

# NDIS Health Community of Practice

TRACS WA

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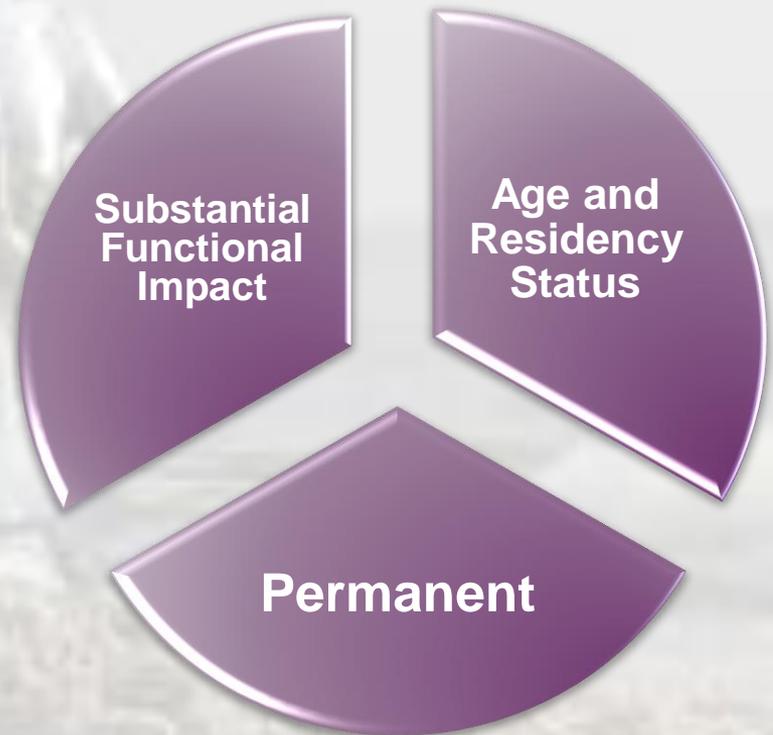
# Preparing an Access Request Submission on someone's behalf to test eligibility for the National Disability Insurance Scheme

A little background about me first...

- 20 years working in NGO's across Disability, Aged and Mental Health sectors.
- Two years working for the National Disability Insurance Agency, (NDIA).
- I have led two Projects supporting over 200 people with Psychosocial disability living across eight psychiatric hostels from access to a finalised NDIS plan.
- I am the Principal Consultant for my own business, (Odonata WA) since 2017.
- I am also a Registered NDIS Provider of 'Support Coordination' services.

# Before you start...

- BE CLEAR about what you are doing
  - You are completing an ACCESS REQUEST submission, to test if the person is eligible to access the NDIS.
- Criteria driven...
- What information does the NDIS need to test the eligibility of your person?



# Requesting an Access Request Form

- A signed consent. 
- When requesting an Access Request Form by email from the 'National Access Team'.
  - Subject line...
    - *Request for an Access Request Form for John Jones.*
  - Body of the email...
    - *Full name, DOB and address.*
    - *Brief statement around your involvement.*
    - *Ask for the form to be emailed back to you (if that's your preference).*
    - *Attach the consent form (and ensure to reference it).*

