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# IRABINA AUTISM SERVICES NDIS PRE-PLANNING GUIDE

## WHAT IS THIS GUIDE FOR?

Irabina aims to achieve the best outcomes in terms of National Disability Insurance Scheme (NDIS) funding and supports for families who use our service.

This guide is a tool to support the process of preparing for your child's NDIS planning meeting. It will help families to think through the types and amounts of support your child (and family) need and how to communicate this during your NDIS planning meeting.

## WHO IS THIS GUIDE FOR?

The Irabina NDIS Pre-Planning Guide is for families accessing services at Irabina who are transitioning to the National Disability Insurance Scheme (NDIS). It is designed as a partnership document and is best completed with an Irabina clinical staff member.

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## 1. Introduction from the CEO Debra Goldfinch

### 1.1 What is the NDIS

The National Disability Insurance Scheme (NDIS) is a new way of providing support to Australians with a permanent and significant disability, their families and carers. It will replace existing federal, state, and municipality based disability funding. The main part of the NDIS is individual funding supports (also referred to as “packages” or “plans”).

The NDIS commenced in 2013 in several trial sites around Australia. The trial sites operated for three years to ensure that the scheme could operate effectively and sustainably. As of July 2016, roll out of the full scheme to other areas commenced. The roll out or transition to full national operation of the NDIS will occur over the next 3 years.

### 1.2 Who is the NDIS for?

Participants in the NDIS must have a permanent disability that significantly affects their ability to take part in everyday activities, be aged less than 65 when they first enter the NDIS and be an Australian citizen, permanent resident, or holder of a New Zealand Protected Special Category visa. They must live in Australia where the NDIS is available. Children who are currently eligible for Early Childhood Intervention Services (ECIs) are also eligible.

### 1.3 What does this mean for you?

The NDIS will affect almost all families who access services from Irabina and represents substantial changes in the way their services are funded. Services will be funded based on the needs of individual children (participants) and their families. This means that you and your child will be able to purchase the support and services they need directly from registered providers, such as Irabina. For the majority of participants this will represent an increase in funding compared to the previously available state and federal funding arrangements. The process for applying for, receiving, and implementing individualised funding will be standard across Australia when the scheme is fully implemented.

Each participant will have a Plan, which is an individual agreement between a person with a disability and the National Disability Insurance Agency (NDIA). The Plan is developed by an NDIS Planner who is responsible for understanding the person’s individual needs and developing a funding package in response to those needs.

### 1.4 Irabina and the NDIS

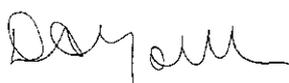
Irabina is a registered provider with the NDIS. This means that we have met specific criteria for registration and are regulated by specific legislation related to the NDIS. The services and supports that Irabina offers will have a recommended NDIS cost and will be purchased based on the agreed budgets in a person’s NDIS plan.

We are registered to provide the following clusters of support for NDIS participants:

- Early Intervention Supports for Early Childhood
- Therapeutic Supports
- Behaviour Support
- Support Coordination

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- Plan Management
  - Assistive Products for Personal Care or Safety
  - Personal Mobility Equipment
  - Communications and Information Equipment
  - Innovative Community Participation
  - Group and Centre Based Activities
  - Assistance in coordinating or managing life stages, transition and supports
  - Community Participation

Irabina has almost 50 years of experience delivering specialist services to children and young people with autism and associated conditions. We are Victoria's largest autism specific Early Childhood Intervention Service Provider. As such, Irabina is well placed to meet the needs of NDIS participants with autism and their families. We have staff whose key responsibility is in supporting families to enter the NDIS and develop their NDIS Plans and all of our staff are updated with developments in the NDIS. We hope that this guide is also a useful tool in that process.



**Deb Goldfinch**  
**Chief Executive Officer**

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## 2. Information Sheet – NDIS Principle of “Reasonable and Necessary”

The NDIS will fund supports that are deemed “reasonable and necessary” for a participant to reach their goals. This concept is important to understand as you prepare for your child’s NDIS planning meeting as it is an underpinning principle of all NDIS funding decisions.

Supports that are reasonable and necessary have the following features:

- Are related to the participant’s disability
- Not include day-to-day living expenses that are not related to the participant’s disability support needs
- Likely to be effective and beneficial for the participant’s needs
- Take into account informal supports given to participants by families, carers, friends, networks, or the community
- Represent value for money
- Not more logically funded by another sector such as health care or education.

