[date]

[your name and address]

[Medical practitioner/therapist

Address….]

Dear [addressee’s name]

**Request for report – [client name]: reasonable and necessary supports**

I am writing to ask you for a report to assist with my application for funding under the National Insurance Disability Scheme (NDIS) for [describe support/s].

For the National Disability Insurance Agency (NDIA) to fund the support it must be satisfied that the support I am seeking meet the criteria set out in section 34 of the [National Disability Insurance Scheme Act 2013 (Cth)](https://www.legislation.gov.au/Details/C2022C00206) (NDIS Act). These criteria are commonly called the reasonable and necessary criteria. The NDIA must be satisfied the funding of the support meets all of the criteria.

I am hoping you will be able to respond to some specific questions at the back of this letter to help the NDIA to assess whether or not to fund the support. The reports to the NDIA need to be impartial and based on your professional experience.

Before starting work, please let me know the cost of the report.

The ‘reasonable and necessary’ criteria are:

1. **Goal oriented**: the support will assist the participant to pursue the goals, objectives and aspirations included in the participant’s statement of goals and aspirations (s34(1)(a)),

1. **Facilitates participation**: the support will assist the participant to undertake activities, so as to facilitate the participant’s social and economic participation (s34(1)(b)),
2. **Value for money:** the support represents value for money in that the costs of the support are reasonable, relative to both the benefits achieved and the cost of alternative support (s34(1)(c)),
3. **Effective and beneficial:** the support will be, or is likely to be, effective and beneficial for the participant, having regard to current good practice (s34(1)(d)),
4. **Beyond what is reasonable for informal supports:** the funding or provision of the support takes account of what it is reasonable to expect families, carers, informal networks, and the community to provide (s34(1)(e)), and
5. **Responsibility of the NDIS:** the support is most appropriately funded or provided through the NDIS and is not more appropriately funded or provided through the health system (or other systems, for example the education system or aged care) (s34(1)(f)).

[if in the AAT] As your report will be used in proceedings before the Tribunal it is important that you provide impartial assistance to the Tribunal on matters relevant to your area of expertise and that you do not act as an advocate for client name.   Please refer to the Tribunal Guideline, ‘[Persons Giving Expert and Opinion Evidence’](https://www.aat.gov.au/landing-pages/practice-directions-guides-and-guidelines/persons-giving-expert-and-opinion-evidence-guideli), complete the final page of the Guideline and attach it to your report.

**Goals**

My goals are:

[insert]

**Next steps**

If you have any questions, please contact me on [ph number] or [email].

I thank you sincerely for your time and assistance in this matter.

Kind Regards

YOUR NAME

**Questions completed [insert practitioner name] for [name of participant] on [date].**

*It would be helpful if you could insert each question in your report as a heading with your opinion in response to each question underneath. Please only answer those questions you consider you are able to address given your area of knowledge, expertise and experience.*

[###If at the AAT, check the Statement of Issues for the question the NDIA is asking a particular expert and include them in this letter###]

**Background**

1. Please specify your qualifications and expertise?
2. Please confirm the participant’s diagnosed conditions?
3. How long have you been treating / working with the participant?
4. What documents have you reviewed to prepare this report?

**Support will assist the participant to pursue their goals and aspirations - (S34(1)(a))**

1. Having regard to my listed goals in my letter will the support assist me to pursue these goals? If so, how?

**Support will facilitate the participant’s social and economic participation - (section 34(1)(b))**

1. Will the support assist me to undertake activities so to facilitate my social and economic participation? If so, how?

**Support will be, or is likely to be, effective and beneficial - s34(1)(d)**

1. If you have been working with the participant previously, describe the therapy provided in the past 12 months, the effectiveness of the therapy and its benefits?
2. Will the support be, or likely be, effective and beneficial, having regard to current good practice? If yes, please specify how, with reference to, as applicable:
   1. Your experience working with the participant
   2. The participant’s own lived experience
   3. Any relevant published and refereed literature
   4. Consensus of expert opinion.
3. If you have been providing the support previously, why does the support need to continue, and why is the requested frequency and duration of the support required?

**Support represents value for money – (Section 34(1)(c))**

1. Is there another support which could achieve the same benefit or outcome for the participant which is a lower cost? If yes, please describe.
2. Could the support substantially improve the life stage outcomes for, and be of long‑term benefit to the participant? If so how?
3. Could the support reduce the cost of the funding this support or other support for me in the long term? If so how and what supports may be reduced?
4. [Assistive Technology Question – Delete if not relevant] The support involves the provision of equipment or modifications. Can you consider:
5. the comparative cost of purchasing or leasing the equipment or modifications
6. if there are any expected changes in technology or my circumstances in the short term that would make it inappropriate to fund the equipment or modifications.
7. Could the support increase my independence and reduce my need for other kinds of supports?

**Support is reasonable and necessary taking into account what support families, carers, informal networks and the community can provide (S34(1)(e))**

1. Are you able to describe your understanding of the informal supports available to the participant?
2. If you can comment what support is reasonable to expect family, carers, informal networks and the community to provide? In your answer please consider:

[where participant is a child]

1. What is the normal level of care and support for parents of a [age] year old to provide?
2. Does [child’s name] have substantially greater care needs because of their disability than those of their peers?
3. Would the support improve [child’s name] capacity and/or reduce any risk to [child’s name] wellbeing?

[for all participants]

1. Are there any short or long-term risks to my wellbeing arising from my reliance on the support of family members, carers, informal networks and the community, should the requested support not be funded by the NDIS?
2. Please comment on the suitability of family members, carers, informal networks and the community providing support, taking into account, as applicable:
3. the age and capacity of my family members and carers,
4. the intensity and type of support that is required and whether it is age and gender appropriate for a particular family member or carer to be providing that support; and
5. the risks to the long-term wellbeing of any of the family members or carers (include physical, financial and emotional risks and include other caring responsibilities of my family and carers)
6. Does my reliance on informal supports contribute to or reduce my level of independence and other outcomes?
7. What, if any other informal supports and networks are available to me and could be developed?

**S34(1)(f)- the support is most appropriately funded or provided through the NDIS**

1. In your experience, are you aware of the support being available and funded through any alternative avenue? In your answer please consider whether the support is available through Queensland Health, the Department of Education or another service delivery system or provider.

**The** [**Support Rules**](https://www.legislation.gov.au/Details/F2013L01063/Html/Text#_Toc358793038)

1. Does either 1) the support being proposed by the Agency, or 2) the support being requested by the participant present a likely risk of harm to the participant or a risk to others?
2. Does the support being requested by the participant duplicate other supports already being funded by the NDIS? [If there are two supports which appear to duplicate each other, please articulate why or why not they are not a duplication by describing the difference purpose / outcomes that could be achieved.]

Name:

Signed

Date: