

## Definitions

**Access Request Form (known as the ARF):** A person seeking access to the scheme may make a request to the National Disability Insurance Agency (NDIA) using an ARF. Once an ARF is received by the NDIA a determination is made about the persons eligibility. A person determined to be eligible is then an NDIS participant.

**case coordinator:** Usually a participant will choose a coordinator if this is included as a funded support within a plan. In exceptional circumstances, and with the agreement of the participant, the NDIA planner may appoint a case coordinator. This will be funded by the NDIA and will be time limited. It is a funded line item to provide assistance in coordinating or managing life stages, transitions and supports for a participant. For participants with a cognitive impairment, receiving funding for case coordination may somewhat negate the need for a plan nominee and where acceptable conflict of interest management mechanisms are in place (if necessary).

**correspondence nominee:** a person/s appointed to make requests to the NDIA (for example, requests for information) and receive notices from the NDIA on behalf of the participant. It is the responsibility of a correspondence nominee to ensure compliance with all requirements made of the participant, in writing, by the NDIA. A correspondence nominee may not act in relation to matters that fall within the remit of a plan nominee.

**Local area coordinator:** employed by the NDIA to provide information to the participant and their supporters about how the funded supports in the plan can be implemented. This may include providing information about what agencies are registered to provide supports. It may also include assisting the participant to link in with registered providers able to provide the supports as funded in a plan. Local area coordinators are also able to provide linkage and referral to community and other agencies for supports not funded by the NDIS.

**National Disability Insurance Agency (NDIA):** established under the NDIS Act to deliver the NDIS with a number of other functions including; to manage, advise and report on the financial sustainability of the NDIS; to develop and enhance the disability sector; to build community awareness of disabilities and the social contributors of disabilities; to collect, analyse and exchange data about disabilities and the supports for people with disability; to undertake research relating to disabilities, the supports for people with disability and the social contributors to disabilities.

**participant:** means a person who is eligible to access funded supports through the NDIS. A participant must meet the age requirements (65 years and under), disability requirements (significant and permanent disability or meets early intervention criteria) and residence requirements (relevant to trial sites) in order to become a participant in the NDIS.

**participant's plan:** based on what is regarded as reasonable and necessary supports to enable a good life. Plans are reviewed at least every twelve months or more frequently if required. A plan is made up of two statements:

statement of participant supports:

a) the general supports (if any) that will be provided to, or in relation to, the participant; (for example any existing community supports, family supports, supports from other service systems and

b) the reasonable and necessary supports (if any) that will be funded under the NDIS.

statement of goals and aspirations:

a) The goals, objectives and aspirations of the participant, and

b) The environmental and personal context of the participant, including the participant's:

- i. Living arrangements, and
- ii. Informal community supports and other community supports, and
- iii. Social and economic participation.

**plan management:** During the planning process, a participant is able to make a plan management request that specifies who the participant wishes to manage the funding for supports under the plan. A participant's plan must specify that the funding is to be managed wholly, or to an extent specified in the plan, by the participant, a registered plan management provider, the NDIA or the plan nominee. A plan can be managing using a variety of the methods. For example, a plan may include both self-managed items and NDIA managed items where a participant may choose to self manage an item such as transport (taxis) and the NDIA may manage the funding allocated for support workers.

Operationally, plan management involves organising the financial and administrative aspects of the plan, such as paying supplier invoices, developing service agreements with providers, assisting with the hiring and paying of staff, and preparing reports on how funds are being used.

**plan management provider:** a participant's plan may be managed by a plan management provider. A plan management provider undertakes the financial and administrative processes on behalf of the participant. This is a funded support item within a participant's plan. A plan management provider can also be a registered provider of other supports.

**plan nominee:** a person/s appointed by the CEO of the NDIA at the request of the participant, or on the initiative of the CEO, to assist the participant, or do an act or thing in relation to:

- a) the preparation, review and replacement of a participant's plan; and
- b) the management of funding for supports under the participant's plan.

A plan nominee may only do an act in relation to the above if the plan nominee considers that the participant is not capable of doing, or being supported to do, the act. An appointment can be limited in scope and for an indefinite period.

**Planner:** A planner convenes the planning meeting, firstly confirming the eligibility of the person to access the NDIS. Planners discuss with the participant their needs, goals and aspirations. This will inform the development of a statement of goals and aspirations for the participant, and will assist the planner to determine what reasonable and necessary funded supports should be included in the participant's plan.