

## NDIS CHECKLIST

This checklist is for family members and friends (carers) who provide regular support to a person with disability living in New South Wales (NSW).

### What is the NDIS?

The National Disability Insurance Scheme (**NDIS**) is the new system of disability support that is being introduced across Australia. For more information, visit [www.ndis.gov.au](http://www.ndis.gov.au).

Words in **bold** are explained on the last page.

### About this checklist

If you care for a person with disability who is eligible for the NDIS but doesn't have their plan yet, filling out this checklist will help you to prepare for the **planning conversation**.

During the planning conversation, the **Local Area Coordinator (LAC)** or **NDIA planner** will ask what support you and other family members and friends provide to the person with disability. They need to include this information in the person's NDIS **plan**.

If the person you care is happy for you to join the planning conversation, you can take this completed checklist with you to help guide the conversation. You may also provide the LAC or NDIS Planner with a hard copy and/or an electronic copy for their records.

Please note: This checklist is not an official NDIA document. It has been created by Carers NSW to support carers to prepare for an NDIS planning meeting.

### 1. What do you do regularly for the person you care for? Write a brief list in the box below, for example: administer medication, help to shower.

2. Use the table below to record the things you do daily or weekly.

	What I do	What is involved	When / how often	How long it takes
<i>Example</i>	<i>Help Sam to have a shower</i>	<i>Lifting, supervising</i>	<i>Every morning</i>	<i>30 minutes</i>
<b>Mondays</b>				
<b>Tuesdays</b>				
<b>Wednesdays</b>				
<b>Thursdays</b>				
<b>Fridays</b>				
<b>Saturdays</b>				
<b>Sundays</b>				

3. Use the table below to record the things you do less often.

	What I do	What is involved	How long it takes
<i>Example</i>	<i>Take Sam to see the specialist</i>	<i>Driving to hospital, supervising</i>	<i>4 hours total</i>
<b>Every month</b>			
<b>Every three months</b>			
<b>Every year</b>			

4. Look again at the previous page. Is there anything you would prefer not to do? If your answer is 'Yes', use the box below to explain *what* and *why*.

5. Does any of these things affect your health and wellbeing? If your answer is 'Yes', use the box below to explain *how*.

6. Is there anything you would like to do for yourself, but are unable to at the moment? For example: get a job, study, take a break. If your answer is 'Yes', use the box below to explain *what* and *why*.

7. Do any other family members and friends (including children and young people) help support the person? If your answer is 'Yes', use the box below to explain *who* they are and *what* they do.

8. Is there any extra support you need as a carer? For example: a break, counselling, a support group, training. If your answer is 'Yes', use the box below to explain *what* you need and *why*.

## What does that word mean?

**carers** – family members or friends who provide informal, unpaid support to a person with disability. Carers are not the same as support workers (see definition below).

**Local Area Coordinator (LAC)** – someone who is paid to work with people with disability and their carer(s) to collect information and prepare their plan.

**NDIA** – the National Disability Insurance Agency, the agency that runs the NDIS.

**NDIA planner** – a representative of the NDIA who works with some people with disability and their carer(s) to prepare their plan.

**NDIS** – the National Disability Insurance Scheme, the new, national system of disability support.

**plan** – a document that explains what supports a person with disability already has, what supports they need and what their goals are for the future.

**planning conversation** – a meeting where a LAC or NDIA planner (depending on the person's disability) creates a plan for the person with disability, based on information provided by the person and their carer(s).

**support worker** – someone who is paid to care for a person with disability.