



NDIS Basics

Your hospital guide 7

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About this information

This easy-to-read information is about applying to join the NDIS while you are in hospital.



People sometimes find it hard to apply to join the NDIS.

If you are doing it while you are in hospital, your health team may be able to help you.

What is the NDIS?

The NDIS is the National Disability Insurance Scheme.

The NDIS provides funding for supports and services.

This helps Australians with disability achieve their goals and live their best life.

People can choose who will provide their services, and when and how the services are provided.

The National Disability Insurance Agency (NDIA) runs the NDIS.



Who is eligible for the NDIS?



The NDIS says who is **eligible**. This means who can join the NDIS to get money to pay for supports.

Not everyone is eligible.

You may be eligible if you are aged between 7 and 65.



You must be an Australian citizen, or have a Permanent Resident visa, or have a Protected Special Category Visa.

You need to be living in Australia.



You need to have a **permanent disability**. This means you will always have your disability.

Your disability must be one that means you usually need support to do things in your daily life.

Who can assist?



You need to fill in a form to join the NDIS. This is called an **NDIS Access Request Form**.

If the NDIS says you can join the NDIS, you will then make a plan for your support.

In hospital, your health team can help you with your Access Request.

You can also talk to a **Local Area Coordinator (LAC)**.



LACs know how the NDIS works.

They can help you with your Access Request and making your plan.

If you need support for a child under 7, talk to an **Early Childhood Partner**.



They are people who will work out if the child is eligible to get support.

They can organise support services for you.

You can find an LAC or Early Childhood Partner here:

www.ndis.gov.au/contact/locations

How it works

Here are 3 steps to guide you

Step 1. Doing your Access Request



Gathering evidence

Evidence is information about your disability and how it affects you.

You should collect as much evidence as possible, including reports from your doctors, specialists and therapists.

The reports must say what kind of disability you have, and say it is permanent.

The reports must say how your disability affects your daily life and the support you need.

Your family and other people who support you can also write about this.

Fill in your Access Request Form

The LAC or health team member will help you and then send it to the NDIS, along with all the reports.

The NDIS will look at the evidence and decide if you are eligible to have an NDIS Plan.

You will hear back from the NDIS within 21 days.

They might ask for more evidence before they make a decision.

Step 2. Making your NDIS Plan



Making an NDIS Plan

If the NDIS says you can join, you will need to make a plan.

There are some things to think about before you have a meeting to write your plan.

Think about your goals

The first part of making an NDIS Plan is thinking about your **goals**.

These are the things you want to do in your life.

Such as being more independent at home, or getting a job.

Or doing things you enjoy, such as sport or hobbies or meeting friends.

Think about what supports you need

What kind of support will you need to achieve your goals?

Will you need help to **manage** your plan? This is organising your services and supports and paying for them.

You might like to ask someone who knows you well to help you think about all these things and write them down.



Have a meeting to write the plan



Organise a meeting with an LAC.

They will work with you to make your NDIS Plan.

Take your notes about your goals and supports with you.

Have someone with you

It's a good idea to have someone with you at the meeting who you know and trust.

They can help you explain your goals and the supports you need.



The LAC, Support Coordinator or NDIA Planner will send your plan to the NDIS.

The NDIS will look at your plan and decide if you can get the supports you have asked for.

You will usually hear back from the NDIS within 60 days.

They might ask for more information before they make a decision.



Step 2. Using your NDIS Plan



Here are the things that will be in your NDIS Plan

Your goals.

The supports and services you need to help you reach your goals.

This could be therapy, or a support worker.

Or a **mentor**, someone who can give good advice, support and who you can learn from.

Depending on your goals, it could be help to do **community activities** such as shopping, going to appointments, or to do things that you enjoy

It might also include **assistive technology**.

This is equipment you might need to get around or to communicate.

Or having changes made to your home such as a ramp or handrails.

Your Plan will also include a **budget**. This is the money you need to pay for your supports and services.

Managing your NDIS Plan



Your Plan will say how it is **managed**. This is who organises your services and supports and pays for them.

There are different ways that NDIS plans can be managed.

