



**NDIS Quality
and Safeguards
Commission**

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PRODA for RAC providers



Is for individuals

Transitioning in- process

Primary Contact at time of transition

Need to change/ update our contact details- NAPS

PRODA Requirements

Who should have a PRODA account

What are the roles



Determine which user role(s) is suitable for the employee:

Approved Quality Auditor

An employee of an Audit organisation, this person has the same responsibility of an 'Auditor' role and more. They are responsible for witnessing and submitting an assessment on a registration application, and providing an audit recommendation.

Auditor

An employee of an Audit organisation, this person is responsible for witnessing and submitting an assessment on a registration application.

Authorised Reporting Officer

Responsible for accepting a behaviour support plan and submitting monthly reports on the use of an authorised restrictive practice.

Behaviour Support Practitioner

Responsible for developing and lodging a behaviour support plan for a person with disability. This role requires approval as an NDIS behaviour support practitioner.

Registrant

Responsible for managing and varying an NDIS Provider's current scope of registration as well as managing email preferences for the organisation.

Authorised Reportable Incidents Approver

Responsible for completing, reviewing and submitting a reportable incident to the NDIS Commission.

Authorised Reportable Incidents Notifier

Responsible for documenting a reportable incident in preparation for review and submission.

Behaviour Support Practitioner Admin

Provides data entry support to a Behaviour Support Practitioner to enter a behaviour support plan in the portal.

Behaviour Support Reporting Admin

Provides data entry support to an Authorised Reporting Officer by entering reports on the use of an authorised restrictive practice.

Authorised Access Delegate

Responsible for approving system access requests. Can also request system access on behalf of staff within the organisation.



What are roles

Authorised Access Delegate

Registrant

Authorised reporting officer

Authorised reportable
incidents approver

Authorised reportable
incidents notifier



Transition Process



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PRIOR to Transition

- ✓ individuals who will be needing to access PRODA set up their account

POST 1 Dec

- ✓ Authorised Delegates go in and check details are correct,
- ✓ Nominate someone else to that role if appropriate
- ✓ Individuals go in and request to be linked to their org and roles
- ✓ Spend some time getting to know the system

First things first



Authorised delegate- gain access to the NDIS Commission Portal

Allocate registrant role to someone else



Lets step through how to do that

Orientate you to the different fields

RESOURCE

How to access the system-

<https://www.ndiscommission.gov.au/document/1021>

Key Personnel



Key personnel play an important role in the Providers registration with the Commission

- Assessed in suitability assessment
- Worker screening
- Require access to NDIS Commissions portal through PRODA

These will need to be updated in their registration post 1 Dec 2020

RESOURCE

Add or change key personnel-

<https://www.ndiscommission.gov.au/document/681>



All RAC providers will need to access their registration post 1 December 2020

These will need to be updated in their registration post 1 Dec 2020

RESOURCE

Add or change outlets-

<https://www.ndiscommission.gov.au/document/686>

Requesting and approving new user roles



Depending on how your organisation is structured many personnel may need access to the NDIS Commission portal.



The first step is getting them to request access
Let's step through how to do that

The second step is once they have requested access the Authorised Delegate or Registrant needs to accept them

RESOURCE

Request to be a user and how to approve new users-
<https://www.ndiscommission.gov.au/document/1021>

Reportable Incident reporting



Authorised reportable incidents approver or Authorised reportable incidents notifier and responsible for either documenting a reportable incident in preparation for review and submission and completing, reviewing and submitting a reportable incident to the NDIS commission

RESOURCE

Accessing the RI portal-

<https://www.ndiscommission.gov.au/document/1476>

Creating an immediate notification-

<https://www.ndiscommission.gov.au/document/1466>

Completing a 5 day notification-

<https://www.ndiscommission.gov.au/document/1471>



An authorised reporting officer will need to accept the behaviour support plan

Be responsible for the monthly reporting on the use of authorised restrictive practices

RESOURCE

Accepting a behaviour support plan/ monthly reporting-
<https://www.ndiscommission.gov.au/document/1536>

Where can we go for support



PRODA- Phone: 1800 700 199 and select Option 1
Monday to Friday, 8 am to 5 pm local time
Email: proda@servicesaustralia.gov.au

**A range of resources and information are available through
our website:**

www.ndiscommission.gov.au



Contact us if you can't find what you need:

1800 035 544

tier1@ndiscommission.gov.au