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| Providing ARF evidence: |
| Clinician checklist |

#### What to submit:

* Access Request Form (ARF) completed and signed by consumer
* Letter from treating doctor/psychiatrist
* Letter from case manager/key clinician describing functional impairment
* Other relevant reports *(including Occupational Therapy, neuropsychiatry, Carer Allowance, or Disability Support Pension reports)*
* Financial Administration and Guardianship orders
* HONOS, LSP, WHODAS *(17 years and over)* or PEDI-CAT *(16 years and under)*

#### Consider the following:

* Does the information provided address *all* of the access criteria?
* Is the evidence provided by someone who is appropriately qualified to comment?
* Is the evidence recent (<6 months)? If not, have you justified using older evidence i.e. that it accurately reflects current circumstances.
* Are there any gaps in the information that would raise questions? Or are you assuming that the assessor will know something that is not specified?
* Are there any inconsistencies in the information provided that requires further explanation?
* Have you provided information about current supports both informal and formal that the person is accessing (e.g. a timetable of the week/month)?

Does functional capacity evidence

* accurately reflect what the consumer’s life would look like if support was not there.
* show that the consumer has difficulty in the domain(s) on a daily basis (rather than only when very unwell).

#### Email to: National Access Team (NAT) [NAT@ndis.gov.au](mailto:NAT@ndis.gov.au)

#### Subject: *<Consumer Name, NDIS Ref Number>* ARF