

	Completed
<u>Registration</u>	
Have I got my Certificate of Registration with my registration ID and renewal date?	
Do I understand how I apply to renew my registration through the NDIS Commission Portal?	
Am I familiar with the Practice Standards that I will be audited against?	
<ul style="list-style-type: none"> - Schedule 1 – Core Modules for registration group 0115 Assistance with daily life tasks in a group or shared living arrangement. - Schedule 2 – Module 1 high Intensity Daily Personal Activities (if applicable) - Schedule 4 – Module 2A (Only applicable if you are implementing behaviour support plans) 	
<u>Code of Conduct</u>	
Are my workers aware of the NDIS code of Conduct?	
Am I incorporating the NDIS Worker Orientation e-learning Module – ‘Quality, Safety and You’ into essential training for current workers?	
Am I incorporating the NDIS Worker Orientation e-learning Module – ‘Quality, Safety and You’ into induction for new workers?	
<u>NDIS Worker Screening</u>	
Have I identified all risk assessed roles in my organisation?	
Am I keeping records of the risk assessed roles and the people in them?	
Do all workers in risk assessed roles have NDIS Worker Screening Check (or, during the transitional period, the appropriate aged care check issued before 1 st February 2021)?	
Does/do the appropriate worker/s have access to the Worker Screening Databases in the NDIS Commission Portal to manage ongoing worker screening clearances?	
<u>Complaints Management System</u>	
Does my organisation have a complaints management system?	
Do the NDIS Participants living in my residence know how to make a complaint?	
Do the NDIS participants living in my residence know they can also make a complaint directly to the NDIS Quality and Safeguard Commission?	
<u>Incident Management System</u>	
Does my organisation have an incident management system?	
Do I understand which incidents are ‘reportable’ to the NDIS Commission and the timeframes for said reporting?	
Does/do the appropriate worker/s have access to the NDIS Commission Portal in the roles of ‘Authorised Reportable Incidents Notifier’ and ‘Authorised Reportable Incidents Approver’?	

Behaviour Support and Restrictive Practices

Have I identified any restrictive practices being used with NDIS Participants?	
Have I completed the NDIS request Form – Behaviour Support Plan for RAC form?	
Have I discussed with the NDIS Participant/their plan nominee about needing a behaviour support plan?	
Have I been taking reasonable steps towards obtaining the interim and comprehensive haviour support plans?	
Do I understand how to obtain the relevant restrictive practices authorisation in my State/Territory?	
Have I been reporting any unauthorised use of a restrictive practice (that is not included in a behaviour support plant and no authorisation) as a reportable incident?	
Does/do the appropriate worker/s have access to the NDIS Commission Portal in the role of ‘Authorised Reporting Officer’?	
Do I understand the monthly reporting obligations once I have a Behaviour Support Plan in place?	

NDIS Commission Portal

Do I have appropriate workers set up to access the following roles in the Portal? <ul style="list-style-type: none">- Authorised access delegate.- Registrant.- Authorised reporting officer.- Authorised reportable incidents notifier.- Authorised reportable incidents approver.- Worker Screening Officer.	
Have I read the Portal User Guides for details on how to use each function of the Portal?	

Resources

RAC NDIS Support Hub	
NDIS Commission	