

### Information for the NDIA

June 2016

#### What copies of information and reports have been given to clients in preparation for their planning meetings with the NDIA or LAC?

The Department of Family and Community Services (FACS) has recommended that FACS Districts and FACS funded Service Providers collate important information for each of the individuals they support to promote a successful transition to the National Disability Insurance Scheme (NDIS). This process is intended to assist the National Disability Insurance Agency (NDIA) to see what kind of supports a person will need now and in the future to achieve their personal goals.

This important information is a collation of the most recent information assessments, therapy reports, support plans and any other information that highlights the disability support that people require. This information will help people in their planning conversation with the NDIA and/or Local Area Coordinator (LAC).

#### What information will people bring to their planning meetings with the NDIA?

FACS has developed a checklist of suggested documents to be included. The checklist can be used as a guide to ensure that a person's support needs are captured. Checklists of suggested documents have been tailored for clients with specific and complex needs.

It has been recommended that the documents included should contain the most recent information about a person from the **past 12 months**. Documents that are 2-3 years old may also be included if essential to demonstrating how a person's needs are changing.

#### Who will provide copies of important information and reports to clients?

FACS districts and funded service providers have been encouraged to provide relevant important information to the people they are currently providing direct support to bring to their planning meetings with the NDIA or LAC.

A Fact Sheet titled *'Important Information to support people with their transition to the NDIS'* has been developed to be distributed to mainstream services and capacity building organisations.

#### How will copies of important information and reports be given to clients?

This information will be provided directly to each person or their family member/carer/guardian. It is recommended that people take a hard copy of their important information to their planning meeting with the NDIA.

# Important Information to support people with their transition to the NDIS

## Information sheet

Table of core document types to guide what information to give to the people you support

Category Types	Examples of Types of documents
Diagnostic/Assessment Reports	<ul style="list-style-type: none"> <li>• Cognitive/ Adaptive functioning reports</li> <li>• Medical / specialist reports related to disability</li> </ul>
Individual Plans and Profiles	<ul style="list-style-type: none"> <li>• Support Plan</li> <li>• Person Centred Plans</li> <li>• Client Profile</li> </ul>
Medical	<ul style="list-style-type: none"> <li>• Epilepsy Management Plan</li> <li>• Healthcare Plan</li> </ul>
<b>Therapeutic Reports, Assessments and Plans</b>	
Occupational Therapy & Physiotherapy	<ul style="list-style-type: none"> <li>• Assessment Report</li> <li>• Therapy plan</li> <li>• Equipment Prescription</li> <li>• Mobility &amp; manual handling plan</li> </ul>
Speech Pathology	<ul style="list-style-type: none"> <li>• Dysphagia Assessment</li> <li>• Communication Assessment</li> <li>• Mealtime Management Plan</li> <li>• Eating and Drinking Plan</li> <li>• Communication profile/plan/program</li> </ul>
Dietetics	<ul style="list-style-type: none"> <li>• Assessment Report</li> <li>• Dietitian Plan</li> </ul>
Behaviour Support	<ul style="list-style-type: none"> <li>• Behaviour Assessment</li> <li>• Behaviour Support Plan</li> <li>• Restricted Practice Authorisation (RPA)</li> <li>• Incident Prevention and Response Plan (IPRP)</li> </ul>
<b>Other</b>	
Home Care	<ul style="list-style-type: none"> <li>• Home Care Assessment</li> <li>• Home Care Service Plan</li> </ul>
Respite & Accommodation	<ul style="list-style-type: none"> <li>• Respite profile</li> </ul>

Please note:

- This checklist is intended as guide about the types of documents to give to the people you support to support their transition to the NDIS and is not exhaustive.
- There may be more than one type of document OR there may not be any supporting documents for that type of document.
- Documents should contain the most recent information from the **past 12 months**. However, documents that are 2-3 years old can be included if essential to show how a person's needs are changing.