



# TIPSHEET - ODSP APPLICATION CHECKLIST

## Health Status Report (page 3)

- Are all conditions with symptoms and restrictions listed?
  - Don't pick and choose, or only include the "strongest" conditions
- Does every condition have at least one impairment noted?
  - Impairment = symptom (e.g., pain, low mood, anxiety)
  - Impairments can be physical or mental in nature
  - List all impairments, even if self-evident
  - Include details about the impairment's intensity/frequency
- Does every condition have at least one restriction noted?
  - Restriction = functional limitation in work, community, self care
  - Best practice is to include restrictions from all three spheres (e.g., Unable to manage personal hygiene. Can't function in social settings. Can't work.)
- Is the duration box checked?
  - **This box is very important!!!! Remember to check it!**
  - Only conditions expected to last one year or more will be considered by ODSP
  - This question is asking - in your professional judgment, what's most likely to happen?
- Is the prognosis box checked?
  - Check the most accurate answer (recurrent or continuous)
- Is the handwriting legible?

## Intellectual and Emotional Wellness Scale (page 5)

- Is it complete?
  - It should be completed whenever a patient has a mental health condition OR symptom, even if caused by a physical condition (e.g., poor sleep, poor appetite, problems with concentration related to chronic pain)
- Are the ratings consistent with the Health Status Report?
  - Ratings range from "0 - not at all" to "3 - severe or very much"
  - Ratings of 2 or 3 line up best with ODSP's view of "substantial"



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## Treatment and Intervention (pages 8 & 9)

- Are past relevant hospital visits described?
  - Are hospital reports attached?
- Is current pharmacotherapy described?
  - Note dosage, frequency, and start date
- Are other interventions and services described?
  - Note if referrals are pending or your patient is waitlisted
- Are there notes about past treatment?
  - Include past trialled/ineffective medications, counselling, physiotherapy, etc.
- Have you provided "other useful information" under section 6.3?
  - Side effects of current pharmacotherapy
  - Effectiveness of current pharmacotherapy for managing symptoms
  - Barriers to treatment related to cost, local availability, wait times
- Have you attached copies of all relevant tests, reports, and consult notes?
  - Reports from the past 5 years are generally the most useful

## Activities of Daily Living Index (pages 12 & 13)

- Is it complete?
  - It should be completed for all patients
- Are the ratings consistent with the Health Status Report?
  - Ratings range from "0 - not at all" to "3 - severe or very much"
  - Ratings of 2 or 3 line up best with ODSP's view of "substantial"
- Did you include "any other comments" under section 8.3?
  - Write a few lines telling your patient's story - background, work history, education, or skills - as relevant to their experience and degree of disability
  - Answer the unasked, but important question: can your patient work full time? What is it about their disability that prevents them from working full time?

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## AND REMEMBER:

### 1. The forms never explicitly ask the most important questions:

- a) does your patient have a substantial impairment
- b) does the impairment substantially restrict your patient's activities of daily living in terms of personal care **OR** community functioning **OR** workplace functioning.

If the answer to these questions is yes, clearly state that opinion and explain why –  
**GO AHEAD AND ANSWER THE QUESTIONS THE FORMS DON'T ASK!**



### 2. Your patient does NOT have to be completely unable to function to qualify for ODSP. They may qualify if:

- Their conditions are recurrent, where they have good days and bad days.
- Their conditions in isolation are not substantial, but the cumulative effect is.
- They are only substantially restricted in ONE area. For example, they can function well enough at home and in their community, but not in a workplace.
- They can still work part time, or work with special support and accommodation.



### 3. Legal clinics can help!

If you have questions about the ODSP forms, please contact your local legal clinic for more information.

Patients who have been denied ODSP should be prescribed legal help.  
Please refer them promptly to their local legal clinic.