**BOOKLET 2- PREPARING FOR YOUR PLANNING MEETING**

**ABOUT YOUR PLANNING MEETING**

Your Local Area Coordinator (LAC), Early Childhood Early Intervention (ECEI) Coordinator or

NDIA Planner will:

* make a meeting time for you
* tell you when and where the meeting will happen

*This is a Place to Record Information About Your Planning Meeting*

Date:

Time:

Where/location:

Person attending the planning meeting with client:

**CHECKLIST**

Remember to bring:

* This book
* Your bank account information if you manage your own NDIS plan
* Your MyGov account information

**ABOUT YOU AND YOUR SUPPORTS**

**Name**

{{ ASAfirstname }} {{ASAlastname }}

**NDIS Number**

{{ ASAndisnumber }}

**Access Granted?**

{{ ASAaccess}}

**Age**

{{ ASAage }}

**What disability or developmental delay do you have? How does your disability or developmental delay affect your life?**

{{ ASAdisability }}

**Important People**

{{ impt\_people\_table }}

**About You**

{{ ASAimportant }}

**Your Home**

{{ ASAhome }}

**What do you do each day?**

{{ ASAdaily }}

**What are your interests?**

{{ ASAlikes }}

**Do you have a job?**

{{ ASAjob }}

**What do you do for fun? What do you do in the community? What supports help you do these things?**

{{ com\_involvement\_table }}

**What government supports and services do you use?**

{{ govt\_support\_table }}

**What do you do each week?**

|  |  |
| --- | --- |
| **Monday** | {{ ASAMonday }} |
| **Tuesday** | {{ ASATuesday }} |
| **Wednesday** | {{ ASAWednesday }} |
| **Thursday** | {{ ASAThursday }} |
| **Friday** | {{ ASAFriday }} |
| **Saturday** | {{ ASASaturday }} |
| **Sunday** | {{ ASASunday}} |

**What are things you do sometimes?**

{{ ASAsometimes }}

**What are some fun activities that you like to do?**

{{ favourite\_activity }}

**Are you a part of any groups?**

{{ group\_member }}

**What are you able to do in your life now that you enjoy doing?**

{{ individual\_activity }}

**What are you not able to do that you would like to start to learn to do or be able to do it by yourself?**

{{ learn\_activity }}

**Write 2 short term goals that you would like to achieve in the next 12 months.**

{{ shortterm\_goals }}

**Write 2 long term goals you would like to reach. Long term goals can be goals that you would like to reach in a few years.**

{{ longterm\_goals }}

**YOUR NDIS MONEY**

The following Information was omitted from the app due to its complexity. We recommend explaining the following information to the client during the planning meeting to ensure the information is better understood.

A plan manager preference was recorded in the app as displayed below, however this should be only used as a guide prior to further explanation.

*Phrased in App as:*

*The NDIS will give you money to pay for the things you need help with. This is called your plan.*

*Who would you like to be in charge of your plan?*

{{ STplan }}

To Be Explained During Meeting

*Further Information for Appointing a Manager of the Plan*

***There are the 3 different people that can be in charge of your plan and manage your money from the NDIS:***

***Choice 1: You can manage your plan***

***If you chose this option:***

* ***You will need to choose a ‘service provider’***
  + *Definition of service provider*
* ***They can be registered with the NDIS***
  + *Definition: registered means they have been checked by the government and should give you safe and good help*
* ***OR***
* ***Not registered with the NDI***
  + *Definition: not registered means you can pay someone to help you*

***Choice 2: You can have a plan manager from the NDIS***

***If you chose this option:***

* ***They will pay your helpers for you***
* ***Help you make choices about your plan***
* ***Talk to the NDIS for you***

***You should know that a plan manager is paid using some of your money in your plan***

***Choice 3: the NDIS can manage your plan***

***If you chose this option:***

* ***The NDIA will pay your helpers***
* ***You can only use registered services***
  + *Definition: registered means they have been checked by the government and should give you safe and good help*
* ***You can look at everything they do for you on the Myplace portal’***
  + *Myplace is a website that has your:*
    - *NDIS plan*
    - *The helpers you can choose from*
    - *You can see how much money the NDIS gives you*

**Therefore, *who would you like to be in charge of (manage) your plan and your money from the NDIS?***

**WHAT DO YOU WANT US TO KNOW?**

Think about other information you want us to know about you or the help you get now.

*Phrased in App as:*

*What kind of help do you get already and want to keep?*

{{ STcurrenthelp }}

*Is there anything else you need help with?*

{{ STmorehelp }}

*Is there any other information you want the NDIS to know about you?*

{{ STotherpersoninfo }}

**YOU ARE NOW READY FOR THE PLANNING MEETING**

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

*Phrased in App as: Who would you like to bring along for help?*

{{ STbring }}

This booklet was completed on {{ today() }} at {{ format\_time(current\_datetime()) }}