

Navigating the NDIS: A Step-by-Step Handbook

MMS Learning has a broad network of very capable individuals and businesses across WA so if you need advice, support or to have a chat please feel free to [get in contact with us](#).

1. Introduction to NDIS

The National Disability Insurance Scheme (NDIS) is Australia's first national scheme for people with disabilities. It provides funding directly to individuals to support their independence, improve their quality of life, and enable participation in the community. The NDIS helps participants gain more time with family and friends, access to new skills and jobs, and greater involvement in the community ([What is NDIS Australia](#)).

2. Eligibility and Access

Eligibility:

- You must be under 65 years old.
- You must be an Australian citizen, permanent resident, or hold a Protected Special Category Visa.
- You must have a permanent and significant disability that affects your ability to take part in everyday activities ([How the NDIS Works](#)).



How to Apply:

- **Initial Contact:** You can contact your local NDIS office or call the NDIS on 1800 800 110 to get assistance with your application. You can also visit your nearest NDIS office for support ([Get Help Applying](#)).
- **Providing Evidence:** Submit evidence of your disability from a healthcare professional. This includes reports or assessments detailing the impact of your disability on daily life. The evidence must show that your disability is permanent and significantly affects your ability to function ([Get Help Applying](#)).
- **Access Decision:** Once your application is submitted, the NDIA will review your information and decide if you meet the eligibility criteria. You will receive an access decision letter informing you of their decision ([Get Help Applying](#)).

3. Creating Your NDIS Plan

Preparation:

- Before your planning meeting, think about your current supports and what you need to achieve your goals. Consider areas like daily living, social participation, and employment. It can be helpful to write down your thoughts and bring a support person with you to the meeting ([How the Planning Process Works](#)).

Planning Meeting:

- During the meeting, discuss your goals, current supports, and any unmet needs. The planner will help you develop a plan that outlines the supports and services required to achieve your goals. This plan will be tailored to your individual needs and circumstances ([How the Planning Process Works](#)).

Approval and Implementation:

- After the plan is approved, you will receive a copy and can start using it. Your local area coordinator (LAC) or support coordinator can assist in implementing the plan, finding providers, and managing your supports ([New Participant Booklet](#)).

4. Managing Your Plan

Understanding Budgets:

- Your NDIS plan includes different types of budgets for core supports, capacity building, and capital supports. Learn how to use these budgets effectively to get the most out of your plan ([How the Planning Process Works](#)).
 - **Core Supports:** Daily activities, community participation, consumables, and transport.
 - **Capacity Building:** Education, employment, health, and well-being.
 - **Capital Supports:** Assistive technology, home modifications, and vehicle modifications.

Using the myplace Portal:

- The myplace portal allows you to view your plan, manage your budget, and track your spending. It is an essential tool for managing your NDIS supports. You can access the portal using your myGov account ([How the Planning Process Works](#)).

5. Support Services

Finding Providers:

- Choose from registered NDIS providers who meet quality and safety standards. You can search for providers using the NDIS provider directory ([New Participant Booklet](#)).
 - **Types of Supports:** Supports funded by the NDIS include daily personal activities, transport to enable participation in community activities, workplace assistance, therapeutic supports, and home modifications ([How the NDIS Works](#)).
 - It is important to ensure your provider is accountable for your goals and you have freedom of choice. We encourage all participants to look at all the best options to make an informed choice and if you feel MMS Learning would be a good fit please get [in touch](#).

6. Reviewing and Changing Your Plan

Plan Review:

- Your plan will be reviewed regularly to ensure it continues to meet your needs. You can request a review if your circumstances change or if you feel your current plan is not meeting your needs. Plan reviews can be scheduled or unscheduled depending on your needs ([How the Planning Process Works](#)).

Reassessment:

- Six weeks before your plan's end date, the NDIA will contact you to prepare for a reassessment meeting. This is an opportunity to discuss any changes in your needs and update your plan accordingly. During the reassessment, you can discuss what worked well and what needs improvement ([How the Planning Process Works](#)).

7. FAQs

What is the NDIS?

- The NDIS provides funding to eligible Australians with disabilities to access supports and services that help them achieve their goals and participate in the community ([NDIS Australia](#)).

How do I apply for the NDIS?

- Contact your local NDIS office or call 1800 800 110 for assistance. Provide evidence of your disability and wait for the NDIA to make an access decision ([NDIS Australia](#)).

How do I use my NDIS plan?

- Use the myplace portal to manage your budgets and find providers. Your LAC or support coordinator can assist you in implementing your plan and accessing supports ([NDIS Australia](#)).

What types of supports are funded by the NDIS?

- The NDIS funds a wide range of supports, including daily personal activities, transport, workplace assistance, therapeutic supports, and home modifications ([NDIS Australia](#)).

Can I change my NDIS plan if my needs change?

- Yes, you can request a review of your NDIS plan if your needs or circumstances change. The NDIA will assess your new situation and adjust your plan accordingly ([NDIS Australia](#)).

How do I find NDIS providers?

- You can search for registered NDIS providers using the NDIS provider directory. Your LAC or support coordinator can also help you find providers that meet your needs ([NDIS Australia](#)).

This comprehensive guide aims to provide NDIS participants with the necessary information and tools to navigate the NDIS effectively, enhancing their ability to achieve their personal and professional goals. For more detailed information, please visit the [NDIS website](#).