



# REIMAGINE MY LIFE

A WORKBOOK  
TO SUPPORT YOU  
WITH THE NDIS

VERSION 2.0

NAME:





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## About this workbook

This book is designed to support people living with mental health conditions through the NDIS. It can also be used by workers, supporters, family, carers and more.

### Want help?

Ask someone you trust, such as a family member or support worker, for support working through this workbook and/or on your NDIS journey.

### Gather Your Information

You can collect here all the information you are happy to share with others. This can include who you are, what your life is like and how you would like it to change.

You can use it to:

- Describe your situation when speaking to support people
- collect your thoughts and dreams to keep you feeling hopeful
- help you remember details when life gets busy
- prepare for the NDIS

### Use the Website

This workbook is designed for use with the website <https://reimagine.today>. The website gives you information and examples to help you complete the activities in this workbook.

You may choose to have someone support you with using this workbook. But remember, you can work through the book in your own way and your own time. You can also come back and add to it or make changes later as your life changes.

Just remember - your hopes and dreams are important but they can sometimes make you feel unsafe or vulnerable so it is important to only share this book with people you trust and with who you feel safe.



## Before we begin: Who can access an NDIS plan?

This checklist helps you work out if you might be eligible to access the NDIS.  
**Remember this is just an initial check and the final decision about access is up to the National Disability Insurance Agency.**

### NDIS access checklist:

Question	Answer
<p><b>1. Do you have Australian residency?</b> To access the NDIS you must live in Australia and be:</p> <ul style="list-style-type: none"> <li>• an Australian citizen OR</li> <li>• a permanent resident OR</li> <li>• hold a Protected Special Category Visa</li> </ul>	<p><input type="checkbox"/> <b>Yes</b> Go to Question 2</p> <p><input type="checkbox"/> <b>No</b> You may be able to access other supports*</p>
<p><b>2. Are you under 65?</b> To access the NDIS you must be under 65 when you apply.</p>	<p><input type="checkbox"/> <b>Yes</b> Go to Question 3</p> <p><input type="checkbox"/> <b>No</b> You may be able to access other supports*</p>
<p><b>3. Do you usually need support from a person or equipment to do everyday things for yourself because of an impairment or condition that is likely to be permanent?</b> To access the NDIS you need to have an impairment or condition that is likely to be permanent (lifelong) and that stops you from doing everyday things by yourself.</p> <p>This includes impairments that are episodic and vary in intensity as is often so for people whose everyday living is seriously impacted by a mental health condition.</p>	<p><input type="checkbox"/> <b>Yes</b> Call the NDIA on 1800 800 110 and ask for an access Request Form.</p> <p><input type="checkbox"/> <b>No</b> You will not be able to access NDIS funded supports.</p> <p style="margin-left: 40px;">a) You can still consider your hopes and dreams (Step 5 p.23)</p> <p style="margin-left: 40px;">b) You may be able to access other supports.*</p>

\* For more information about other supports available, see 'Other Services that could support me' on the reimagine.today website:

<http://reimagine.today/step-3/other-services-that-could-support-me/>



## Introduction: About Me

This section is for collecting general information about you. You can use this when meeting with new people, such as people who provide you with care, support and treatment, even if you do not access the NDIS.

### Personal Details:

Name	
Address	
Phone Number	
Email	

### On the next pages you can explore a bit about you!

What you include here will help people working to support you understand more about you now and the support you may need to lead a meaningful life.

Hint: throughout this workbook, we have included sample words and pictures that you may find useful.

# I am...

Use the tree branches, words and pictures to describe your personality and what kind of person you are.

Add more branches if you need to!

Things that make me happy...

Things I need...

Things I'm good at...

