

Getting started?

NDIS Journey Guide

plus some terms your need to know



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

Once approved, you will be allocated an Early Childhood Partner, Local Area Coordinator (LAC) or NDIA Planner as your My NDIS Contact. They will help you 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 on the NDIS, as well a list of terms and phrases you will need to know.



Your 3 NDIS Key Steps

1. 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 between 9 and 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](#).



2. Planning your NDIS Plan

Once you have been approved for the NDIS you will attend an NDIS Planning Meeting with your Early Childhood 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:

- Give you free and secure access to our Portal and App
- 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)
- Access to our team, whenever you have questions

Plan Management is available to all participants, and funded separately from other budgets, meaning it doesn't cost you anything. Plan Management is funded under the 'Choice and Control' category.

[Download our FREE Plan Management request letter](#) and take it with you to your planning meeting.

3. Starting and Reviewing your Plan

Congratulations on starting your first plan and working towards your goals. You can make small changes to your plan within the first 30 days, such as switching to plan management if you didn't choose it at your original planning meeting. Find out more about plan variation on [our blog](#).

[Download our FREE Plan Management request letter](#) and take it with you to your plan review meeting.





NDIS Terms You Need to Know

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 (0-9 years) to reduce the impact of disability on childhood development and to build the child's functional capacity. You can find your local ECEI Coordinator or LAC by visiting [ndis.gov.au](https://www.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 support 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 them to mainstream services and local and community-based supports. You can find your local ECEI Coordinator or LAC by visiting [ndis.gov.au](https://www.ndis.gov.au) to search for offices in your area, or call 1800 800 110.

NDIA

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

NDIS

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

NDIS Terms Continued..

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 the payments for supports and pay their providers directly.

Supplier

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

For more NDIS terms,
download our free
[NDIS Dictionary](#)



Award-winning Plan Management.

Refer online, give us a call **1800 549 670**
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