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Why you need to write report

Reports outline what NDIS supports you have delivered to a participant and what outcomes have been achieved.

Reports sometimes let us know if a participant needs the same or different NDIS supports in their next plan. You can make recommendations about NDIS supports.

They can also give us evidence of the need for those supports. Evidence can help us make decisions about what types of NDIS supports to include in a participant's next plan.

Reports you need to write

Progress reports

You may be asked to write progress reports for participants.

A progress report summarises:

- the NDIS supports provided to the participant
- what has been achieved by providing that support
- what goals you and the participant are still working towards.

Progress reports should:

- summarise the goals you and the participant are working towards
- summarise the NDIS supports delivered to the participant during the reporting period
- describe the progress made by you and the participant towards achieving the participant's goals
- describe any challenges that have been met in working toward the participant's goals and how these are being addressed

- describe any risks to the participant in delivery of the NDIS supports and how these are being addressed
- summarise the NDIS supports recommended to be delivered to the participant during the next period and the expected progress towards achieving goals.

Reports support coordinators need to write

Initial plan implementation report

As a support coordinator, you need to write an initial plan implementation report 8 weeks after either the:

- participant's plan start date
- support coordinator accepts the request for service.

The initial plan implementation report should include:

- what you and the participant have agreed to work on during the participant's plan
- the steps you have taken within the first few weeks to help the participant implement their plan.

Progress implementation report

You need to write progress implementation reports. The request for service will outline how often you need to write these reports.

Mid-term implementation reports should include:

- what you have done to help the participant use their plan
- a summary of what you have done to connect the participant to relevant community and mainstream supports
- a summary of the NDIS supports the participant has used and how these are helping them work towards their goals
- a summary of the community and mainstream supports the participant has used and how these are helping them work towards their goals
- any risks to the participant in delivery of their NDIS supports and how these are being addressed
- a summary of the NDIS supports organised for the participant for the next period and expected progress towards achieving goals.

Plan reassessment and evaluation report

You need to write a plan reassessment and evaluation report to support your participant's plan reassessment.

The plan reassessment and evaluation report should include:

- how the participant has used their NDIS supports to work towards their goals
- what outcomes the participant has achieved
- a summary of the actions you've taken to make sure the participant's plan was implemented
- a summary of the participant's connections to community and mainstream supports
- any barriers to the participant's progress and strategies used to resolve those barriers
- a description of the participant's capacity to coordinate their supports independently, and how you have worked with the participant to build that capacity during the current plan
- reports from other providers
- a summary and recommendations about how support coordination may be used by the participant during their next plan.

Learn more about writing reports as support coordinator.

Reports allied health providers need to write

Plan reassessment reports

As an allied health provider, you'll write plan reassessment reports to support a participant's plan reassessment.

Plan reassessment reports should:

- outline your service details
- summarise the goals you and the participant are working towards
- summarise the participant's functional capacity at the beginning of the plan period
- describe the assessment tools used to quantify the participant's functional capacity
- summarise the NDIS supports provided to the participant during the reporting period
- describe the progress made by you and the participant towards achieving their goals. Include a summary of assessment measures used to show that progress
- describe any barriers or challenges that have been met when working toward the participant's goals and how they are being addressed
- describe any risks to the participant when delivering NDIS supports and how they are being addressed
- recommend supports to be provided to the participant during the next period
- justify recommendations for more or different NDIS supports. Include the details of the proposed outcomes and any risks or impacts on other NDIS supports, if relevant.

Learn more about writing a plan reassessment report.

Reports early childhood providers need to write

Early childhood provider reports

Early childhood providers write early childhood provider reports for participants younger than 9.

As an early childhood provider, you need to write these reports to support a plan reassessment.

Early childhood provider reports should include:

- a summary of the NDIS supports delivered to the child
- what outcomes the child and their family have achieved
- how the NDIS supports have helped the child and their family work towards their goals
- future goals the child and their family have
- any recommendations you have to support the child and their family's future goals.

Learn more about writing early childhood provider reports.

How to submit reports

Once you have written a report, share it with the participant. They can then share the report with us during their plan reassessment or at a check-in.

With their consent, you can send the report to us by uploading it to the provider portals.

Related information

What are support coordinator reporting requirements

How to write a plan reassessment report

How to write an early childhood provider report

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