



NDIS Plan Review Preparation

Complete checklist for PDA families

A well-prepared plan review gives you the best chance of an NDIS plan that truly reflects your child's current needs. Start this process at least 8 weeks before your review date.

8 Weeks Before — Evidence Gathering

- ■ Request updated reports from all treating professionals (OT, psych, speech, etc.)
- ■ Remind professionals to describe functional impact — not just diagnosis
- ■ Gather any new assessments or school reports
- ■ Review your previous plan — what worked, what didn't, what changed
- ■ Start drafting your parent supporting statement (see template in FD32)

4 Weeks Before — Documentation

- ■ Complete your parent supporting statement
- ■ List all the services currently funded and whether they are being used
- ■ Note any services you needed but couldn't access due to budget or provider gaps
- ■ Document any significant changes in your child's needs or circumstances
- ■ Update your goal statements using the Goal Bank (FD33)

2 Weeks Before — Meeting Preparation

- ■ Confirm the meeting format (in person, phone, or online) and request your preference
- ■ Request that your Support Coordinator attend with you if possible
- ■ Prepare a summary of what you'd like changed or increased in the plan
- ■ Review the Support Categories Checklist (FD35) to identify any new categories
- ■ Write down specific requests and the evidence that supports each one

At the Planning Meeting



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Key things to advocate for

- Increased hours if your child's needs have increased
- New support categories identified in the 8-week review
- Support Coordination if not already in the plan
- Adequate short-term accommodation (respite) for family sustainability
- Behaviour support if meltdowns are frequent or severe

- Bring all documentation — reports, your statement, goal list
- Take notes or ask to record the meeting
- Ask for clarification on any decisions before the meeting ends
- If you feel rushed or unheard, ask for a follow-up appointment

After the Planning Meeting

- ■ Review the plan document as soon as you receive it
- ■ Compare it against what you requested
- ■ If anything is missing, contact your LAC within 3 months to request a review
- ■ If access to any funded support is refused, you have the right to an internal review

If you're not happy with the outcome

You can request an internal review within 3 months of receiving your plan. An advocacy service can support you through this process. Contact Disability Advocacy Network Australia (DANA) or your state's disability advocacy service for free support.