

# How to Prepare for an NDIS Planning Meeting



## What is an NDIS Planning Meeting?

An NDIS (National Disability Insurance Scheme) planning meeting is your opportunity to discuss your needs, goals, and the supports you require to live your best life. This meeting helps the NDIA (National Disability Insurance Agency) develop your personalised NDIS plan.



## Before the Meeting: Get Organised

### 1. Know Your Goals

Think about what you want to achieve with NDIS support. Goals might include:

- Becoming more independent
- Building social skills
- Learning new things
- Accessing the community
- Finding employment or volunteering

Write down both short-term and long-term goals to discuss in your meeting.

### 2. Review Your Current Supports

List:

- Services or supports you currently receive (e.g., therapy, support workers, community groups)
- Who provides them
- What's working well and what isn't

This helps the planner understand your current situation.

### 3. Consider Your Daily Life

Think about the supports you need in:

- Daily living (e.g., showering, dressing, cooking)
- Transport
- Community participation
- Education or work
- Relationships and social life
- Write down where you need help and how often.

### 4. Gather Relevant Documents

Bring any documents that support your needs, such as:

- Medical reports
- Therapy or support worker assessments
- School or employment information
- Quotes for assistive technology or equipment

This helps justify your support requests.

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#### Did You Know?

You can start writing down your goals and support needs before even receiving your NDIS access decision.

Being prepared early means you'll have more clarity and confidence during your first meeting—and your plan is more likely to reflect the supports you truly need.

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## 5. Identify Key Support People

Think about who you want to bring to your meeting:

- Family members
- Support coordinators
- Allied health professionals
- These people can help you explain your needs clearly.

## During the Meeting

- Be Honest – Share your challenges as well as your strengths. The more detail you provide, the better the plan can meet your needs.
- Talk About Your Goals – Let the planner know what's important to you and what you hope to achieve with support.
- Advocate for Yourself – Don't be afraid to speak up if something doesn't make sense or doesn't feel right.
- Ask Questions – Make sure you understand the next steps and when you can expect your plan.

## After the Meeting

- Keep Notes – Write down what was discussed and any action items.
- Follow Up – If you forgot to mention something or have extra documents, contact the NDIA or your Local Area Coordinator.
- Await Your Plan – Your NDIS plan will be sent to you within a few weeks. You can request a plan review if needed.



## Helpful Tools and Resources

- NDIS Booklets: Download free booklets from the NDIS website (<https://www.ndis.gov.au>)
- NDIS Planning Checklists: Some service providers and community organisations provide templates to help you prepare.
- Support Coordinators: If available, they can help you prepare and attend the meeting with you.

### Quick Fact

You can bring someone with you to your NDIS planning meeting. Whether it's family, a friend, support coordinator, or advocate—having someone there to support you can help make sure your voice is heard and your needs are clearly communicated.



## Need Help Preparing?

If you're unsure where to start, disability support organisations like Metrocare Services can help you get ready. Contact your Local Area Coordinator or a trusted service provider for assistance.



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