

Renewal of a registration

Quick Reference Guide (Registration)

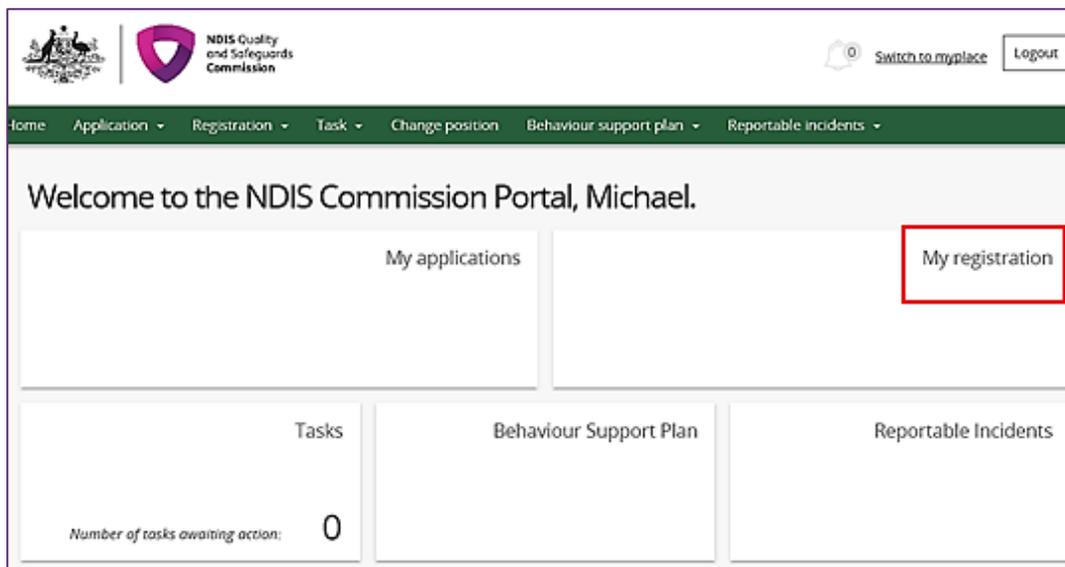
Providers can submit a formal renewal in the final 6 months of their registration using the NDIS Commission Portal.

Renewal of a registration

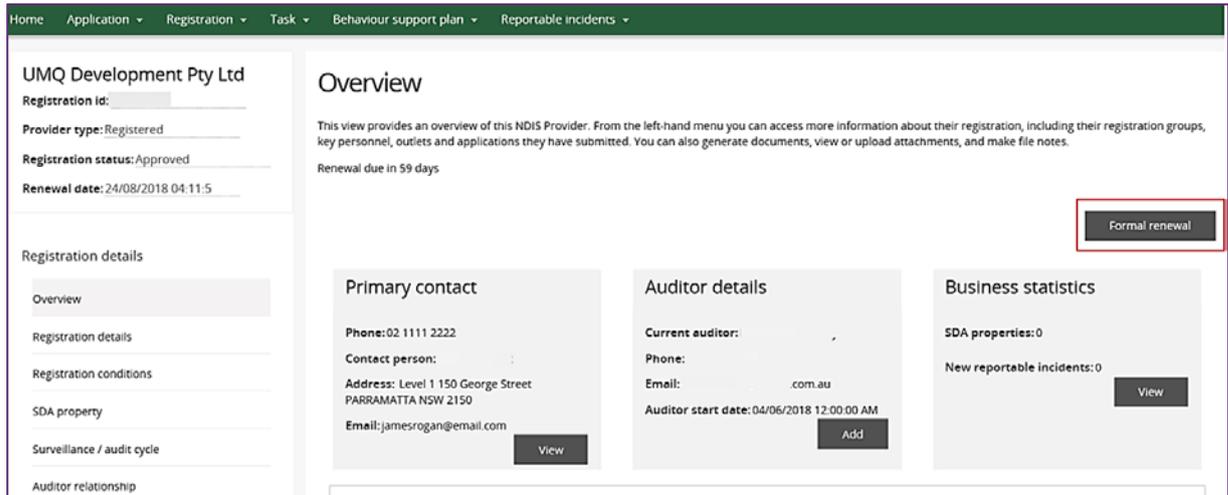
1. Log in to NDIS Commission Portal.