# Completing the Access Request Form

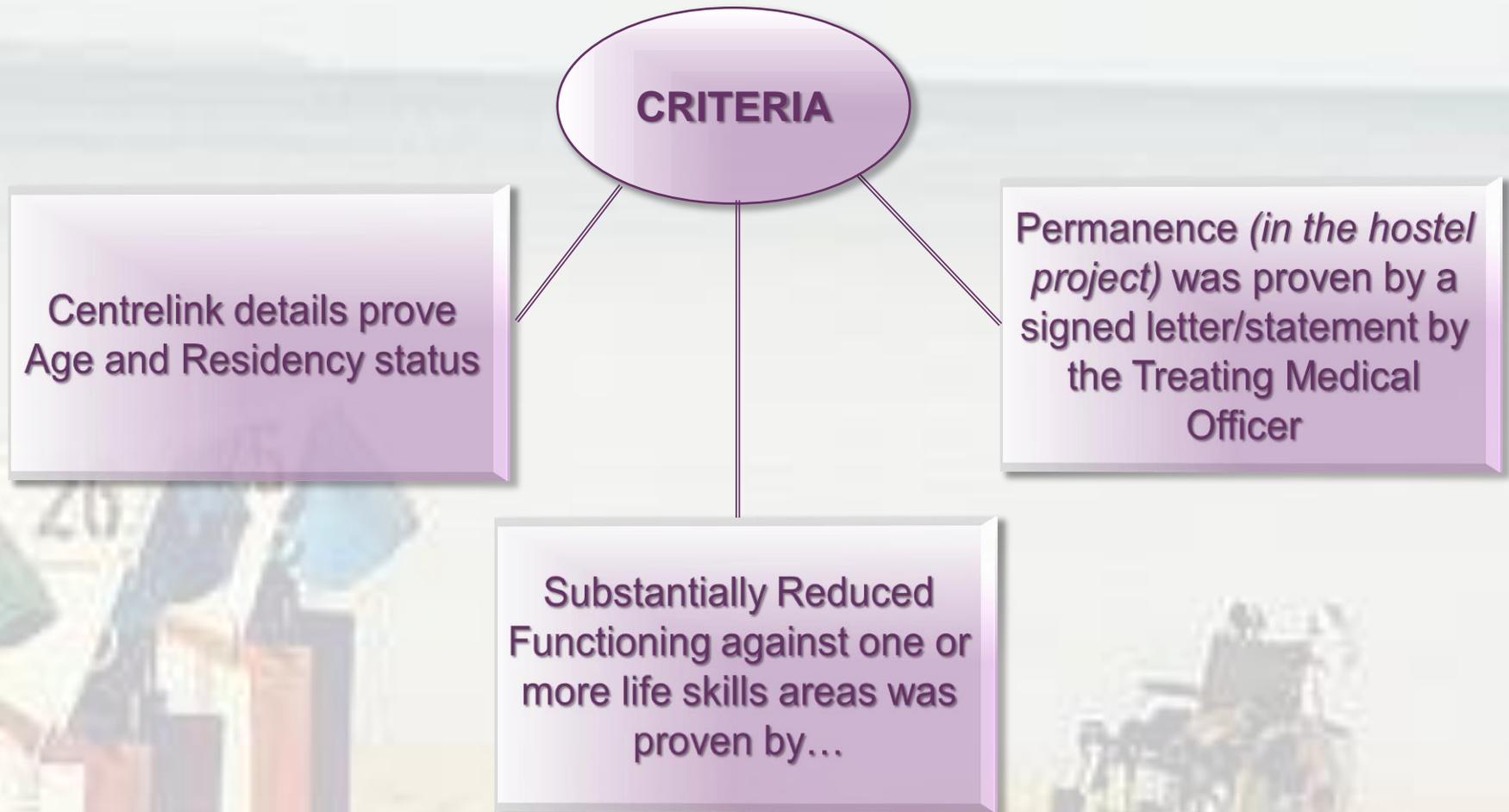
- Make sure you tick every box, sign it, date it. If you miss anything it will be returned with administrative issue.
- Page two Part B
  - Age, residency status and disability information is verified by ticking the box to access Centrelink.
- Page three Part C
  - How would you like the NDIA to contact you?
  - Contact Authorisation. 
  - Tick 'By Post'.
  - If you decide to include a Contact Authorisation then tick 'Do not contact me directly' and under other record 'See contact authorisation letter/document'.
- Page three Part D:
  - If there is a legal guardian then a copy of the Guardianship Order must be included in the submission.
  - Depending on the Order the guardian has to sign the consent/authorisation and Access Request form.

# Completing the Access Request Form (Cont.)

- Part F Page (5)
  - This is about providing supporting '**Evidence of Disability**' to prove Permanence and Substantially Reduced Functioning against one or more life skill area (domain).
  - The life skill areas (domains) are:
    1. Mobility/motor skills
    2. Communication
    3. Social Interaction
    4. Learning
    5. Self Care
    6. Self-Management
- Be Clear about
  - What is the Primary Disability?
  - Is there a secondary disability?

# Evidence of Disability

*Avoiding the Grey Zone*





# Writing about the **Baseline**

Referring to how the person manages a task without assistance or prompting in one or more of the life skills areas (domains), essentially functioning without support in place...**is the baseline**

- Don't write against a life skill area (domain) unless you are proving substantially reduce functioning in that life skill area.
- Don't contradict the evidence in a life skill area (domain).
- Don't write about goals/aspirations.
- Be mindful the assessor may not have any knowledge or experience of the specific disability.
- Reference Evidence Based treatments.
- Highlight key information relevant to the life skill area (domain) i.e. Guardianship Order, Public Trust; resides in a Supported Accommodation
- Substance Abuse

# Streamline

- Make it easy for the National Access Team Assessors
  - Think about the presentation of the Access Request Submission
  - Highlight and link the key points
  - Less is more!

