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## Understanding your current supports

To get ready for your planning meeting, think about your current supports and who provides them, and what supports and services you may need to pursue your goals.

## Preparing for your planning meeting

We recommend completing Booklet 2 - Creating your NDIS plan. You can choose to do it on your own or get someone to help, then bring it with you to your planning meeting.

You must also bring along any relevant reports or assessments. It helps us understand the types of supports you need.

Depending on your situation and support needs, there are different people to help you along the way. [Find out who can help you start your plan](#).

## Attending a planning meeting to create your plan

Attending a planning meeting, either in person, or over the phone, is the best way for us to gather all your information so together, we can develop the best plan for you.

During your planning meeting, make sure you discuss the goals/activities/tasks you want to pursue with your early childhood partner, LAC or NDIA planner.

Goals/activities/tasks are a really important part of your NDIS plan and we will ask you what you would like to work towards. It could be a goal to use public transport independently; a goal to help build your life skills so you can become more independent, or a goal to help [find, keep or change jobs](#).

If you have any goals or any unmet needs in your current life and you would like them addressed, let us know. If your goals/activities/tasks are bigger, we can break them down into smaller goals and help you pursue those bigger goals. For more information, visit our [Learn more about planning to achieve your goals](#) page.

## Receiving your approved NDIS plan

Your early childhood partner, LAC or NDIA planner will talk to you about how long it will take to get your approved NDIS plan and the steps you need to take next.

The NDIA must approve your NDIS plan initially, then once it is approved, your early childhood partner, LAC or NDIA planner will give it to you in person or mail a paper copy out to your preferred address.

Find out how long this takes in our [Participant Service Guarantee](#) .

Remember, during your planning conversation, you can ask for a copy of your plan in a variety of accessible formats. These include Braille, electronic text (on CD), large print or audio (on CD), or you can have it translated into your preferred language. For more information, visit our [Find out more about receiving your approved NDIS plan](#) page.

You can also view your plan on the myplace portal.

## Using your plan

When you have an approved NDIS plan, you need to understand the different budgets and who can help you start using your plan, and how your plan is managed.

It is now up to you to choose what supports and services you feel you need to pursue your goals, who provides them and when and where they are delivered. For more information, visit our [Learn more about using your plan](#) page.

## Changing your plan

We will contact you six weeks before your plan is due for reassessment. If you haven't heard from us, call 1800 800 110 or [find and contact an office in your area](#) .

As part of this call, we will check in with you and see how you are going with your current NDIS plan, and if your circumstances have changed in the last year.

This will help us prepare for your plan reassessment meeting, and make sure we have the information we need to make sure your plan reassessment experience is personalised to your needs.

You can have your plan reassessment meeting face-to-face, online or over the phone - whatever suits you best. You will also have the option to invite supports along to your check-in, such as a family member, friend or Support Coordinator.

Your plan reassessment is an opportunity to reflect on your last 12 months and what you have achieved. [Find out about the plan reassessment process.](#)

If your current plan reaches its reassessment date before your new plan is finalised, your current plan will be automatically extended for up to 12 months.

This means your current funding will automatically continue until your new plan can be finalised, because we don't want you to have any gaps in your funding or support. Find out more about [automatic plan extensions](#).

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