



# Updating audit outcomes for new NDIS practice standards in COS

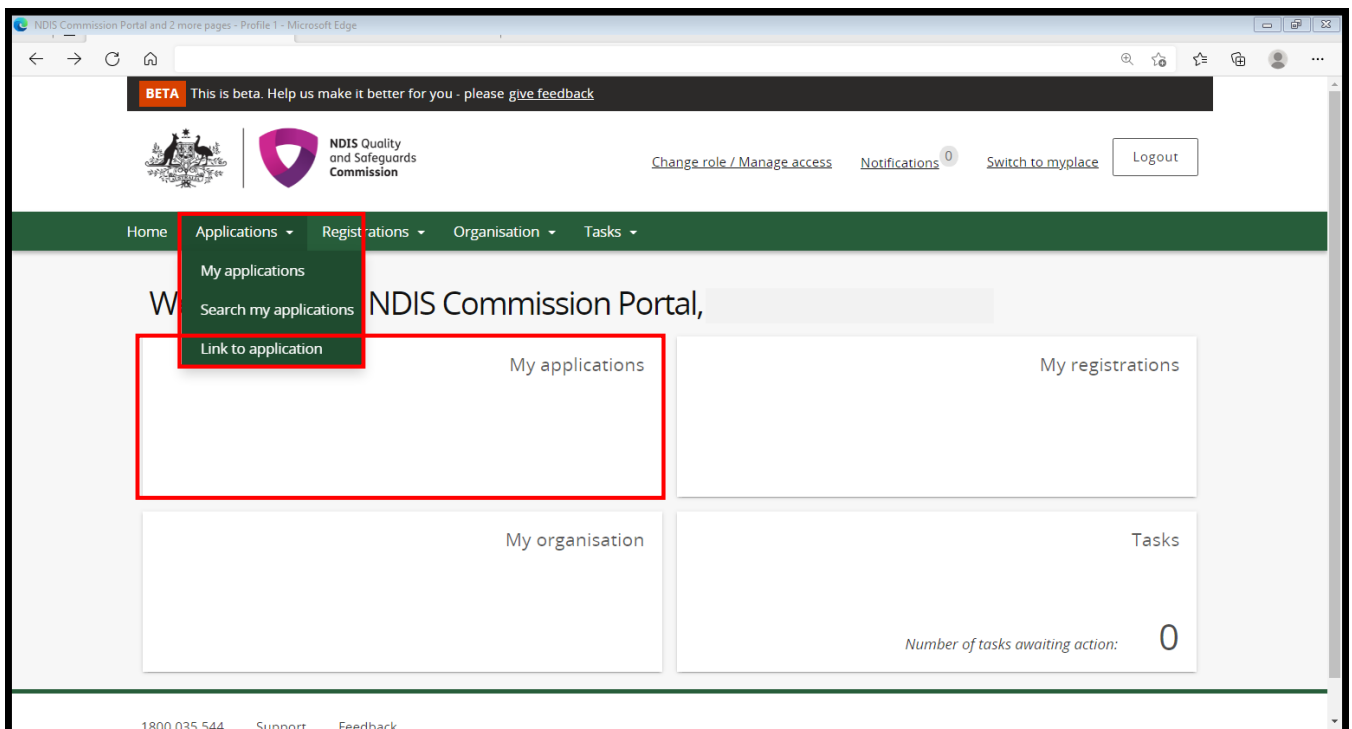
## Quick Reference Guide - Auditor

Applications for registration where the service delivery questions were completed by the applicant prior to 6 November 2021 will not include the new NDIS Practice Standards of 2.9 (emergency and disaster management) and 4.4 (mealtime management) or Module 1 outcome 8 (severe dysphagia).

