

Preparing for your planning meeting

A Factsheet for Adults (No. 5)

What is a planning meeting?

A planning meeting is when you meet with your LAC (Local Area Coordinator) and begin identifying your goals and how to reach them. The planning meeting is usually face-to-face but can be completed over the telephone or by online video call if required.

When do I have a planning meeting?

Once an access request has been made and you have provided all the necessary information, the NDIA will decide about whether you are eligible for the NDIS. A letter will be sent to you to tell you about the decision. This is called an 'access decision'.

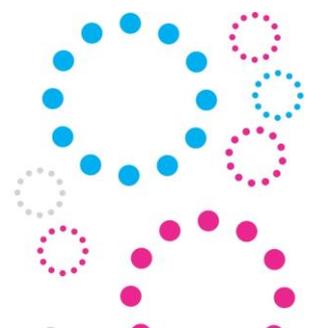
If you are eligible for the NDIS, you will be contacted to arrange a planning meeting to discuss your support and funding needs. If the decision is that you are not eligible, please refer to NOFASD's *Factsheet 8 – Asking for a Review of Your NDIS Plan*.

How do I prepare for my planning meeting?

To get ready for your planning meeting, think about your current supports (this can include help from family, friends, and community groups), who provides them, and what supports or services you may need to achieve your goals. What are the things you do to help you get through each day? what makes things easier? what makes things more difficult? What do other people help you with? What more could they help you with? For example: What is your routine like? How could it be improved to be more supportive to help you get things done? Do you need visual charts or a set of clear, printed instructions or do reminders work best? What would help? This is the type of information you need to provide in the planning meeting.

To help prepare for your planning meeting, the NDIS has published a Planning Booklet which can be accessed here: <https://www.ndis.gov.au/about-us/publications/booklets-and-factsheets>. It would be a good idea to ask someone to help you with this step.

This booklet can be completed online or it can be printed and completed. You can also get copies of this booklet at your local NDIS office (find out where your local office is here: <https://www.ndis.gov.au/contact/locations>).



Why do I need to set goals?

During your planning meeting, you will discuss the goals you want to achieve as part of your NDIS plan. Generally, your first plan will last for 12 months. After the first plan is completed, you will be contacted by your LAC to develop a new plan for the next 12 months.

Goals are an important part of the NDIS and so will be discussed during your planning meeting. Goals are things you want to achieve with support from the NDIS and other supports and services. Goals help you to determine what you want to achieve with the support of the NDIS. It may be helpful to sit down and discuss your goals with a support person before the meeting. What would you like to do/achieve over the next year?

What types of goals do I need to consider?

There are three types of goals that you and your support person will need to consider:

- Short-term goals: These goals are usually achieved in under 12 months.
- Medium-term goals: These goals are usually achieved in the next few years.
- Long-term goals: These goals may take a number of years to be achieved.

You can write down your goals in pages 8-9 of the NDIS Planning Booklet here: <https://www.ndis.gov.au/about-us/publications/booklets-and-factsheets>.

Where can I find out more information about FASD?

NOFASD Australia is the National Peak Body for parents, carers and individuals impacted by Fetal Alcohol Spectrum Disorder (FASD). Founded in 1999 and funded by the Commonwealth Department of Health, we provide the essential bridge linking those with lived experience with researchers and clinicians.

NOFASD Australia provide a helpline for people impacted by FASD and those wanting information on how to support individuals with FASD. We also maintain an up-to-date comprehensive website with curated resources and links.

If you would like additional information about FASD or to read more about FASD and the NDIS, please visit the [NOFASD Australia website](#).

Sources:

Understanding the NDIS Booklet 2: <https://www.ndis.gov.au/about-us/publications/booklets-and-factsheets>

NDIS Plan Budget and Rules: <https://www.ndis.gov.au/participants/creating-your-plan/plan-budget-and-rules>

