

Tips for filling in your Access Request Form (ARF)

The ARF is 28 pages long. This may seem overwhelming at first, however there is guidance provided throughout the ARF, and Mito Foundation has added other tips to help mito community members. Once you are approved to access the NDIS, you are a Participant for life, so this initial investment of your time and planning is worth the effort.

Step	Task	To be read in conjunction with the NDIS Access Request Form	
1	<p>Download a copy of the Access Request Form</p> <p>or phone 1800 800 110 and request it be posted to you.</p>	<p>If you complete part of this Form over the phone, you will still have to compile and submit your supporting documents. It can sometimes be slower this way, so think about whether it might be best to submit it all at once.</p>	<input type="checkbox"/>
2	<p>a. Consider and/or write down how mito affects you in different areas of your life</p> <p>b. Share this information with your medical professional, to inform them when filling in Section 2 of the form</p>	<p>Filling in this Form may mean you have to think about things, including yourself, in a way that you're not used to. That can be challenging, as many people with mito don't see themselves as having a disability.</p> <p>Disability just refers to an impairment of body or function that limits or restricts what a person can do. Some of the language used might be new, but don't be discouraged; it's just a different way of thinking. Due to the effects of mito, you will probably be aware of certain limitations in activities or restrictions in the way you can participate in things and/or complete daily tasks. Think about:</p> <ul style="list-style-type: none"> • Mobility - your ability to move freely and use your limbs 	<input type="checkbox"/>

		<ul style="list-style-type: none"> ● Communication - your ability to express your wants and needs through spoken, written and/or non-verbal methods ● Socialising - your ability to connect with others and behave appropriately within limits ● Learning - your ability to retain information and develop new skills ● Self-care - your ability to take care of basic needs like hygiene and feeding ● Self-management - your ability to organise and make decisions for yourself. <p>Share this information with the Professional who will be completing Section 2.</p>	
3	Complete Section 1	You or your representative complete Section 1	<input type="checkbox"/>
4	<p>Decide who the most appropriate professional is to fill in Section 2 of your form (ie your GP or Specialist)</p> <p>4a. If it's GP - Book a double appointment</p> <p>4b. If it is your main specialist, confirm how best to communicate with them</p>	<p>The most appropriate professional completes Section 2.</p> <p>4a. If your GP is completing the Form, it is a good idea to book a double appointment to allow time for all relevant sections to be filled out.</p> <p>4b. If your Specialist is completing the Form, inform them that you are applying for the NDIS and you would appreciate their support in the application process (Access Request Form).</p> <p>Your main specialist treats the symptoms that affect you the most, and may be:</p> <p><input type="checkbox"/> A neurologist - for myopathy and neuropathy;</p>	<input type="checkbox"/>

		<input type="checkbox"/> An ophthalmologist or neuro-ophthalmologist - for eyesight issues; or <input type="checkbox"/> An audiologist - for hearing issues.	
5	Your Treating Professional* completes Section 2 Provide them with a copy of "A GP & Health Professional's guide to the NDIS" - opposite.	The document immediately below provides information and guidance to help your Treating Professional complete Section 2 : A GP & Health Professional's guide to the NDIS <input type="checkbox"/>	<input type="checkbox"/>
		Before submitting your ARF, you will need to show that you have used or have booked your allocated Enhanced Primary Care Plan (EPC) allied health visits. You can get these via your GP for things like physiotherapy, speech pathology, occupational therapy or dietician. A certain number is provided per calendar year through the health system (Medicare). If there are reasons why EPC sessions are not appropriate for you/your condition, it is important to state why,	<input type="checkbox"/>
		If you plan to request psychological support services in your NDIS Plan, you will need to show that you have used up your allocated sessions under a Mental Health GP Plan first . Your GP arranges these through the health system (Medicare).	<input type="checkbox"/>
	Ask if your existing medical team can assist you.	If seeing the medical team at the Lifespan clinics , a metabolic specialist will be able to help with the required letter and/or completion of the form.	<input type="checkbox"/>

		If you are connected with RNSH , the neurologist and Clinic Nursing specialist will assist you in the process of obtaining a letter and/or completion of the form.	<input type="checkbox"/>
6	If possible and relevant, have an Occupational Therapist assessment done	<p>If possible (and relevant to your type of mito) have an Occupational Therapist* (OT) assessment done. This may involve an out of pocket expense, however an OT Report provides very useful information for the NDIS on the functional impacts of mito on you. We encourage you to make this initial investment in time and sometimes expenses.</p> <ul style="list-style-type: none"> • The OT Assessment - will need to be done in your home and the OT Report will need to include how the disability/ies substantially impact/s your ability to effectively complete or participate in specific life activities. <p>*The Local Area Coordinator, community services attached to your local hospital, or a private allied health service, may help you locate an OT in your area. The Mito Foundation Helpline may also be able to assist you in obtaining an OT in your area.</p>	<input type="checkbox"/>
7	Attach relevant information to your ARF	For example - if you have genetic diagnostic testing , this should be included as an attachment to your ARF.	<input type="checkbox"/>
8	Copy and submit	Keep a copy of your completed ARF documentation, and submit to the NDIA	<input type="checkbox"/>
<p>Your feedback - Let us know if this checklist was helpful or if part of it needs developing. Please provide your feedback to Ruth Yuthok by emailing ruth.yuthok@mito.org.au or calling 1300 977 180.</p>			