# Assessment template – Assistance animal

**Please use this form if you are an Assistive Technology (AT) assessor of assistance animal supports.**

## ****Notes for AT assessors of assistance animal supports****

There are specific [AT assessment templates](https://www.ndis.gov.au/providers/housing-and-living-supports-and-services/providing-assistive-technology#at-assessment-templates) available for different types of AT. These templates help assessors and participants provide the right information to the NDIA. Using this template ensures the NDIA has the information required for planning and approval and helps avoid delays.

An AT assessor:

* is able to assess a participant's needs and situation and identify the most appropriate AT
* can be an allied health practitioner, psychologist, specialist, or other suitably qualified practitioner.

AT assessors have obligations under:

* the NDIS Provider Terms of Business
* [NDIS Quality and Safeguards Commission](https://www.ndiscommission.gov.au/)
* their respective professional registration under Australian Health Practitioner Regulation Agency (AHPRA)
* Australian Consumer Law.

AT assessors must consider all options for the participant, including non AT supports to:

* address the participant’s disability related functional limitations
* pursue their goals.

AT Assessors must be aware of and observe the law relating to AT that is likely to restrain a participant. See [Our Guideline – Assistance animals including dog guides](https://ourguidelines.ndis.gov.au/supports-you-can-access-menu/equipment-and-technology/assistance-animals-including-dog-guides) for more information.

The NDIA will use the information in this form to understand how the assistance animal will help the participant to pursue their goals and assess whether the support meets the [NDIS funding criteria](https://ourguidelines.ndis.gov.au/how-ndis-supports-work-menu/reasonable-and-necessary-supports/how-we-work-out-if-support-meets-funding-criteria).

Using this template is not mandatory. An assessor can provide information in another format, but they must include all information described in this template. Information provided needs to include an outline of the functional impact of each feature being recommended. This should include how the assistance animal will support capacity building, promote independence and impact other forms of support.

To decide if an assistance animal is suitable for the NDIS to fund, NDIS delegates use [Our Guideline – Assistance animals including dog guides](https://ourguidelines.ndis.gov.au/supports-you-can-access-menu/equipment-and-technology/assistance-animals-including-dog-guides).

For information about NDIS AT trials and quotations refer to [Our Guideline - Assistive Technology.](https://ourguidelines.ndis.gov.au/supports-you-can-access-menu/equipment-and-technology/assistive-technology)

To keep up to date, AT assessors can go to [Providing assistive technology page on the NDIS website](https://www.ndis.gov.au/providers/housing-and-living-supports-and-services/providing-assistive-technology). Participants can go to [Assistive technology explained](https://www.ndis.gov.au/participants/assistive-technology-explained).

## ****Notes for navigating and editing this document****

### **General Notes**

This document is protected so only some fields can be changed.

You can add more rows in this table if you need to. To add rows:

* navigate to the last column in the table
* right click mouse, or select the right context menu
* select Insert from the menu
* select Insert Rows Below.

Text fields have unlimited entry. The document will become longer when you enter large amounts of information.

You can check spelling and grammar in the word processor you are using.

You can move around this document using the Tab key.

### **JAWS Specific Comments**

Ins + F1 will read document information including the general layout, header and footer information.

Ins + F6 will bring up a headings list allowing a JAWS user to jump to heading sections.

Ins + F7 will bring a list of web links embedded in the document.

Ins + Z will turn on quick navigation fields so a JAWS user can use ‘H’ to jump to the next heading for easy navigation.

