Recording a mid-term audit - tasking in COS

Including tasking a change in scope as part of the mid-term

Quick Reference Guide – Auditor

If there has been no change in the scope of the registration during the mid-term audit the Auditor is required to complete [**Part A**](#_Part_A_-) **only of this QRG.**

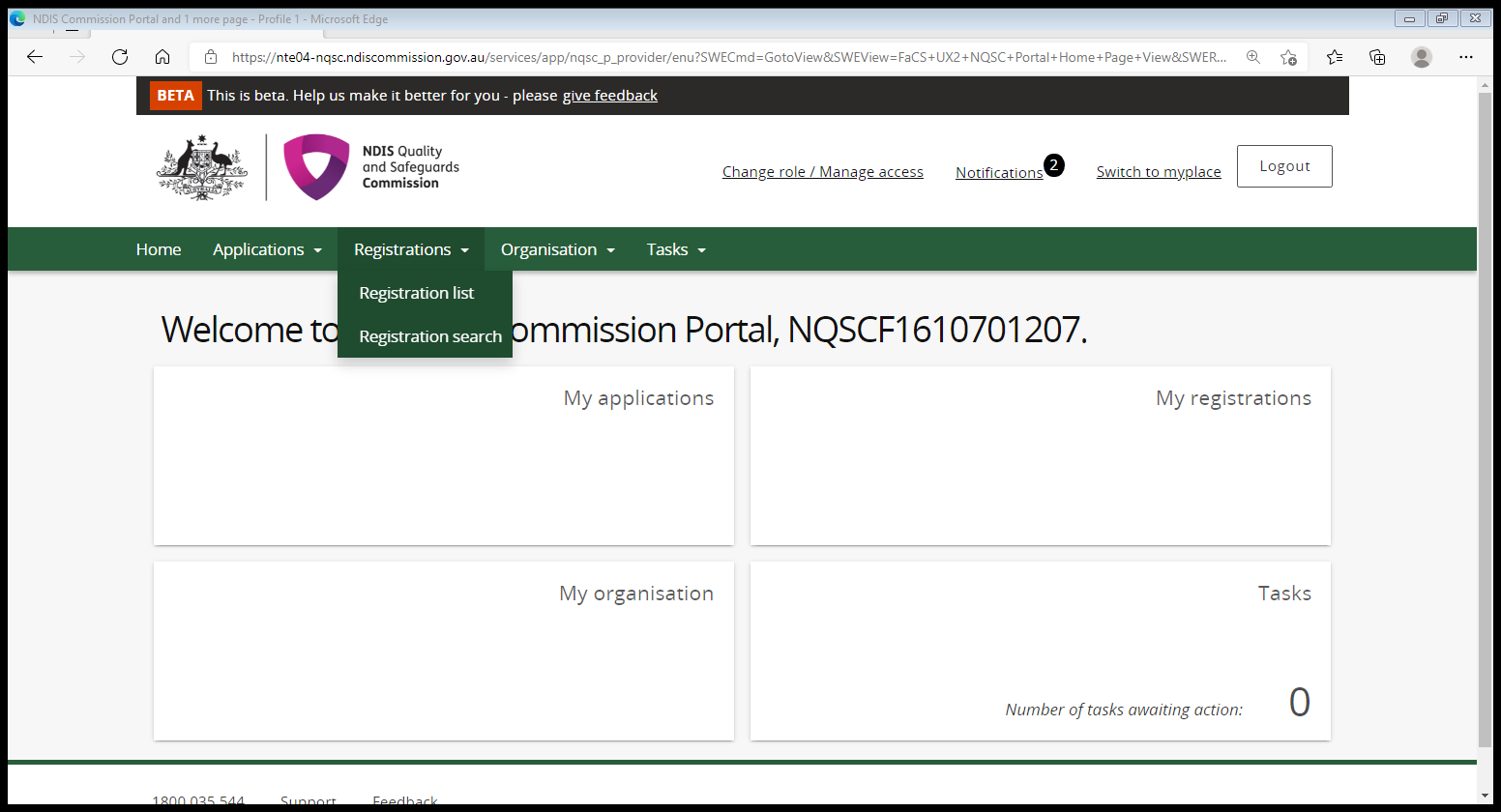
A change in scope to the current registrationof a provider is a variation to the registration. **When this has occurred within the mid-term**, the Auditor is required to complete **Part A** and [**Part B**](#_Part_B_–) **of this QRG.**

For information on recording the result of assessment against Schedule 1, Part 3, subsection 16A Emergency and disaster management refer to QRG [Updating audit outcomes for new NDIS practice standards in COS](https://www.ndiscommission.gov.au/document/3436).