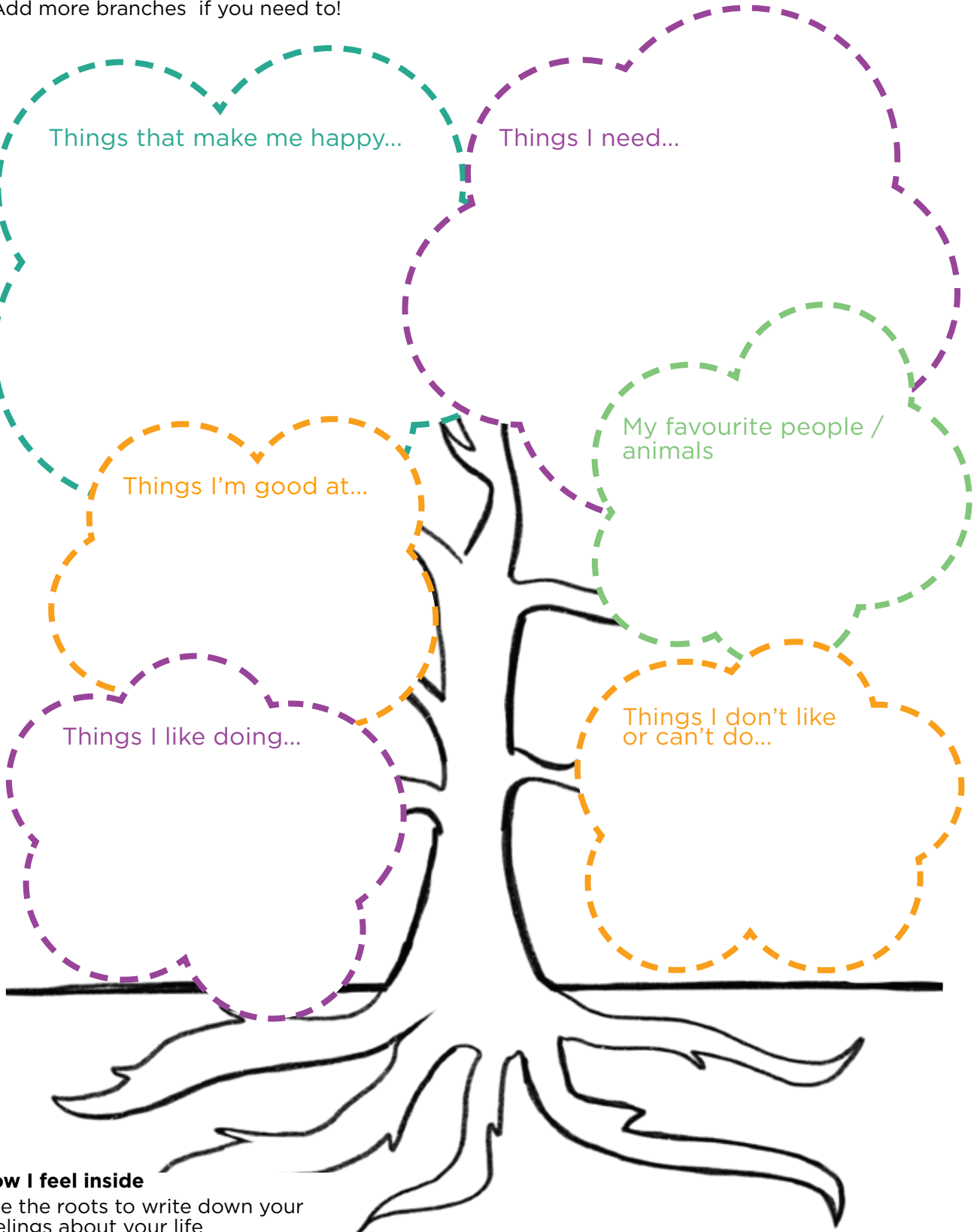
My favourite people / animals

Things I like doing...

Things I don't like or can't do...

## How I feel inside

Use the roots to write down your feelings about your life





# Things I...

Describe in word or pictures things you like and don't like.

**I like:**

e.g. Activities:



e.g. People that make me feel:



e.g. Places like:



What else?



**I don't like:**

e.g. Activities:



e.g. People that make me feel:



e.g. Places that are confusing / difficult for me like:



What else?



## People who support me

These might be friends, family, housemates, neighbours, workmates, teammates or others (including animals!) who care about you and support you. They may also be people who you support.

If you don't have many people in your life this might be something you can work on as part of your hopes and dreams (p. 23).

Name	Relationship to you	Describe how they are involved in your life

# My experience of mental health

Words or pictures that describe your experience of living with a mental health condition, disability or difficulty.

...words or pictures that describe your experience:

For example:

Sad



Frustrated

Confused

Angry



No one Listens

People don't understand



...how does it affect your daily life?

For example:

Hard to...

People...

Getting around...



What are some things you already do that help you with this?

For example:

Sunshine

Friends / Family

Exercise

Meditation

Culture

Connecting to...



# Things I need support with

Words or pictures that describe things you need support with.

When I am doing well, I need support with...

For example:



At Home

Cooking



Cleaning



Getting around



Transport



Knowing where to go



Activities



Meeting people



Making friends



Studying



Working



When I am not doing so well, I need support with...

Who can support me to get these things?

## STEP 1: What is psychosocial disability?

Here you can gather information you may need for your NDIS application (called an access request). You can use this to guide your health and community service workers when they are helping you put together your evidence.

### My support needs

On the previous page, we explored ‘things you need support with’... if you are going to apply for the NDIS, you will be asked to provide information about your ‘psychosocial’ and any other disability support needs.

