

What can I expect at the Planning Meeting?

Once you have been approved to receive an NDIS plan, you will be contacted by your Early Childhood Early Intervention (ECEI) Coordinator, Local Area Coordinator (LAC) or National Disability Insurance Agency (NDIA) Planner to arrange a time for your planning meeting. These meetings are best held face-to-face if possible. If you are physically unable to attend it can be held over the telephone.

At the planning meeting you will be asked a lot of questions about what you can and can't do, and what you would like to achieve if you had the right support. If you completed the eight steps in our NDIS Information Package 3. *What do I need to develop my plan?* you will be ready to answer these questions and share your ideas for how you could enjoy an ordinary life.



What is in this package? 4. What can I expect to happen at the Planning Meeting?

DAISI staff have attended many planning meetings with our customers so this package includes this four page booklet on what DAISI knows about what happens at the planning meeting: What can I expect to happen at the Planning Meeting?

What is the planning meeting?

The planning meeting is often called a preplanning meeting but they are the same thing. There is only one meeting and it is where you will discuss and provide evidence for what needs to be included in your NDIS plan.

In this package we answer:

- How long will it take and who will be at the planning meeting?
- Where will the planning meeting be held?
- What should I take to the planning meeting?
- What will happen at the planning meeting?
- What will happen after the planning meeting?

How long will it take and who will be at the planning meeting?

The planning meeting is usually between 1½ and 2 hours. Who will be at the meeting depends on the age of the NDIS participant and how complex their disability is.

As an NDIS participant it will usually be your Local Area Coordinator (LAC) that you meet with at the planning meeting and whoever else you can choose to take with you. They could be a member of your family, a friend, a carer or an advocate.

For some participants it can be different, for example:

- if you are an NDIS participant with complex disability an NDIA planner will attend the meeting instead of your LAC

Who will be at the planning meeting and how long will it take? continued...

- if you are an NDIS participant between seven and eighteen years old your primary carer or carers will go with you
- if a child is under seven years old, they and their primary carer or carers will meet with their Early Childhood Early Intervention (ECEI) partner. An NDIA planner may also attend in some complex situations.

Where will be the planning meeting be held?

Your planning meeting will be held at the office of the person you are meeting.

If you live on the **Gold Coast** in Queensland and are meeting with:

- your LAC - your planning meeting will be held at the nearest Carers Queensland office.
- an NDIA planner - your planning meeting will be held at the nearest NDIS office
- your ECEI partner - your planning meeting will be held at the nearest Uniting Care office.

If you live in the **Northern Rivers** area of New South Wales and are meeting with:

- your LAC - your planning meeting will be held at the nearest Social Futures office.
- an NDIA planner - your planning meeting will be held at the nearest NDIS office
- your ECEI partner - your planning meeting will be held at the nearest Northcott office.

What should I take to the planning meeting?

If you completed the eight steps described in DAISI's NDIS Information Package 3. *What do I need to develop my plan?* you will have everything you need to take to your planning meeting. You can use your checklist to make sure you have it all ready to go and refer to these steps, which have been listed below.

1. Gather evidence
2. Set life goals
3. Gather other required information
4. Decide who you would like to come with you
5. Decide how you will manage your NDIS funds
6. Consider how your supports will be coordinated
7. Questions to ask during the meeting
8. Check you have everything for the meeting

What will happen at the planning meeting?

At the planning meeting you will be asked to provide evidence of your disability and evidence how it affects your daily life, about your short and long term goals and how you could achieve them.

You will be asked questions about what you can do and can't do for yourself. To get the right supports and services you need in your plan, it is important to tell your LAC, NDIA planner or ECEI partner at the meeting what you can't do without help on difficult days that a person of a similar age who doesn't have a disability could. Specific examples

of things you will be asked about in your first NDIS planning conversation include:

- your personal details
- your informal supports
- your community and mainstream supports
- how to manage every day activities

What will happen at the planning meeting? continued...

- your safety, including equipment, accommodation or help to take care of yourself or your home
- the goals you want to achieve
- ways to manage your plan funds
- the support you need to use your NDIS plan.

