**NDIS access meeting preparation**

**Basic details:**

* Name:
* DOB:
* Diagnosis:
* Address:
* Phone number:
* Email:

**Living Arrangements:**

* Who do you live with?
* What services are available in your area?
* Do you have access to community and mainstream supports in your area?
* What type of home do you live in?

**Daily Life**

* Describe your day-to-day life:
* What does a typical day look like?
* What sort of things do you enjoy doing?

**My Strengths**

* What can you do independently?

**Informal/community and mainstream supports:**

* Informal:
* Community:
* Mainstream:

**Participant Statement:**

**Goals:**

*SMART goals help the person focus on what they want to work towards and track their progress.*

*Specific: well defined, clear and easy to understand*

*Measurable: use specific criteria to measure progress towards the goal*

*Achievable: possible and able to be met*

*Realistic: within reach and related to the person*

*Timely: with a clear timeframe, including a starting date and a target date.*

**Additional Information:**

* What activities do you need help with?
* What supports are already in place? Are they working well?
* What are your priorities?
* What are your future hopes for work or study?
* What would you like to be able to do?
* Where would you like this to happen?
* Who would you like to support you?
* How long would you like to spend working towards this goal?

**Functional information:**

This section is used for you to write information about the disability you are applying for access for. They are looking for you to describe what it looks like for you day-to-day functionally. The NDIA, unfortunately, need to hear what you are unable to do, and you need to describe what that looks like and what support you need. So, do you need prompting, hand-over-hand assistance, assistive technology, etc - then describe what the risk is without the support. As many examples as possible are useful here because this gives the NDIA a good picture of the challenges and how your disability impacts you in your day-to-day life.

**Mobility:**

*This means the ability of a person to move around the home (walking) to undertake ordinary activities of daily living, getting in and out of bed or a chair, leaving the home, moving about in the community, and performing other tasks requiring the use of limbs.*

**Communication:**

*Communication includes being understood in spoken, written or sign language, understanding others and expressing needs and wants by gesture, speech, or context appropriate to age.*

**Social interaction:**

*This includes making and keeping friends, interacting with the community, behaving within limits accepted by others, coping with feelings and emotions in a social context. It also includes the capacity for conversation, social contact, and maintenance, conversing with people he does not know, as well as behaviours affecting his interactions.*

**Learning:**

*Learning includes understanding and remembering information, learning new things, practicing, and using new skills.*

**Self-care:**

*Self-care includes activities related to personal care, hygiene, grooming and feeding oneself, including showering, bathing, dressing, eating, toileting, grooming, caring for own health care needs.*

**Self-management:**

*Self Management means the cognitive capacity to organise one's life, to plan and make decisions, and to take responsibility for oneself, including completing daily tasks, making decisions, problem solving and managing finances.*

**Supports:**

* Mobility
* Communication
* Social Interaction
* Learning
* Self-Care
* Self-Management

**Bring:**

* Supporting evidence (examples: diagnosis letters, therapy reports, GP reports, supporting letters, carer statement, participant impact statements, school reports)
* ID documents (100 points of ID)
* Psychosocial disability form (if relevant)