



# Quick reference guide: Screening verification requests Unregistered provider & self-managed participant

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## Overview

1. The NDIS Worker Screening Database (NWSD) is a national database which stores NDIS Worker Screening Check information about workers who deliver NDIS supports and services.
2. When a worker applies for a NDIS Worker Screening Check they must nominate at least one employer to verify their application. An employer in this regard may include an unregistered provider or a self-managed NDIS participant. The nominated employer/s will receive an email notification requesting verification of the worker.
3. You must verify the worker if you intend for them to deliver NDIS supports and services and you have decided to require workers to have an NDIS Worker Screening Check. Once verified, you will be able to view the worker’s record in the NWSD and you will receive updates about their NDIS Worker Screening Check status.
4. You have 30 days to action a verification request. A reminder email will be sent to you 28 days, 14 days, 7 days and 1 day prior to the expiry of the verification request.
5. Once verified, the worker’s application will progress and screening will commence.



**Tip 1** - A worker can nominate multiple employers, but only one employer needs to verify their NDIS Worker Screening Check application for it to progress to screening. Once *one* employer has verified the application, the *other* employers will no longer receive the verification reminders. However, you must verify the worker if you intend for them to deliver NDIS supports and services.

**For further information please refer to the NDIS Quality and Safeguards Commission website ([Unregistered providers](#) and [Worker Screening \(self-managed participants\)](#)). Alternatively, contact the NDIS Quality and Safeguards Commission on 1800 035 544 or by email at [nwsd@ndiscommission.gov.au](mailto:nwsd@ndiscommission.gov.au).**

## Responding to a verification request

6. Log into PRODA and select 'Worker Screening for NDIS Participants' (for self-managed participants) or 'Worker Screening for Organisation' (for unregistered providers) to access the NWSD.



**Tip 2** - Refer to the *Quick reference guide – Unregistered Provider – Request access to the NWSD* or *Quick reference guide – SMP – Request access to the NWSD*.

### Portal entry point

Portal login / Authorised Access Delegate login

Select the provider / role you wish to use within the NDIS Worker Screening Database - ETE04.

Provider name <sup>\*</sup>

Role <sup>\*</sup>

7. Access your pending verification requests by clicking in the 'Worker Screening' section.

Welcome to the NDIS Worker Screening Database,

NDIS Participant details

Number of pending verification requests:

**Worker Screening**

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Screening verification requests

8. Navigate to the 'Screening verification requests' tab where you will view all pending verification requests.

## Worker Screening

Screening verification requests

My workers

9. Locate the worker you have received the verification request for and select 'Respond'.

### Screening verification requests

#### Pending requests

A person applying for a Worker Screening must nominate an employer who can verify whether the person is currently working (or is expected to begin working) with a person with disability.

As the nominated employer, please respond to each request by indicating if the person identified will provide these services for you or your organisation.

Application id	First name	Last name	Date of birth	Date requested	Request expiry date
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Respond

10. Select either 'Verify' or 'Reject'.

- 10.1. If you **verify** the worker, you are confirming that they will provide NDIS supports and services for your organisation (if they receive a clearance).
- 10.2. If you **reject** the worker you are confirming that they *will not* provide NDIS supports and services for your organisation.

### Screening verification request

X

Please indicate if the person below will provide NDIS services for you.  
By verifying, this worker will be added to 'My workers' and you will receive notifications if their status changes.

