



NDIS PLANNING WORKBOOK

COMMUNITY
LIVING
AUSTRALIA



This workbook belongs to:

Date completed: _____

**People who assisted in
completing this workbook:**

WELCOME,

TO YOUR NATIONAL DISABILITY INSURANCE SCHEME (NDIS) PLANNING WORKBOOK



ABOUT COMMUNITY LIVING AUSTRALIA

Community Living Australia is your local specialist service provider for people living with disability in communities across South Australia. At Community Living Australia we strongly believe that in our lifetime we will help create an Australia where our clients and people with disability have valued roles in the community, the opportunity to accomplish their goals, and the ability to realise their dreams.

We listen, share our knowledge, keep our promises and partner with our clients to design and provide highly valued, personalised services and supports. These services and supports meet the unique needs of each client and help them to live the life they want to live. We understand that people's needs change and that is why we partner with our clients to develop services that continually meet their individual needs.

WHAT IS THIS WORKBOOK FOR?

Community Living Australia has developed this workbook to put you at the centre of decisions about your life in the NDIS planning process. It helps you prepare for your NDIS planning meeting and is designed to help you think about how you'd like to live your life — now and in the future.

WHY DO I NEED THIS WORKBOOK?

To help you do these things:

- This workbook will help you map your world and goals
- This workbook will help you get the most out of your NDIS plan
- You can use this workbook to list all the supports and services you receive even if you receive services from different providers
- This workbook will help you communicate your goals and needs at your planning meeting.

If you would like to ask any questions about this workbook, you can contact us on **8536 5888**.

ABOUT THE NDIS

The National Disability Insurance Scheme (NDIS) is a new way of providing disability support in Australia. Community Living Australia is committed to supporting people to prepare for their NDIS planning meetings with a Planner. From your planning meeting, you will be given a plan. Community Living Australia can help you put your plan into action.

The NDIS will provide each eligible person with the reasonable and necessary supports they need to live an ordinary life. To complete this workbook, please think about all areas of your life and what is important to you. It is also very important to tell the Planner the things you may need support with.

WHAT ARE REASONABLE AND NECESSARY SUPPORTS?

Reasonable and necessary supports are identified after taking into account any informal supports you may already have. These include arrangements that are part of your family life or your natural connections such as friends, who support you to live your life. Reasonable and necessary supports also takes account of formal supports, such as health and education that are provided for by the health and education systems for all citizens and whether additional support to access these is needed.

Reasonable and necessary supports are funded by the NDIS in a range of areas.

When completing this workbook think about all areas of your life that you may need support with. Areas to think about and questions to ask yourself are detailed in the table on pg 6.



MY ONE-PAGE PROFILE

Name:



INSERT PHOTO HERE

What is important to me:

My hobbies and interests:

My strengths:

How I like to be supported:

MY DISABILITY AND HOW IT AFFECTS ME

Areas to think about	How does your disability affect this area?
Living arrangements	Do you need support to decide the most suitable living arrangement for you? Do you want to live by yourself or with others? Do you need help to find a home or help in renting a home?
Working and volunteering	Do you need help finding and keeping a job or a volunteering role? Are there any skills you would like to learn to help you get and keep a job?
Health and wellbeing	Do you need help with medications or attending doctor's appointments? Do you need help with your nutrition or physical wellbeing?
Emotional health	Do you need help with managing your behaviour and feelings?
Skills development	What skills would you like to learn to be more independent? Skills development can include cooking, cleaning, accessing various transport options, going shopping, learning to make decisions for yourself and learning how to communicate more effectively.
Accessing the community	How would you like to be more involved in your community? Are there any community groups that you would like to join?
Relationships	Do you need help in maintaining personal relationships with friends and family? Would you like to meet new people and make new friends? Do your friends and family need support to continue to support you?
Safety	Do you need any support to stay safe? Are there any areas of your life that you feel at risk?
Financial and personal business management	Do you need help with budgeting, reading and responding to correspondence, paying your bills or doing your banking? Do you need help with making the best decisions based on your personal circumstances?
Leisure and recreation	Do you need support with getting out and about in the community, planning your holidays and accessing recreation activities?
Personal care	Do you need any help with maintaining your personal care? This can include toileting, showering and personal grooming.
Home life	Do you need any support to plan and make your meals, cleaning your home and gardening?
Mobility	Do you need any help getting around your home and in the community?
Decision making and advocacy	Do you need any help to make decisions? Who would you like to help you make decisions?
Communication	Do you need any support to communicate with others so that they understand you and you understand them?
Transportation and getting around	Do you need any support to get places? Do you need any support to be more independent with getting around? Do you need any help with planning and booking transport such as taxis?
Spirituality	Do you need help with maintaining your spirituality or religious beliefs?