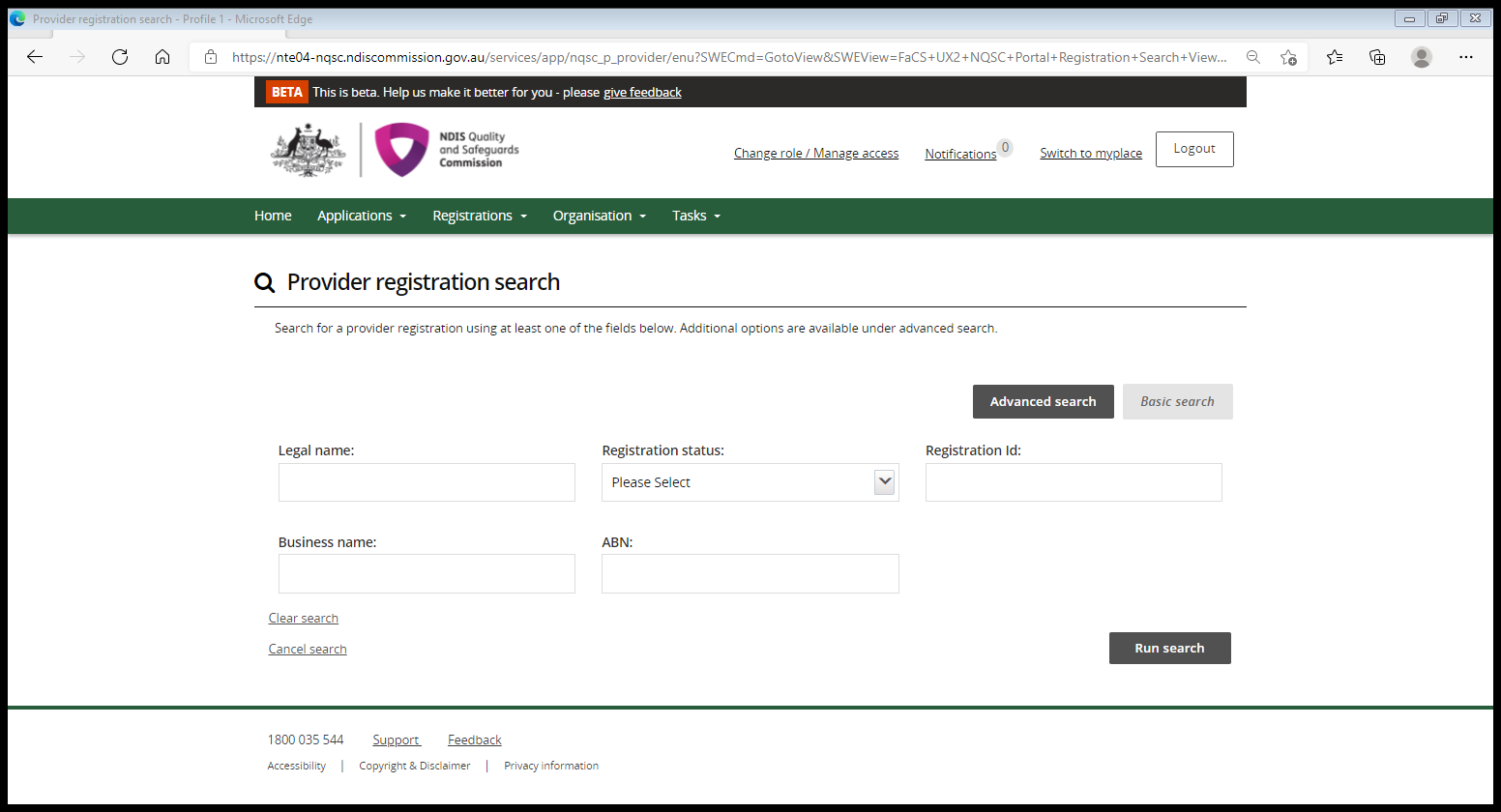
### Part A - Add mid-term audit in COS

1. Log in to the NDIS Commission’s business application system.

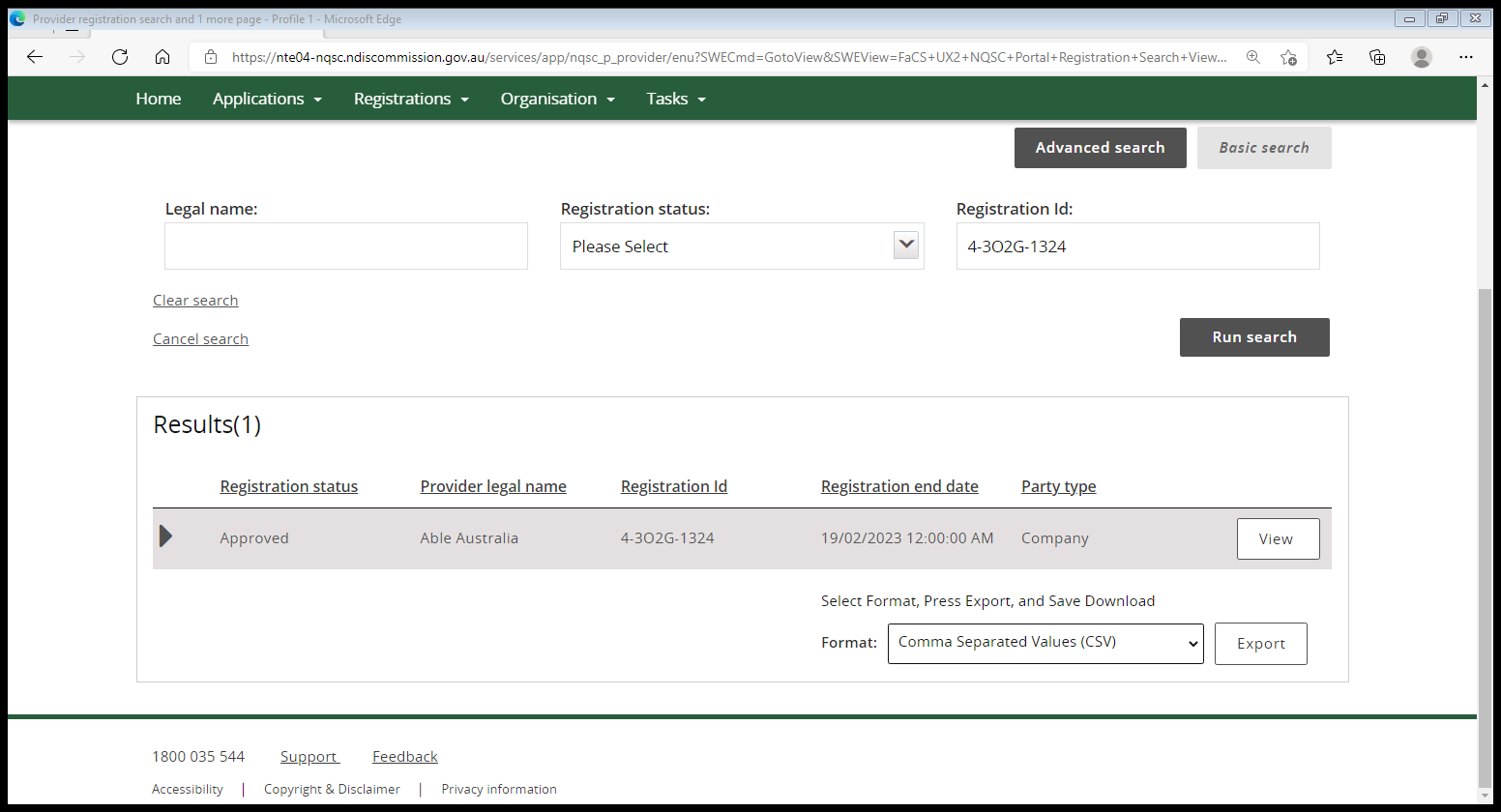
Select **Registrations** from the menu bar and select **Registration search**.



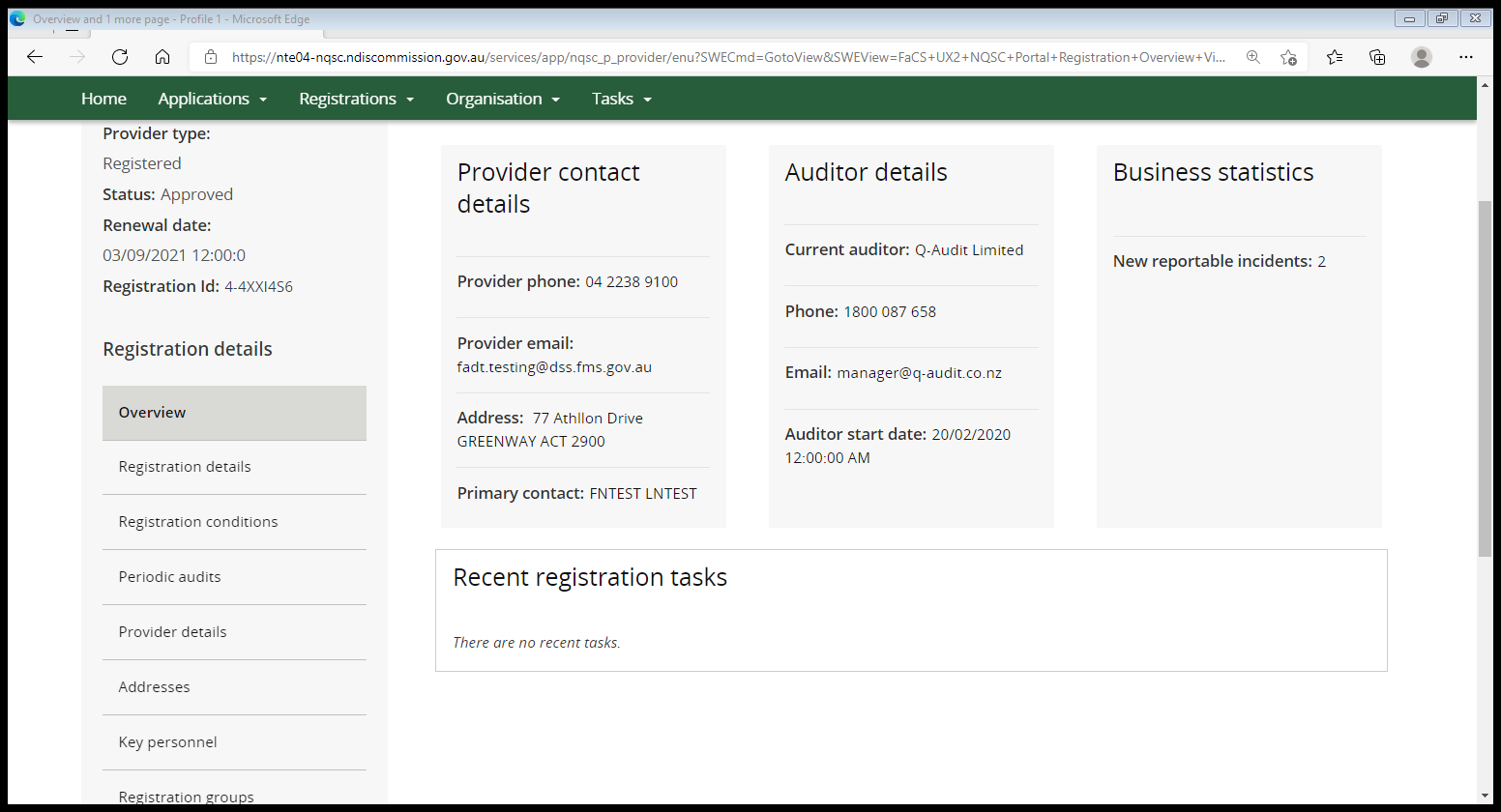
1. Enter the **Registration ID** and Select **Run search.**



