

These are the steps you follow with the [NDIS process](#)

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| 1 | <p>Check your eligibility</p> <ul style="list-style-type: none"> - Call NDIA on 1800 800 110 or go through the Eligibility Checklist online |
| 2 | <p>Register</p> <ul style="list-style-type: none"> - If you feel you meet the criteria, call 1800 800 110 to complete your Access Request Form over the phone, have it sent to you, or download it HERE from the NDIS website. |
| 3 | <p>Add supporting evidence to your Access Request form. You will be informed if you are considered eligible and if you are not eligible, feedback will be provided for you to reapply.</p> |
| 4 | <p>Preparing for your planning meeting</p> <ul style="list-style-type: none"> - Read through Preparing for Your Planning Meeting on the NDIS website - Ask your doctor or providers to provide any assessments or reports (use your supporting evidence - see link above) - Where possible, request the price of equipment and supports you may need from your disability support services or suppliers - Consider having a friend, family member or advocate accompany you to provide support - Complete this Epilepsy Action Checklist (below) and take with you for reference |
| 5 | <p>Your planning meeting</p> <ul style="list-style-type: none"> - Planning meetings can be done by face to face appointment, webinar or even by phone - Think about your goals, what you want to achieve with your NDIS funding |
| 6 | <p>Finalise your plan</p> <ul style="list-style-type: none"> - After the meeting a draft plan will be available on the NDIS myplace portal after it is approved. You will also receive a printed copy of the plan. <ul style="list-style-type: none"> - Myplace is a secure website portal on the Australian Government's myGov website where you or a person you trust can access your NDIS information - Read and review your plan, and discuss with people you trust if you need to - Agree on any changes with your NDIS planner |



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| 7 | Changing your plan <ul style="list-style-type: none">- If you have a change in circumstances or are unhappy with a funding decision, you can request a review of the plan decision. If you are not happy with the plan you have three months to appeal. For more Click Here- Request review of a decision |
| 8 | Using your plan <ul style="list-style-type: none">- For information about how to use your NDIS funding, Click Here |

NDIS Planning Meeting

So, you now have your meeting date. Here are some examples of what you will be asked in your first NDIS planning meeting.

Your personal details: You will need to have a form of identification with your name, age and address, plus your bank account details that you want the funds to be sent to. You'll also be asked about your epilepsy and any other health conditions or disabilities, so it may be helpful to keep all these details and any health reports or assessments in one place to make it easier.

Your community and mainstream supports: Think about your current supports. You will be asked about different areas of your life, what support you currently receive from people in your life or in your local community. This may include family, friends or neighbours as well as health services, community groups or help at school.

Your everyday activities: This is an opportunity for you to discuss what services, support or equipment might make your activities or tasks easier. Do you work, study or volunteer? What does your average day look like? Do you need any help at home?

Supports and assistance: You will be asked about what support or equipment will help remove barriers, or make you feel safer, and about any safety concerns. Think about what assistance or equipment would make your life easier, and are there any barriers preventing you from doing things you want to do? What are your day to day main challenges or obstacles? Do you need help to take care of yourself or your home?

Think about your goals: What outcomes you want to achieve with your NDIS supports? The meeting is an opportunity for you to talk about your goals for the future and what you want to achieve. This includes short term goals (immediate and essential needs) as well as long term goals that may be worked on over the 12-month period that the plan is in place.

Goal examples may include, fostering independence, learning new skills, accessing education, increasing community participation and access.

Following this meeting, your plan will be sent to you, listing the funding and supports provided. Your ECEI Coordinator, LAC or NDIA planner will let you know the next steps and how long it will take to receive your approved plan. For more [click here](#)

Read your plan carefully because if you are not happy, you have the right to ask for an internal review. For more information about the internal review process visit the [How to Review a Planning Decision](#) page



Choosing how to manage your NDIS:

The NDIS representative will talk with you about how you want to manage your plan. There are 3 different ways you can manage your plan:

1. Self-management
2. Plan management
3. Agency management

In your planning meeting you can discuss these different ways.

It is important that you discuss the management of your funding with someone you trust. You can find out more information about [NDIS funding management here](#):

Finding a service provider:

Now it's time to find out more about the providers in your area and whether they are right for you. Your ECEI Coordinator, LAC or Support Coordinator can also help you.