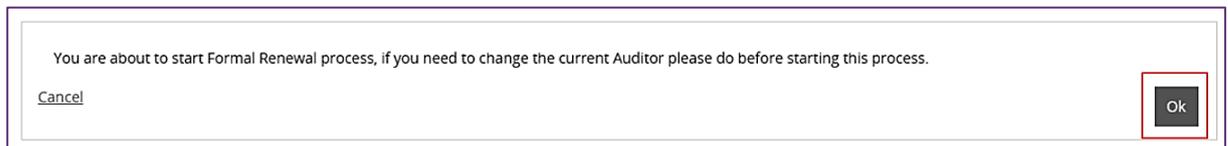
2. Select My registration.



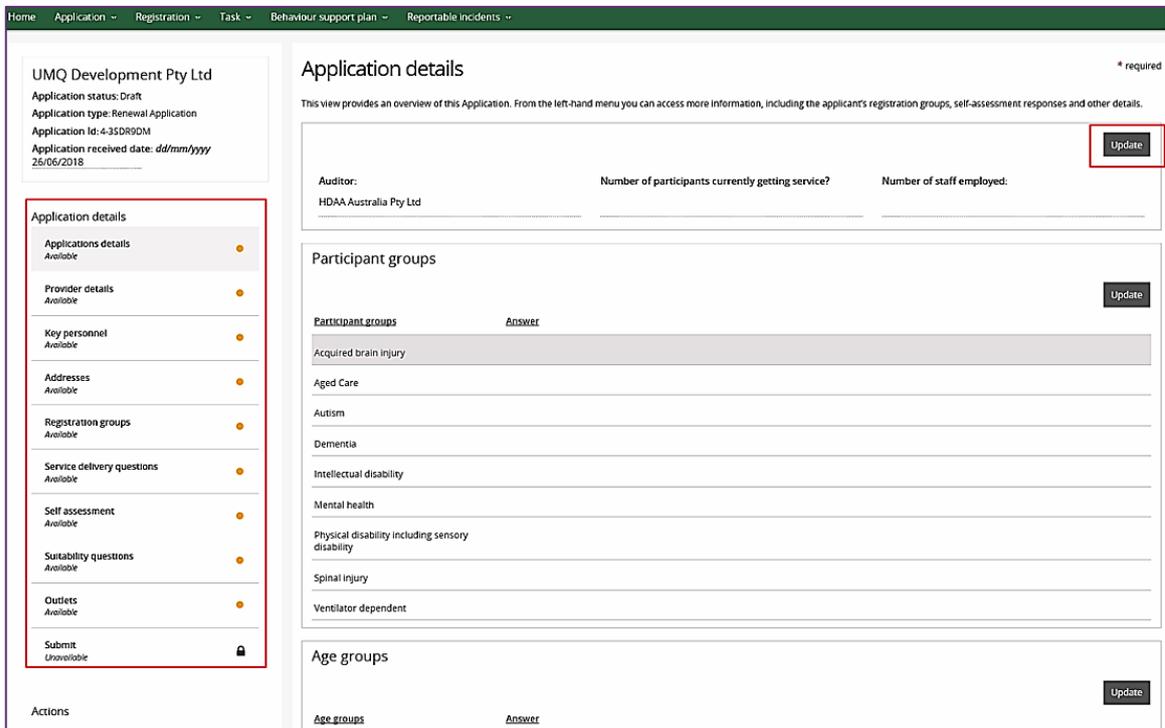
3. On the **Overview** screen, select **Formal renewal**.



4. A prompt will appear to notify you are about to commence a Formal renewal. Click **Ok**.



5. Start to complete the renewal process by selecting the different sections in the left hand menu and update each screen ensuring the correct details are captured.



6. A prompt will appear to **Update application details**.

Update application details

* required

Number of participants currently getting service?*

8

Number of staff employed:*

5

Cancel Save

Acquired brain injury

7. Update the **Participant groups** by selecting the drop down menu and click **Save**.

Home Application Registration Task Behaviour support plan Reportable incidents

UMQ Development Pty Ltd

Application status: Draft

Application type: Renewal Application

Application Id: 4-35DR9DM

Application received date: dd/mm/yyyy
26/06/2018

Application details

- Applications details Available
- Provider details Available
- Key personnel Available
- Addresses Available
- Registration groups Available
- Service delivery questions Available
- Self assessment Available
- Suitability questions Available
- Outlets Available
- Submit Unavailable