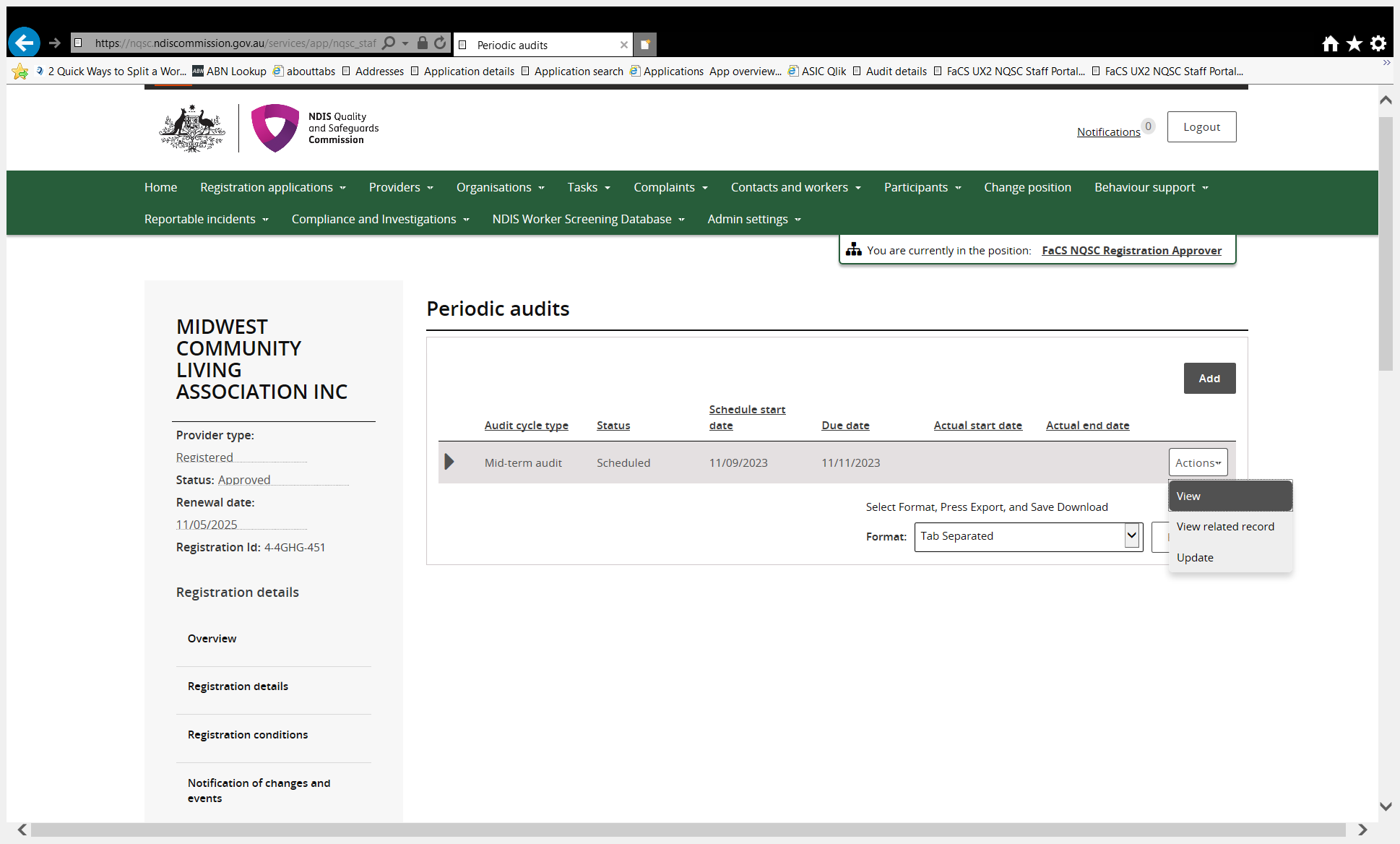
1. Select **View** from the result list.



1. In the left hand tab select **Periodic audits.**



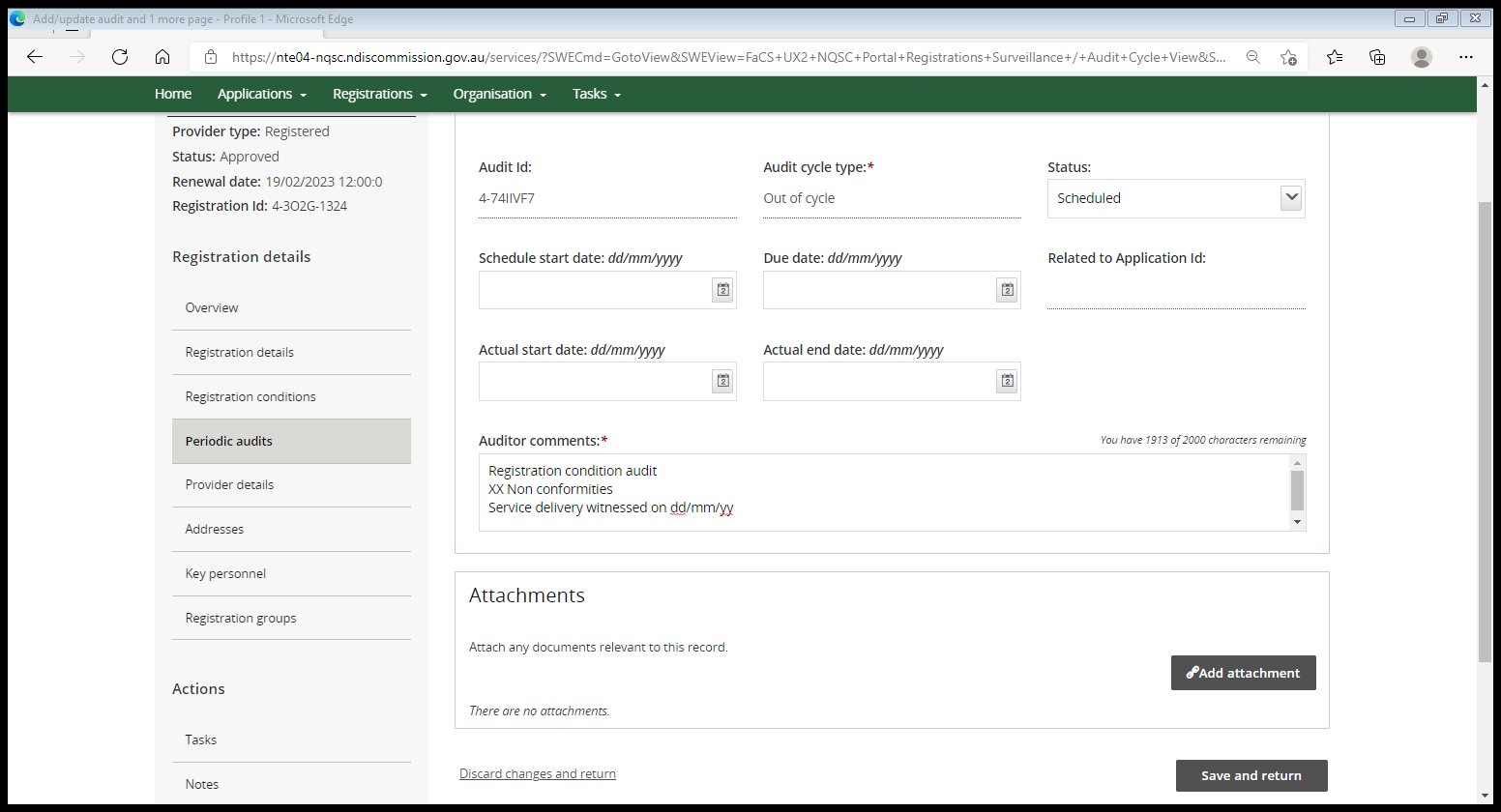
1. If the mid-term audit has been created, click on the **Action** button and select **Update**. Move to step 8.



