

A plan review meeting is a scheduled meeting that takes place at the end of your NDIS plan period. Typically NDIS participants will have a plan review meeting every 12 months, but in some cases the plan review meeting can be up to three years. This checklist includes supporting evidence that you may be asked for during your plan review meeting. Every person is different, so you may not require everything listed in the checklist. Review the list carefully and be sure to bring as much supporting evidence as possible to your meeting.

Personal Information

- Contact details* (email address, postal address and phone number)
- Bank account details* (BSB and account number)
- A list of any questions you may have

Your disability & health

- Statement of outcomes from each service provider, detailing:
 - An overview of supports provided
 - How the support has helped you to achieve/work towards your goals
 - Whether you have been linked to any additional informal, community, or mainstream supports to help you achieve your goals
 - Any barriers encountered during the plan period and the strategies implemented to resolve them
 - Any risks identified to you or others
 - Any evidence or other information that may be relevant for the NDIA to consider when determining reasonable and necessary supports
 - Justification for any recommendations of additional supports, including details of the proposed outcomes and any risks or impacts on other supports (if relevant)

Other documentation about your life & supports

- List of your current disability supports
- Schedule of regular daily living activities (work, study & social)
- Hours of personal care
- List of equipment, aids and home modifications you require with supporting evidence
- Letters from current support providers
- Letters for study facilities or workplaces about your needs
- Quotes for equipment, consumables, home/vehicle modifications and any other supports you want considered
- List of hobbies & interests
- List of short & long term goals
- Any accommodation or residential care agreements
- Any other important documents

*only necessary if your personal details *have changed since your last meeting*