

Preparing for your planning meeting

A Factsheet for Parents and Carers (No. 5)

What is a planning meeting?

A planning meeting is when you meet with your ECEI Coordinator or LAC and begin identifying your child's goals and how to reach them. The planning meeting is usually face-to-face but can be completed over the telephone 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 make a decision about whether your child is eligible for the NDIS. A letter will be sent to you to tell you about the decision. This is called an 'access decision'.

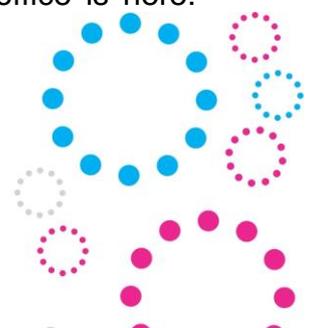
If your child is eligible for the NDIS, you will be contacted to arrange a planning meeting to discuss their support and funding needs. If they are not eligible, please refer to NOFASD's *Factsheet 8 – Asking for a Review of Your Child's NDIS Plan*.

How do I prepare for my planning meeting?

To get ready for your child's planning meeting, think about their current supports, who provides them, and what supports or services your child may need to achieve their goals. This can include thinking about what strategies you put in place to support your child each day. For example, do you have a specific morning routine for your child, which includes visual charts or a set of clear, printed instructions? This is a strategy that you have developed to support your child, and this is the type of information you need to provide in the planning meeting.

To help prepare for your child's 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>.

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 your child wants to achieve as part of their NDIS plan. Generally, their first plan will last for 12 months. After the first plan is completed, you will be contacted by your ECEI Coordinator or 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 child's planning meeting. Goals are things your child wants to achieve with support from the NDIS and other supports and services. Goals help your child to determine what they want to achieve with the support of the NDIS. It may be helpful to sit down and discuss your children's goals with them before the meeting.

What types of goals do I need to consider?

There are three types of goals that you and your child 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>

