# Checklist: check-ins

## How to use this checklist

This checklist will help you prepare for your check-in.

If you need more information or support, you can read the [Check-ins fact sheet](https://www.ndis.gov.au/about-us/publications/booklets-and-factsheets#check-ins). You can also contact us if you have any questions about your check-in, or need to change the date:

* visit the [office location](https://ndis.gov.au/contact/locations) page on the NDIS website
* call us on **1800 800 110**
* send us an email at enquiries@ndis.gov.au.

## Checklist

**Section 1 – My check-in details:**

Your my NDIS contact will contact you to set a day and time for your check-in. You can record the details here.

My check-in will be with:

|  |
| --- |
| *Add name* |

My check-in will take place on:

|  |
| --- |
| *Add date and time* |

My check-in will be face-to-face, over the phone, or in a virtual meeting online:

|  |
| --- |
| *Add details, for example the address if you are meeting in an NDIA office* |

* If I want to bring someone with me to my check-in, like my support coordinator, family member or supporter, I’ve let them know the appointment details.
* My NDIS contact has explained what we will discuss at my check-in.

**Section 2 – To make the most of my check-in, I should have:**

* A copy of my current NDIS plan.
* Examples of where my current NDIS plan is working well.
* Examples of where my current NDIS plan is not working well.
* A list of supports I am currently using.
* Details of any major changes to my life since the last check-in that may mean I need additional or different supports.
* Copies of supporting documents for these changes. For example evidence for assistive technology or home modifications if needed.
* Any new goals or changes to my current goals.
* Any updates to my personal information, like my contact and bank details.
* Any changes I want to make to the way I manage the funds in my plan.

|  |
| --- |
| *Space for notes* |

**Section 4 – Questions I may want to ask at my check-in:**

|  |
| --- |
| 1. *Add notes* |
| 2.  |
| 3.  |
| 4.  |
| 5.  |

## National Disability Insurance Agency

[ndis.gov.au](http://ndis.gov.au/)

Telephone 1800 800 110

Webchat [ndis.gov.au](http://ndis.gov.au/)

Follow us on our social channels

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**For people who need help with English**

**TIS:** 131 450

**For people who are deaf or hard of hearing**

**TTY:** 1800 555 677

**Voice relay:** 1800 555 727

**National Relay Service:** [relayservice.gov.au](http://relayservice.gov.au/)