

NDIS Report writing tips (see: [Plan review reports | NDIS](#))

Demonstrate progress towards goals

- Does your report include a summary of the supports provided?
- Have you provided evidence of previous therapies trialled?
- Have you measured and provided detail about how a participant's functional ability is progressing towards their therapy outcomes and NDIS goals?

Example:

A participant's goal could be to increase their ability to get up from a bed or a chair and walk independently within their home.

A 25% increase in standing balance and lower limb strength (therapy outcome) will increase the participant's ability to be independently mobile in their home (NDIS goal).

The observed 30% improvement in mobility, strength and balance (therapy outcome) will support attendance at 50% or more volunteer activities per week (NDIS goal).

- Have you documented any barriers or challenges in the participant's progress?
- Have you explained why the therapy outcome was not achieved?
- Have you considered or needed to review your therapy approach to help the participant overcome these barriers or challenges?

Define additional supports

- Have you considered what additional informal, community or mainstream supports could assist the participant in pursuing their goal?
- Have you recommended or referred the participant to any informal, community or mainstream supports?

Provide detailed recommendations

- Have you provided clear evidence-based recommendations?
- Are your recommended supports linked to the participant's therapy outcomes and NDIS goals?
- Do the recommended supports represent value for money?
 - Are there other comparable low cost options that would achieve the same outcomes?
 - Is there evidence that the supports are likely to substantially improve the life stage outcomes for, and be of long term benefit to the participant
 - Will the supports be likely to reduce the cost of funding of supports for the participant in the long term
 - Will the support increase the participant's independence and reduce the participants needs for other kinds of supports
- Do the supports provided enhance and coordinate well within the participant's life and environment?

- Have you stated the risk of no supports being provided?

Include service details in your report

For example:

- type of service
- therapeutic approach used
- duration of supports
- frequency of support
- intended outcome
- challenges (technological, physical, administrative) use of therapeutic tools is relevant
- justifications to support the recommendations.