

How to complete a 13/13A notification – registered NDIS providers

Quick reference guide – Provider registration

Since 1 January 2020, as a registered NDIS provider, it is a condition of your registration to notify the NDIS Quality and Safeguards Commissioner of certain changes and events, especially those that substantially affect your ability to provide the supports and services you are registered to provide.

Sections 13 and 13A of the <u>NDIS (Provider Registration and Practice Standards) Rules 2018</u> set out these requirements. The NDIS Commissioner has made <u>Guidelines</u> to help you understand the types of changes and events you must notify us about.

Further information can be found on the NDIS Commission website here https://www.ndiscommission.gov.au/providers/notice-changes-events

Note: Providers can update their information through the NDIS Portal Commission Portal, using the quick reference guides for provider found here <u>https://www.ndiscommission.gov.au/resources/fact-sheets-and-guides/ndis-commission-portal-quick-reference-guides</u>

Go to the 'My registration' tile

- 1. Log in to the NDIS Commission Portal using the Registrant user role.
- 2. Select My registration.

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			BETA This is beta. Help us make it better for you - please give feedback									
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	Welcome to the NDIS Commission Portal,											
			M			My registration						
			Tasks Wor	ker Screening	Par	ticipants	Email preferences					
			Number of tasks awaiting O Number of verification	equests: 0								
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Create your notification

3. Select Notification of changes and events tab and select Add.

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Home Applications - Registrations	Tasks Worker Screening Participants								
Visit the NDIS Commission website C for further clarification on your reporting requirements under Section 13 and 13A of the National									
Status: Approved	Add								
Registration ld:									
Registration details									
Overview									
Registration details									
Registration conditions									
Notification of changes and events									
Periodic audits									
Auditor relationship					÷				

4. In the Add/update notification of change or events screen, complete the details in the boxes highlighted below. In the Change type box, use the drop down arrow and select the type of change. In the Notification name box, give your notification a name, eg change of CEO or update Key Personnel. In the Description box, put in a detailed description including dates, full names, reason for change, your email address and contact number.

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Home Applications - Registrations -		
	Add/update notification of change or event	required
Provider type: Registered Status: Approved Renewal date: 19/02/2023 12:00:0 Registration Id:	Change type:* Please Select Use the drop down arrow and select the type of change.	
Registration details	Things I can notify the NDIS Commission about this 'Change type':	
Overview	Pont + Size - X Po ⊕ ▲ - ⊠ + B I U □ □ = + + + + + + + + + + ⊞ X	
Registration details	Give your notification	
Registration conditions	a name. eg change of CEO or update Key Put in a detailed	<u> </u>
Notification of changes and events	Personnel. description including dates, full names, rea	
Periodic audits	for change, your ema	
Auditor relationship	Notification name:* Notification of change Id:	
Provider details	Notification nerve.	
Addresses		
Key personnel	Description:* Maximum of 1500 charact	£/5
Registration groups		
Outlets		¥

Information that should be included in the description box (if applicable):

- Number of participants impacted
- Number of workers impacted
- Class of supports (registration groups) impacted

- Outlets impacted
- Whether participants who require supports and services have transitioned to an alternate NDIS provider/s of their choice to ensure continuity of supports
- Whether participants / workers have been notified of the change or event
- Whether the National Disability Insurance Agency (NDIA) has been advised of the change or event
- Evidence of change to key personnel, including when the change occurred
- Advise by what mechanism the key personnel ceased the role and / or any other role held within the organisation
- Provide information about the process of change in key personnel, including reasons why the change occurred and information regarding the sale of business (if applicable), change in entity structure or change in shareholders.
- 5. In the same screen, scroll down and add attachments by selecting Add attachment and include any supporting documentation. When you are ready to submit your notice select Submit and return. If you need to exit your notice and come back to it later you can select Save. This will save your notice without submitting it.

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Home Applications - Registrations -	Tasks • Worker Screening Participants •	
Key personnel		
Registration groups	Notification name:*	Notification of change Id:
Outlets		
Applications	Description:*	Maximum of 1500 characters
Actions		×
Tasks		
Attachments	Date created: dd/mm/yyyy hh:mm Created by: 12/10/2021 10:20:01 AM	Last updated date: <i>dd/mm/yyyy hh:mm</i> 12/10/2021 10:20:01 AM
Notes		
Notifications	Attachments	
Email preferences	Attach any documents relevant to this record.	Padd attachment
	There are no attachments.	
	Discard changes and return	Save Submit and return

6. Once you have saved or submitted your notification, you can view them in the Notification of changes and events screen. The status will show you if your notification has been submitted or is in progress. Select Action and then select View to continue progressing your notification, or to view your submitted notification.

Notification of changes and events and 2 more pages - Profile 1 - Microsoft Edge								6	- 6	8
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Home Applications - Registrations	🛨 Tasks 👻 Worker Scr	eening Participants								Î
	Notification of e	changes and	events	ing requirements Rules 2018. Status In progress Submitted	Under Section 13 and 13A Date created 21/09/2021 01:21:59 PM 21/09/2021 01:18:06 PM	Add Actions View				

Note: Your notification has not been lodged with the NDIS Commission if the status is **In progress**. Select **Submit and return** in step 5 of this QRG to lodge you notification.

The NDIS Commission will contact the notifier and/or primary contact via email about the notification and any further information or documents that may be required.

End.