You might want to research providers on the internet, check reviews, get advice from peers, friends or family and contact different providers before you agree to work with them.

To find NDIS registered providers you can search the [Provider Finder](#) on the Myplace portal.

EAA is a registered NDIS provider able to deliver professional training and support from Epilepsy Specialist Nurses across Australia.

Reviewing your plan:

Your first plan will be in place for 12 months before the NDIS works with you to make any changes. Making changes to the plan is called a *plan review*. This is important to ensure that your plan continues to work well for you and provide the supports that you want and need.

If your circumstances or needs change you can contact the NDIS to talk about changing your plan. If needed, a family member, friend, carer or support provider can support you during a plan review. You can contact the NDIS about having a plan review at any stage of your plan.

You may need to provide assessments or reports from some of your service providers, highlighting progress and identifying new or ongoing needs or goals.

NDIS Planning Checklist:

This epilepsy checklist is to help you think about what supports or resources you need to help lessen the impact of epilepsy on achieving your goals.

Everyone has times when they require more supports. When completing the checklist think about the days you need more supports.

It is recommended you also look at the [NDIS Planning Booklet 2](#)

If you would like to work through this checklist with an Epilepsy Specialist Nurse, please call Epilepsy Action



THINGS TO CONSIDER:

Informal Supports In Your Network

These people provide me with the most informal support:

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|---|--|
| <input type="checkbox"/> My partner or spouse | <input type="checkbox"/> A neighbour |
| <input type="checkbox"/> My children | <input type="checkbox"/> A volunteer |
| <input type="checkbox"/> A close family member | <input type="checkbox"/> A grandchild |
| <input type="checkbox"/> A friend | <input type="checkbox"/> A parent |
| <input type="checkbox"/> Other | |

Of these people, I would identify _____ as my primary carer
 (A Primary Carer is someone who provides most of your care and support).

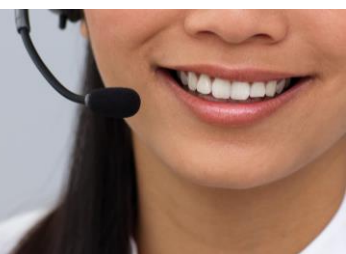
Does your primary carer:

| | |
|---|---|
| <input type="checkbox"/> Live in your house? | <input type="checkbox"/> Live elsewhere? |
| <input type="checkbox"/> Other | |
| Comment | |

Community Participation

I currently access:

| | |
|---|--|
| <input type="checkbox"/> Library services | <input type="checkbox"/> Child care / After school care |
| <input type="checkbox"/> Education (school, TAFE, college, online study) | <input type="checkbox"/> Volunteering / Employment |
| <input type="checkbox"/> Gym / Sports | <input type="checkbox"/> Interest or Hobby Group |
| <input type="checkbox"/> Social Support / Peer Groups | <input type="checkbox"/> Meeting with friends or family |
| <input type="checkbox"/> Museums and Galleries | <input type="checkbox"/> Community Programs |
| <input type="checkbox"/> Recreational Activities | <input type="checkbox"/> Health and Wellbeing |
| <input type="checkbox"/> Emotional Support / Counselling | <input type="checkbox"/> Music, performances, movies |
| <input type="checkbox"/> Spiritual groups and services | <input type="checkbox"/> Shopping and Retail |
| <input type="checkbox"/> Other | |
| Comments | |



Community Participation (continued)

I would like to access in the future:

| | |
|---|--|
| <input type="checkbox"/> Library services | <input type="checkbox"/> Child care / After school care |
| <input type="checkbox"/> Education (school, TAFE, college, online study) | <input type="checkbox"/> Volunteering / Employment |
| <input type="checkbox"/> Gym / Sports | <input type="checkbox"/> Interest or Hobby Group |
| <input type="checkbox"/> Social Support / Peer Groups | <input type="checkbox"/> Meeting with friends or family |
| <input type="checkbox"/> Museums and Galleries | <input type="checkbox"/> Community Programs |
| <input type="checkbox"/> Recreational Activities | <input type="checkbox"/> Health and Wellbeing |
| <input type="checkbox"/> Emotional Support / Counselling | <input type="checkbox"/> Music, performances, movies |
| <input type="checkbox"/> Spiritual groups and services | <input type="checkbox"/> Shopping and Retail |
| <input type="checkbox"/> Other | |
| Comments | |

