



SGP Knowledge Article Template

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The contents of this document are **OFFICIAL**.

Understand functional capacity assessments

This article provides guidance for a **local area coordinator, early childhood coordinator** and all NDIA staff (**planner, payment officer, internal review officer, complaints officer, participant service officer, access officer, quality officer, technical advisor, SDA officer, NCC officer, provider support**) to understand:

- a functional capacity assessment
- the purpose of a functional capacity assessment
- the difference between a new and manual assessment
- what to do before completing a new assessment
- completing a new assessment.

Recent updates

Date	What's changed
June 2023	Updated definition and purpose of functional capacity assessments

Understand and record a functional capacity assessment

Understand functional capacity assessments

A functional capacity assessment is how we assess the impact a person's disability or a child's developmental delay has on their daily activities. Depending on their developmental delay or disability, the type of functional capacity assessment that we complete may vary.

The purpose of a functional capacity assessment

Functional capacity assessments are a form of evidence. We use them to understand the needs of a person. We complete this assessment to:

- help us identify the level of support and funding they will need in their plan
- understand how they manage everyday activities
- assist us in making decisions.



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Partners can also use this information to understand the person's situation. This helps them to support the person to connect with the right supports.

New assessment and manual assessment

A **new** assessment refers to you completing a new PEDI-CAT or WHODAS assessment in PACE. To learn more, go to articles:

- **Record assessment – PEDI-CAT**
- **Record assessment – WHODAS.**

A **manual** assessment refers to any previously completed functional capacity assessments. For example, a person might give you a report from their doctor. You will enter the scores from the report in PACE.

The participant, their nominee or child representative, or their treating health professional can provide the score of an external assessment.

Before completing the assessment

Before completing the assessment, check for any exceptions, including:

- if the person does not want to complete assessment
- if the person has a priority situation
- if there are any identified risks
- if they have reapplied within the last 6 months.

When contacting an applicant, participant, their provider, or authorised representative, you must:

- check their preferred communication method and authorisations
- **log an activity.**

Read the articles:

- **Checking and updating a participant's preferred communication method**
- **Using the activity panel for logging an activity or internal note.**

Complete a new assessment

You need to make the person feel comfortable when communicating. When you are talking to them face to face or over the phone, make sure you:



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- prepare for the conversation
- understand the person-centred approach
- understand the question you are asking
- tailor wording from assessment questions
- build rapport
- actively listen
- manage expectations with the individual that this does not mean they will get a funded NDIS plan.

For more information, go to the [Conversation Style Guide](#).

To begin a functional capacity assessment, you must create a new **Functional Capacity Assessment** case. To do this, follow the steps in the article **Create a new functional capacity assessment case**.

Types of functional capacity assessments

There are many types of functional capacity assessments. We use them to help assess the level of impact a person's developmental delay or disability has on their lives.

For more information, go to articles:

General

- **Record information – life skills profile (LSP - 16)**
- **Record assessment – WHODAS**
- **Record assessment – PEDI-CAT**

Hearing loss

- **Record information – Functional Impact of Hearing Loss**

Vision loss

- **Record Information – Functional Impact of Vision Loss**

Spinal Injury

- **Record Information – Level of Lesion**

Traumatic brain injury

- **Record information – The care and needs scale**



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Intellectual and development disability

- Record information – Vineland
- Record information from the DSM5 – Autism
- Record information from the DSM5 – intellectual disability

Cerebral palsy

- Record gross motor functional classification scale
- Record information – Manual Ability Classification System.
- Record a communication function classification score

Multiple Sclerosis

- Record information – Disease Steps assessment
- Record information – Expanded Disability Status Scale

Stroke / Neurological disability

- Record information – Modified Rankin Scale

Next steps

1. Read the article, **Create a new functional capacity assessment case.**

Version control

Version	Amended by	Brief Description of Change	Status	Date
1.0	EMN960	Director approval	APPROVED	2022-10-31
2.0		Confluence download		
3.0	EMN960	Director approval	APPROVED	2023-06-09
4.0	EMN960	Director approval	APPROVED	2023-06-16