



Queensland Advocacy Incorporated

Our mission is to promote, protect and defend, through advocacy, the fundamental needs and rights and lives of the most vulnerable people with disability in Queensland.

Systems and Legal Advocacy for vulnerable people with Disability

What Happens Next: Pre-Planning

When a person is accepted into the NDIS, they will meet with an NDIS representative (planner or Local Area Coordinator) to complete a planning conversation. The information given in the planning conversation will help to develop the plan. In order for NDIA to fund any supports, they must meet ALL criteria under section 34 of the NDIS legislation.

Section 34: Reasonable and Necessary Supports

- a) *the support will assist the participant to pursue the goals, objectives and aspirations included in the participant's statement of goals and aspirations;* the person who is a participant of NDIS will need to have goals relating to particular funding. This does not mean the goal needs to be 'I want support workers everyday', rather 'I would like to increase my independence in the home' or 'I would like to continue living in my current residence'.
- b) *the support will assist the participant to undertake activities, so as to facilitate the participant's social and economic participation;* funded supports have to be able to help participants be involved in social and economic participation – i.e., accessing the community, volunteering, looking for work and generally getting out and about.
- c) *the support represents value for money in that the costs of the support are reasonable, relative to both the benefits achieved and the cost of alternative support;* this criteria is directly linked to what other supports are available and what is the biggest bang for their NDIA buck. Ultimately the balance between inputs of funds to output of outcomes.
- d) *the support will be, or is likely to be, effective and beneficial for the participant, having regard to current good practice;* NDIA will only fund supports that have been proven through peer reviewed evidence as to whether the support is effective, beneficial and good practice. The support must not cause harm.
- e) *the funding or provision of the support takes account of what it is reasonable to expect families, carers, informal networks and the community to provide;* this criteria looks at what natural supports a participant of the scheme has and what they would do for any family member, friend or neighbour. Informal networks are people who are in your life that help without payment.
- f) *the support is most appropriately funded or provided through the National Disability Insurance Scheme, and is not more appropriately funded or provided through other general systems of service delivery or support services offered by a person, agency or body, or systems of service delivery or support services offered:*
 - (i) *as part of a universal service obligation; or*
 - (ii) *in accordance with reasonable adjustments required under a law dealing with discrimination on the basis of disability.*

NDIS will not fund something that another department is responsible of funding.

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QAI endorses the objectives, and promotes the principles, of the Convention on the Rights of Persons with Disabilities.

Patron: His Excellency The Honorable Paul de Jersey AC

Preparing for your planning meeting

Date:

Time:

NDIA Planner or Local Area Coordinator Name:

Location:

Whom do you want to help at you NDIS planning meeting?

Participant statement: this is a section on the front of your plan that describes you! Think about what you want everyone to know about you: name/ nickname, family, pets, hobbies, who you live with.

Informal and Community Supports

Family:

Friends:

Other important people (Dr, teacher):

Home

Whom do you live with?

Do you use equipment at home to help you be more independent?

Do you need paid support when you are at home?

Do you use communication tools or aids? What do you use? How old is it? Is there maintenance required? What would you like that you do not currently have? (Quotes are required)

Do you require equipment or aids to help you get around? What do you use? How old is it? Is there maintenance required? What would you like that you do not currently have? (Quotes are required)

Do you require home modifications? Is there maintenance required? What would you like that you do not currently have? (Quotes are required)

Tick the box that best describes how often you need support with each of the following tasks and then write down what type of support you need.

Task	Never	Sometimes	Always	What you need support with
Mobility				
Communication				
Social interactions				
Accessing the community				
Making friends				
Transport				
Safety				
Finding / keeping a job				
Involvement in learning				

Personal Care: tick the box that best describes how often you need support with each of the following tasks and then write down what type of support you need.

Task	Never	Sometimes	Always	What you need support with
Showering / bathing				
Dressing / undressing				
Grooming				
Using the toilet				
Eating / drinking				

Daily Living: tick the box that best describes how often you need support with each of the following tasks and then write down what type of support you need.

Task	Never	Sometimes	Always	What you need support with
Shopping				
Housework				
Home Maintenance				
Laundry				
Gardening				
Paying Bills				
Managing Finances				
Making appointments				
Getting to and from appointments				
Pet Care				
Preparing meals				

Are there supports you require assistance with that are not listed above? What are they? How often do you require this support? What does this support look like?

Daily Schedule: what do you do, what do you have help with, how do you get there and back?

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

What do you not currently have but would you like? Why would you like it? When and how often would you like it?

Additional Activities; holidays, workshops, medical appointments, therapy sessions.

What do you do?	When do you do it / frequency?	What do you need help with?

What do you not currently have but would like? Why would you like it? When and how often would you like it?

Goals; the goals are to be in the participant's words. The NDIA use SMART goals, meaning S-specific, M- measurable, A- attainable, R- relevant and T- timely. Although a NDIA representative cannot change the goals, they may want to workshop the goals with you to ensure they cover all your needs.

What are your goals, how will they be achieved, who will help you achieve these?

- 1.

- 2.

- 3.

- 4.

Managing your NDIS Plan, there are different ways to manage your NDIS plan.

- Agency Managed - the NDIS will pay your support provider directly. For this option, you are required to use NDIS registered providers.
- Plan managed – the NDIS pays your Plan Manager directly. You are able to use NDIS registered providers as well as providers who are not registered.
- Self-Managed – the NDIS will pay you or your nominee directly. You are able to use NDIS registered providers, providers who are not registered and self-employ staff.

Would you like help with your plan?

Do you want to learn new skills and manage your own supports?

Do you want to self-manage all or part of your plan?

Disclaimer: This publication is for general information only. It must not be relied on as legal advice. You must seek legal advice about your own particular circumstances.

QAI gratefully acknowledges the funding provided by the Department of Social Services to QAI to establish and run the NDIS Appeals Support Program.

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