## **Part 1 – Participant and plan management details**

### NDIS participant details

| Name |  |
| --- | --- |
| Date of birth (DD/MM/YYYY) |  |
| NDIS number |  |
| Address |  |
| Contact telephone number |  |
| Email address |  |
| Preferred contact method |  |
| Nominee or Guardian name |  |
| Nominee or Guardian telephone number |  |
| NDIS support coordinator name |  |
| NDIS support coordinator telephone number |  |
| NDIS support coordinator email address |  |

### Plan management details

Select option/s by checking the box

Agency managed

Self-managed

Registered plan management provider (include contact details)

|  |  |
| --- | --- |
| Contact details |  |

## **Part 2 – Assessment of participant needs**

### Background – General

Please provide information about the participant’s current situation. For example:

* diagnosis
* prognosis
* co-existing conditions
* disability
* personal and instrumental activities of daily living
* formal and informal support arrangements
* life transitions.

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### Functional assessment

Outline the participant’s specific functional limitation/s which relate to their disability that indicates the need for the assistance animal. Summarise relevant assessments and previous capacity building interventions that have been undertaken. Examples include:

* functional capacity assessment, for example the Functional Independence Measure
* sensory profiling
* cognitive assessments
* current capacity to access the community
* positive behaviour support assessments.

For each functional limitation outline:

* any previous capacity building intervention and outcomes
* the provider and when it was provided
* any proposed capacity building to address this limitation and likely outcome.

For example, participant has paralysed lower limbs. They are unable to safely reach to the floor. They recently trialled various AT items including an easy reach stick with their occupational therapist but were unable to pick up small items. No further improvement expected.

| Functional limitations. | Include:   * previous capacity building intervention and outcomes * the provider and when the intervention was provided * proposed capacity building to address this limitation and likely outcome. |
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| Physical |  |
| Sensory |  |
| Communication |  |
| Cognitive |  |
| Behavioural |  |
| Other – please provide details of other objective assessments. |  |

## **Part 3 – Assistance animal assessment**

NDIA delegates will use the following section to decide whether the support meets the [NDIS funding criteria](https://ourguidelines.ndis.gov.au/how-ndis-supports-work-menu/reasonable-and-necessary-supports/how-we-work-out-if-support-meets-funding-criteria). We need to see the direct relationship between the participant’s functional limitations and the specific tasks the assistance animal has been trained to do. This means what things the assistance animal will do to help the participant that they can’t do because of their disability.

### Assistance animal tasks

For each functional limitation above please include:

* the task the assistance animal will be specifically trained to actively do to assist with the functional limitation, the environment it will be assisting in and how often
* how the assistance animal will reduce the need for other support/s, including its impact on capacity building

Please include at least three measurable tasks the assistance animal will be trained to actively perform to reduce the functional impact of the participant’s disability.

Example response: to address the participant’s physical limitation the dog will pick up items such as a phone dropped on the floor. It will be trained to pick up items on command in the participant’s home. This means the participant won’t need to constantly have support workers with them and would be able to call for help if needed.

| The functional limitations of the participant that will be reduced by the assistance animal. | Include:   * the tasks the assistance animal will be specifically trained to actively do to assist with the functional limitation, environment and how often * how the assistance animal reduces the need for other support/s including its impact on capacity building |
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### Assistance animal trial outcomes

Outline the outcomes from an active trial with an assistance animal and the tasks the animal performed to address the participant’s functional limitations. Include the pre and post outcome measures.

Example response: the participant spent 3 hours with a trained assistance dog. They were observed to instruct the dog to perform a number of tasks supervised by their occupational therapist. The dog picked up items when the participant dropped them and pulled open doors when they could not open them.

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### Participant experience with animals

Detail the participant’s previous lived experience with animals, such as a family pet, or animal assisted therapy interventions. Outline their capacity to care for an animal appropriately and provide things like, proper fencing, shelter, food and exercise. For example, participant’s yard is shaded and fully fenced with secure gates.

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### Medical impacts

Details any relevant medical information that impacts the participant’s ability to use the assistance animal.

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## Part: 4 – Assessment of care and risks to the assistance animal

### Behaviours of concern

If the participant has behaviours of concern we need to consider whether to fund an assistance animal, due to any potential risk to the participant and the animal. [Our Guideline – Assistance animals including dog guides](https://ourguidelines.ndis.gov.au/supports-you-can-access-menu/equipment-and-technology/assistance-animals-including-dog-guides) has more information. Please attach a behaviour support plan if relevant.

