

Making the most of your NDIS review

A guide to help you prepare for your meeting



Date:

Name:	
NDIS number:	
Contact phone number:	
Email address:	
Start date of previous NDIS plan:	
End date of previous NDIS plan:	

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Changes to my situation

Below are three key questions to think about ahead of your NDIS plan review meeting.

1. *Have my living conditions, relationships and/or mainstream supports changed since my NDIS plan was prepared?*
2. *Has the level of impairment as a result of my disability increased or changed at all?*
3. *Has any equipment or technology broken down unexpectedly that has caused inconvenience that I could avoid in my next NDIS plan?*

Goals

As someone who has been through the process at least once, you'll know that the NDIS is all about goals, but your goals may have changed since your plan was prepared. What you wanted a year ago is not necessarily the same as what you want now.

Have a look at the goals section of your last plan and then fill in the following to guide your conversation with your NDIS planner or Local Area Coordinator (LAC).

What goals have I achieved or partially achieved?

List the progress of the goals in your NDIS plan and how you are working to achieve them.

What goals have changed?

Consider which goals have changed and explain why they have changed.

What are some new goals that you have?

Describe your new goals for the future and explain how you plan to achieve them.

What goals are most important to you right now?

Of the above, are there any goals that are your main priority and why?

Are there any other activities you would like to be doing in your community?

Consider any sporting clubs, recreational activities, community groups and programs that you would like to take part in.

What's working?

When approaching your NDIS plan review meeting, it's important to also reflect on what is working for you under your current funding. In doing so, you may be able to identify ways to improve these benefits even further, and ensure they remain on your plan.

How has the NDIS made a positive impact on your life?

Describe the services that are working for you and why.

What parts of your life are going well?

List the aspects of your life that you feel are on the right track.

What services would you like to continue under the NDIS?

List the services that you would like to keep as part of your NDIS plan, referring to your previous plan as required.

Why are these services important to you?

Explain more about how these services make a difference in your life.

What's not working?

As the NDIS can be a complex funding system, you may have identified ways you could improve your plan and any gaps in funding that you need.

This is your opportunity to reflect on your NDIS plan and the areas that need to be addressed moving forward. Don't forget to provide details on any circumstances where you felt you needed additional funding, as this can help when planning for the future.

Did you use all your plan funding?

List any areas of your plan which have unspent funding, including whether you will need this funding in your next NDIS plan.

How satisfied are you with the supports you are receiving?

Reflect and identify any supports that you would like to change.

Does your NDIS plan include all the funding you need?

Can you think of any times where you have needed support but didn't have the right, or enough funding?

How satisfied are you with how your plan is being managed?

How is your plan currently managed and do you wish to change this in future?

Do you need further assistance to arrange your supports and services?

If you feel you need access to Supports Coordination services that are funded by the NDIS, which assist you to implement your plan, please explain why below.

Current roster for care and supports

This table details the levels of Personal Support Worker (PSW) hours you currently have. We have also included a separate table for any proposed changes to your hours.

Does your current NDIS plan contain enough funding for the PSW support you need?

If not, please explain why you require more hours and how it will help you reach your NDIS goals.

How have your Personal Support Worker needs been determined?

Explain how you calculated your personal support needs and include any supporting evidence you may have. For instance, do you have a printout of your NDIS portal, or do you have letters/email etc from service providers or your Plan Manager or Supports Coordinator?

Current Roster of personal care and supports		
Day	Hours of work	Total hours
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
TOTAL:		
Estimated costs	\$	
Current NDIS Budget	\$	

If you are proposing to increase your hours, please fill in the below table. Don't forget to supply any evidence you have, for example an assessment from a Physiotherapist, Occupational Therapist, GP or Specialist.

Proposed Roster of personal care and supports		
Day	Hours of work	Total hours
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
TOTAL:		
New NDIS Budget	\$	

Other considerations

Based on our previous advocacy campaigns and feedback from members, we've identified the following issues that you may wish to raise at your NDIS plan review meeting.

Funding for equipment hire

If your equipment breaks, do you need funding support while you wait for a replacement to be arranged? These costs can be built into your NDIS plan, so you are not out of pocket in the meantime.

Air conditioning for your home

The NDIS classify air conditioning as a day-to-day living cost that is not disability-specific and is often rejected by funding requests.

However, in special circumstances, the NDIS has funded air conditioning for people who cannot thermoregulate properly due to their disability.

If you would like to try and receive NDIS funding for air conditioning, you will need to mention this as a desired home modification in your new plan.

This will require the NDIS to fund an assessment from an Occupational Therapist (OT).

The OT assessment should include:

- ✓ Medical evidence to prove you cannot thermoregulate properly due to your disability
- ✓ Bureau of Meteorology data showing the temperature variation in your location
- ✓ Proof you will stay in the residence for a number of years (such as a letter from landlord)
- ✓ Explanation of how you have managed without it
- ✓ Justification of why a cooling vest or portable air conditioning unit would be inappropriate.

Catheter changes and home nursing services

Do you need a nurse to visit your home and provide essential services, such as pressure sore care, skin health checks and catheter changes?

At your NDIS plan review meeting, it's important to provide details of how often you need this to occur, with as many specifics as you have.

If you have any existing evidence, for example an assessment from a Registered Nurse, Occupational Therapist, GP or Specialist, bring this along to help your case.

Desired outcomes – summary

This is your chance to summarise what you would like to happen at your NDIS plan review meeting, and how this will improve your quality of life and allow you to pursue your goals.

When would you like to have your next plan review?

You may be asked to discuss when you would like your next plan review, which is expected to be every 12 months but can be scheduled up to two years apart if your situation is unlikely to change in this timeframe.

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