

What to include in an advice

Providing all the information in the initial submission will help to make the advice process quicker and smoother.

If the information provided does not give a complete picture, or required documents are not attached, we will need to contact you for the information which slow down the process.

Clinical profile information	Paint a clear picture of the person <ul style="list-style-type: none"> • Their functional abilities • Their environment
Specific needs and solutions	This should be addressed via the sections <ul style="list-style-type: none"> • Main issues • Solutions
Alternative options considered/trialled	There is never 'no alternative'. Explain what else you have considered prior to coming to the proposed solution.
Expect some solutions to require more in-depth information and consultation	<ul style="list-style-type: none"> • Unique needs • Complex needs • Unusual or high cost solutions

Make sure you have **all required documents** attached:

Specialist letters confirming prognosis
NASC/EMS joint report
Explore Behavioural Support assessment
Confirmation of study or employment
Quotes (equipment only)
Sketch plans * (housing only). Download our sketch document resource
Photos ** (housing only)

*** These should be in a PowerPoint. Download our [PowerPoint template](#).