



Your plan review is an opportunity for you to check if your supports are working for you and they are helping you work towards, and achieve your goals.

Your first NDIS plan review usually falls 12 months after your plan started. If you haven't heard from NDIS six weeks prior, call NDIS on 1800 800 110 or find and call your nearest office.

During your next scheduled plan review meeting, NDIS will talk to you about the new flexible approaches they may take with you to review your NDIS plan. This may be

- a new NDIS plan with the same supports
- a new NDIS plan with minor changes to your current supports
- a full plan review.



For some participants, a full plan review will not be needed and we will not need to ask you all of the usual planning questions. Find out [who may need a full plan review and information about children under 7](#).



If your current supports are still meeting your needs and your circumstances have not changed, you may be able to continue with the same supports in a new plan, or a new plan with minor changes.

This means your LAC, or NDIA planner can spend more time checking in with you, see how you're going, and answer any questions you may have about your NDIS plan.

It is important to note that receiving a new plan with the same supports or a new plan with minor changes won't be right for all participants. This decision will be made by the NDIA, based on your [reasonable and necessary needs](#). If your circumstances have changed or you would like a full plan review, NDIS will work with you to understand what information you may need to provide.

## HOW NDIS MAKE DECISIONS



When it comes to working out if a participant needs a full plan review, NDIS looks at what are the reasonable and necessary supports for that participant.

The NDIA makes decisions based on the National Disability Insurance Scheme Act 2013 (NDIS Act) and the rules made under the NDIS Act. The operational guidelines also provide practical guidance for decision makers.

## PROVIDER REPORTS FOR PLAN REVIEWS FOR CHILDREN AGED UNDER SEVEN YEARS

The [Early Childhood provider report form](#) (DOCX 96KB) guides providers to report on the supports delivered to NDIS participants under seven years of age.

We recommend providers use the form to write reports for plan reviews. The form outlines the information needed, such as

- what services were provided, and by whom
- a progress update including outcomes achieved
- future recommendations.

We encourage families of participants aged under seven years to discuss the use of the form with their providers. You can read more about the Early Childhood provider report form.

## WHAT IF I ONLY NEED SMALL CHANGES TO THE PLAN?

If it is appropriate for you to continue with the same supports, but would like some small changes, we might be able to give you a new plan that includes those changes if they are reasonable and necessary.

For example

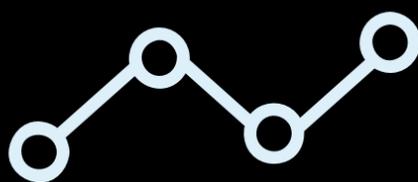
- If your home address has changed, but you're in-home supports remain the same
- If you'd like to self-manage part of your NDIS funding so you have more flexibility in who you'd like to choose as a provider
- You expect some of your assistive technology will need repairs in the next 12 months.

## YOUR PLAN MAY CHANGE OVER TIME



The NDIS is designed to increase a person's skills and independence so they can live a better life. As you work towards and achieve your goals, the amount of support you need will likely change.

If a service, early intervention support or assistive technology has increased your independence and decreased your need for additional support, you may need less funding, or no longer need any funding through an NDIS plan. This means you may not need NDIS funding now, but you can contact us again in the future if you need to.



People who have an episodic disability (a disability where the impact on your day-to-day life fluctuates) may also see their NDIS funding levels change over time, just as their disability changes over time.

## WHEN THERE IS A GAP BETWEEN PLANS

The NDIA made changes to the NDIS myplace portal to improve the process when there is a gap between new and old participant plans.

All plans due to expire within seven days are now extended by 365 days. The participant prepares for a plan review.



The NDIA is making further improvements including:

- Specialist Disability Accommodation (SDA) and Supported Independent Living (SIL) supports will have service bookings increased automatically where a 28 day extension has been applied to a plan.
- Unclaimed funds within a participant's previous plan and service bookings will now be available for 90 days after a new plan has been approved. This gives participants and providers more time to make payment requests for services delivered during the previous plan period.

**90** *days*

This means participants can receive services regardless of a delay in the scheduled plan review process. It also means providers can continue to claim for services while the participant prepares for a plan review.

## LETTING YOUR PROVIDERS KNOW

There will be an alert for participants in the NDIS myplace participant portal when a plan has been extended.

Check if your plan has been extended in the NDIS myplace participant portal and let your providers know the plan end date has been extended, and they can continue to request payment for supports.



## WHAT WILL HAPPEN TO MY SERVICE BOOKINGS?

The system will make sure the service bookings that are due to end on your plan review date do not end.

## WILL THIS AFFECT THE SUPPORTS IN MY OLD PLAN?

NDIS will make additional funding available in your NDIS plan if your plan is extended, except in the case of home modifications and assistive technology.

Please make sure you do not purchase supports which are not consistent with your plan.

## WHAT HAPPENS WHEN I TRY TO CLAIM PAYMENTS AFTER A NEW PLAN IS IN PLACE?

You can now successfully make payment requests in the NDIS myplace portal for services delivered during the old plan period for up to 90 days after the new plan has been approved, if there are enough funds available.

You will see a message in service booking details in the NDIS myplace portal letting you know that unspent funds will remain available for 90 days after the plan is approved.



### Sources

<https://www.ndis.gov.au/participants/reviewing-your-plan-and-goals>

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