My disability/disabilities are:

Bring with you any assessments that can confirm this to your planning session.

Think about the areas of your life and how your disability affects your life.

Areas to think about	How does your disability affect this area?
Living arrangements	
Working and volunteering	
Health and wellbeing	
Emotional health	
Skills development	
Accessing the community	

MY DISABILITY AND HOW IT AFFECTS ME

Areas to think about	How does your disability affect this area?
Relationships	
Safety	
Financial and personal business management	
Leisure and recreation	
Personal care	
Home life	
Mobility	
Decision making and advocacy	
Communication	
Transportation and getting around	
Spirituality	

DECISION-MAKING

How I want to be involved:

Who I want to help me with my NDIS planning meeting:

How I like to communicate:

Think about whether you are happy to discuss your needs over the phone or if you prefer to meet in person.

Who makes the final decisions:

THE IMPORTANT PEOPLE IN MY LIFE

FAMILY:

MY PAID SUPPORTS:

HOW THEY SUPPORT ME:

HOW THEY SUPPORT ME:

**THE HELP I NEED TO STRENGTHEN
MY RELATIONSHIP WITH THEM:**

**THE HELP I NEED TO STRENGTHEN
MY RELATIONSHIP WITH THEM:**

ME

**MY WORK AND
LEARNING RELATIONSHIPS:**

**MY FRIENDS AND
UNPAID CONNECTIONS:**

HOW THEY SUPPORT ME:

HOW THEY SUPPORT ME:

**THE HELP I NEED TO STRENGTHEN
MY RELATIONSHIP WITH THEM:**

**THE HELP I NEED TO STRENGTHEN
MY RELATIONSHIP WITH THEM:**

The type of home I live in:

Example: house, unit, share house, supported accommodation.

The people I usually live with:

Who helps me at home:

What they help me with:

Do I use any equipment, or other things, to help me at home?

MY WEEKLY ACTIVITIES

MONDAY	What I do	What is working well	What is not working well
Morning			
Afternoon			
Evening			

TUESDAY	What I do	What is working well	What is not working well
Morning			
Afternoon			
Evening			

WEDNESDAY	What I do	What is working well	What is not working well
Morning			
Afternoon			
Evening			

THURSDAY	What I do	What is working well	What is not working well
Morning			
Afternoon			
Evening			

MY WEEKLY ACTIVITIES

FRIDAY	What I do	What is working well	What is not working well
Morning			
Afternoon			
Evening			

SATURDAY	What I do	What is working well	What is not working well
Morning			
Afternoon			
Evening			

SUNDAY	What I do	What is working well	What is not working well
Morning			
Afternoon			
Evening			

WHAT ARE YOUR HOBBIES / INTERESTS?

Things I do sometimes:

Things I would like to try:

MY WEEKLY SUPPORT

Think about who supports you in your activities throughout the week.

(Include both your formal (paid) and informal (unpaid) supports.)

Daily Activities	Who supports me to do this	How much support I receive and how often
Living Arrangements		
Working and volunteering		
Health and wellbeing		
Emotional health		
Skills development		
Accessing the community		
Relationships		
Safety		
Financial and personal business management		

Daily Activities	Who supports me to do this	How much support I receive and how often
Leisure and recreation		
Personal care		
Home life		
Mobility		
Decision making and advocacy		
Communication		
Transportation and getting around		
Spirituality		
Other		

MY HEALTH AND WELLBEING

My current health and wellbeing concerns:

Example: I have food allergies, I've got a heart condition and mental health condition.

Important things to me about my health and wellbeing are:

Example: I need to lose weight and get fit, I need assistance to manage my medication.

What is going well with my health and wellbeing:

Example: I am seeing a psychologist who supports me with my anger.

What is not working well with my health and wellbeing:

Example: I need to eat a balanced diet.

MY PROGRAMS AND THERAPY SUPPORTS

Think about the programs and therapy supports you currently use:

Program/support	Who provides this	Why is this support provided	How often
<i>Example: Day options.</i>	<i>Example: Community Living Australia.</i>	<i>Example: Learn new skills and build my friendships.</i>	<i>Example: 3 times a week.</i>
<i>Example: Occupational Therapy.</i>	<i>Example: My Occupational Therapist.</i>	<i>Example: To help me improve my day-to-day skills.</i>	<i>Example: once a fortnight.</i>

MY PROGRAMS AND THERAPY SUPPORTS

Think about the supports, programs and therapy that might help you, and think about whether you need help with implementing your NDIS plan.

