

Evidence vs Decision Comparison Worksheet

Compare what your assessment recommended with what the NDIA decided, one support per row. This helps you see clearly where they differ, and what to ask or gather next.

How to use this worksheet

- ☐ Work from your assessment first. Write one row for each recommended support.
- ☐ Copy the hours or amount exactly, with the page number.
- ☐ Then find each support in the decision letter. Write what it says and the page.
- ☐ Use one label from the key below for the decision. If you aren't sure, say so.

Decision labels

Express refusal	The letter clearly says the support or amount was not approved.
Partly approved	Some of what was asked for was approved, but less than requested.
Increase refused, existing funding retained	You already had funding. The extra amount was refused, but the existing funding stays.
Possible match, another category	The letter decides something similar under a different name or category. Check before treating it as the same support.
No corresponding decision identified	You can't find this support in the letter. That does not mean it was refused. Ask the NDIA.

Don't turn a possible match into a refusal. If the letter uses a different name (for example "community participation" for a "social skills group"), write "Possible match" and ask the NDIA to confirm.

Fictional example (not a real person)

An allied health professional recommends 52 hours of a therapy a year. The participant already has 30 hours funded. The NDIA refuses the increase.

Support or service	Advised hours or amount	Report and page	Existing funding	NDIA decision (label)	Letter page and reason	Difference or question	Evidence or questions to consider
Example therapy	52 hours a year	Report, p 12	30 hours a year	Increase refused, existing funding retained	Letter p 8: says the extra hours aren't needed	Asked for 22 more hours; 30 hours stay	Ask which goals the 30 hours cover; is there therapist evidence on why 30 isn't enough?

The correct description is **"Requested increase refused, existing funding retained"**, not "No funding approved". The 30 hours were not taken away.

Your comparison

Use pencil if it helps. Add more pages if you have more supports.

Support or service	Advised hours or amount	Report and page	Existing funding	NDIA decision (label)	Letter page and reason	Difference or question	Evidence or questions to consider

Your comparison (continued)

Support or service	Advised hours or amount	Report and page	Existing funding	NDIA decision (label)	Letter page and reason	Difference or question	Evidence or questions to consider

Summary

Supports compared

Express refusals

Partly approved

Increase refused, existing kept

Possible matches to confirm

No decision identified

Main questions to ask the NDIA