**To find out more about the term “psychosocial disability” - check out Step 1 of the [reimagine.today website](#).**

Now, using the following NDIS application categories, think again about how your mental health conditions affects your every day life (pages 11 and 12) and what support or assistance you need under the listed areas. You will be asked to provide this information to support your application to show the impact on your life.

**For examples - Check out Step 1 of the [reimagine.today website](#).**

Mobility / Motor Skills

getting out of bed and moving around the home and outside the home

Communication

understanding and being understood by other people

**Social interaction**

making and keeping friends and coping with feelings and emotions

**Learning**

understanding, remembering, and learning new things

**Self-care**

needing help to take a bath or shower, dress and eat

**Self-management**

doing daily jobs, handling money and making decisions

### **What disabilities do you live with?**

If you have been given a diagnosis and have found that helpful, share this information here. You can also include information about your symptoms.

psychosocial (mental health), intellectual, physical, sensory, other

### **What treatment, if any, have you had or are currently receiving?**

This can be physical and/or mental health related.

Medical, therapeutic, counselling, physio, dental, nutrition, podiatry

Medication for mental health, physical health conditions, other

### **What long term impacts or side-effects, if any, do you have because of treatments (physical and/or mental health related)?**

Weight, incontinence, constipation, drowsiness, pain, sexual desire, etc

## STEP 2: What is NDIS?

This section is to keep any important information or questions you have about the NDIS. It can be useful to write down questions as you think about them and then you can ask them the next time you speak to a National Disability Insurance Agency representative or people that support you.

**For more information about the National Disability Insurance Agency and for contact details - check out Step 2 of the reimagine.today website.**

### My local NDIA office

Phone number/s	
Address	

### Area Coordinator's office

Partner organisation name (if required)	
LAC workers name	
Phone number/s	
Address	



## Questions I have about the NDIS

Question	Answer

## STEP 3: Eligibility



To check if you may be eligible go to page 5:  
**Before we begin: Who can get an NDIS plan?**

To find out more about eligibility, and what to do if you don't meet the 'Access requirements' see **Step 3 on the reimagine.today website.**

Remember: whether you are eligible or not, Step 5 of this booklet (p.23) can be used to explore and plan for your hopes and dreams.

## STEP 4: Apply for NDIS

Here you can gather and keep track of the information you need to demonstrate the impact of your disability(ies) on your day to day living. This can support your NDIS application (or access request). Remember this is just a guide. Everyone's situation is unique and the information and evidence you need will be different.

**An access request is the form you need to apply for the NDIS.**

**Call NDIS on 1800 800 110 and ask for an Access Request Form.**

### Appointments with Support

Write down your appointments with people who can support you with your NDIS access request. They might include NDIA representatives, case managers, advocates, support workers, your GP or other health professionals.

Date (when)	Location (where)	Meeting with (who)	Important notes or questions to ask

## People I want involved in my NDIS access request

Add contact details for the people in your life who assist and support you. They may be family, friends, health professionals or people who work for a mental health or disability support organisation.

Name		Organisation they work for	
Relationship to me		Phone number (if relevant)	
How they support me			
Name		Organisation they work for	
Relationship to me		Phone number (if relevant)	
How they support me			
Name		Organisation they work for	
Relationship to me		Phone number (if relevant)	
How they support me			
Name		Organisation they work for	
Relationship to me		Phone number (if relevant)	
How they support me			

## People I do not want contacted about my NDIS access request

Think about who you would not like to support you with an access request. It is OK to tell people that you do not need or want help!

## My forms and supporting evidence

Use this section to keep track of forms and evidence you have collected to support your NDIS access request. Tick off each item when you have collected it and add things to remember in the notes section

Form or supporting evidence	Tick if included	Important notes or questions
Access Request Form	<input type="checkbox"/> By phone <input type="checkbox"/> In person <input type="checkbox"/> Paper form	
Supporting Evidence Form <i>(You will be notified by NDIA if this is required.)</i>		
Medical reports / records		
Carer's statement		
Letter of support <i>(family, support workers, GP, Psychiatrist etc)</i>		
Case manager or nominated carer		
Guardian or trustee		
Other forms or supporting evidence		

## My application's progress

Use this to track your application

Action	Date completed	Important Notes
Contact NDIA to check eligibility		
Complete an Access Request Form <i>(Note: if you currently receive disability support services you may not need to do this.)</i>		
Submit supporting evidence <i>(The more the better)</i>		
Complete your pre-planning by reimagining your life in this workbook <i>This will be useful whether you access the NDIS or not.</i>		
Receive a decision letter <i>(follow up 21 days after submitting all evidence if required)</i>		
<b>OPTIONAL:</b> Request an NDIA review [if decision is “not eligible” and you disagree] <i>(submit request within 3 months of receiving a decision if required)</i>		
<b>OPTIONAL:</b> Request more information about not eligible decision <i>(if you do not understand the reason in the decision letter)</i>		
<b>OPTIONAL:</b> Consider Administrative Appeals Tribunal (AAT) review 1800 228 333		

## Step 5: reimagine my life



Here you can start to reimagine your life with or without the NDIS. You might think about your hopes, dreams and how to make them a reality. Remember reaching your hopes and dreams may take a lot of time and effort, whether you have a mental health condition or not, so take it one step at a time!