Supports must also be directly related to the participant’s goals. Individual goals may relate to any aspect of life but will most often be focused on increasing the participant’s independence, increasing the participant’s social participation, or developing your child’s capacity to actively take part in the community.

Necessary supports are those that are needed for the NDIS participant to build their capacity to participate in society in a dignified manner. The supports must be needed as a result of the person’s disability and must be needed in order for the person to participate in activities their peers without disabilities would be able to participate in without support. In addition to being necessary the supports must also be reasonable, not offering an advantage to the person with a disability over people without a disability.

### *2.1 Types of supports funded*

There are many different types of supports that the NDIS may fund and these are determined based on an individual person’s goals and the reasonable and necessary test. Supports that the NDIS may fund for individuals include:

- Daily personal activities
- Therapeutic supports including behaviour support
- Help to access community based activities
- Aids or equipment assessment, set up and training
- Home modification design and construction
- Vehicle modifications
- Transport to enable participation in community, social and daily life activities

- Mobility equipment
- Help with household tasks to allow the participant to maintain their home environment

### *2.2 Supports that will not be funded*

A support will not be funded if it:

- Is not clearly related to the participant's disability
- Duplicates or replaces other supports funded by another system (such as health or education)
- Relates to a living cost that are not related to the participant's support needs
- Duplicates other supports already funded through another mechanism of the NDIS, or
- Is likely to cause harm to the participant or risk to others.

### *2.3 How you can prepare:*

Make a list of the existing supports your family uses to support your child. The next page has a table you can fill in with prompts that may help you.

Note the type of support (what the person does to help), frequency (how often they help), and any costs associated with providing the support. For informal supports, it may also be useful to estimate how much the support would cost if it had to be paid for.

Supports might include, but are not limited to:

Informal supports

- Child's parents
- Child's grandparents
- Child's siblings
- Other relatives
- Family friends
- Volunteers

Formal community or disability supports

- Early childhood intervention supports
- GP
- Paediatrician
- School (include any funding the child receives)

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- Private therapists
  - Formal respite or support to access recreational activities
  - HACC services (often provided through your local council, such as access to home cleaning/gardening/maintenance etc)

2.4 Existing Supports

Informal Supports		
Child's parents	Child's Grandparents	Child's Siblings
Other relatives	Family Friends/Volunteers	Other
Formal Community and Disability Supports		
ECIS	GP	Paediatrician
School (include any funding)	Private therapists	Formal respite or support to access recreational activities
HACC services	Hospital	Other

### 3. Information Sheet - Preparing for the NDIS

Adapted from <http://www.ndis.gov.au/participants/>

#### 3.1 How the NDIS works

The NDIS is a completely new disability support system for Australia. It takes a flexible, whole-of-life approach to working with participants and their families to develop individualised plans. The NDIS provides participants more choice and control over when, where and how their supports are provided. It also aims to provide supports when needed over a participants' lifetime.

The NDIS:

- Connects participants with community and mainstream supports
- Funds additional reasonable and necessary supports to help participants pursue their goals and aspirations, and participate in daily life

#### 3.2 How the NDIA determines a participant's eligibility

To be eligible for NDIS support you must

- Live in a location that is transitioning into the scheme. (Go to <https://www.ndis.gov.au/about-us/our-sites/VIC.html> to look up when your area is transitioning into the scheme)
- Be aged under 65years when the scheme rolls out in your area
- Be an Australian citizen, permanent resident or be on a NZ special protected visa
- Meet the disability or Early Intervention requirements.

You can go to <https://www.ndis.gov.au/ndis-access-checklist> to check you or your child's eligibility.

#### 3.3 The Disability requirements for the NDIS

A person meets the disability requirements if:

- They have an impairment or condition that is likely to be permanent **and**
- Their impairment substantially reduces their ability to participate effectively in activities, or perform tasks or actions unless they have
  - Assistance from other people or
  - Assistive technology/equipment
  - They can't participate effectively even with assistance or aids/equipment **and**
- Their impairment affects their capacity for social and economic participation **and**

- They are likely to require support under the NDIS for their lifetime.

### 3.4 The Early Intervention Requirements for the NDIS

A person may meet the early intervention requirements if:

- They have an impairment or condition that is likely to be permanent **and**
- There is evidence that getting supports now (early intervention) will help them by
  - Reducing how much help they will need in the future
  - Improving or reducing deterioration of their functional capacity **or**
  - Helping their caregivers to keep helping them **and**

Those supports are most appropriately funded through the NDIS and not through another service system.