During the planning meeting a short functional assessment might be made. For young children the tool used is called the Pedi-CAT assessment and for adults it is called the WHODAS. More information about these assessments is provided on page 4.

Managing your plan funds

You will also be asked at the planning meeting how you want to manage the funds to pay for the supports and services that will be included in your plan. The four options for doing this are:

- a. Self-managed: managed by you
- b. Plan-managed: managed by a professional Plan Manager.
- c. NDIA-managed: managed by the National Insurance Scheme Agency
- d. A combination of a, b and/or c above.

More information about managing your plan funds is provided in DAISI's Information Package 3. *What do I need to develop my plan?*

Coordinating your supports and services

If you don't think you will be not able to coordinate the supports and services that will be included in your plan, you should ask about being allocated funding for a Support Coordinator. You will need to explain why you need this, for example because:

- you have low literacy
- you do not have any commuter skills
- you are the participant's carer and have a mental health care plan from your GP due to the pressure of this caring.

Coordinating the supports and services will require you to:

- find the providers who can deliver the supports and services included in the plan
- complete service agreements with the chosen providers
- negotiate when, where and how often providers will deliver the supports
- manage changes in supports
- manage any problems that may arise with the delivery of supports.

Not everyone gets support coordination and this decision is made by the NDIA planner.

If you are not allocated funding for Support Coordination you can get help from your LAC. LACs are funded to provide you with up to 15 hours of assistance to implement your plan.

What will happen after the planning meeting?

After the planning meeting, the information you provided will then be assessed by an NDIA planner and the supports and services that are considered 'reasonable and necessary' will be included in your plan (reasonable and necessary is explained in Information Package 3). When complete, your NDIS Plan will be posted to you. This can take anywhere from 2 weeks to a number of months depending on the complexity. Your LAC, NDIA planner or ECEI will then phone you to arrange a time when they will explain your plan.

Pedi-CAT Assessment

A Pedi-CAT functional assessment will be made of all children 0-6 years of age and is usually facilitated by an Early Childhood Partner. It is used by the NDIA to help understand how a child's developmental delay impacts on their ability to participate in daily life activities compared to other children of a similar age.

This can be challenging because on the surface most Pedi-CAT questions appear to relate to a physical deficit rather than intellectual. For example a question may be:

Can you put a straw into a popper?

The participant may answer 'yes'.

However, what actually happens is they get frustrated removing the straw from the front of the popper, then from its plastic wrapper, then aiming the straw for the seal and trying to break the seal. This ends in a rage with the popper thrown at the wall and juice goes everywhere. Baby brother is

frightened by the participants behaviour and starts crying.

This is not how a child of the same age without the impairment would complete this task. While the participant can physically do the task, the answer is no, it is not safe and not without supervision.

To read what the NDIS says about the Pedi-CAT Assessment visit:

<https://www.ndis.gov.au/applying-access-ndis/how-apply/information-support-your-request/providing-evidence-disability-children/pedi-cat-frequently-asked-questions>

WHODAS Assessment

WHODAS stands for World Health Organisation Disability Assessment Schedule. It is a functional assessment tool that covers 6 areas, or domains of functioning.

The WHODAS functioning domains are:

- Cognition – understanding and communicating
- Mobility – moving and getting around
- Self-care – hygiene, dressing, eating and staying alone
- Getting along – interacting with other people
- Life activities – domestic responsibilities, leisure, work and school
- Participation – joining in community activities.

A participant will usually have to answer WHODAS questions using a scale from 0 to 4.

0 = No Difficulty

1 = Mild Difficulty

2 = Moderate Difficulty

3 = Severe Difficulty

4 = Extreme Difficulty or Cannot Do

When responding to these questions it is important to answer how a task is done when compared to a person of the same age without the impairment. Do they need assistance? Do they need full supervision to carry out the task safely?

If you would like to know more about the WHODAS Assessment you can access the *Measuring Health and Disability* Manual for WHO Disability Assessment Schedule at:

https://apps.who.int/iris/bitstream/handle/10665/43974/9789241547598_eng.pdf?sequence=1