What is important to me? What are my goals?

| | |
|--|--|
| <input type="checkbox"/> To maintain or change my living arrangements | <input type="checkbox"/> To maintain family relationship & activities |
| <input type="checkbox"/> To have access to community / social activities | <input type="checkbox"/> Increase access to support mobility |
| <input type="checkbox"/> To sleep independently in my own bed | <input type="checkbox"/> To be able to live independently |
| <input type="checkbox"/> To maintain / gain employment, study or volunteering opportunities | <input type="checkbox"/> Maintain / improve my health & wellbeing |
| <input type="checkbox"/> Other | |
| Comments | |



Symptoms

Epilepsy and the impact of seizure medication give me the following symptoms:

| | |
|---|--|
| <input type="checkbox"/> Problems with memory | <input type="checkbox"/> Ongoing seizures |
| <input type="checkbox"/> Fatigue | <input type="checkbox"/> Poor motor coordination |
| <input type="checkbox"/> Trouble concentrating or thinking | <input type="checkbox"/> Pain |
| <input type="checkbox"/> Anxiety or stress | <input type="checkbox"/> Fear of having a seizure |
| <input type="checkbox"/> Depression | <input type="checkbox"/> Difficulty learning |
| Other (list symptoms from any other disabilities) | |
| Comments | |

These symptoms make it difficult to:

| | |
|--|--|
| <input type="checkbox"/> Travel by myself on public transport | <input type="checkbox"/> Look after my children |
| <input type="checkbox"/> Live independently | <input type="checkbox"/> Maintain the house / garden |
| <input type="checkbox"/> Be alone at home | <input type="checkbox"/> Have social outings |
| <input type="checkbox"/> Find & keep a job / volunteer work | <input type="checkbox"/> Drive |
| <input type="checkbox"/> Participate in sport / exercise | <input type="checkbox"/> Take vacations |
| <input type="checkbox"/> Do the shopping | <input type="checkbox"/> Prepare meals for myself / my family |
| <input type="checkbox"/> Complete my schooling or studies | <input type="checkbox"/> Go on school excursions or camps |
| Other | |
| Comments | |



To lessen the impact of epilepsy on my independence in daily life, I need:

| | |
|---|--|
| <input type="checkbox"/> Epilepsy training for my carer/s | <input type="checkbox"/> Respite Services |
| <input type="checkbox"/> Epilepsy training for my employer / school | <input type="checkbox"/> Epilepsy training for community organisations |
| <input type="checkbox"/> Memory aids (e.g. pill dispenser / medical reminder devices) | <input type="checkbox"/> Epilepsy training for family members / friends |
| <input type="checkbox"/> Support with domestic tasks | <input type="checkbox"/> Physiotherapy |
| <input type="checkbox"/> Support with Seizure Management Plan | <input type="checkbox"/> Occupational Therapy or functional assessment |
| <input type="checkbox"/> Transport assistance | <input type="checkbox"/> Memory training |
| <input type="checkbox"/> Peer support with other people with epilepsy | <input type="checkbox"/> Someone to support me in social and leisure |
| <input type="checkbox"/> Assessment of safety needs & equipment such as head protection, seizure alarms, fall detectors etc | <input type="checkbox"/> Home modifications to increase safety or access |
| <input type="checkbox"/> Strategies for dealing with bullying / making friends | <input type="checkbox"/> Supports to manage seizure triggers eg sunglasses, eye patches, temperature regulation clothing |
| <input type="checkbox"/> Epilepsy Specialist Nurse support & advice | |
| Other (e.g. mobility aids, wheelchair, therapy services) | |
| Comments: | |

Epilepsy Action Australia are registered providers of NDIS services. This may include an individual assessment, a letter of support, or information and training for family, caregivers or relevant people in your community.

Please call 1300 37 45 37 or email epilepsy@epilepsy.org.au to discuss and identify your epilepsy related supports and how our nurses can assist you.