Outline any behaviours of concern the participant may display which currently impacts on others. Explain how these behaviours are being managed, what interventions are being used to address these behaviours and expected outcomes.

Example response: the participant can become quite anxious in crowds as is positioned low in a wheelchair. Is currently working with a psychologist to address this and avoids crowded areas.

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### Primary handler

Please list the primary handler who is the person who will control, care for and look after the health of the assistance animal in each environment the animal will attend.

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### Home and other environments

Please list any other people the participant lives with and any other environments the assistance animal will attend. For example, a workplace or shopping centre.

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### School environment

If the assistance animal will attend school provide evidence:

* the school will allow the assistance animal to be there, which is a decision for the school, not the NDIS
* who the primary handler will be at school and if they’re trained to handle an assistance animal
* if the assistance animal will be around other students, that it is trained for this situation
* if the assistance animal poses any health risks to other students and people at the school for example, students with animal allergies
* the school is physically set up to manage the feeding, resting and toileting requirements of the assistance animal

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### Public access test

Provide evidence the assistance animal has passed or is working towards the Public Access Test, as assessed by an unbiased independent assessor.

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### Legal responsibility

Please provide details of the person who will take legal responsibility if something happens to the animal.

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## Part 5 – Attachments

Please attach:

1. A detailed quote that includes all the information outlined in Do you need to give us a quote? in [Our Guideline - Assistance animals including dog guides](https://ourguidelines.ndis.gov.au/supports-you-can-access-menu/equipment-and-technology/assistance-animals-including-dog-guides).

Not**e**: as outlined in the [Our Guideline - Assistance animals including dog guides](https://ourguidelines.ndis.gov.au/supports-you-can-access-menu/equipment-and-technology/assistance-animals-including-dog-guides), NDIS funding is provided for a fully qualified assistance animal. The NDIS doesn’t fund the training of an animal to become an assistance animal.

1. Behaviour Support Plan (as outlined in [Part 4](#_Part:_4_–) if relevant).

Please note: as outlined in the [Our Guideline - Assistance animals including dog guides](https://ourguidelines.ndis.gov.au/supports-you-can-access-menu/equipment-and-technology/assistance-animals-including-dog-guides) for an approved assistance animal the NDIS will provide an annual maintenance cost. The participant can use this to pay for reasonable and necessary assistance animal maintenance costs. For example, food, grooming, flea and worm treatments, medication, vaccinations, and veterinary costs.

## Part 6 – Participant agreement with assessment

### Agreement with AT request

Does the participant/nominee agree with this AT request? Please describe any issues.

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### Copy of assessment

Has a copy of the assessment been given to the participant? If not, please explain.

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## Part 7 – Details of assistive technology assessor

### Declaration (indicate all relevant sections that apply)

I certify that I meet the NDIA expectations of AT assessor provider suitability (including understanding of the current NDIS Act, Rules and Operational Guidelines) to assess the type of assistive technology and associated supports, at the level of complexity required by this participant.

I will provide appropriate evidence to the NDIA and/or Quality and Safeguards Commission if and as requested.

I understand and acknowledge that the NDIA and the participant will rely on my professional advice to select, source and implement this assistive technology.

This assistive technology has been assessed by a treating multi-disciplinary team and I have completed the AT assessment on behalf of that team.

### Assessor’s details

|  |  |
| --- | --- |
| Name |  |
| NDIS provider Registration number (where applicable) |  |
| Phone |  |
| Email |  |
| Signature |  |
| Qualification |  |
| Previous/current involvement with the participant including role and timeframe of involvement |  |
| Date of assessment |  |

### Assessor’s experience with assistance animals

Describe your experience with prescribing assistance animals and working with people with disabilities who have assistance animals. Please include:

* how many people you have worked with who use assistance animals
* how many assistance animals you have prescribed
* the outcomes including impacts on other supports.

