



NDIS Plan Implementation Guide

Step-by-step for PDA families

Getting an NDIS plan is just the beginning. Many families find that implementing the plan — finding providers, setting up service agreements, managing budgets — can be as challenging as the application itself. This guide takes you through the key steps.

Step 1 — Understand Your Plan

- Read through the full plan document carefully
- Note the funding amount in each support category
- Note the plan start and end dates
- Check that the goals and support categories match what you discussed in your planning meeting
- If something is missing or wrong, contact your LAC immediately to request a review

Step 2 — Choose Your Plan Management Option

Three plan management options

- Agency-managed (NDIA manages): Limited provider choice — all providers must be NDIS registered.
- Plan-managed (recommended for most families): A plan manager handles payments and admin. More provider flexibility including unregistered providers.
- Self-managed: Maximum flexibility. You manage all payments and can use any provider. Requires more admin.

Most PDA families benefit from plan management — it gives you flexibility to use PDA-specialist providers who may not be NDIS registered, while keeping administration manageable.

Step 3 — Find Your Providers

- Start with your Support Coordinator if you have one — they should know local PDA-informed providers
- Ask your child's school, paediatrician, or autism networks for referrals
- Search the NDIS Provider Finder on the NDIS website for registered providers
- Interview providers before committing — use the Provider Interview Questions guide (FD36)
- Prioritise providers with specific PDA or anxiety-based autism experience

Step 4 — Set Up Service Agreements

You will need a Service Agreement with each provider. This is a legal document that sets out the services to be delivered, hours, costs, and cancellation terms.



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- Read every service agreement before signing — cancellation terms vary significantly
- Ensure the services agreed match what's in your NDIS plan
- Keep a copy of all signed agreements
- Note the cancellation notice required — this is important for PDA families given the frequency of plan changes

Step 5 — Monitor Your Budget

- If plan-managed: your plan manager will provide budget reports — review monthly
- If self-managed: use the myNDIS app or NDIS portal to track spending
- If you are significantly under or over-utilising a category, contact your LAC or plan manager
- You can request a plan reassessment if your child's needs have significantly changed

Step 6 — Prepare for Plan Review

Your plan will be reviewed at the end of its duration (usually 12 months). Start preparing at least 8 weeks before the review date.

- Gather updated reports from all providers
- Write a new parent supporting statement describing current functional impact
- Document any changes in your child's needs since the last plan
- Use the Plan Review Preparation Checklist (FD38) for a detailed guide

You can ask for help NDIS plan management is complex. Your Support Coordinator's job is to help you through this process. If you don't have a Support Coordinator, ask your LAC or contact the NDIS directly on 1800 800 110.