1. If the mid-term audit has not been created, select **Add** to create**.**



1. Update the audit details (only complete the below fields in red), auditor to use exact wording/details shown below. Select **Save and return.** You have now created a mid-term audit.Move to step 8.



Complete this field with the audit schedule date (18 months from registration start date).

Mid-term audit

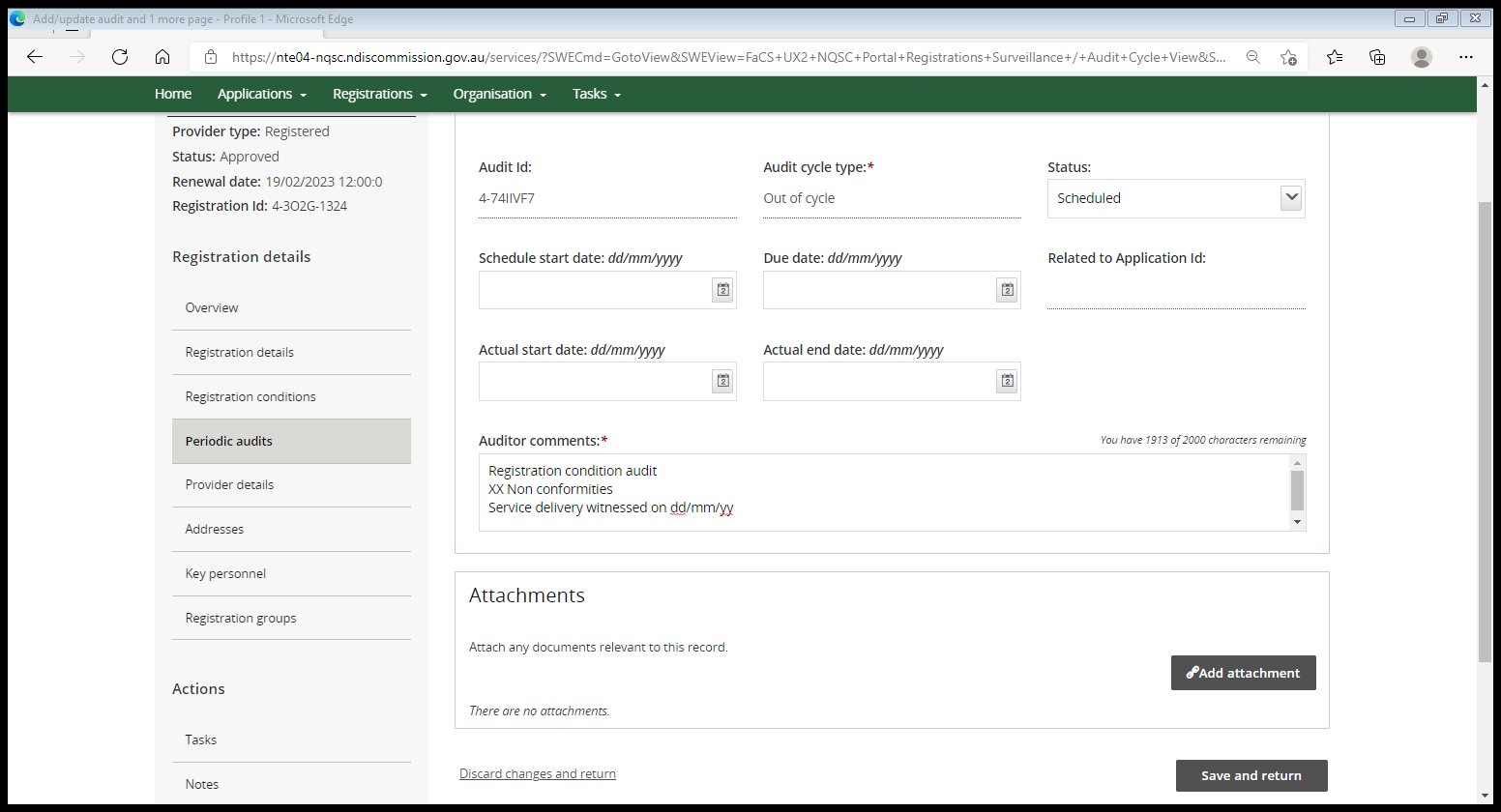
Select status to ‘**Scheduled**’. Do not change status to “In progress” until the audit has commenced. Do not change the status to “completed” until each practice standard has been finalised, the Corrective action plan (if applicable) has been reviewed and documents uploaded. **Once the status has been changed to ‘Completed’, no other changes can be made by the auditor or the Commission.**

Select ‘**Mid-term** **audit**’ from the drop down list.

Cont’d

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| \*\*\***IMPORTANT**\*\*\* From June 2022, providers will receive an automated notice if COS does not reflect that a mid-term audit has commenced by the 18 month mark.  Auditors must update the mid-term to ‘**In progress**’ in COS as soon as the audit has commenced to prevent notices being sent to providers who have commenced the process. |

1. To move an audit to **In progress,** navigate to the **Periodic audits** taband select update (only complete the below fields in red), auditor to use exact wording/details shown below. Select **Save and return.**

