	What help I have
JAN		
FEB		
MAR		

Keep a track of your occasional activities.

APR		
MAY		
JUN		
JUL		
AUG		
SEP		
OCT		
NOV		
DEC		

## STEP 4

### GATHER SUPPORT EVIDENCE

So the National Disability Insurance Agency can determine whether you meet the disability or early intervention access requirements, you may need to provide them with evidence of your disability. This includes information on what your disability is, how long it will last and its impact on your life.

- You can provide evidence of your disability by having your treating doctor or specialist complete the Professional's Report section in Part F of the Access Request Form.
- You can provide evidence such as copies of existing assessments and reports from your Doctor or other Professionals.
- You may be able to request copies of your medical diagnosis and/or medical assessments from Centrelink or your current service provider.

If you are not sure whether you have enough information to support your access request, or you have trouble getting the information, the Agency may be able to help you.

#### Submitting evidence

The evidence about your disability must be submitted with your access request. The information about your disability will be used to help the NDIA determine whether you can become a participant in the NDIS.

#### More information

If you need more information or need help with providing evidence, please contact Mallee Family Care (03) 5023 5966.

# The Mallee Family Care NDIS team are here to help you on your NDIS journey.

## STEP 5

### MEET WITH YOUR PLANNER

**You and your planner will turn your goals and aspirations into a set of actions.**

Your planner will help develop the steps you need to take to achieve your goals and aspirations.

You will discuss how you and your planner will be able to tell if your personal plan is working.

Your planner will talk to you about options for managing your plan.

#### **Next steps**

Once your planner has all the information they need, they will develop a plan of supports for you.

Your planner will tell you when you can expect to receive your plan of supports and what will happen next.

## STEP 6

### CHOOSE YOUR PROVIDERS AND SUPPORTERS

**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 right may help you decide how to implement your plan.

For more information, you can contact us on 03 5023 5966 or email [ndis@malleefamilycare.com.au](mailto:ndis@malleefamilycare.com.au)

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

## COMMONLY USED NDIS TERMINOLOGY

NDIS - National Disability Insurance Scheme	A new way of providing support for Australians with disability, their family and carers.
NDIA - National Disability Insurance Agency	The Commonwealth Government organisation administering the NDIS.
Access Requirements	The criteria someone must meet to become a participant in the NDIS. The access requirements are: Age: Under 65 Residency: Live in Australia and be an Australian Citizen or have paperwork letting you live here permanently. Disability: Your disability is permanent (will not go away) or you need early intervention (to be treated early that will help by reducing the future needs for support).
Access Request Form	The form people fill out that helps the NDIA identify if a person is eligible to become a participant.
Participant	A person who meets NDIS access requirements.
Choice and Control	A participant has the right to make their own decisions about what is important to them and to decide how they would like to receive their supports and who from.
ECEI	Early Childhood Early Intervention – providing support early in life to reduce the effects of disability and to improve the persons functional capacity.
Plan	A written agreement worked out with a participant, stating their goals and needs, and the reasonable and necessary supports the NDIS will fund for them. Each participant has their own individual plan.
Nominee	A person who is appointed to act and make decisions for a participant who does not have a parent or guardian.
Carer	Someone who provides personal care, support and help to a person with disability and is not contracted as a paid or voluntary worker – often a family member or guardian.
Provider	A person or organisation who has products or services to help participants achieve the goals in their plan.
Registered Provider	A disability support provider that has met the NDIS requirements for qualifications, approvals, experience, capacity and quality standards to provide a product or service.
Service Agreement	A contract between the participant and the service provider they have chosen to deliver the supports in their plan.
Supports	Things to help a person undertake daily life activities and enable them to participate in the community and reach their goals.
Funded Support Package	The funding available to a participant. There are 3 budgets in a support package. Core, Capacity Building and Capital.
Informal Supports	The supports participants get from the people around them. For example family, friends or neighbours.
Local Area Coordinator (LAC)	Organisations working in partnership with the NDIA to help participants access the NDIS.
Reasonable and Necessary	Reasonable means something fair and necessary means something you must have. The NDIS funds reasonable and necessary supports relating to a person's disability to help them live an ordinary life and achieve their goals.



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