



NDIS Clinical Report Writing



About the Author



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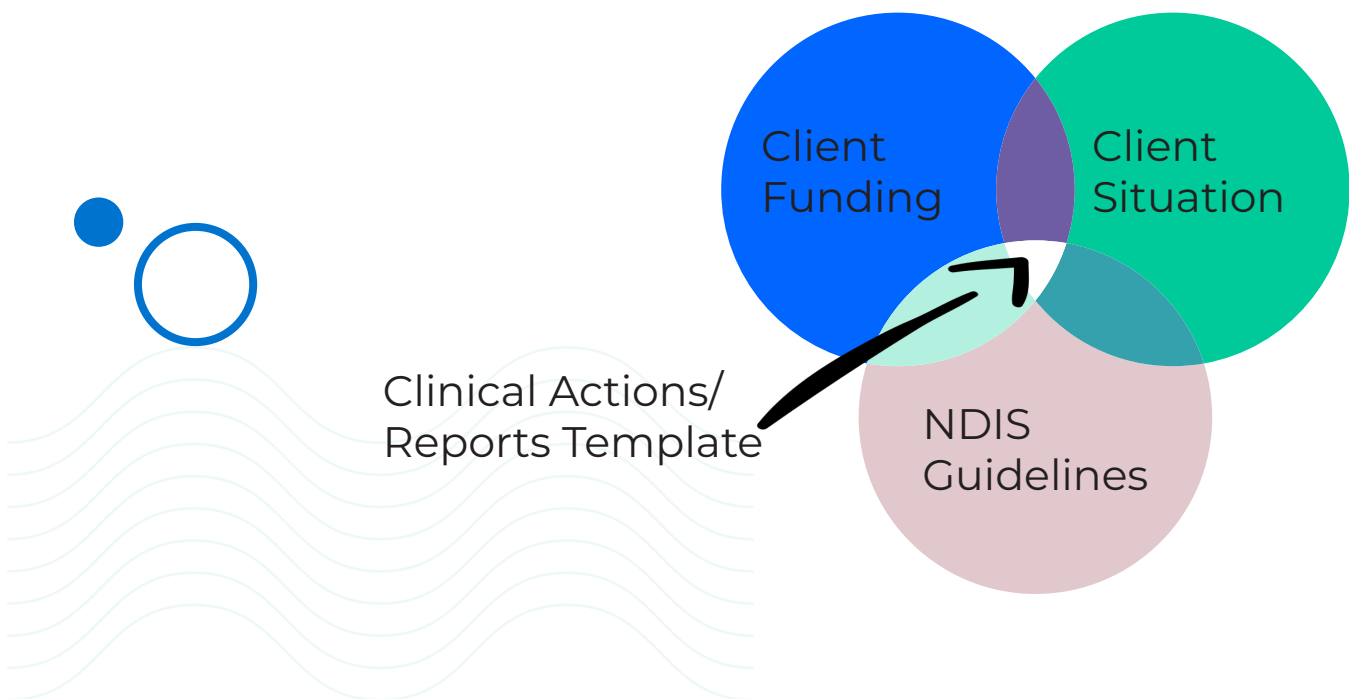
Rebecca is the Allied Health Manager and Clinical Lead, Occupational Therapy at National 360. She has an extensive history working in health and disability services both in Australia and Overseas. Rebecca is passionate about developing supervision structures for new to practice therapists as well as pathways for clinicians to develop clinical expertise. Lifelong learning is central to this belief, and she has undertaken several post-graduate qualifications which enable her to do this including a Graduate Diploma in Burns and Trauma Rehabilitation, Graduate Certificate in Clinical Education as well as currently studying a Masters in Medical and Health Leadership.

Overview

Clinical Report writing in NDIS is a skill that all allied health professionals are required to master to ensure high quality client outcomes. Working in the NDIS, reporting is a fundamental part of our role and is used to highlight our clinical assessment and/or intervention as a tool to advocate for our clients' ongoing needs.

As therapists we need to be able to evidence how the client has demonstrated progress towards their NDIS goals. This is imperative for ongoing support and continued service provision. With the impact reporting has on client funding and life outcomes, it's important, that the planning for clinical reporting commences at the beginning of client referral.

Our experience in providing high quality clinical reports involves breaking the report formulation and development into several key phases. This includes selection of assessment tools, clinical observations and clinical reasoning. This document has been designed to support therapists to establish healthy habits with report writing to optimise client outcomes.



NDIS & Reporting

The selection, delivery and interpretation of standardised assessments are a crucial component of clinical service delivery and reporting. Therapists need to formulate this by considering the participants accepted disability, understanding the impact this has on their function as well as identifying what the desired outcome of the assessment and report.

Critically, therapists also need to be aware of the funding criteria required to meet the desired outcome of the report. If unfamiliar with the funding guidelines therapists should review these prior to commencing their planning of report formulation. Failing to do this is going to make the process of writing your report and trying to compensate for missing information required to support the reasonable and necessary criteria.

The selection of standardised assessments is entirely the choice of the therapist formulating the report however they also need to consider the reader of the assessment and how this information is going to be understood or interpreted to support the participant. The NDIA has preferred standardised assessments which will assist in this process.