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In progress

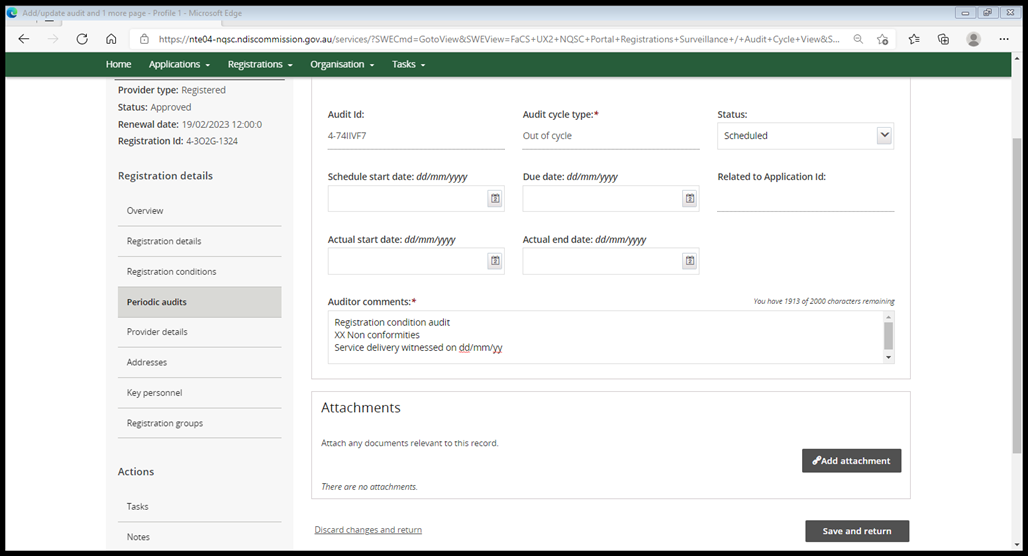
Change status to ‘**In progress’** once audit has commenced. Do not change status to ‘Completed’ until each practice standard has been finalised, the Corrective action plan (if applicable) has been reviewed and documents uploaded. **Once the status has been changed to ‘Completed’, no other changes can be made by the auditor or the Commission.**

Complete this field with the audit start date.

Mid-term audit

Cont’d

1. To move an audit to **Completed**, navigate to the **Periodic audits** taband select update, (only complete the below fields in red), auditor to use exact wording/details shown below. Once the audit has been completed, upload any attachments by selecting **Add attachment** and attach audit report and any other supporting documentation. Select **Save and return**.

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Complete this field with the audit report submitted date.

Change status to ‘**Completed’** once audit and each practice standard has been finalised, the Corrective action plan (if applicable) has been reviewed and audit report submitted/ documents uploaded. **Once the status has been changed to ‘Completed’, no other changes can be made by the auditor or the Commission.**

Completed

Mid-term audit

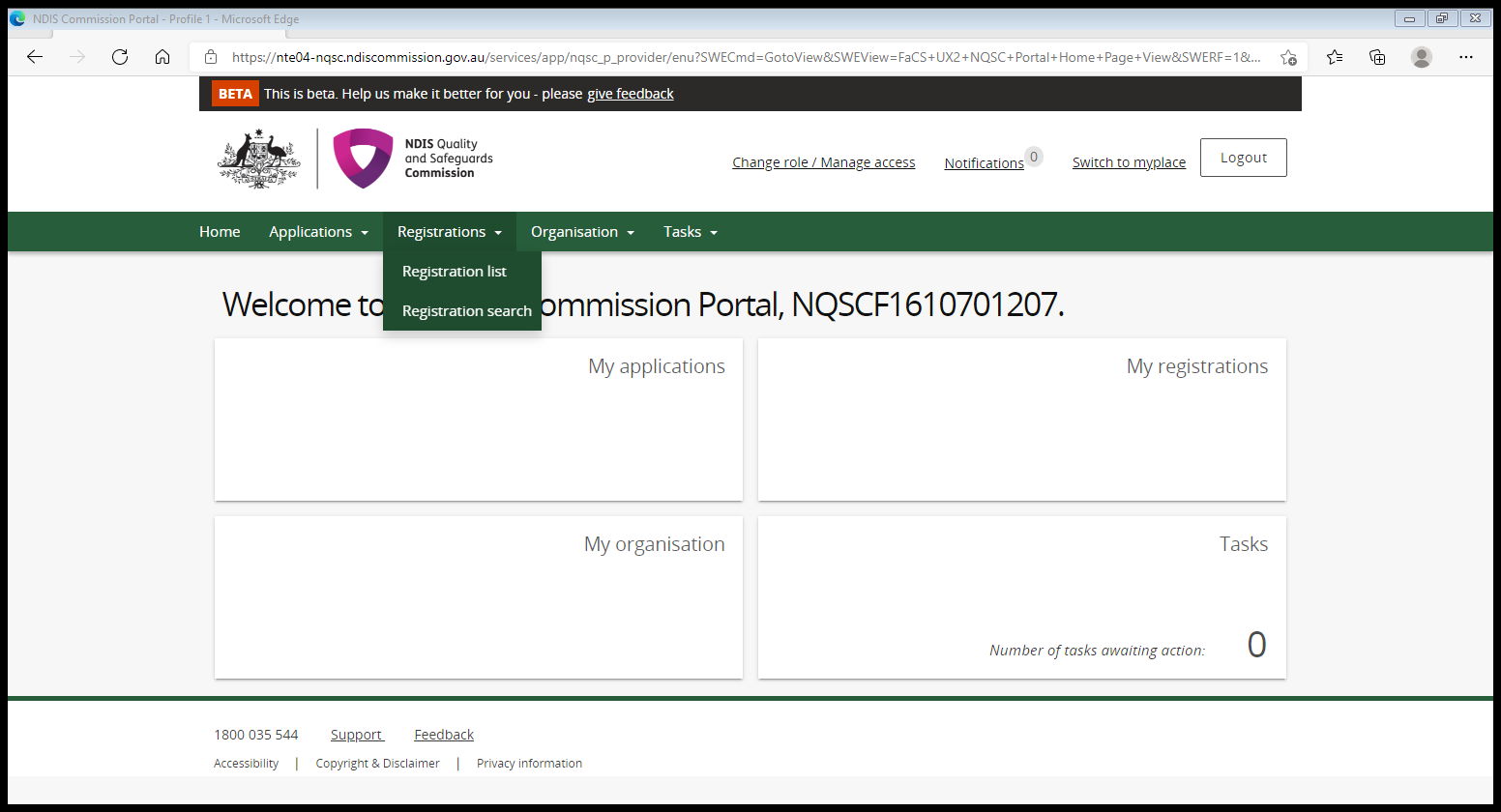
End.

