



NDIS Planning Workbook

Your Plan. Your Choice.



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About this workbook

This workbook was developed by the Vicdeaf Access team. It is based on information provided by the NDIS and our experience working with the community. Vicdeaf would also like to acknowledge the excellent workbook resource produced by The Deaf Society, NSW and for allowing us to adapt their content to produce our own resource.

Our vision is for our clients and our community is to live in an **accessible, inclusive society** with **equal opportunity** in all areas of life.

Vicdeaf and Tasdeaf provides trusted support for people who want leading services under the NDIS.

We are experts in services to people who are Deaf, hard of hearing or experience barriers to participation.

Let's talk about what the NDIS could mean for you.

-  **Support coordination**
-  **Interpreting**
-  **Assistive devices**
-  **Individual supports**
-  **Family supports**
-  **Community activities**
-  **Auslan tutoring**
-  **Employment**



Introducing the NDIS

What is the NDIS?

The National Disability Insurance Scheme (NDIS) is a government system of providing supports to Australians with disability, their families and carers.

In the past, the Government gave money to Vicdeaf and other organisations to provide services. Now the Government gives the money directly to you. You choose the services that best meet your goals.

Old System



New System



Who can access the NDIS?

- ✓ People are under 65
- ✓ People who have a permanent disability e.g. Deaf, physical disability, autism, intellectual disability
- ✓ People who are an Australian citizen or permanent resident

NDIS Step by Step

Before your Plan



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Think about your needs and goals



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Meet your Vicdeaf or Tasdeaf NDIS Specialist



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How to apply?

Getting your Plan



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Receive your Plan

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Put your Plan into action



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Review your Plan



1

Think about your needs and goals



Before meeting with your NDIS planner, think about what you want and need.

- What support do you need to do everyday activities?
- How would you like your life to be in a few years?
- What barriers do you face in the community?
- How can the NDIS help you?

What is your life like now?

Write in the area below to show what you do everyday and help plan for the future.



Activities that I do all the time



Day	What do I do?	What help do I have?
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		



Activities that I do sometimes



Sometimes can be monthly, once a year, occasionally or rarely.

For example - participating in sports, getting legal advice, family events.

Sometimes	What do I do?	What help do I have?



Your Needs



Where do you live and who do you live with?

- Who do you normally live with?
- What type of house do you live in, for example - unit, apartment, house, granny flat?
- Is there something you would like to change about how you live now?



Who are the important people in your life?

For example - family, friends, neighbours, carers, support workers.

Are there people that support you in your everyday life? For example - support with work, study, travelling, cleaning.



What services do you currently use?

Some of the services you use may be provided by Vicdeaf, Tasdeaf, your local council, a religious group, community group, disability service provider, school.



A large, empty rounded rectangular box with a blue border, intended for writing the user's current services. A small blue pencil icon is located in the top-left corner.

What equipment or technology do you use? How often do you use it?
Do you need any equipment?

For example - hearing aid or visual alarms.



A large, empty rounded rectangular box with a blue border, intended for writing the user's equipment or technology usage. A small blue pencil icon is located in the top-left corner.

Do you feel safe?

For example - at work, home, school, travelling





A large, empty rounded rectangular box with a blue border, intended for writing the user's safety concerns. A small blue pencil icon is located in the top-left corner.

What supports do you have now?

The supports you receive may be formal or informal. Formal support is support you get from places like:

- Community or disability services
- School or university
- Sporting organisations
- Hospitals, doctors and other health care professionals

Informal support is support that you get from your family or friends.

Formal Supports	Informal Supports
	



Your Goals



Supports listed in your plan will be linked to your goals. You might have goals for different areas of your life. Long term goals are goals you would like to reach over a long period of time. Short term goals are goals you would like to reach soon and more easily.

Think about:

- What are your goals
- What support you need to reach your goal
- Is there anything stopping you from reaching your goals
- What actions to do you need to take to achieve your goal

Employment

For example - would you like to get a job, volunteer or change your work hours?



Education

For example - would you like to improve your skills or attend a course?



Independence

For example - would you like to do things on your own or with less assistance?



Living arrangements

For example - would you like to modify your home or live somewhere different?




Health and wellbeing

For example - would you like to be more active or take up a sport?



Social participation

For example - would you like to join a club, attend events or make new friends?





2

Meet your Vicdeaf or Tasdeaf NDIS Specialist

Your NDIS planner may not know about being deaf or your disability, so you need to explain about your everyday life and your barriers.

A Vicdeaf or Tasdeaf NDIS Specialist can help you prepare for your planning meeting.

Contact us today to make an appointment:

- Email ndis@vicdeaf.com.au
- Skype [vicdeaf.reception](https://www.skype.com/join/vicdeaf.reception)
- SMS 0407 228 796



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How to apply?

Get your Access Request Form (ARF) to apply for the NDIS by calling **1800 800 110 through the National Relay Service.**

We can help you get your form.

You will need:

- Proof of your identity
- Your age and address
- Evidence of a disability e.g. deafness - Audiogram or doctor's signature

For example:

- Drivers license
- Medicare card
- Birth certificate
- Marriage certificate
- Passport
- Council rates notice





4

Attend your planning meeting

In the meeting:

- Your planner will ask you a lot of questions about your life e.g. what you can and can not do
- Talk about your future goals
- Ask you about your family and what support you have
- Develop a plan for the next 12 months



Remember you can bring a support person with you. This might be a friend or family member. A Vicdeaf or Tasdeaf NDIS Specialist can attend with you.

I can ...	By myself	With a little help from other people	With a lot help from other people
Look for services			
Contact and talk to services			
Meet and interview services			
Make an agreement with services			
Decide which services I like			

The NDIS planner will ask you about your goals and ways that your life could be better. This will help them to create your Plan. They will also ask if you need help to find and contact services. This kind of support is called Support Coordination.

Funding

Who will manage your funding?

The NDIS planner will talk to you about how the funded supports in your plan will be managed. There are three options:

Feature	NDIA Managed	Self Managed	Plan Manager
No cost to you	✓	✓	✓
Freedom to choose from registered providers	✓	✓	✓
Freedom to choose from unregistered providers	✗	✓	✓
All claims made, and bills paid for you	✓	✗	✓
Paperwork kept and organised for you	✓	✗	✓
Help you track your spending	✗	✗	✓



5

Receive your Plan

Your planner will send your approved plan to you. This will outline the various supports and funding you will receive.



6

Put your Plan into action

Once you have your plan, you can access the supports immediately. If you need help to do this, you may get support from your planner or a Support Coordinator. Support Coordination is a funded support, and is a role provided by a Support Coordinator. This is who can help you to get and manage the supports in your Plan.



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Review your Plan

Your plan will be reviewed each year. If you are not happy with your Plan you can contact:

- Your planner
- The National Disability Insurance Agency (NDIA)
- Your Vicdeaf or Tasdeaf NDIS Specialist



Notes



Notes



Contact Us

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Our Hubs are located across Victoria and Tasmania.

www.vicdeaf.com.au/ndis