### **My hopes and dreams for my life**

There are many ways to explore your hopes and dreams.

Here we look at eight areas of everyday life in which the NDIS provides support. These are:

- 1. Choice and Control** - make your own decisions about what is important in your life, how you live it and who supports you.
- 2. Daily Activities** - day to day things you do like cooking, shopping, cleaning and going places.
- 3. Relationships** - the people in your life and whether or not they are a good influence.
- 4. Home** - the place that you live and whether it works for you.
- 5. Work** - activities in your life that give you purpose, such as volunteer work, study or paid work.
- 6. Health and Wellbeing** - how physically and mentally well you are and want to be.
- 7. Social and community participation** - taking part in, and sharing with others, the different things you do in your life that make you feel like you belong.
- 8. Life Long Learning** - things you want to learn throughout your life; learning that can occur in many ways.

**For each of these areas you are going to explore what your life is like now (what do you want support with) and how you would like things to change.**

## My hopes and dreams

Use this page to write, draw, reimagine your life

# aspiration

I want to be able to:

I want to spend more time:

I want to be living:

For example:

Nature



Music



Art



Independence



Home



Friends



Sport



Health



Study



Work





## How will I do it?

Now you have explored some hopes and dreams for the future, make time to set some aims to help you achieve them!

From the previous page, choose three things that you would like to focus on for the future. For each one, you can set one step to complete within three months, six months and then by one year. You can also explore what supports you might need.

**Supports and services must be reasonable and necessary.**

**Reasonable** means something is fair.

**Necessary** means something you need.

**The following are the NDIS funding categories...**

**Capacity building:** Possible supports to help you build your independence and skills.

- Improved daily living, e.g. develop skills like cleaning, shopping
- Improved living arrangements, e.g. support to live on your own
- Improved relationships, e.g. classes for relating with people
- Increased social and community participation, e.g. join a social activity
- Improved learning, e.g. go to school
- Finding and keeping a job
- Improved health & wellbeing, e.g. exercise
- Improved life choices, e.g. support with decision-making
- Coordination of supports, e.g. 'Support Coordinator'.

**Core:** supports that help you to complete activities of daily living.

- Assistance with daily living, e.g. helper for tasks at home
- Assistance with social and community participation, e.g. helper for going to social activities
- Consumables, e.g. equipment
- Transport.

**Capital:** This is about investment or purchasing things you need long-term.

- Assistive technology, e.g. wheelchair
- Home modifications, e.g. rails.

**For more detailed examples of supports that you might need – check out Step 5 of the [reimagine.today](https://reimagine.today) website.**

## Exploring my hopes and dreams – Hope / Dream 1

Check out your hopes and dreams noted down in the previous activity. Choose up to three to explore in more detail. Write your hope or dream in the centre of the page and complete the questions around it.

Why do I want this?

What skills do I have now that would be useful?

HOPE/DREAM 1:

What supports do I have now that would be useful?

What skills do I need to do this?

What supports would help me achieve this?

# Hope / Dream #1

(Copy this from the previous page and then fill in blanks below).

My hope / dream is...