Continue to next page for Part B

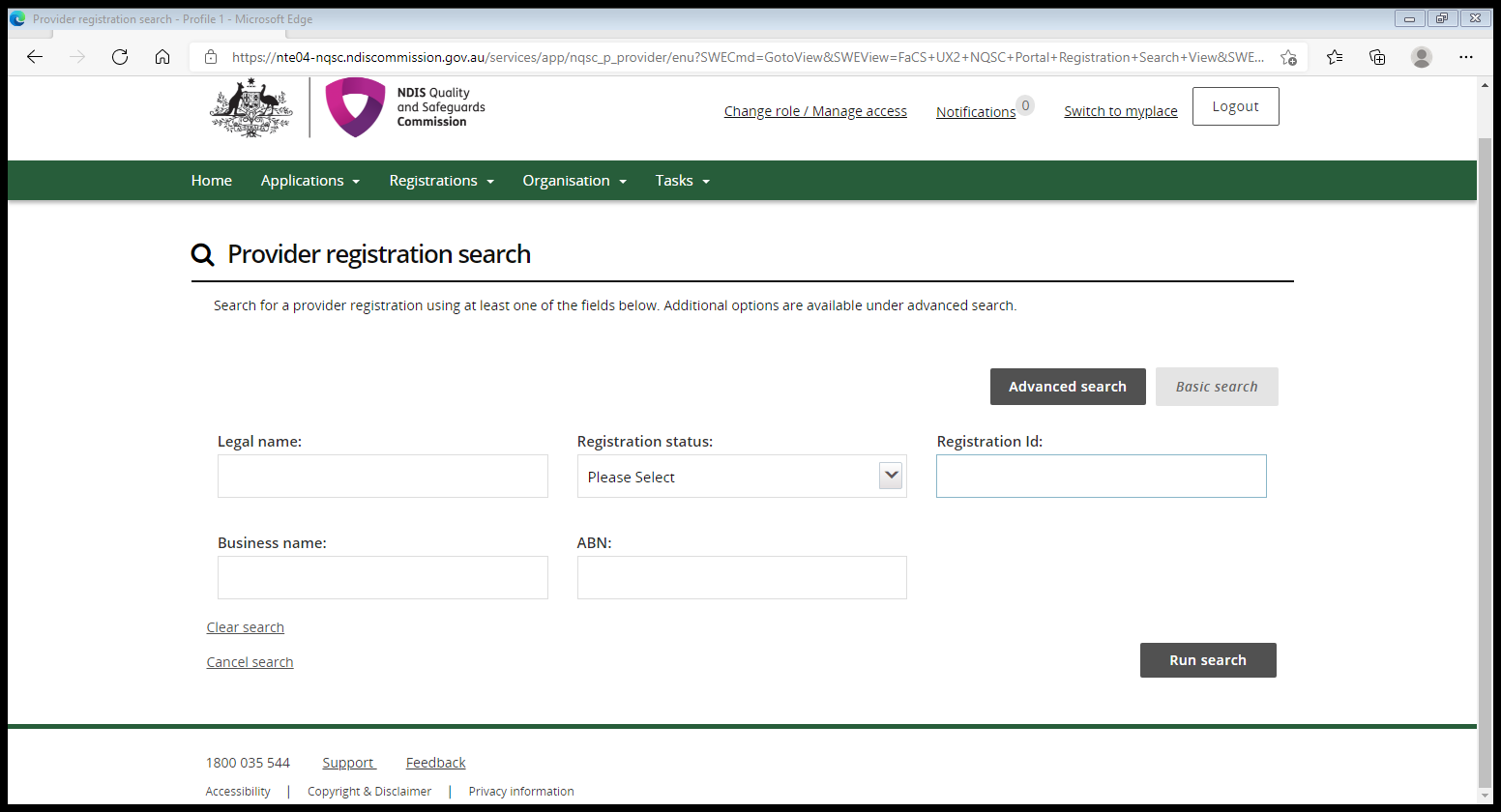
### Part B – Create a task in COS

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| **PART B Create Task in COS - tasking a change in scope as part of the mid-term**  To be completed **ONLY** if the mid-term is to increase/decrease scope in service delivery. |

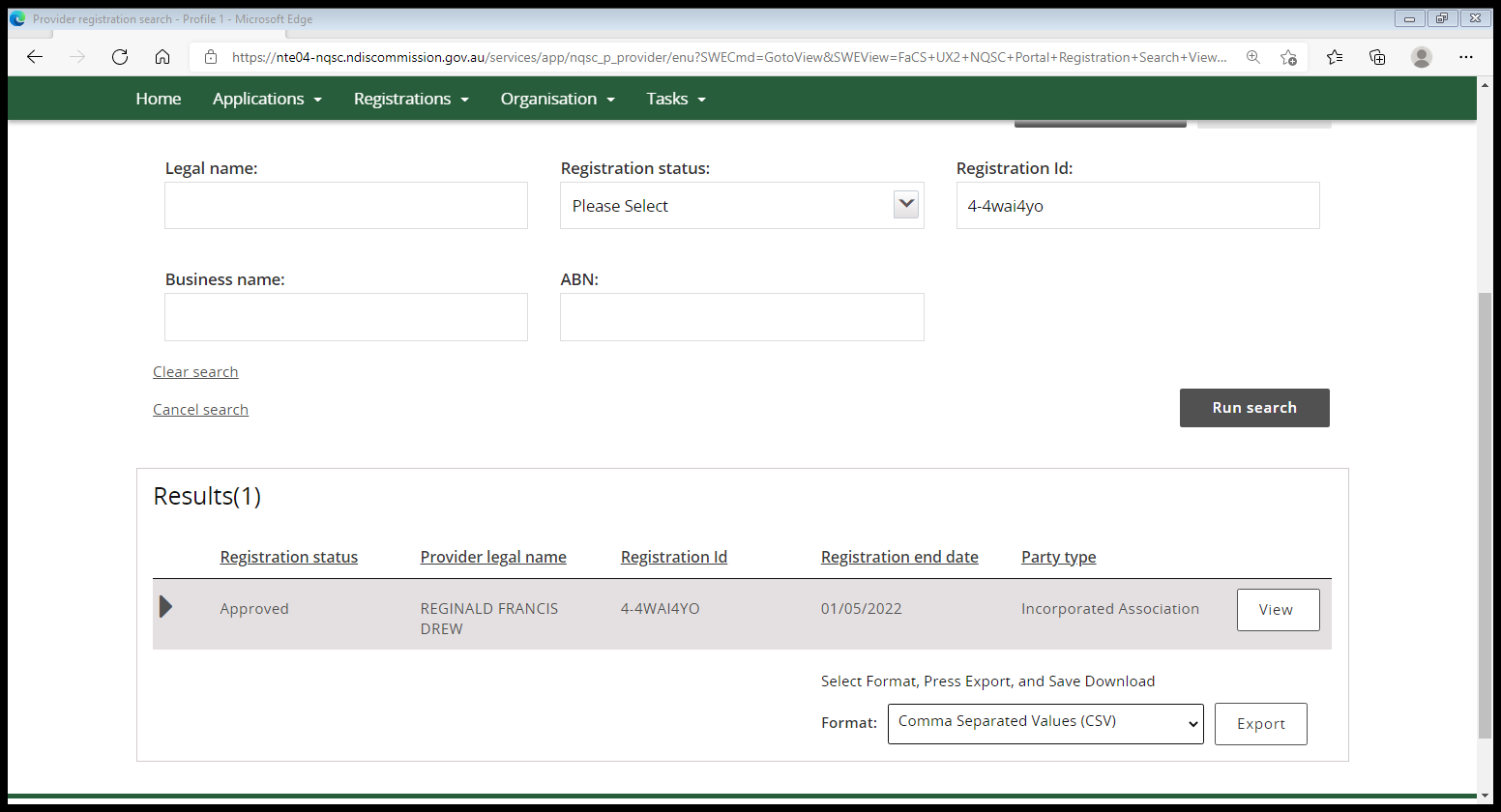
1. Select **Registration** from the menu bar then click **Registration search**



