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How to ensure your reports meet NDIS requirements.

At Leap in! HQ we receive a lot of questions about the information required by the NDIS, especially when it comes to reports.

Chances are if you apply for the NDIS or are an NDIS participant, you will need to supply a report at some stage! If you're a provider, particularly of allied health services or assistive technology, then you're likely to be very familiar with writing reports.

Here we take a look at when you're likely to need a report and provide some tips for ensuring your reports meet the NDIS requirements.

What is a report?

When it comes to the NDIS, a report is a document containing information or evidence to support a certain claim, usually to access the NDIS or obtain funding for a specific service or support. A report can also be referred to as a form, a template or an assessment.

Reports help the NDIS to make decisions about NDIS eligibility, your NDIS Plan and the supports funded.

A report may include information such as:

- Name and contact details
- Information about a disability
- Detailed information about how a disability affects a person's ability to carry out daily tasks

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- A professional opinion by a doctor or other health care professional
- Supports that are needed to help an NDIS participant to complete daily tasks and achieve their goals.

In most cases, reports are completed by a doctor or allied health professional such as an occupational therapist (sometimes both). They usually have loads of experience in completing reports and should know the type of information to include.

Getting the language right.



Using the right language is important for ensuring you get the funding needed for the supports and services that help you to reach your goals.

It is important that reports are worded using plain language that everyone can understand. If something written on a report doesn't make sense to you, you can ask for it to be changed.

When does the NDIS need reports?

1. When completing an initial NDIS Access Request.

Applicants for the NDIS must meet a range of eligibility requirements. For more details about eligibility requirements, check out [NDIS eligibility](#).

Supporting evidence may be required in the form of a report such as completing an [Evidence of Psychosocial Disability form](#) for people who have a psychosocial disability.

2. During a Plan Reassessment (formerly called a Plan Review).

It may be necessary to provide assessments or reports from some service providers as part of a Plan Reassessment. This shows how supports and services received help you to achieve your goals. It also helps determine if you continue to require funding for those supports and services in order to meet your goals.

Important information to include in this type of report.

- Service details: type of service, therapeutic approach, duration and frequency of supports, intended outcome, challenges.
- Demonstrate progress towards goals: summarise the supports provided, document barriers or challenges, explain how outcome were measured, document how progress in functional ability and NDIS goals
- Define additional supports: outline other supports such as community supports that may assist in achieving participant goals and any associated referrals
- Detailed recommendations: evidence-based recommendations linked to therapy outcomes and NDIS goals, how the support represents value for money, whether the supports will reduce cost of funding supports in the long term. Also state the risk of no supports being provided.

For more information, visit [Plan reassessment reports](#).

3. For assistive technology valued at over \$15,000

For assistive technology valued at more than \$15,000, evidence is required to help the NDIS decide whether the proposed support is reasonable and necessary.

The NDIS has developed a series of template reports for providing this information, including for general assistive technology, prosthetics and orthotics, complex home modifications and vehicle modifications.

For more information, visit [Providing assistive technology](#).

Tips for ensuring a report meets NDIS requirements.

Here are some useful tips for providers and participants to help get reporting right the first time.

1. Make sure all the information requested is supplied
2. Ensure the report is written in everyday language
3. Be detailed. Give as much information as you can about the disability and its impact

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4. Give direct examples. This can include describing how the person's life would be without the funding or support and how receiving it will help them achieve their goals
5. Be specific. When seeking supports or services, be clear about what is required. Where relevant, provide a description, model number and quote
6. Address NDIS reasonable and necessary criteria. Does it represent value for money compared with other options? What is the risk of no supports being provided?
7. Ensure recommendations are evidence-based.
8. If supporting information is requested, include that with the report. It will save time later.



Handy resources.

The following resources are helpful if you want more details about writing reports for the NDIS.

[Plan reassessment reports](#)

[Early Childhood provider reports](#)

[10 steps to excellent NDIS therapy reports by VALID](#)

[Providing evidence of your disability](#)

[Providing assistive technology](#)

Leap in! can help.

If you're unsure who can help you with a report for the NDIS, Leap in! plan managers have great connections to providers who regularly write reports for NDIS participants.

Check out the [Provider Network Directory](#) or give our friendly team a call on 1300 05 78 78.

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