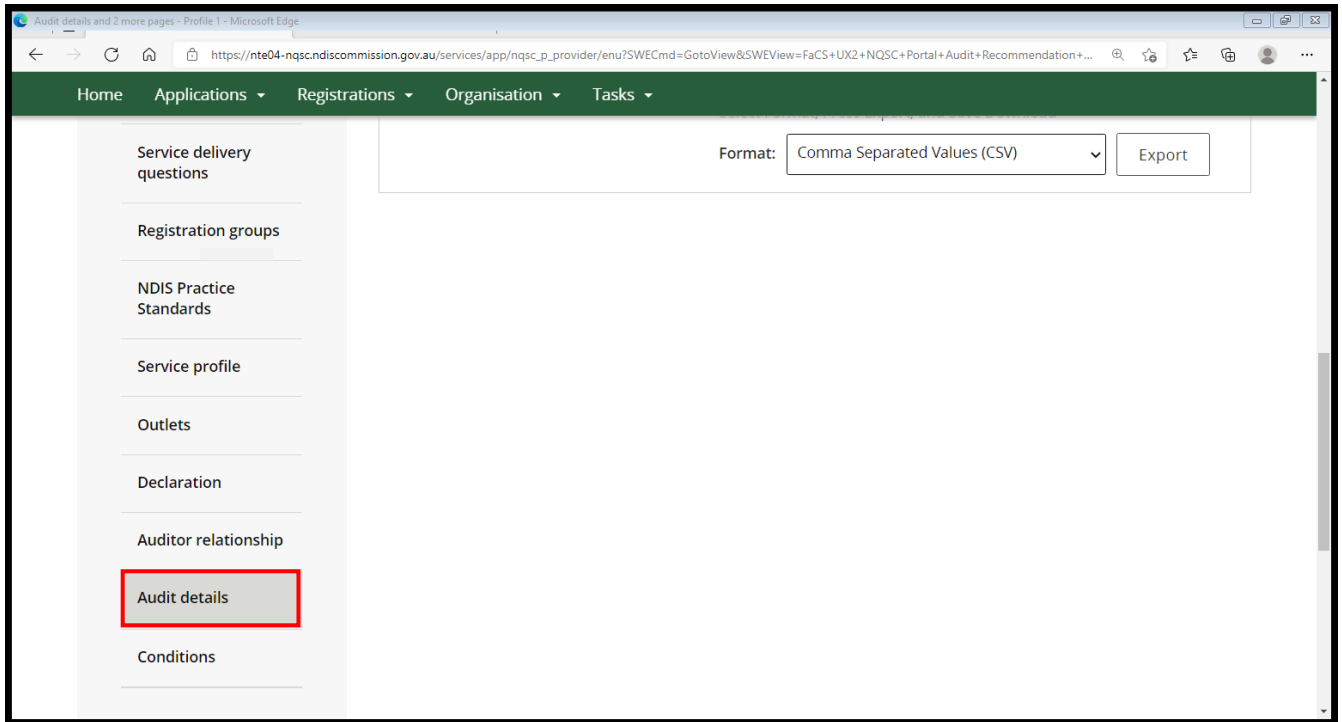
If these standards are assessed as part of the audit and are unable to be directly updated in the system, the standard name and outcome should be noted in Audit Details > Audit Recommendation > Recommendation Comments free text.