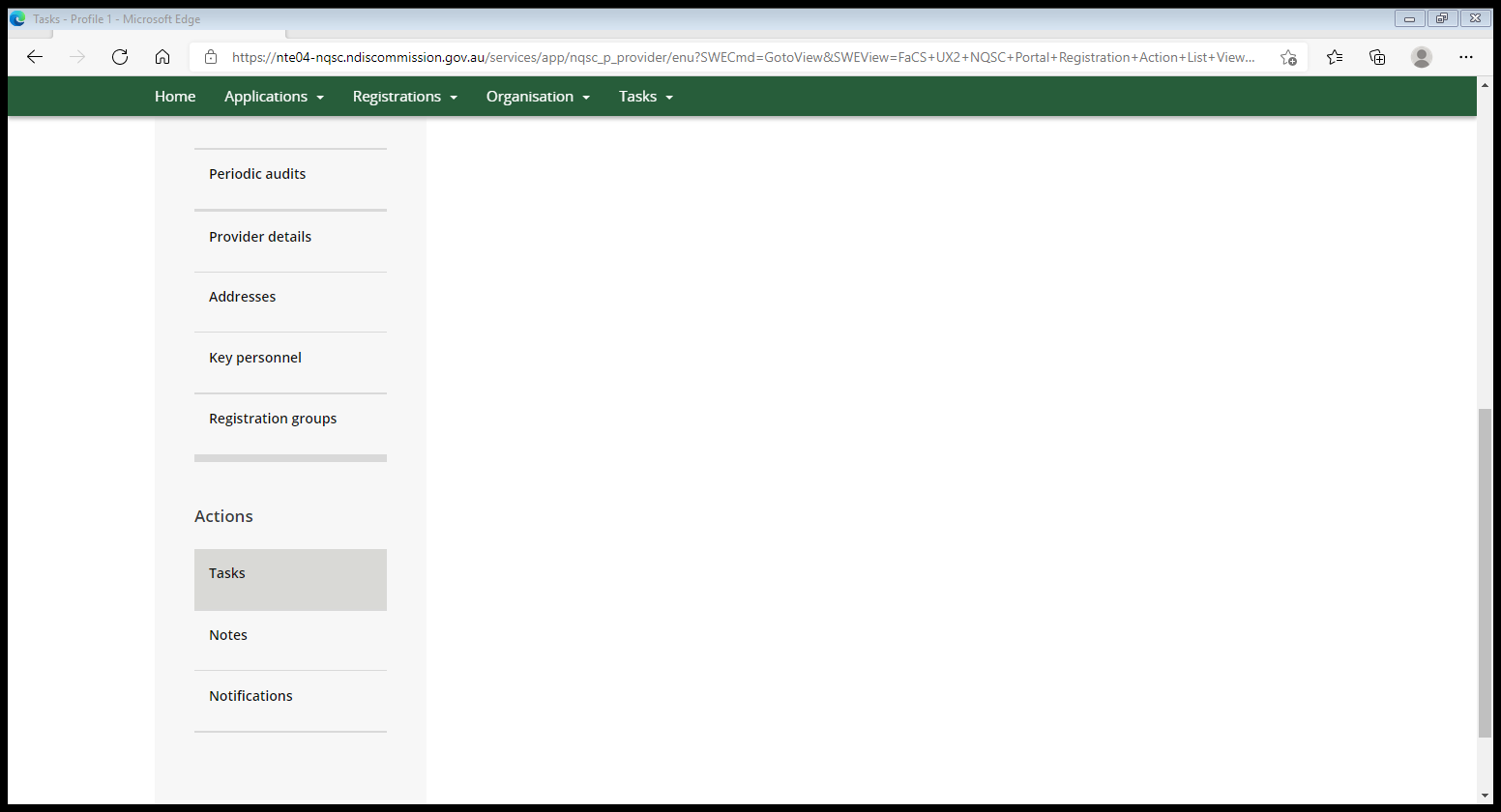
1. Enter the **Registration Id** and select **Run search.**



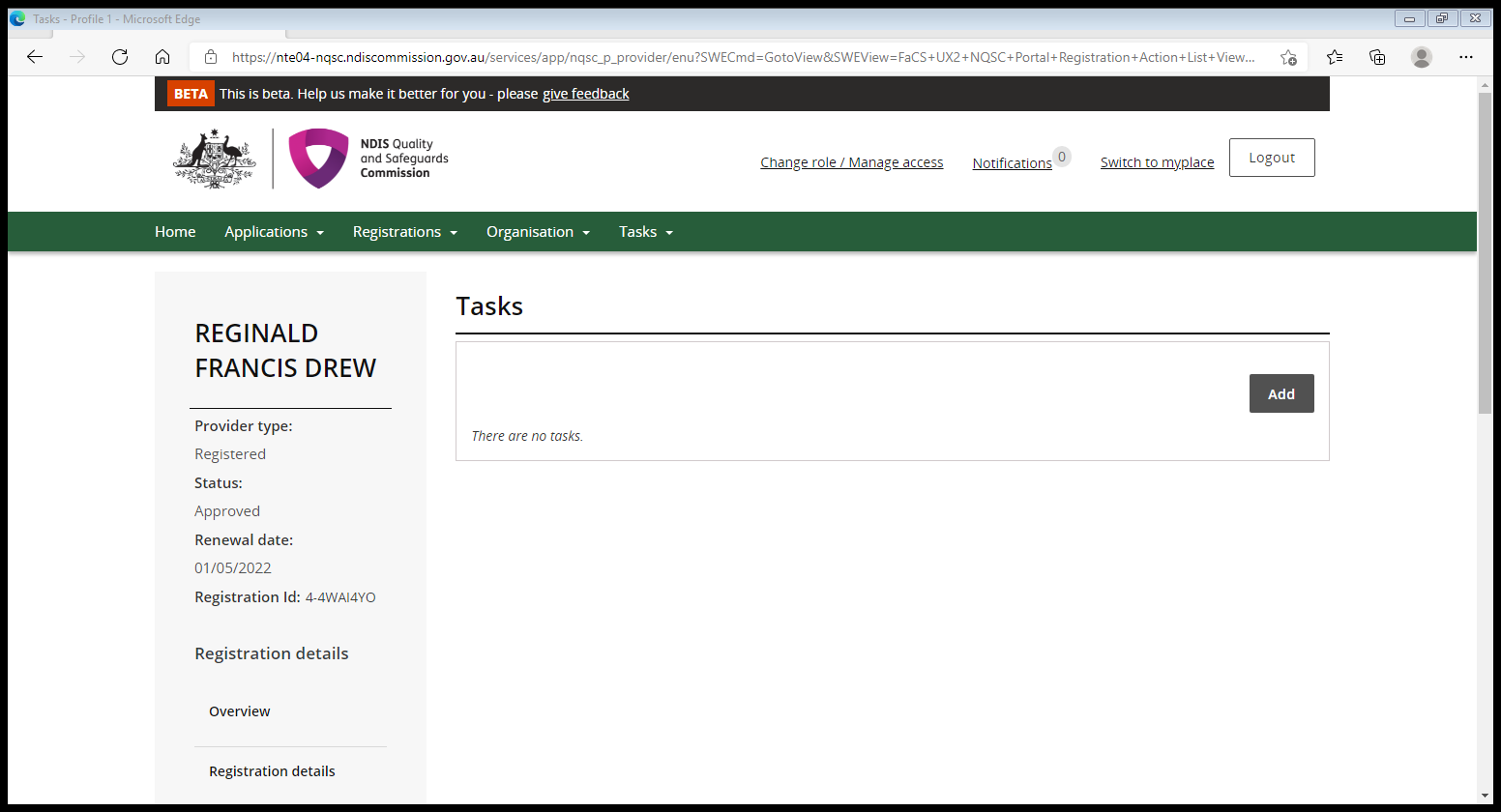
1. Select **View** from the result list.