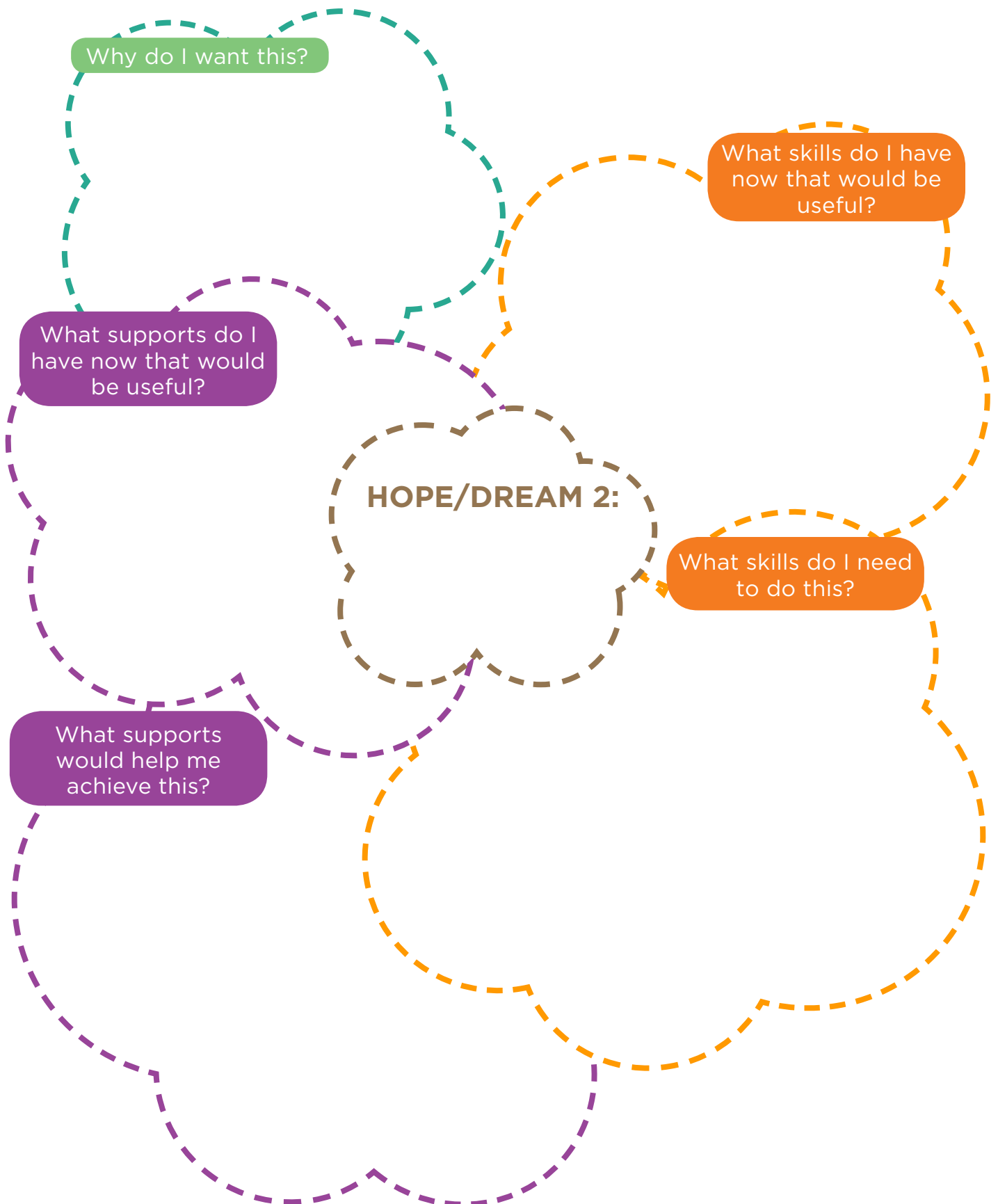
## How will I get there?

Reaching your hopes / dreams doesn't happen all at once, it takes small steps.

Timeframes	Steps to reach my hope / dream	Who or what can help me?
Within <b>3 months</b> I will have		
Within <b>6 months</b> I will have		
Within <b>1 year</b> I will have		

## Exploring my hopes and dreams - Hope / Dream 2

Write your hope or dream in the centre of the page and complete the questions around it.



## Hope / Dream #2

(Copy this from the previous page and then fill in blanks below).

My hope / dream is...