### Adding the new standards to the Audit Details tab in COS

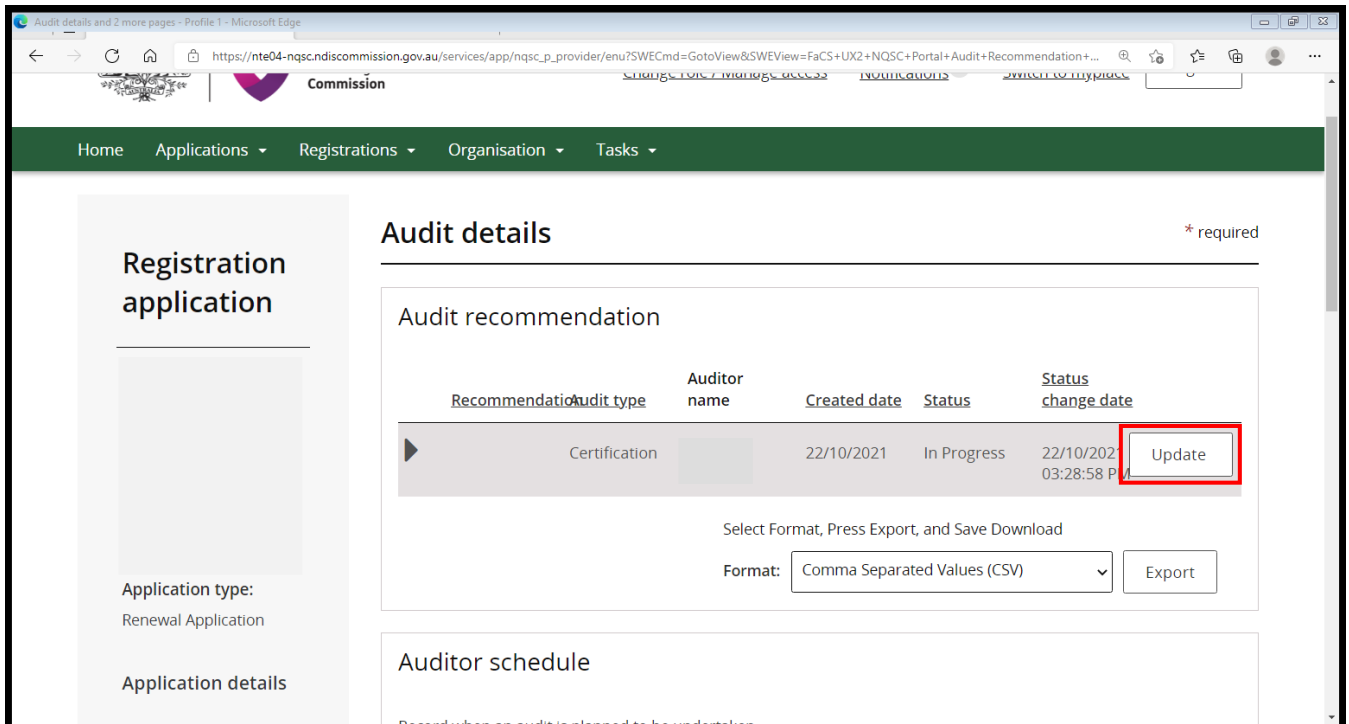
1. Log in to the NDIS Commission's business application system.
2. Select **My applications** from the menu bar and bring up the application you are working on in your usual way.
3. Complete all tabs as you normally would after completing a stage 2 audit.



4. Select **Audit details** tab from the left hand menu bar.



5. Click **Update** to open Audit recommendation field.



6. Complete the **Recommendation** field by using the drop down arrow. Complete the **Recommendation comments** and add any new standard or standards, and the rating. Click **Save**.  
*Suggesting wording and formatting is shown below.*

The screenshot shows a web browser window displaying the 'Registration application' form on the NDIS Commission website. The page title is 'Registration application'. The navigation menu includes 'Home', 'Applications', 'Registrations', 'Organisation', and 'Tasks'. The main content area is titled 'Registration application' and includes a sidebar with 'Application type: Renewal Application', 'Application details', 'Applications details', 'Provider details', and 'Addresses'. The main form area contains instructions: 'When submitting a recommendation, it is mandatory to: record if you have witnessed all the submitted registration groups, address the Practice Standards, record an audit schedule date on the Audit schedule'. Below this are two red-bordered boxes. The first box is labeled 'Recommendation:\*' and contains a dropdown menu with 'Please Select' and a downward arrow. The second box is labeled 'Recommendation comments:\*' and contains the text: 'New NDIS Practice Standard/s', '2.9 - emergency and disaster management = Conformity', '4.4 - mealtime management = Minor non conformity', and 'Module 1 - outcome 8 severe dysphagia = Major non conformity'. A character count 'You have 1805 of 2000 characters remaining' is visible in the top right of this box. At the bottom of the form, there is a link 'Discard changes and return' and a red 'Save' button.