Name:

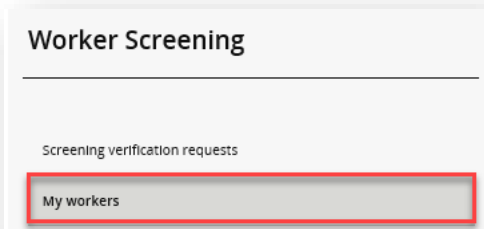
Date of birth:

Reject

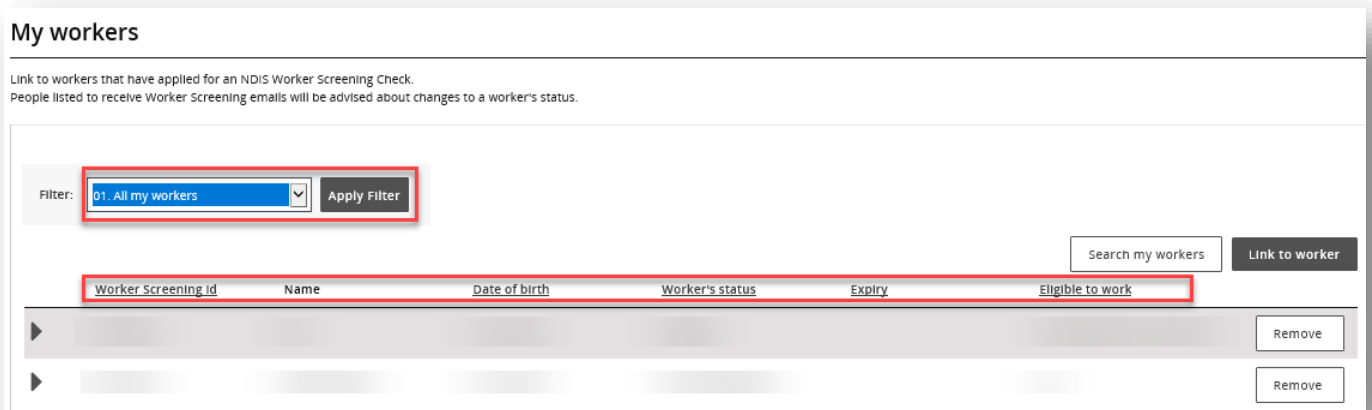
Verify

## Verify a worker

11. Once you select 'Verify' the worker will be linked to your organisation and appear on the 'My workers' tab.



12. You will receive updates about the NDIS Worker Screening Clearance status for all of your linked (verified) workers e.g. when they receive an NDIS Worker Screening Clearance, when their NDIS Worker Screening Clearance is due to expire etc.



## Reject a worker

13. If you reject a worker you will not be able to view their worker record and will not receive updates about their NDIS Worker Screening Check status.



**Tip 3** - If you *accidentally* reject a worker, you can *link* them to your organisation. Refer to the *Quick reference guide – Unregistered provider – SMP - Link a worker*. Once linked you will be able to view the worker record and will receive updates about their NDIS Worker Screening Check status.



**Tip 4** – If you are the only employer on an application and you *accidentally* reject a worker, contact the worker and ask them to get in touch with the Worker Screening Unit and request that they are linked back onto the application.

## View previous verification requests

14. To view your verification request history navigate to the 'Screening verification requests' tab and view the 'Past requests' section.

The screenshot displays the 'Screening verification requests' interface. The top section is titled 'Pending requests' and includes instructions: 'A person applying for a Worker Screening must nominate an employer who can verify whether the person is currently working (or is expected to begin working) with a person with disability. As the nominated employer, please respond to each request by indicating if the person identified will provide these services for you or your organisation.' Below this is a table with columns: Application id, First name, Last name, Date of birth, Date requested, and Request expiry date. Two rows are visible, each with a 'Respond' button. A pagination control shows '< 1 - 10 of 32 >'. Below the table is an 'Export' section with a dropdown menu set to 'Comma Separated Values (CSV)' and an 'Export' button.

The bottom section is titled 'Past requests' and contains a table with columns: Application id, First name, Last name, Date of birth, Status, and Decision date. Two rows are visible, both with a status of 'Verified'.



**Tip 5** – You will receive email notifications about your verified (linked) workers regarding their NDIS Worker Screening Check status:

- 90 days prior to when their NDIS Worker Screening Check is due to expire; and
- if there is a NDIS Worker Screening Check status change e.g. they have been excluded and are no longer eligible to work.