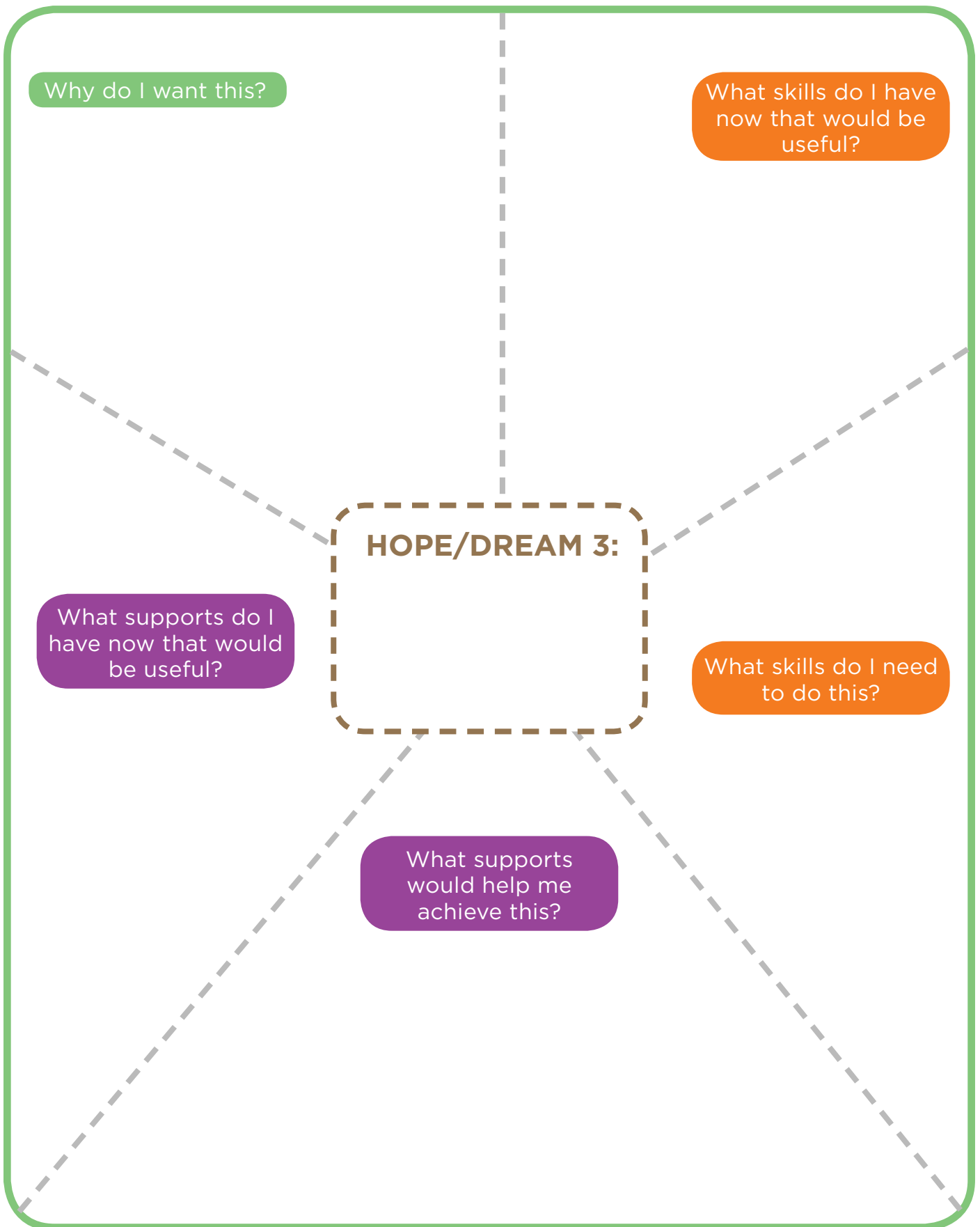
### How will I get there?

Reaching your hopes / dreams doesn't happen all at once, it takes small steps.

Timeframes	Steps to reach my hope / dream	Who or what can help me?
Within <b>3 months</b> I will have		
Within <b>6 months</b> I will have		
Within <b>1 year</b> I will have		

### Exploring my hopes and dreams - Hope / Dream 3

Write your hope or dream in the centre of the page and complete the questions around it.



## Hope / Dream #3

(Copy this from the previous page and then fill in blanks below).

My hope / dream is...

### How will I get there?

Reaching your hopes / dreams doesn't happen all at once, it takes small steps.

Timeframes	Steps to reach my hope / dream	Who or what can help me?
Within <b>3 months</b> I will have		
Within <b>6 months</b> I will have		
Within <b>1 year</b> I will have		

## Step 6: Plan with the NDIS

This workbook has helped you prepare an application for the NDIS and to gather important information that you will use in your planning process with an NDIA planner

**The reimagine.today website provides some information about the planning process in Step 6.**

Now, if you have accessed the NDIS, all your planning and funds management will be completed through a National Disability Insurance Agency process, not the reimagine.today website or workbook.

If you have any questions about your plan, the NDIA will assist you.

### Questions I have about my plan

Question	Answer



## Preparing to manage your NDIS funds

If you get NDIS funds, there are two some key things to consider before a planning meeting.

**For more information about your options, first check out Step 5 'Thinking about my plan' on the reimagine.today website:**  
<http://reimagine.today/step-5/thinking-about-my-plan/>

» Watch the video on 'Coordination of Supports'

» Read about 'Options for Funds Management'

Now that you've had a read about these options, you can think about which is best for you by listing some pros (positives) and cons (negatives).