What type of support I need	Who	What I need the support for	How often
<i>Example: Support to put my NDIS plan into action.</i>	<i>Example: A Support Co-ordinator.</i>	<i>Example: To help me find, choose and communicate my needs to provider.</i>	<i>Example: Monthly.</i>
<i>Example: Support with paying my NDIS invoice.</i>	<i>Example: Plan manager.</i>	<i>Example: I need help with paying invoices.</i>	<i>Example: Fortnightly.</i>
<i>Example: Help to find a job.</i>	<i>Example: An employment expert.</i>	<i>Example: I need help to build my skills and to find a job in floristry.</i>	<i>Example: Weekly.</i>

MY EQUIPMENT, AIDS OR MODIFICATIONS SUPPORT

Think about the equipment, aids or modifications you currently use:

What	For	When	How often
<i>Example: Powered wheelchair.</i>	<i>Example: To be able to access my community.</i>	<i>Example: To go shopping, to go to the doctors.</i>	<i>Example: Every day.</i>

Think about the equipment, aids or modifications you currently don't use, but would help you live your life:

What	For	When	How often
<i>Example: An iPad.</i>	<i>Example: As a speech aid.</i>	<i>Example: Whenever I want to communicate.</i>	<i>Example: Every day.</i>

MY CARER

If you have a family member or friend providing you with support, it is important to ensure that the NDIS understands their role in your life.

In the table below, think about all the areas your carer supports you with. This could include personal care, mobility, meal preparation, eating and drinking, safety, home life, emotional support, behavioural support, making decisions, budgeting, health, communication and social participation, co-ordinating supports and services.

Tasks	Time spent	How often
<i>Example: helps me out of bed, toilet, shower, dress and have breakfast.</i>	<i>Example: 1 hour.</i>	<i>Example: Every day.</i>
<i>Example: arrange doctor's appointments and helps me at my appointment.</i>	<i>Example: 3 hours.</i>	<i>Example: Monthly.</i>
<i>Example: pays all my bills for me.</i>	<i>Example: 10 hours.</i>	<i>Example: Monthly.</i>
<i>Example: transports me to my church group meetings.</i>	<i>Example: 2 hours.</i>	<i>Example: Weekly.</i>

Think about the impact of caring on your carer. Include impacts such as emotional, work-related, physical, financial and time. Though the NDIS funds participants only, it is important that the planner understand the impact on your carer.

Describe the impact of caring for you, on your carer:

Think about the types of training your carer may need to better support you. This could include training in assisting you to better move around the home without putting anyone's wellbeing at risk, providing you with effective counselling, communicating and responding to you in a helpful way when you are distressed, and/or receiving more information about your condition.

Describe ways that may help your carer better support you:

MY DREAMS AND GOALS

You've detailed how your life currently looks and what you need to live your life.

This part of the workbook helps you dream about the future and identify your goals – both short term and longer term. Setting goals is important as it helps you understand what you need to achieve them.

Remember, you don't need to change anything in your life that is working for you.

HOW I WISH MY WEEK LOOKED

What would your ideal week look like?

Include what support you think you would need to achieve it.

	Morning	Afternoon	Evening
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

MY SHORT TERM DREAMS AND GOALS

THE NEXT 12 MONTHS

Think about all the areas of your life and how you want your life to be.
Which goals are the most important to you in the next 12 months?

My goal is	What I want to achieve	What support I need to achieve it

MY LONG TERM DREAMS AND GOALS

THE FUTURE

Think about about all the areas of your life.

What would you like to achieve in the next five years?

My goal is	What I want to achieve	What support I need to achieve it

MY ULTIMATE BUCKET LIST

If you had one ultimate wish, what would it be?

Example: To get married, to go on an overseas trip.

My goal is	What I want to achieve	What support I need to achieve it

NEXT STEPS

You have now mapped out your world in preparation for your National Disability Insurance Scheme (NDIS) planning meeting – congratulations!

HERE ARE YOUR NEXT STEPS:

1. Collate documents that support the information you have provided in your workbook and take them with you to your planning meeting, along with this workbook.

These can include:

- Your Community Living Australia Service Agreement
 - Your Community Living Australia Individual Support Plan
 - Your Community Living Australia summary of supports
 - Positive Behaviour Support Plan
 - Medical/Doctors' reports
 - Psychology report
 - Therapist reports.
2. A representative of the National Disability Insurance Agency (NDIA) will be in touch with you to arrange a meeting when the NDIS is being rolled out in your area. They can also be contacted on **1800 800 110**.
 3. Call Community Living Australia on **8536 5888** if you have any questions about this workbook.
You can also visit our website for more information on the NDIS: **www.claust.com.au**
 4. You can bring someone with you, like a family member or friend, to support you in your NDIS planning meeting. You are also able to request a support person from Community Living Australia to attend if you would like them to.





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