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## Completing the Core Module text for Mealtime management when not applicable in COS

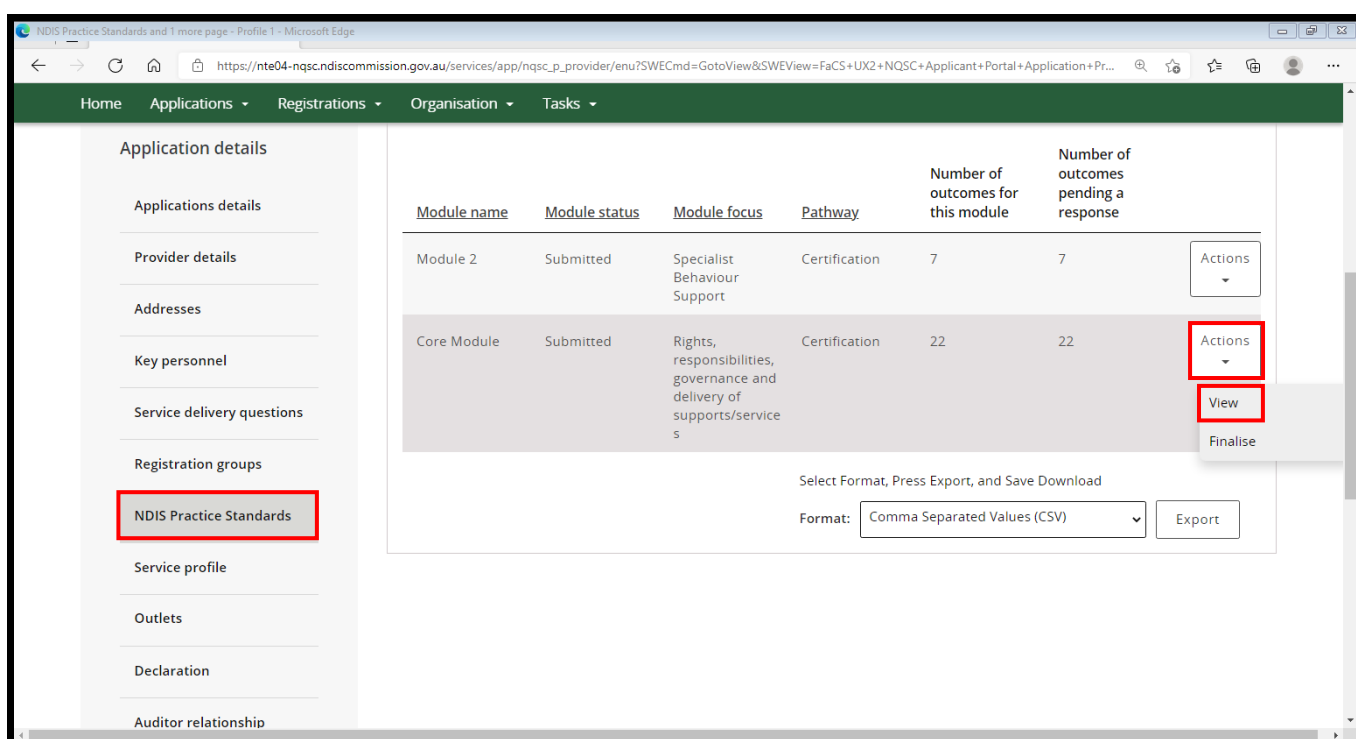
The mealtime management standard applies with respect to providers who have registered for any certification group that would be expected to provide participants with support with meals.

This may include, for example 115 assistance with daily tasks group living, 117 development of daily living skills, 136 group and centre based activities and potentially 125 participant in community activities.

This may exclude for example groups such as 131 specialist disability accommodation, and 132 specialised support coordination.