Self-managing



This is when you find your own services and supports. You make agreements with the people who provide the services. You pay the bills.

Using a plan manager

This is someone you pay to look after the paperwork for you. They make sure the bills for your supports and services are paid on time.

NDIA managed plan

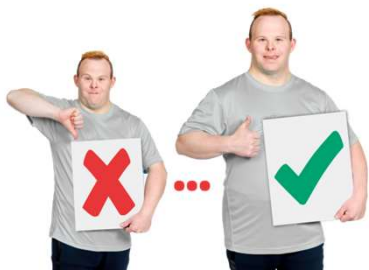
This is when the NDIA pays your service providers for you. They get paid without you having to make sure their bills are paid.

A mix

You can also choose different kinds of management for different supports.



What if NDIS doesn't approve my Access Request or my Plan?



Ask NDIA to **review** their decision. This means they will look at it again and maybe change their mind.

You have 3 months to ask for a review.

The NDIS will do a review and make a decision.

They should get back to you within 60 days to say if they will change their decision.



Administrative Appeals Tribunal

If the NDIS still doesn't approve your access request or plan, you can appeal to the **Administrative Appeals Tribunal (AAT)**. The AAT is the official people who have another look at government decisions to see if they are right and fair.

They might agree with the NDIA, or they might say the NDIS should approve your access request or plan.

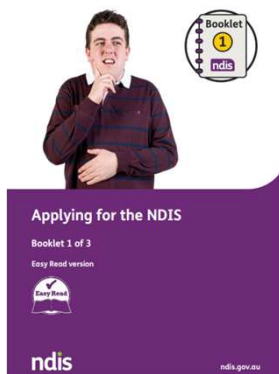


You have 28 days to send an appeal to the AAT.

Tip 1

Read the NDIS booklets at www.ndis.gov.au/participants

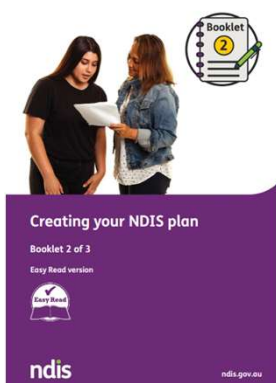
You can get these booklets in Easy Read and other languages.



Booklet 1. Understanding the NDIS

This booklet has information about:

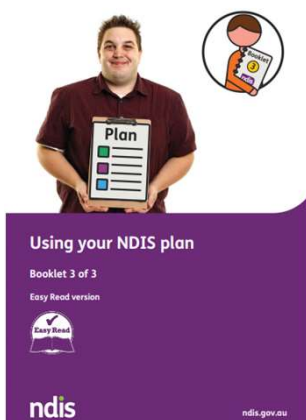
- what the NDIS does,
- if you might be eligible,
- how to apply for the NDIS, and what kinds of things the NDIS will pay for.



Booklet 2. Planning

This booklet has information about:

- how to make your goals,
- how to get ready for a planning meeting,
- making your NDIS plan, and
- getting your NDIS plan.



Booklet 3. Using your NDIS plan

This booklet has information about:

- what is in an NDIS plan, and how to use it,
- how to choose and pay for your supports and services, and
- how to get ready for when the NDIS **re-assesses** your plan.

This is when they look at how you are going with your plan, and see if you need a new one.

Tip 2



Before you apply to join the NDIS

Talk to people with the same kinds of disabilities or conditions as you.

Join a support group. You can find some support groups on Facebook.



Find out what kinds of supports and services are available in your community.

Look for the kinds of supports you think you will need.



Think about how you want your NDIS plan to be managed.

Look carefully at the different ways of managing.

Ask people on the NDIS how their plan is managed and if they like it or not.

Tip 3



Be prepared for delays

It might take longer than you expected to do your application and planning.

The NDIS might ask for more information or evidence. This takes extra time.



Sometimes, people's plans don't include the supports they asked for.

If you are not happy with the supports in your plan, you can ask the NDIS to look at it again and see if they will change their decision.



You can ask your LAC if you can get some supports while you are waiting for the NDIS to make their decisions.