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Step 1: Understand what plan reassessment reports are

Allied health providers write plan reassessment reports to support a participant's plan reassessment. The reports explain your therapy approach and give evidence of the outcomes achieved and the progress made towards your participant's goals.

Plan reassessment reports help us understand what:

- outcomes you and your participant have achieved during the reporting period
- supports a participant's needs to work towards their goals.

Step 2: Outline your service details

This should include the:

- type of service provided
- therapeutic approach used
- duration of supports
- frequency of supports
- goals you and your participant have been working towards
- intended outcome of delivering the supports.

Step 3: Demonstrate your participant's progress towards their goals

You should demonstrate how the NDIS supports you delivered have helped your participant work towards their goals.

Assess how your participant's functional capacity has changed

To show how your participant has progressed towards their goals:

- summarise your participant's functional capacity at the start of the plan period. Describe the assessment measures you used to quantify their functional capacity. For example, the Timed Up and Go test (TUG), the 6-minute walk test or the Berg Balance Scale (BBS)
- provide evidence of the therapies you have trialled
- describe the progress you and your participant have made towards your participant's goals. Include a summary of the assessment measures used to quantify their progress
- measure and provide details about how your participant's functional ability is progressing towards their therapy outcomes and goals.

Document any barriers or challenges to your participant's progress

Describe if there were any barriers or challenges to your participant's progress and how they were addressed by you.

Include information about:

- if you considered or needed to review your therapy approach to help your participant overcome these barriers or challenges
- why a therapy outcome wasn't achieved, if relevant.

Highlight any risks to your participant

Describe what the risks were and how they were addressed by you if there were any risks to your participant while delivering NDIS supports.

Example of how therapy outcomes could help a participant work towards their goals

Example goal

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.

How therapy outcomes help a participant work towards their goals

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

Step 4: Define what additional supports your participant needs

Plan reassessment reports let us know if your participant needs extra supports to help them work towards their goals.

In your report:

- define what additional NDIS, informal, community or mainstream supports could help your participant work towards their goals
- summarise any informal, community or mainstream supports you have recommended or referred your participant to.

Step 5: Give detailed recommendations

Give detailed, evidence-based recommendations for NDIS, informal or community or mainstream supports.

In your report:

- summarise the supports you recommended are provided to your participant during the next period. Include details of your participant's expected progress towards achieving their goals
- provide justification for any recommendations for more or different NDIS supports. Include details of what outcomes the supports are expected to achieve and any risks or impacts on other NDIS supports, if relevant.

Ask yourself the following questions when making recommendations:

- How are the supports within your scope of practice and expertise to recommend?
- How are the recommended supports linked to your participant's therapy outcomes and goals?
- How will the supports enhance and coordinate well with your participant's life and environment?
- What are the risks to your participant if the recommended supports aren't provided to them, if any?

The information and evidence you give us in your plan reassessment report helps us decide whether the NDIS supports you recommend for the participant meet our reasonable and necessary criteria to fund.

Step 6: Share your report with your participant

After you've written the plan reassessment report, share it with your participant. They can then share the report with us during their plan reassessment.

Send the report to us by uploading it to the provider portal if you have the participant's consent.

Related information

What is a plan reassessment

What is reasonable and necessary

What is consent (External website)

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