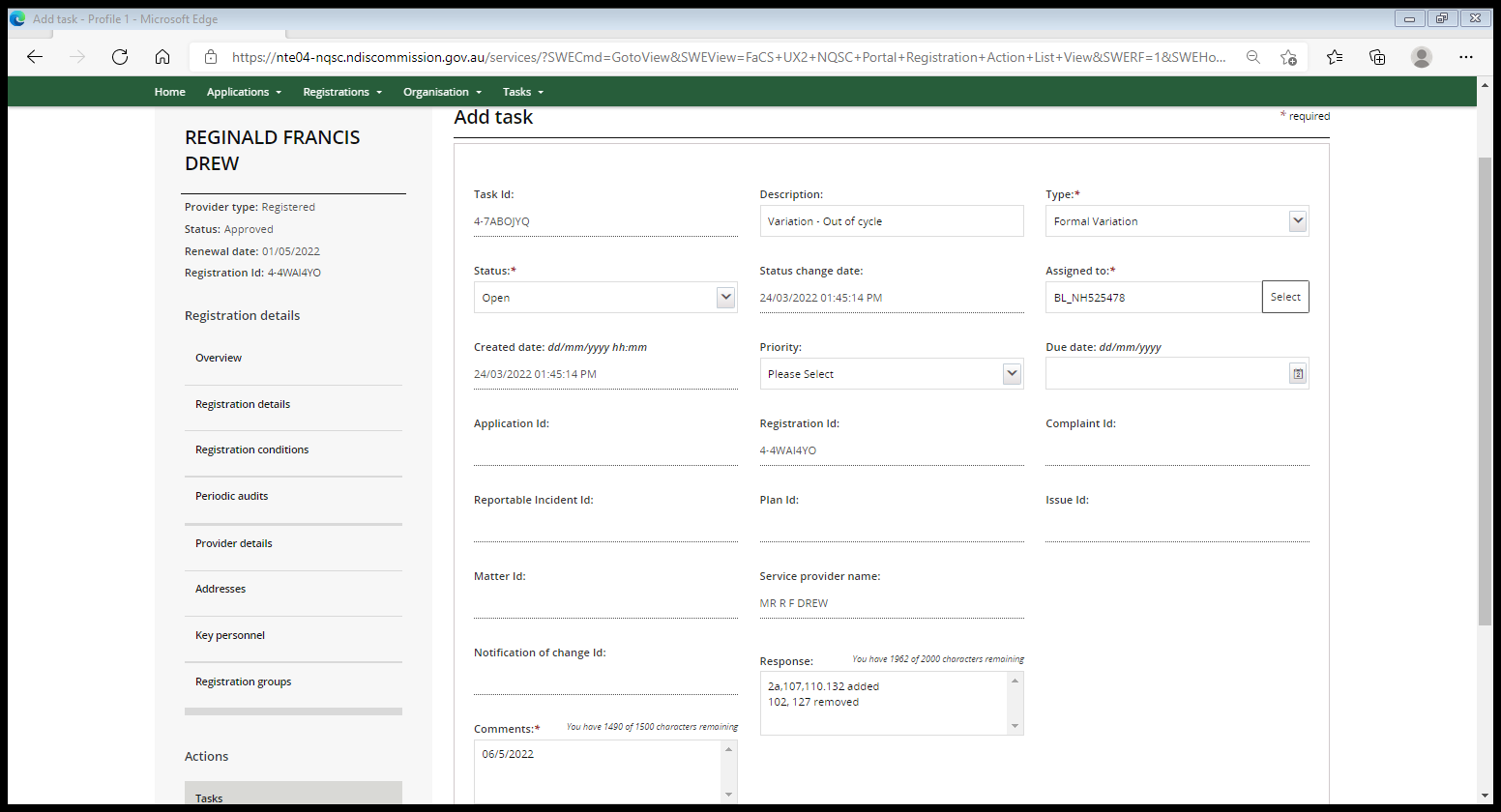
1. Scroll down the left hand tab and under the **Actions** heading select **Tasks** this will open the Task box.



1. In the Task box select, **Add.**



1. Complete details (only complete the below fields in **red**), auditor to use exact wording below.

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Variation – Mid-term

2a, 107, 110, 132 added

102, 127 removed

Server dysphagia added

Use this field to list the registration groupsor service delivery **added** and the registration groups or service delivery **removed**. Use the format shown.

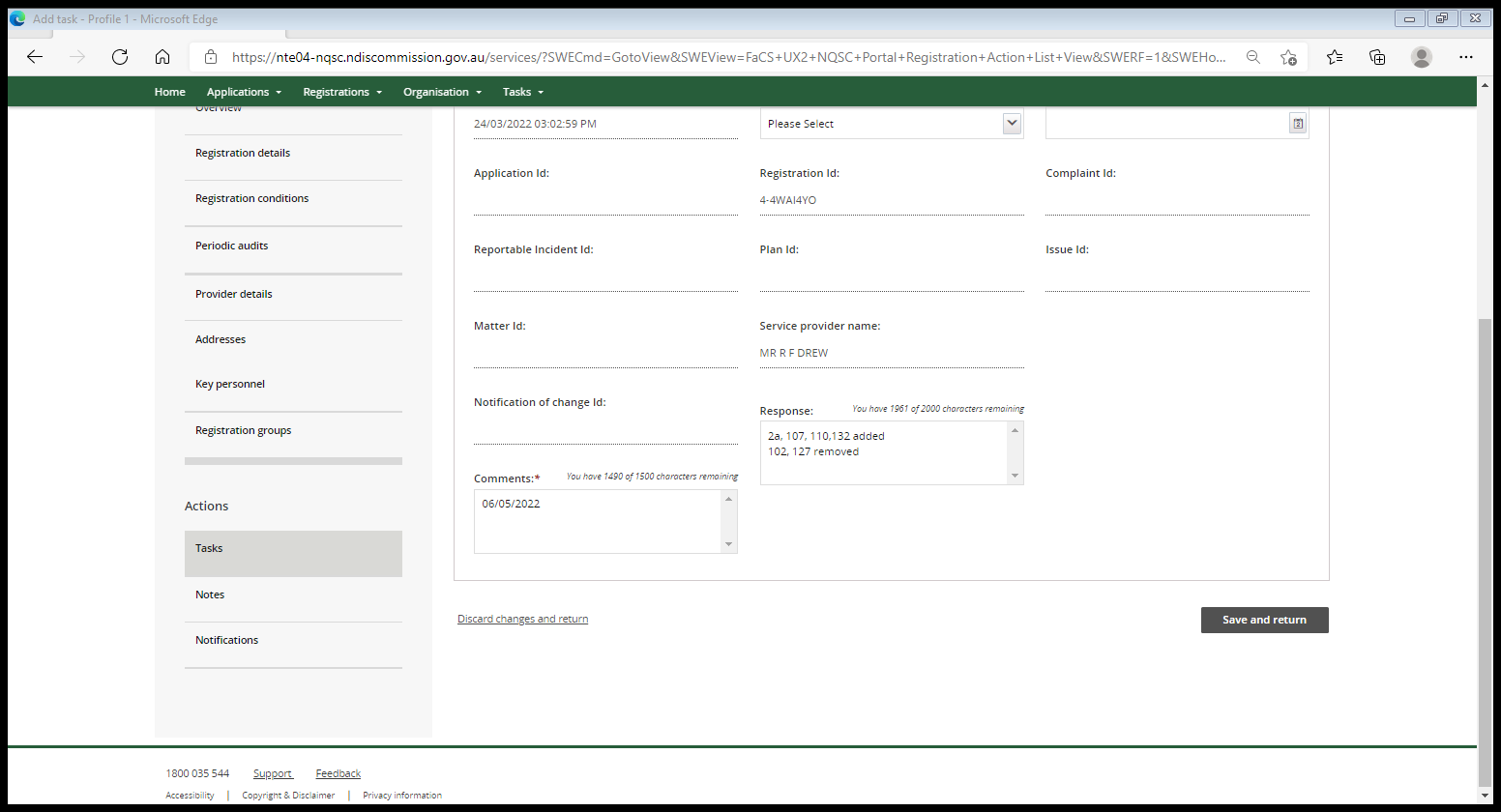
Select ‘**Formal Variation’** from the drop down list.

06/05/2022

This **must** be the date the audit report was submitted. Use the format shown dd/mm/yyyy.

Use exact wording, ‘**Variation – Mid-term’.**

1. Once completed select **Save and return.**

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End.