



NDIS Plan meeting checklist.

We know from working with our members, that the more prepared you are for your NDIS Plan meeting, the better it goes.

And, there's a lot to remember, so we've put together a quick checklist to ensure you have everything covered.

Step 1: Decide on the details for your NDIS Plan meeting.

Before you confirm your meeting have you thought about...

- 1. What type of meeting you would like?**
For example, face-to-face or over the phone?
- 2. Where would you like to be for the meeting?**
For example, in your house, in your Local Area Coordinator's office or other?
- 3. If you have a preferred time for the meeting?**
For example, morning, afternoon or evening?
- 4. Who would you like to be involved in the meeting?**
For example, a family member, close friend, your partner or a person who supports you (someone you know and can trust)?
- 5. Do you need communication or assistive aids for the meeting?**
- 6. Do you need a translator?**

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Step 2: For your NDIS Plan meeting.

Use the checklist below to ensure you have everything you need for your NDIS Plan meeting.

Leap in! *Plan Ready Summary*

View, print or share your *Plan Ready Summary* that you'll find on the menu of the *My Profile* section in the Leap in! app.

Don't have the free Leap in! app?

You can download it in the App Store or Google Play Store or visit www.leapin.com.au (look for the L! App in the top right hand corner).

Your *Plan Ready Summary* will include the following information:

- **Personal details**
- **Life stage**
How would you describe your current life transitions eg: leaving school, ready to expand your circle, building career/family etc?
- **Impact of your disability**
An important part of your NDIS Plan meeting will be discussing how your disability impacts areas of your life in the areas of daily living/self care, communication, connecting with others, learning and independence.
- **Favourite things**
What do you like to do now? What would you like to do? This is a great place to start to think about your goals.
- **Health and wellbeing**
What is going well? What would you like to improve? Do you have documents from your GP or allied health professional?
- **Home**
Where do you live? Who do you live with? Has your home been modified for your disability?
- **Important people in your life**
Include family and friends, paid support workers, community support, your support circle details etc
- **Current supports**
What are your current supports? What do you think about this support? When do you use this support and how often? Do you know the cost?



- **Goals**

What do you want to achieve with your NDIS plan and funding in the short term? What are your long term goals?

Tip: Not sure where to start with goals? The Leap in! app has a huge range of goal suggestions and ideas on way you can achieve them (and they can be filtered by your disability or condition).

- **Management of your NDIS plan**

Will you be NDIA-managed, self-manage or work with a plan manager?

Tip: Want to know the benefits of each of the options for managing your NDIS Plan? Visit www.leapin.com.au/ndis-plan-management/

- My community and mainstream supports**

- Current support plan from my service provider/s listing all supports
- List of drop in/occasional support services
- Quote from provider/s for supports or equipment that you would like covered in your new NDIS Plan
- All your unpaid/unfunded supports from family and friends and supports from community groups. If you have the Leap in! App, these are included in the *Crew* section.

- Assessments and reports (where relevant)**

- Diagnosis from specialists
- Home modification assessment
- Medication charts
- Mental health reports
- Care needs assessments
- Occupational therapist and speech pathologist reports
- Neuropsychological assessments
- Incontinence assessments and management plans
- Physical condition/accessibility needs
- Other

Notes

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Connect with us.

We understand that there are different ways that you might want to talk to us or find out more information, so we have a range of options to suit your needs:



Contact us to book a free NDIS pre-planning session or sign up to Leap in! NDIS plan management today.



1300 05 78 78

TY voice call: 133 677

Speak & listen: 1300 555 727

SMS Relay: 0423 677 767

If you need an interpreter: call 131 450 and ask them to call Leap in! on 07 3724 0368



www.leapin.com.au

Chat with us online: Available on our website, Monday to Friday 9am to 5pm



Email us: connect@leapin.com.au



GPO Box 1744, Brisbane QLD 4001



Our office hours are 9am to 7pm AEST, Monday to Friday.

Leap in!

