

# Reports from a Professional

Sometimes you might need a [report from a professional](#) for your NDIS plan. This document outlines how to ask for one, and what information it should include.

## How to Request a Report

### 1. Contact the Professional

- You can contact the professional directly to request a report. You can do this by phone, email, or in person.

### 2. Discuss the Cost of the Report

- Talk about how much the report will cost before you request it. It may be covered under your NDIS plan, but confirm this with the professional. If you're unsure, speak with your [Local Area Coordinator](#) (LAC), planner, or [Early Childhood Early Intervention](#) (ECEI) Coordinator if you are a parent.

### 3. Provide the Necessary Information

- When contact the professional, give them important details such as:
  - Participant's name
  - NDIS number
  - Any other relevant identifying information
- Specify what information you would like included in the report.

### 4. Set a Deadline for the Report

- Set a deadline for when you need the report. This helps the professional understand your timeline.

### 5. Follow Up

- If you haven't received the report by the deadline, follow up with the professional to check on its status.

## Professional Responsibilities

It's important to note that professionals have a duty to provide accurate, timely, and appropriate information and reports as required by NDIS Legislation and Standards. If you are having difficulty receiving reports, or you believe that the report is inadequate or inaccurate, raise your concerns with the professional, or seek [assistance from the NDIS](#).

## What Reports Should Include

Reports should be clear, concise, and easy to understand. They should be written in plain English and include:

### 1. Identification of the Participant:

- The report should include your name, NDIS number, and any other relevant information.

### 2. Description of the Supports or Services Provided:

- Clearly describe the supports or services provided, including:
  - Type of support
  - Frequency and duration of the service
  - Start and end dates of the service.

### 3. Goals and Outcomes:

- Outline of the goals and outcomes of the supports or services provided, explaining how they relate to your NDIS plan.

### 4. Progress Towards Goals:

- Give information about your progress achieving your goals, including any challenges face and how they were addressed.

### 5. Recommendations for Future Supports:

- Any recommendations for future supports or services, as well as any changes or adjustments to the current plan. These recommendations should be backed by clinical reasoning based on the professional's expertise and experience.

### 6. Signature and Date:

- The report should be signed and dated by the professional providing the supports or services.

## Additional Information

- Your reports should be formatted in a way that is accessible to you.
- If you need assistance with understanding reports or how they fit into your NDIS plan, consider reaching out to your LAC or Support Coordinator for guidance.