**OR**

- They are a child under 6 years of age with developmental delay which results in:
  - Substantially reduced functional capacity in one or more of the areas of self-care, receptive and expressive language, cognitive development or motor development **and**
  - Results in the need for a combination and sequence of special interdisciplinary or generic care, treatment or other services which are of extended duration, and are individually planned and coordinated; and
- Those supports are most appropriately funded through the NDIS and not through another service system.

### 3.5 What happens to current supports

The Commonwealth and State governments will continue to provide disability supports (including Better Start, Helping Children with Autism and ECIS funding) until your child begins their NDIS plan.

### 3.6 Information you will need to provide

To determine your eligibility, the NDIA will require evidence of your child's disability, developmental delay or early intervention requirements.

### 3.7 What you can do now

Start to collate documents that will support your NDIS application. This might include:

- Letters or reports confirming diagnosis
- Any assessment reports indicating your child's areas of delay or need
- Documentation or evidence of the specialists currently involved in the care of your child

- Include the frequency you see these specialists

### 3.8 Documentation to Support Your Application

List the specialists that are involved with your child's care:

Specialist	Supporting Documentation (if any)	Frequency of Contact and Costs
Diagnostic assessments		
GP		
Paediatrician		
Group Programs		
Occupational Therapist		
Physiotherapist		
Psychologist		
Speech Pathologist		
Other Medical Professionals or Specialists		

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## 4. Information Sheet - Your Support Needs

Adapted from [www.ndis.gov.au/participants/](http://www.ndis.gov.au/participants/)

The focus of the NDIS is on increasing participation in activities within the community. You will need to think about goals for your child in terms of their capacity to participate in the environments they are in.

### *4.1 From Improving Skills to Increasing Participation*

You might be used to writing goals and plans around skills you would like your child to develop e.g. Dress independently, use the toilet, communicate in 2-3 word sentences etc.

The focus of the NDIS is much more on how these skills impact on your child's ability to participate in the activities they wish to join in (e.g. Participating in learning environments, engaging in after school and weekend activities like community sports, playing with others etc). This is a substantial change but it is a positive shift to be thinking about how skills are used in daily life.

### *4.2 What you can do now*

Use the tables on the following 5 pages to:

- Start making a list of the existing activities your child participates in
- Make a list of the activities you would like your child to participate in that they are currently unable to due to their support needs
- Consider the challenges your child might face when participating in these activities
- Include the type, nature and amount of support your child might need to participate in these activities
- Identify where the requested supports would fit into your family's regular schedule

### 4.3 Support to Participate at Home

What day-to-day activities does your child have difficulty with?

In the Home Environment		
Activity	Challenges your child faces to participate (or skills needed)	Support your child needs/would need
E.g. Eating dinner with the family	E.g. Using a cup	E.g. Adapted cup and Occupational Therapy sessions to address coordination issues

*4.4 Support to Participate in Learning Environments*

What day-to-day activities does your child have difficulty with?

In the Learning Environment		
Activity	Challenges your child faces to participate	Support your child needs/would need
E.g. Playing with friends at lunch time	E.g. Understanding how to take turns in a game	E.g. Social skills group specifically for teaching about game play (or taking turns in different contexts)

*4.5 Support to Participate in the Community*

What day-to-day activities does your child have difficulty with?

In the Community		
Activity	Challenges your child faces to participate	Support your child needs/would need
E.g. Participating in Milo Cricket	E.g. Ability to follow instructions and communicate wants and needs	E.g. Individual inclusion support at Milo cricket and Speech Pathology sessions to address communication difficulties

