

Guide to NDIS documentation templates

People with an acquired brain injury to eligible to apply for NDIS funding. This set of documentation templates has been developed to assist clinicians who use convers-ABI-lity in the context of providing services to clients under NDIS funding. The information in the templates may also be useful for documentation required for other funding schemes.

Template for supporting NDIS access for cognitive communication disorders

This document is intended to be used when supporting an individual to gain access to NDIS funding. The examples in the document are relevant to cognitive communication disorders.

The key steps in using this template are:

- On page 1-2, review the red text and update as appropriate to the individual. The summary of previous treatments provided by health is intended to lead to the conclusion that there are no further rehabilitation-focused options suitable for the individual.
- On page 3-5, review the red text and update as appropriate to the individual. In the areas of communication and social interaction, we have provided examples of impairments, consequences, types of support, and quantification of support needs. You can draw on these suggestions and add further detail as relevant to the individual. The template also has sections for mobility/motor skills, learning, self-care and self-management which can be completed as appropriate.

Template for NDIS planning reports incorporating convers-ABI-lity

The information in this document is intended to be integrated into a NDIS planning report.

The sections of this template are:

- Page 1 provides suggested text for the body of an NDIS planning report:
 - Capital supports for assistive technology, in support of funding for the subscription fee for the convers-ABI-lity online program. Review the red text and update as appropriate to the individual.
 - Capacity building supports, in support of funding for speech pathology hours. Based on the research protocol for delivering convers-ABI-lity, we would recommend a funding request of 30 hours for this program:
 - Face-to-face activities (16 hours): Initial assessment (2 hours), orientation to the program (1 hour), 10 x 1 hour sessions (10 hours), review assessment (1.5 hours), follow-up assessment (1.5 hours).
 - Billable non face-to-face activities that assist the participant, as per the NDIS price guide (14 hours): 10 x 0.5 hour to review practice on the website



- before each session (5 hours), 10 x 0.5 hour for planning and documentation (5 hours), multidisciplinary liaison (2 hours), report writing (2 hours).
- If you anticipate providing other interventions to the individual or that more time would be required to cover the material, the total number of hours should be increased accordingly.
- Pages 2-3 provides suggested text for the appendix of an NDIS planning report. Review the red text and update as appropriate to the individual. The blue text provides tips for completing each section. The blue text should be deleted before the documentation is finalised.

Template for convers-ABI-lity progress report

This document provides a template for compiling a progress report after an individual completes the convers-ABI-lity program. The key steps in using this template are:

- Review the red text and update as appropriate to the individual.
- Cut and paste relevant information from documents prepared during the program (e.g., goal attainment scaling, list of key strategies).