



PRACTICAL ADVOCACY WORKSHEET

Professional Evidence Builder

Plan focused questions so each professional can provide the evidence they are actually qualified to give.

Professionals evidence; advocates argue. Ask for facts, observations and professional opinion within the person's own role - not for them to adopt a complaint.

DECISION / REVIEW / QUESTION

What is being decided?

EVIDENCE NEEDED BY

Date / meeting / deadline

What factual or professional issue needs evidence?

Match the professional to the question

Professional / role	What they directly know	Period / frequency of involvement	Question they can properly answer



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Use prompts that invite useful evidence without telling a professional what conclusion to reach.

Useful prompts

Direct observations

- What difficulties have you personally observed?
- How often and in what settings?
- What support is required?
- What happens without it?

Functional impact

- How does this affect education, communication, self-care, safety, wellbeing or daily functioning?
- Can you give concrete examples?

Interventions and response

- What has been tried?
- For how long?
- What changed?
- What remains unmet?

Professional opinion

- Within your role, what assessment, support or next action is appropriate?
- If urgency matters, what is the professional basis?

Quality check

- | | |
|--|---|
| ☐ Role and professional competence are clear. | ☐ Direct observation is separated from information reported by others. |
| ☐ Dates, frequency and setting are specific where relevant. | ☐ Functional impact is described with examples, not labels alone. |
| ☐ Interventions and response are described. | ☐ Any recommendation is within the author's role. |

Notes / questions to ask



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Turn the prompts into a focused evidence request.

Evidence request framework

Why I am asking

Write the decision, review or question the evidence will inform.

Relevant background to give the professional

The specific points I would be grateful if you could address

Keep the request focused. Do not ask a professional to say an authority or provider is "wrong". Ask for evidence within their own knowledge and competence.



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Track what was requested, what came back and what still needs following up.

Follow-up log

Request sent	Professional	Response due / needed by	Received	Gap / follow-up action

Evidence still missing

Next action