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## Part 8 – Details of assistance animal provider

### Declaration (indicate all relevant section that apply)

I/we certify that I/we meet the NDIA expectations of AT supplier suitability (including understanding of the current NDIS Act, Rules and Operational Guidelines) to assess the type of assistive technology and associated supports, at the level of complexity required by this participant.

I/we will provide appropriate evidence to the NDIA and/or Quality and Safeguards Commission if and as requested.

### Assistance animal provider details

| Name |  |
| --- | --- |
| NDIS provider Registration number (where applicable) |  |
| Phone |  |
| Email |  |
| Signature |  |
| Dog training qualifications |  |
| Date of consultation |  |

### Provider’s experience with assistance animals

Outline the provider’s experience with training and supplying assistance animals. Please include the provider’s experience:

* working with people with disabilities who have assistance animals
* the number of assistance animals they have trained and supplied to people with disabilities and impact of these animals on ongoing support needs.
* how long they have been training and supplying assistance animals.

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## Part 9 – Consent to collect and share your information

For the participant to complete

As a participant who is requesting assistive technology supports, the National Disability Insurance Agency (NDIA) may need to contact your AT assessor and/or AT supplier to discuss information in your AT assessment and quotation(s).

This will help the NDIA to determine whether your request for assistive technology support(s) can be provided to you under the NDIS.

Do you consent to the NDIA to collect and disclose your information including from these third parties mentioned above, in relation to your assistive technology assessment and quotation?

Yes, I consent

No, I do not consent

I understand that I am giving consent to the NDIA to do the things with my information set out in this section. I understand I can withdraw my consent for the NDIA to do things with my information at any time by letting the NDIA know.

I understand that I can access the NDIA’s Privacy Notice and Privacy Policy on the [NDIA website](https://www.ndis.gov.au/about-us/operational-guidelines/information-handling-operational-guideline/information-handling-operational-guideline-privacy) or by [contacting the NDIA](https://www.ndis.gov.au/contact).

| Signature |  |
| --- | --- |
| Date |  |
| Full name |  |

If you have signed this form on behalf of the NDIS participant

Please complete the details below. You need to be an authorised representative to act on the person’s behalf for NDIS matters if you are signing this. It is an offence to provide false or misleading information. We may require you to provide evidence of your authority to sign on behalf of the person.

|  |  |
| --- | --- |
| Signature |  |
| Date |  |
| Full name of person completing this form |  |
| Relationship to participant or person wishing to become an NDIS participant |  |

**Privacy and your personal information**

**Collection of your personal information**

**The National Disability Insurance Agency (NDIA) would like some personal information from you to simplify your engagement with the NDIS. Any personal information you provide to the NDIA is safe under the National Disability Insurance Scheme Act 2013 and the Privacy Act 1988. You can also ask to see what personal information (if any) we hold about you at any time and can seek correction if the information is wrong.**

**Personal information use and disclosure**

**The NDIA will use your information to support your involvement in the NDIS.**

**The NDIA will not use any of your personal information for any other purpose, or disclose your personal information to any other organisations or individuals (including any overseas recipients), unless authorised by law or you provide your consent for us to do so.**

**The NDIA’s privacy policy describes:**

* **how we use your personal information**
* **why some personal information may be given to other organisations from time to time**
* **how you can access the personal information we have about you on our system**
* **how you can complain about a privacy breach, and how the NDIA deals with the complaint**
* **how you can get your personal information corrected if it is wrong.**

**You can read the policy at the** <https://www.ndis.gov.au/about-us/policies/privacy>**.**

**Personal information storage**

**The NDIA uses an Australian Government computer system to store personal information. System users, other than NDIA staff, may at times be able to see your name when they perform program duties, however they can’t record, use or disclose information, and they will not know if you become an NDIS participant. State or territory government officials may also have personal information access as part of the agreement between governments to assist the states and territories in their NDIS evaluation.**