If a provider is not providing support with meals at the time of the audit, this should be noted in the practice standard as 'conforming' and the auditor should note that "mealtime management does not apply" in the comments field.

1. Select **NDIS Practice Standards** on the left hand tab.
2. Select the **Action** drop down arrow.
3. Select **View**.

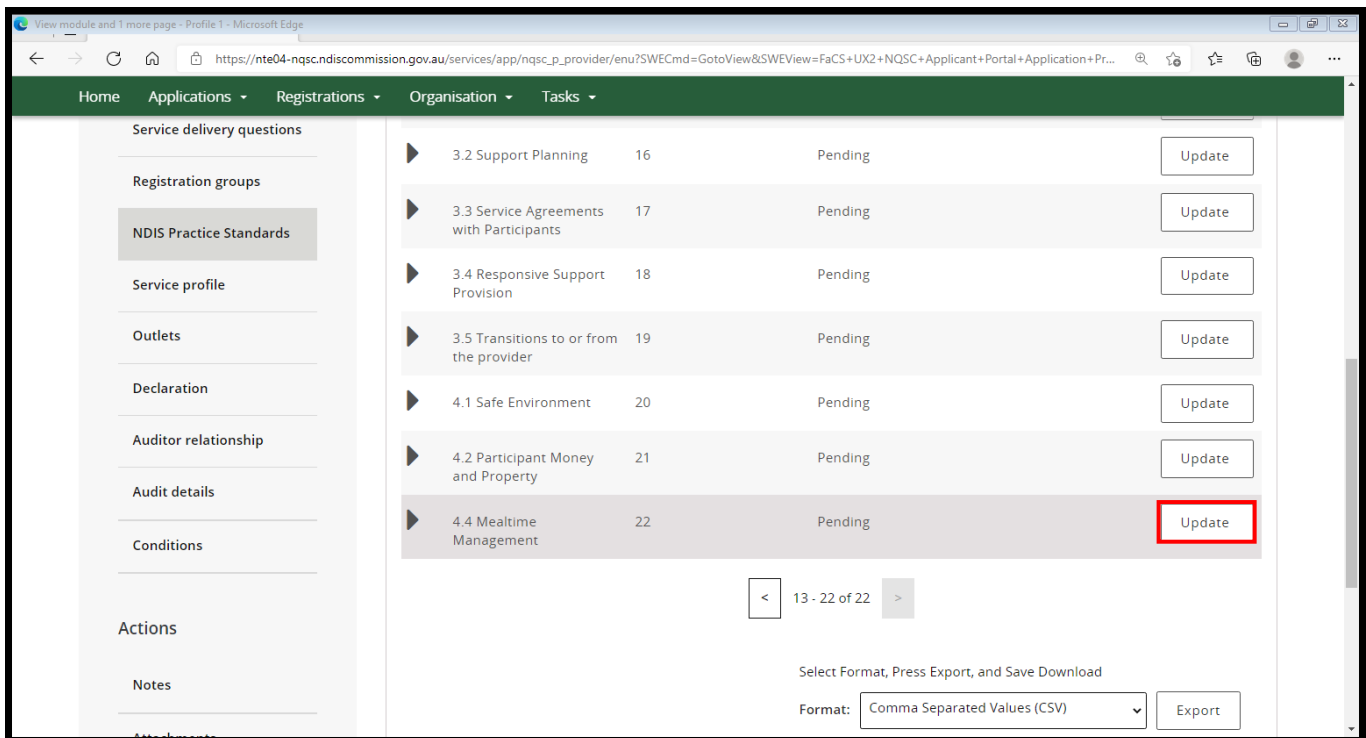


The screenshot shows the NDIS Practice Standards application interface. On the left, a navigation menu lists various sections, with 'NDIS Practice Standards' highlighted in a red box. The main content area displays a table with the following data:

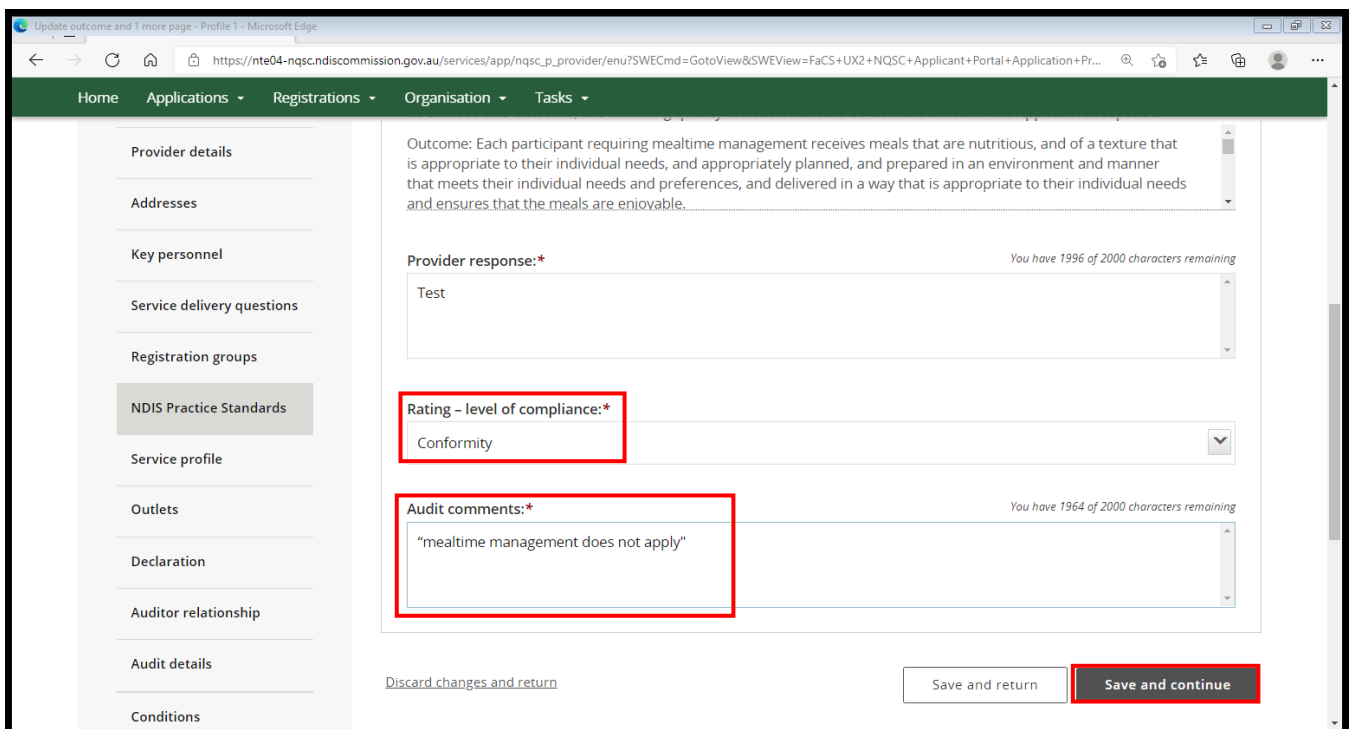
Module name	Module status	Module focus	Pathway	Number of outcomes for this module	Number of outcomes pending a response	Actions
Module 2	Submitted	Specialist Behaviour Support	Certification	7	7	Actions
Core Module	Submitted	Rights, responsibilities, governance and delivery of supports/services	Certification	22	22	Actions

The 'Actions' dropdown menu for the 'Core Module' is open, showing options: 'View' (highlighted in a red box), 'Finalise', and 'Export'. Below the table, there is a 'Format' dropdown set to 'Comma Separated Values (CSV)' and an 'Export' button.

4. To open Mealtime Management select **update**.



5. In the Rating – level of compliance drop down select **Conformity**.  
In the Audit comments text box type in “mealtime management does not apply”.  
Select **Save and continue**.



End.