Access checklist

Checklist for assisting people with psychosocial disability to apply to the NDIS

This checklist is a guide for support workers assisting a person to access the NDIS. Please be aware that the evidence you share with the NDIS and how you present it may affect the NDIS's decision; therefore, you should inform yourself more broadly about how to put together a strong NDIS application. Do not rely on this checklist alone. www.tspforall.com.au has many resources.

Access request for_____ Assisted by_____

- ☐ Access process, consent and communication preferences discussed
- ☐ 'Meeting with the NDIS Partner arranged, or phone call to NDIA (1800 800 110) if there is no partner in the region.
- ☐ Meeting with the NDIS Partner completed with the following undertaken:
  - Proof of ID documents provided
  - Consent to act of behalf of the applicant provided (if applicable)
- ☐ Section B of the Evidence of Psychosocial Disability Form completed
- ☐ Support worker letter written
- ☐ Clinician appointment made: Date & time_____
- ☐ Documents prepared for clinician, including:
  - Evidence of psychosocial disability form
  - NDIS's GP fact sheet
  - Cover letter for GP (optional)
  - Support worker letter
- ☐ Completed Evidence of psychosocial disability form returned by clinician
- ☐ Other evidence gathered (if applicable)

  _____

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  _____
- ☐ Application submitted to the NDIS Partner for review
  Date:_____
- ☐ Request for further information (if applicable):
  - ☐ Date received:_____
  - ☐ Date responded: _____
- ☐ Follow up call scheduled (if no decision is received within 21 days) Date: _____

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