

Supporting Evidence for National Disability Insurance Scheme: Access Request

Process to writing a letter of support

Your letter of support should include the following information:

- 1) Your professional position and/or area of expertise;
- 2) The time period/s in which you have treated me;
- 3) My medical diagnosis;
- 4) The impairment/s amounting to, or resulting from, my diagnosis;
- 5) Whether the impairments are permanent, or are likely to be permanent, or of an ongoing nature. For example:
 - a. What assessments/treatments have been performed to come to this conclusion, or are currently being performed?
 - b. Are further tests or treatments required to determine that the impairment is permanent or likely to be permanent?
 - c. Are there any further available and appropriate treatments that are likely to improve the impairment?

Note: An impairment/s that fluctuate in intensity may be categorized as permanent notwithstanding the fluctuation. An impairment/s may also be categorized as permanent notwithstanding that it may continue to be treated and reviewed post categorization.

- 6) *If, and how,* I have a **substantially reduced functional capacity** to undertake any of the following as a result of my impairment/s:
 - a. communication, or;
 - b. social interaction, or;
 - c. learning, or;
 - d. mobility, or;
 - e. self-care, or;
 - f. Self-management.

This is the most important criterion which must be addressed.

Note: My impairment/s will result in a substantially reduced functional capacity to undertake the relevant activities (5(a)-(f)), if:

- i. I am unable to participate effectively or completely in the activity, or to perform tasks or actions required to undertake or participate effectively or completely in the activity, without assistive technology, equipment (other than commonly used items such as glasses) or home modifications; or
 - ii. I usually requires assistance (including physical assistance, guidance, supervision or prompting) from other people to participate in the activity or to perform tasks or actions required to undertake or participate in the activity; or
 - iii. I am unable to participate in the activity or to perform tasks or actions required to undertake or participate in the activity, even with assistive technology, equipment, home modifications or assistance from another person.
- 7)** If and how I would benefit from support/s provided by the NDIS:
- a. How would the support benefit my goals and aspirations, and;
 - b. How would the support assist me to be socially and economically active?
- 8)** Whether I would be likely to require support provided by the NDIS for my lifetime.

Note: A person may be likely to require the support of the NDIS despite a variation in intensity of their impairment/s.