**It might be useful to discuss this with a support person as well.**

### Do I want to have a coordinator of supports?

Pros (positives)	Cons (negatives)

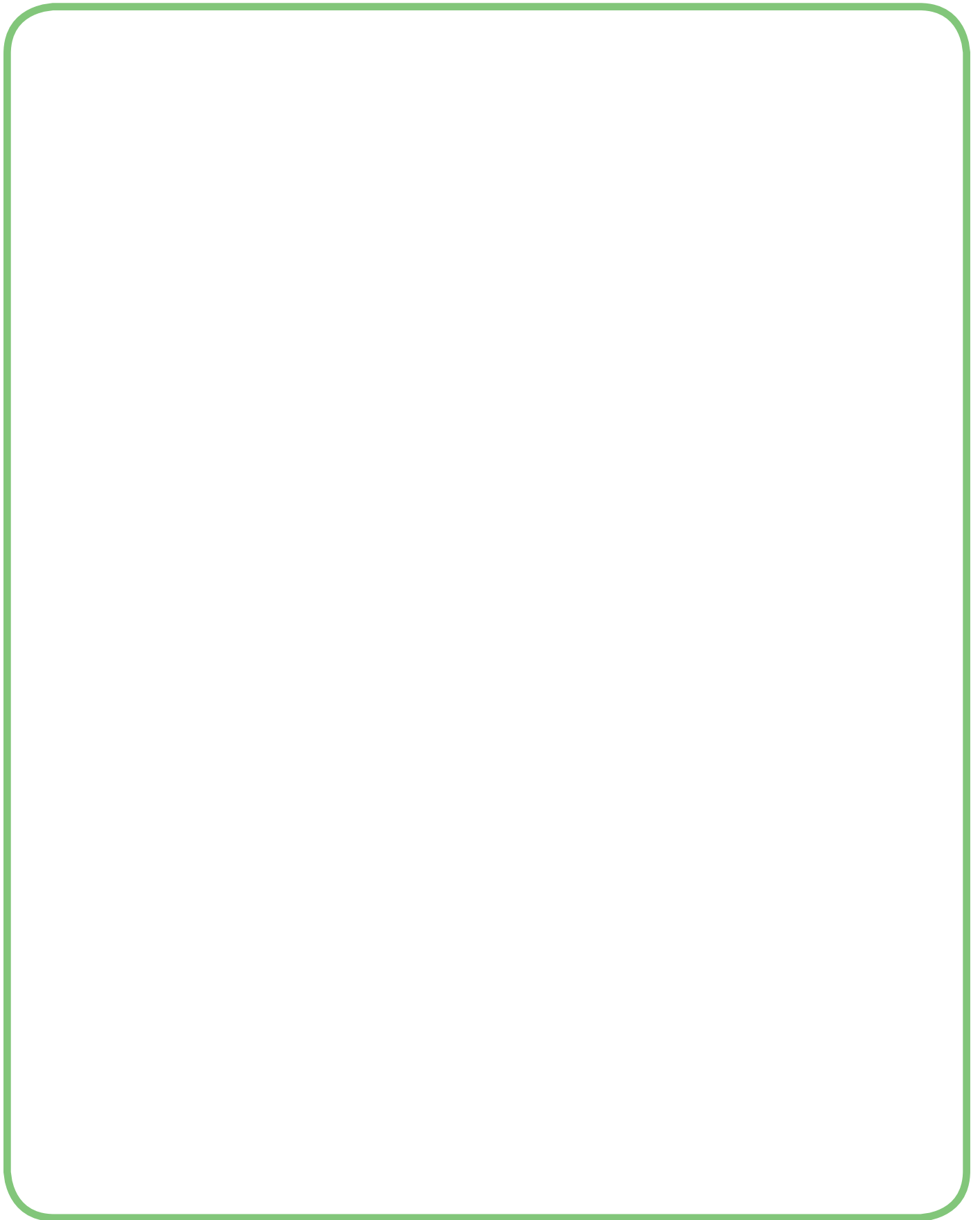
My decision is:

## How do I want to manage my NDIS funds?

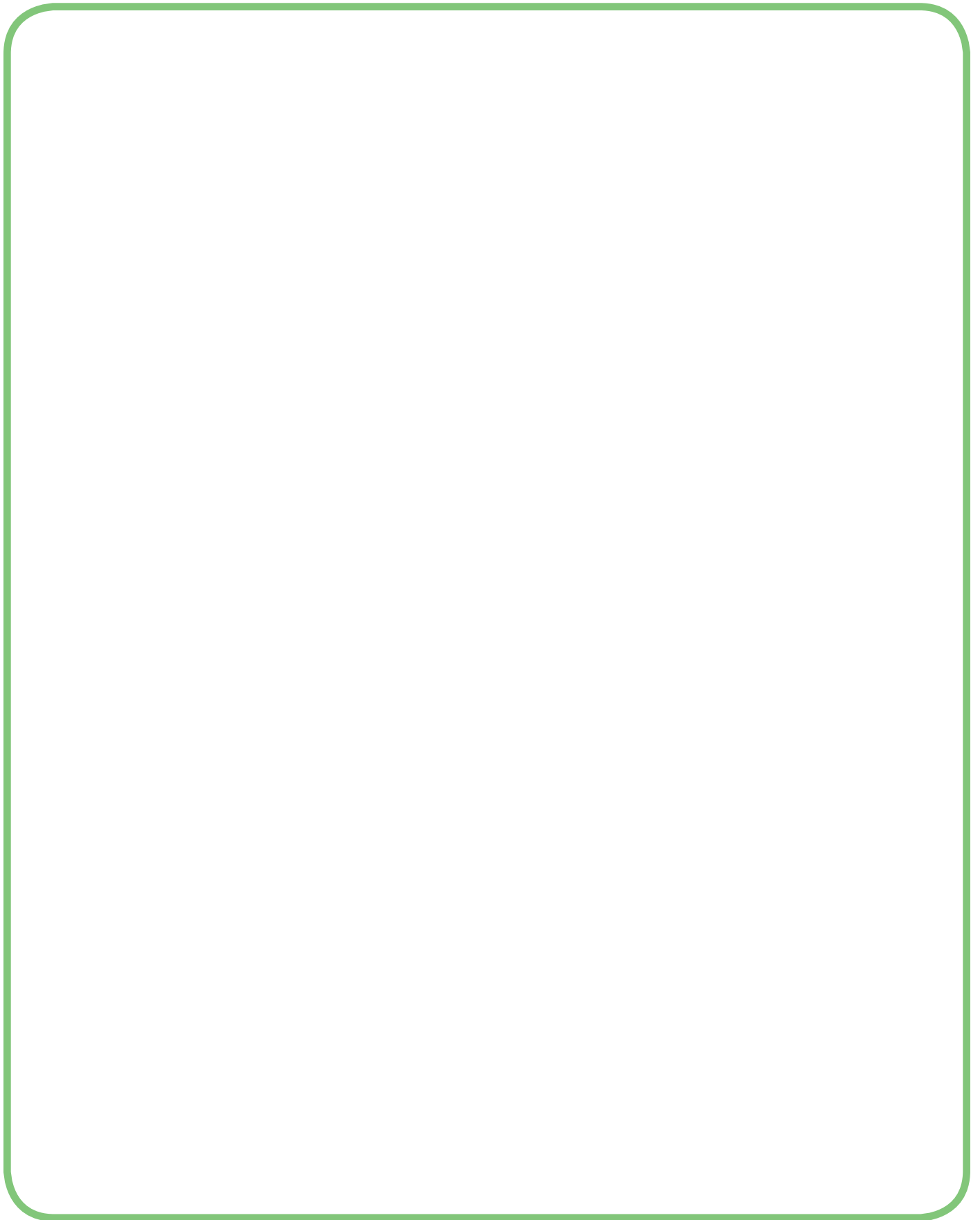
Don't forget to first check out  
Step 5 'Thinking about my plan' on the reimagine.today website:  
<http://reimagine.today/step-5/thinking-about-my-plan/>

Options	Pros (postives)	Cons (negatives)
Self-manage		
Self-manage <i>(Plan nominee)</i>		
Plan-managed <i>(Registered plan management provider)</i>		
NDIA-managed		
A combination of the above		
My decision is:		

## Additional notes and ideas



## Additional notes and ideas



## Extra workbook Bits

**Cut out** any of these pictures and stick them into your workbook to help you complete the workbook tasks. Remember, you can always look up other pictures and use them too.





## Daily diary: activity tracker

Everyone we have spoken to when creating this resource has recommended that you keep a diary of your daily living activities, so that you can share how your mental health impacts on you day to day. You can **COPY** and use this daily diary to help record the things you do and the support you get to do them.

Date (MM/YY)	Daily Activities	To do these things I get help and support from
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

## Good luck

The reimagine.today team wishes you good luck on your journey to achieving your hopes and dreams. We hope the reimagine.today website and this workbook have been helpful, whether you access the NDIS or not.

If you have feedback about the reimagine.today website or workbook please contact [reimagine@mhcc.org.au](mailto:reimagine@mhcc.org.au)

For all NDIS related questions, please contact the NDIS directly on 1800 800 110

Thank you !



## Thank you:

Alolka, Kat, Arahni, Mark C, Petra, Simon, Peter, Jason, Marita, Vanessa, Lara, SJ, Paz, David P, Dianne, Erika, Gwen, Nicole, Reuben, John, Becky, Lynette, Michael S, Tina, Sean, Bridget, David S, Matthew, Eileen, Simone, Samantha, Scott, Mark R, Karen, Laura, Dean, Lorna, Debbie, Larry, Michael B, Rodney, Michael M, Janet, Cathy, Magali, Stephen, Robert