Actions

- Attachments

Participant groups

Acquired brain injury: Please Select

Aged Care: Please Select

Autism: Please Select

Dementia: Please Select

Intellectual disability: Please Select

Mental health: Please Select

Physical disability including sensory disability: Please Select

Spinal injury: Please Select

Ventilator dependent: Please Select

Discard changes and return Save

8. Update the **Age groups** and click **Save**.

UMQ Development Pty Ltd

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Application type: Renewal Application

Application Id: 4-35DR9DM

Application received date: dd/mm/yyyy
26/06/2018

Application details

- Applications details Available
- Provider details Available
- Key personnel Available
- Addresses Available
- Registration groups Available

Age groups

0 - 6 Years: Please Select

7 - 16 Years: Please Select

17 - 65 years: Please Select

Over 65 years: Please Select

Discard changes and return Save

9. Green ticks will appear as the information is added into the system.

UMQ Development Pty Ltd
 Application status: Draft
 Application type: Renewal Application
 Application Id: 4-3SDR9DM
 Application received date: dd/mm/yyyy
 26/06/2018

Application details

- Applications details Complete
- Provider details Complete
- Key personnel Complete
- Addresses Complete
- Registration groups Complete
- Service delivery questions Available
- Self assessment Available

Service delivery questions

Record Id	Question	Answer	Update
4-3SDR9E7	Do you support participants with the day-to-day management of medications?		<input type="button" value="Update"/>
4-3SDR9E8	Are you required to manage the disposal of waste, infectious or hazardous substances?		<input type="button" value="Update"/>
4-3SDR9E9	Do you support people who may be subject to a restrictive practice?		<input type="button" value="Update"/>
4-3SDR9EA	Do you deliver/intend to deliver complex bowel care (enema)?		<input type="button" value="Update"/>
4-3SDR9EB	Do you deliver/intend to deliver tracheostomy management?		<input type="button" value="Update"/>
4-3SDR9EC	Do you deliver/intend to deliver urinary catheter management?		<input type="button" value="Update"/>
4-3SDR9ED	Do you deliver/intend to deliver complex wound management?		<input type="button" value="Update"/>
4-3SDR9EE	Do you deliver/intend to deliver sub-cutaneous injections?		<input type="button" value="Update"/>
4-3SDR9EF	Do you deliver/intend to deliver enteral (PEG, nasogastric tube) feeding and management?		<input type="button" value="Update"/>
4-3SDR9EG	Do you deliver/intend to deliver ventilator management?		<input type="button" value="Update"/>

10. In the **Self assessment** section, before you can proceed to the Suitability questions, update the response to each outcome in the individual modules by selecting each module.

Pty Ltd

Application status: Draft
 Application type: Renewal Application
 Application Id
 Application received date: dd/mm/yyyy
 26/06/2018

Application details

- Applications details Complete
- Provider details Complete
- Key personnel Complete
- Addresses Complete
- Registration groups Complete
- Service delivery questions Complete
- Self assessment Available
- Suitability questions Available
- Outlets Available
- Submit Unavailable
- Attachments

Practice standards

You are required to address each of the modules listed below which are based on your selection of registration groups and your responses to the service delivery questions. For more information about the practice standards, please refer to the NDIS (Quality Indicators) Guidelines 2018 on the [Commission website](#).

Module name	Pathway
Module 2a	Certification
Core Module 4.3	Certification
Core Module	Certification

Select Format, Press Export, and Save Download
 Format: Comma Separated Values (CSV)

Your response must address all the quality indicators associated with this practice standard. For more information about the quality indicators, please refer to the NDIS (Quality Indicators) Guidelines 2018 on the [Commission website](#).

Outcome name	Outcome description	Response	Update
1 Behaviour Support in the NDIS	Each participant accesses behaviour support that is appropriate to their needs which incorporates evidence-informed practice and complies with relevant legislation and policy frameworks.		<input type="button" value="Update"/>
2 Regulated Restrictive Practices	Each participant is only subject to a regulated restrictive practice that meets any state and territory authorisation (however described) requirements and the relevant requirements and safeguards outlined in Commonwealth legislation and policy.		<input type="button" value="Update"/>
3 Supporting the Assessment and Development of Behaviour Support Plans	Each participant's quality of life is maintained and improved by tailored, evidence-informed behaviour support plans that are responsive to their needs.		<input type="button" value="Update"/>
4 Behaviour Support Plan Implementation	Each participant's behaviour support plan is implemented effectively to meet the participant's behaviour support needs.		<input type="button" value="Update"/>
5 Monitoring and Reporting the Use of Regulated Restrictive Practices	Each participant is only subject to a restrictive practice that is reported to the Commission.		<input type="button" value="Update"/>
6 Behaviour Support Plan Review	Each participant has a current behaviour support plan that reflects their needs, and works towards improving their quality of life, reducing behaviours of concern, and reducing and eliminating the use of restrictive practices.		<input type="button" value="Update"/>
7 Reportable Incidents involving the Use of a Restrictive Practice	Each participant that is subject to an emergency or unauthorised use of a restrictive practice has the use of that practice reported and reviewed.		<input type="button" value="Update"/>