*4.6 Weekly/Fortnightly Family Schedule*

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

4.7 NDIS Recommended Goals and Strategies

Examples

Broad Goal	Sub-Goals	Strategies
For (child's name) to safely participate in community activities	<ul style="list-style-type: none"> <li>• Follow a group routine</li> <li>• Access community programs e.g. swimming, dancing, gymnastics, library storytime, Auskick</li> </ul>	<ul style="list-style-type: none"> <li>• Transdisciplinary group programs</li> <li>• Carer support</li> <li>• Supported after school activity/therapy program</li> <li>• Therapies and therapy assistant input</li> </ul>
For (child's name) to independently participate in day-to-day household routines	<ul style="list-style-type: none"> <li>• Dressing</li> <li>• Eating independently</li> <li>• Brushing teeth</li> <li>• Hair brushing/washing</li> <li>• Communication of pain</li> <li>• Toileting</li> <li>• Social goals</li> <li>• Play skills</li> <li>• Asking for help when needed</li> <li>• Joining in a game with friends</li> <li>• Managing regular chores</li> <li>• Completing homework</li> <li>• Moving around</li> </ul>	<ul style="list-style-type: none"> <li>• Fortnightly 1:1 OT</li> <li>• Weekly 1:1 SP</li> <li>• Monthly 1:1 Physio</li> <li>• Hydrotherapy</li> <li>• Transdisciplinary group program (e.g. school readiness, fine motor, play based...)</li> <li>• Therapy assistant in the home for the morning/afternoon routine to practice the therapy goals on a daily basis</li> </ul>
For (child's name) to effectively communicate their wants and needs in an appropriate way	<ul style="list-style-type: none"> <li>• Asking for help</li> <li>• Following instructions</li> <li>• Requesting preferred items or activities</li> <li>• Sharing interests through commenting</li> <li>• Participating in social conversations</li> <li>• Communication of pain</li> <li>• Giving instructions</li> <li>• Participating in class/group discussions</li> </ul>	<ul style="list-style-type: none"> <li>• Therapies</li> <li>• Therapy assistant in the home for the morning/afternoon routine to practice the therapy goals on a daily basis</li> <li>• Access to workshops to build parent capacity</li> </ul>
For the household to be a calm, settled, and safe environment for all family members	<ul style="list-style-type: none"> <li>• Parents to access workshops (e.g. More Than Words, Parenting Preschoolers with Autism, ASD conferences, PPP)</li> <li>• Self-regulation techniques</li> <li>• Individual behaviour management supports</li> <li>• Scheduling</li> <li>• Sibling</li> </ul>	<ul style="list-style-type: none"> <li>• Carer wellbeing and mental health support</li> <li>• Sibling support</li> <li>• Access to workshops</li> <li>• Psychology 1:1 therapy</li> <li>• Allied health behaviour support</li> </ul>

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Broad Goal	Sub-Goals	Strategie
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	•	•
	•	•
	•	•
	•	•
	•	•

## 5. Information Sheet – ACCESSING THE NDIS

Your child's pathway into the NDIS may vary depending on their age and whether or not they are accessing government funded intervention programs at the time the NDIS becomes available in your area. If your child is participating in a state funded Early Childhood Intervention Service (ECIS), they will be automatically deemed eligible and the NDIS will contact you.

If your child has an ISP (Individual support Package) or is on the DSR (Disability Support Register) from the DHHS (or on their waitlist), the NDIS will also contact you. If they are using Helping Children with Autism (HCWA) or Betterstart funding, you may or may not be contacted by NDIS. In either of these cases, it is likely you will need to complete an NDIS Access Request Form.

If your child is not accessing any funded services, you will need to obtain an Access Request Form and apply to the NDIS as a new participant on their behalf.

The more thoroughly this form demonstrates your child's areas of needs, the better. You can attach evidence from your child's specialists and it may be beneficial to have one of your child's therapists or medical practitioners to help you complete it.

### 5.1 Take these steps if the NDIS is available in your area and you are yet to receive your Access Request Form:

- Contact NDIS on 188 800 110 to ask for an *Access Request Form*
- Provide the basic information required, such as name, date of birth, address, etc, over the phone
- You will be sent an *NDIS Access Request Form* from the "Access Team"
- This form is to be submitted by all participants wishing to access an NDIS Plan, and is required prior to a planning meeting being scheduled with the NDIA.
- Irabina therapists are available within your child's regular therapy session to assist with any aspect of form completion or information gathering.

### 5.2 What to do when you have completed your Access Request Form

- Email your completed form and any attached reports to [nationalaccessteam@ndis.gov.au](mailto:nationalaccessteam@ndis.gov.au) or post to GPO Box 700, Canberra, ACT, 2601
- Once your *Access Request Form* has been submitted, you will receive a phone call from the NDIS. Please note, there is likely to be a lengthy delay between your date of submission and an NDIA representative contacting you to schedule a planning meeting due to the high demand for the NDIS.

## 6. Information sheet - Managing Your NDIS Plan

Adapted from [www.ndis.gov.au/participants/](http://www.ndis.gov.au/participants/)

Your child's NDIS plan can be managed in a range of different ways. As an NDIS participant you have the right to complete choice and control over how you use the funded supports in your plans, including the service providers with whom you engage.

