

# Completing Ontario Disability Support Program (ODSP) Applications: Checklists and Tips for Family Physicians

## Checklist: Completing the Health Status Report

- All disabling health conditions included?
- Physical / mental impairments described? (impairments = symptoms)
- Restrictions described? (restrictions = functional limitations in work, community, personal care)
- Duration expected to last one year or more? (if not, condition will not be considered)

## Checklist: Completing the Treatment Pages

- All current medications and dosages listed?
- Efficacy of current medications described?
- Side effects of medications described?
- All relevant past medications listed?
- All relevant hospital visits listed?
- All past, current and proposed treatment listed? (e.g., specialists, surgical consults, physio, chiro, recommended home exercises, counselling, social work etc.)

## Checklist: Completing the Intellectual & Emotional Wellness Scale

- IEWS completed for any applicant with ANY mental health condition?
- IEWS completed for any applicant with ANY relevant symptoms? (EVEN IF SYMPTOMS LINKED TO PHYSICAL CONDITIONS – e.g., poor sleep, poor appetite, problems with concentration)
- IEWS consistent with written description of symptoms on health status report?

## Checklist: Completing the Activities of Daily Living Index

- ADLI consistent with written descriptions on health status report?
- ADLI consistent with IEWS, in overlapping areas? (e.g., learning, concentration)
- Written comments made on patient's limitations in work, community, personal care?

## Checklist: Attaching Reports

- All specialist reports attached?
- All hospital reports attached?
- All imaging reports attached?
- All counselling notes attached?



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## Remember

The forms do not clearly ask the most important questions:

- a) does the patient have substantial impairment (i.e. symptoms)?
- b) does the impairment substantially restrict the patient's activities of daily living in one or more areas: personal care **OR** community functioning **OR** workplace functioning.



**If the answer to these questions is yes, clearly state that opinion and explain why – IT'S IMPORTANT TO ANSWER THE QUESTIONS THE FORMS DON'T ASK!**

Your patient does NOT have to be unable to function to qualify for ODSP – to qualify, there just needs to be some evidence their symptoms are substantial and cause restrictions. They may still qualify for ODSP if:

- Their conditions are recurrent, so they have good days and bad days;
- Their conditions in isolation are not serious, but the cumulative effect is serious;
- They are only restricted in ONE of the three areas listed above. For example, they can function well at home and in their community, but not in a workplace.

## Medical Reviews

When a patient is granted ODSP, they are often given a medical review date. The review date could be 1-5 years. When the review date comes up, the patient will be sent new forms to complete.

**PART A** of the new forms will canvass whether there has been any improvement in the patient's condition or whether it has remained the same or is expected to deteriorate. If the condition is expected to improve the form will ask for more detail.

**PART B** of the new forms canvasses whether there are any new conditions, impairments and restrictions the patient is dealing with.

When the medical reviewer assigned to the file receives the medical review forms from you, they compare the original application forms and the medical review forms. They assess whether your patient's conditions have improved, stayed the same, or worsened.

- If they think your patient has improved, they may deny benefits. If they think your patient has stayed the same or worsened, benefits should continue.

If possible, we recommend that you review the original application forms before completing the medical review forms. If your patient's conditions have stayed the same or worsened from the original application, you should note this on the medical review forms.

## Getting Help with Forms

Community support agencies can guide patients toward benefit programs and help with applications. Search **2-1-1 Ontario** for local resources.

**Legal Aid Ontario**, **Community Legal Clinics**, and **Specialty Clinics** can help with information and appeals.

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