Tips and hints for you to consider:

- A comprehensive clinical assessments full of standardised results may be beneficial for another clinician but may not be fully understood by a non-clinical NDIS planner.
- Consider how you will use the results of the information in the report to add meaning.
- Client-reported measures are helpful to understand the impact of the persons disability on their ability to engage in meaningful activity. This adds a significant amount of value to the report and supports working in a client centred model.
- Standardised assessment findings are not sufficient to just exist in a report they need to hold some meaning. It is excellent practice to ensure that they are referenced throughout the report.
- Think of the findings as collateral information to support information from carers, participants or other stakeholder or supporting other subjective observations you have made in your interactions.
- Standardised assessments can also be used to evidence progress towards a goal. They may have impact as an outcome measure particularly when you have been completing capacity building supports – repeating baseline assessments is a fantastic way to support your outcomes.
- NDIS is outcome focused so thought and consideration of how standardised assessments can be used to support this is important to consider in your planning of assessment tools and then how they are interpreted and presented in your report.

Assessment Process

If your assessment requires response to specific criteria (i.e. assistive technology, housing, home modifications) it is essential you review the report in advance and gather information that enables a response to this criteria.

During the assessment process, therapists should review the hours available and determine how these should be best spent to meet client needs.

This planning should be communicated with clients, including how funding will be spent and the time frame for service delivery.

Report Writing Process

Provide you with a baseline understanding of client and request being sought. Confirmation of accepted disability and NDIS goals support you in being able to understand the request and plan your assessment process.



Formal and informal assessment is used to enable you to understand the client from your professional perspective.



Synthesis of all information. Inclusive of subject and objective information. Understanding of NDIS guidelines required to ensure recommendations support the participant within the NDIS framework

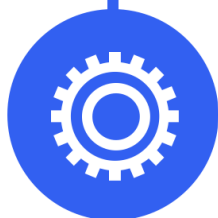
Referral

Assessment

Report Formulation

Information Gathering

Goal Setting



Provide you with collateral information to understand the client context and needs. See information from referrer, participant / representative, informal and external supports to ensure you have a comprehensive overview of the participant.



NDIS Goals are used as a basis to support any ongoing therapy goals. SMART goals are recommended

Engaging with the participant and/or representative to ensure that there is a clear understanding of their perspective



Standardised Assessment

The selection, delivery and interpretation of standardised assessments are a crucial component of clinical service delivery and reporting.

Selection of standardised assessments should consider the reader of the assessment – comprehensive clinical assessments may be beneficial for another clinician but may not be fully understood by a non-clinical NDIS planner. Refer to the list of preferred standardised assessments by the NDIA

Standardised assessment findings must be referenced throughout the report.

For example, the WHODAS findings for “Understanding and Communication” should be referenced to evidence clinical observations on cognition or communication.



Clinical Observation

The completion and interpretation of clinical observation is a skill unique and specific to therapists. Subjective information gathering and rapport building often form the basis of assessments; however, clinical observation provides critical evidence for NDIS reporting and is a way for therapist to describe and support their clinical reasoning process.

- Observations are necessary to evidence any reported or subjective information provided.
- It is not sufficient to fill a report full of subjecting reporting from clients and stakeholder, as therapists we need to be able to then provide a professional lens to the situation
- Every interaction with a client is an opportunity to ascertain clinical observations to support your assessment and clinical reasoning
- Robust documentation at the time of interaction reaps many benefits when it comes to formulating your report.

Clinical Reasoning

Clinical reasoning is an ongoing, iterative process that guides the delivery of therapy and clinical recommendations.

Clinical reasoning is not a singular event at the time of producing a report, it should be ongoing and built-upon throughout the assessment or therapy process .

Therapists need to be able to use the report writing process to clearly articulate the reason they are providing recommendations.

- Think of a report as a body of work that is building a story for you to have an overall ending that is clearly explained why events have occurred.
- This is what our reports need to do.
- Throughout the report, you should be continuing to evaluate your clinical reasoning and building evidence that you will then use as support to justify your clinical recommendations.
- Always ask “could this statement be backed up by an observation or piece clinical assessment”.

National 360 Clinical Support

This document forms part of our internal learning package which is made up of learning modules, guidelines and templates to support high quality reporting.

Therapists that join us at National 360 have access to subject matter experts who support this learning to make reporting for therapists simplified. Therapists in our team have access to quality supports such as consultation for report planning and reviewing to ensure that their reporting meets the needs of NDIS and optimises clients' outcomes.

If you are interested in working with a team that has dedicated staff supporting, you to develop high quality clinical skills please see below for more information on careers at National 360.



National 360 Careers

We are committed to providing our team with a learning environment which focuses on continuous development and team-based approaches to therapy. National 360 employs a highly qualified Senior workforce with diverse skills & experiences to ensure that all therapists at National 360 are equipped with the support required to provide high-quality services to get the best outcomes for our clients.

Our focus on Learning & Development ensures we have structured programs in place to support the personal & professional goals of our valued team members right from the start. These induction programs include live learning sessions, coaching & advice, shadow visits with clients, self-paced online learning modules and peer-to-peer support.

Our structure ensures that every therapist is provided with tailored advice and individualised coaching. Each person's goals and targets are adjusted and consistently reviewed to support individual journeys in consideration of everybody's location, discipline, skills, and experience.

Contact our friendly careers team today to see how a National 360 opportunity could further your career. Contact us at careers@national360.com.au.

Visit our careers website to find out more about working at National 360 via our website: national360.com.au/careers/360-careers



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