### 6.1 Different ways your child's NDIS funding can be managed

- **NDIA Managed:** this is where you as the participant's representative (or your Service Provider when authorised by you) claims the cost for service provision directly from the NDIA. You may only use NDIS registered providers.
- **Plan Managed:** this is where you authorise that the funding and all associated responsibilities (e.g. invoices, acquittals, logging into the NDIS portal/plan negotiation and management) in your plan are allocated for a third party (such as Irabina) to manage on your behalf. Irabina is an authorised Plan Management Provider under the NDIS and our staff are highly skilled at Plan Management Services. You may use NDIS registered or unregistered providers.
- **Self-Managed:** this is where you directly manage your own funds and all associated responsibilities (including invoices, receipting, acquittals, logging onto the NDIS portal, plan negotiation and management) are completed by you for each of the services you receive.

Self-management means that you are responsible for paying the invoices related to the supports you have received through your NDIS plan. You will then be reimbursed for these expenses, with the money deposited into your NDIS bank account. Self-management may also allow you to directly employ your own staff, or pay someone else to employ them on your behalf. You may use NDIS registered or unregistered providers.

Self-managing supports budgets in your plan means that you will be responsible for

- Choosing and arranging your own supports
- Making payments to your chosen providers (on time)
- Keeping records and receipts for services provided, claimed, and paid
- Reporting to the NDIA on the budgets spent on items in your NDIS plan.
- **Automated Payments:** this is for transport only. Funds can be deposited into an NDIS bank account weekly, fortnightly, or monthly.
- **Combination:** You may have a combination of these different plan-management structures for different parts of your plan (e.g. self-manage the funds for OT and pay your therapist directly before claiming the funds back, and have the NDIS manage your community access budget). The different plan management structures can be used together to meet your family's needs.

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## 6.2 *What you can do now*

- Think about what plan management structure may be most appropriate for you and your family's circumstances.
- Check out the resources on plan management on the Disability Loop website <http://www.disabilityloop.org.au/resources/Self%20managing%20your%20funding/>

Flow chart of how Irabina can help gain NDIS funding and deliver supports

## 7. Glossary of Terms

Adapted from AFDO Disability Loop workshops glossary

**Approved NDIS Plan** – An NDIS Participant’s Plan, which has been approved by the National Disability Insurance Agency.

**Carer** – A person who provides informal care or help to a person with a disability, meaning they are not a paid or voluntary worker.

**Full Scheme** – Also known as “full roll out”, the date/s when the NDIS will be available to people with disability throughout all of Australia. At the current time there is uncertainty whether “full scheme” includes Western Australia.

**Invoice** – A bill. It explains how much supports cost and when the payment is due.

**Necessary** – Necessary means something a person needs to participate in the community. Necessary means it is something a person must have, meaning it is not a “want” or a luxury.

**NDIA (National Disability Insurance Agency)** – The Federal Government’s agency established to roll out the NDIS. The NDIA is responsible for running the National Disability Insurance Scheme.

**NDIS (National Disability Insurance Scheme)** – A national scheme designed to help improve disability services and provide greater control and decision making to the people with disabilities in Australia. The NDIS supports people with a permanent and significant disability that affects their ability to take part in everyday activities.

**NDIS Registered Service Provider** – A disability support provider that has been through the NDIS registration process and has been approved as having met the NDIS requirements. These include staff qualifications, approvals, experience, and capacity to deliver the supports they have registered to provide.

**Participant (or NDIS Participant)** – A person with a disability who has applied for, and has been approved to, receive support from the NDIS.

**Planner** – a person who works for, or on behalf of the NDIS who helps NDIS Participants put together their NDIS Plans. Planners have specific powers and responsibilities within the NDIS.

**Plan Management provider** – an organisation that is available to help manage the funding in a person’s NDIS Plan. A Plan Management provider would usually also be an NDIS Registered Service Provider.

**Reasonable** – Reasonable means something that is fair.

**Reasonable and necessary supports** – a type of support that is needed by a person with a disability to be included in the community, and that is fair for them to have.

**Support Coordination** – NDIS funded assistance to strengthen an NDIS Participant’s ability to coordinate and implement their supports, helping them participate more fully in the community.

**Self-management** – where the funding for supports is managed by the NDIS Participant and/or their family/nominee.

**Supports** – the general name for the different types of assistance that can be provided to an NDIS Participant. Supports must help the person reach their goals, and also need to be reasonable and necessary before they can be funded by the NDIS.