



# NDIS Journey Map and Glossary

**Applying for the NDIS is a simple process, and there is lots of support along the way.**

Once approved, you will work with an ECEI Partner, LAC or NDIA Planner to determine your goals, create your plan, choose your supports, and decide how you will manage your plan.

The following is a simple guide for applying to become a participant in the NDIS, as well as a glossary of terms and phrases you will encounter along the way.

## NDIS KEY STEPS

### Applying for the NDIS

The first stage of applying for the NDIS is completing an Access Request Form to help the NDIA identify if you are eligible to become a participant.

The basic requirements to become a participant of the NDIS are:

- Being aged under 65 years
- Be an Australian citizen or have paperwork permitting you to live here permanently
- Have a life-long disability
- Or have a requirement for early intervention.

Once you apply for the NDIS, your application will be assessed within 21 days. This decision is called an 'access decision'.

You can read more about applying for the NDIS on the official **NDIS website**.



## Planning your NDIS Plan

Once you have been approved for the NDIS you will attend an NDIS Planning Meeting with your Early Childhood Early Intervention (ECEI) Partner, Local Area Coordinator (LAC) or NDIA Planner. They will ask you about your family and community supports, how you manage daily activities, your goals, the supports you'll need to achieve them, the options for managing the funding in your plan.

For more information on preparing for your planning meeting **visit the NDIS website.**

Here at Plan Tracker we provide NDIS plan management, and it is during your planning meeting you can request to have Plan Management as part of your plan. Plan Management with Plan Tracker means we will:

- Manage your paperwork
- Monitor your budget
- Process claims and pay providers
- Provide weekly statement

Provide access to a wider range of providers (including non registered providers).

Plan Management is funded for participants who have the 'Improved Life Choices' budget category included in their NDIS Plan. **Download our FREE Plan Management request letter** and take it with you to your planning meeting.

## Starting and Reviewing your Plan

Congratulations on starting your plan and working towards your goals. Once your plan is approved, you can book in a plan review within 30 days. This is where you can make changes to service providers, as well add plan management if you didn't choose to at your original planning meeting.

**Download our FREE Plan Management request letter** and take it with you to your plan review meeting.



## Your NDIS glossary

### **Disability**

Total or partial loss of the person's bodily or mental functions (The Disability Act 1992). Describes a person's impairment of body or function, a limitation in activities or a restriction in participation when interacting with their environment.

### **Early Intervention**

Providing support to a person, either a child or an adult, as early as possible to reduce the impacts of the disability or developmental delay and build skills and independence.

### **ECEI - Early Childhood Early Intervention**

Providing support early in life (0-7years) to reduce the impact of disability on childhood development and to build the person's functional capacity.

You can find your local ECEI Coordinator or LAC by visiting [ndis.gov.au](http://ndis.gov.au) to search for offices in your area, or call 1800 800 110.

### **Eligible**

To be eligible for the NDIS, a person must meet the age, residence, and disability or early intervention requirements, under the National Disability Insurance Scheme Act 2013.

### **Goals**

Things a participant wishes they could do or achieve in the future, with the help of the NDIS.

### **Local Area Coordinators (LAC)**

LACs are local organisations working in partnership with the NDIA, to help participants, their families and carers access the NDIS. LACs will help participants write and manage their plans and also connect participants to mainstream services and local and community-based supports.

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### **NDIA**

National Disability Insurance Agency. The Commonwealth government organisation administering the NDIS.

### **NDIS**

National Disability Insurance Scheme. A new way of providing support for Australians with disability, their families and carers.

### **Plan**

A written agreement worked out with the participant, stating their goals and needs, and the reasonable and necessary supports the NDIS will fund for them. Each participant has their own individual plan.

### **Provider**

Someone who has products or services to help participants achieve the goals in their plan. Participants can choose their providers and change providers at any time, this is also known as choice and control.

### **Self-management (funding)**

Participants receive all or part of their NDIS funding and they manage their payments for supports and pay their providers directly.

### **Supplier**

Someone who provides items to support participants, e.g. equipment.

For more NDIS terms explained, **visit the NDIS website.**