Note: Some modules contain more than one page of outcomes.

11. When you choose manage **Outlets**, note and update the **Professions** box in the bottom right hand corner if applicable. Some Registration groups have the option to add select professions.

(Registration group with Professions available)

The screenshot shows the 'Outlet registration groups' interface. On the left is the 'Outlet' details sidebar. The main area displays a table of registration groups with columns for 'Registration group id', 'Name', and 'Group no'. Below the table is a pagination control showing '1 - 10 of 21'. At the bottom right, there is an 'Export' button and a 'Professions' box containing a list of professions, with 'Social Worker' selected. The 'Registration groups' link in the sidebar is highlighted with a red box.

Registration group id	Name	Group no
	Group/Centre Activities	0136
	Spec Support Employ	0133
	Specialised Disability Accommodation	0131
	Support Coordination	0132
	Therapeutic Supports	0128
	Plan Management	0127
	Ex Phys Pers Training	0126
	Interpret/Translate	0121
	Household Tasks	0120
	Development Life Skills	0117

The screenshot shows the 'Adding profession' interface. The 'Outlet' sidebar is visible on the left. The main area is titled 'Adding profession' and contains a 'Professions' box with a list of professions and their codes: Developmental Educators (DE), Disability Support Worker (DSW), Social Worker (SW), and Welfare Worker (WW). The 'Social Worker' option is selected. A 'Save' button is located at the bottom right. The 'Registration groups' link in the sidebar is highlighted with a red box.

Profession name	Profession code
<input checked="" type="radio"/> Developmental Educators	DE
<input type="radio"/> Disability Support Worker	DSW
<input type="radio"/> Social Worker	SW
<input type="radio"/> Welfare Worker	WW

(Registration group without Professions available)

The screenshot shows the 'Outlet registration groups' interface for a registration group without professions available. The layout is identical to the first screenshot, but the 'Professions' box at the bottom right is empty and contains the text 'There are no professions'. The 'Registration groups' link in the sidebar is highlighted with a red box.

Outlet

Owner:
Outlet name:
Contact number:

Outlet details

Address
Operating hours
Service areas
Registration groups

Adding profession

Professions

There are no professions available for the selected registration group.

[Discard changes and return](#) Save

- Before submitting the Renewal application add any attachments that may be required in support of your application.

Home Application Registration Task Behaviour support plan Reportable incidents

UMQ Development Pty Ltd
Application status: Draft
Application type: Renewal Application
Application Id: 4-3SDR9DM
Application received date: dd/mm/yyyy
26/06/2018

Attachments

[Add attachment](#)

You currently don't have an attachment linked to this application. If you have the right access and if the button is enabled, click "Add attachment".

[Continue](#)

NOTE: Maximum file size is 2MB and there is a limit of 7 attachments.

- Add any attachments by selecting the correct document type then **Save and close**.

Adding attachment details [X]

Select the file to be uploaded

* required

Name: *
Certificate

Document type: *

- Any other interim action
- Any other relevant materials
- Authorisation Document
- Behaviour support plan
- Capacity assessment
- Certificate of Registration
- Changes to staffing
- Client risk plan
- Communication profile
- Complaints management
- Consents

[Discard changes and close](#) **Save and close**

14. If you need to remove an attachment, then select **Actions** and **Remove**.

NOTE: You may provide additional material to the auditor once they have been engaged.

The screenshot shows the 'Attachments' section for 'UMQ Development Pty Ltd'. On the left, application details are listed: Application status: Draft, Application type: Renewal Application, Application Id: 4-3SDR9DM, and Application received date: dd/mm/yyyy 26/06/2018. The main area contains a table of attachments with columns: Name, Document type, Date uploaded, Type, Size, and Uploaded by. One attachment is listed: Certificate (Authorisation Document, 26/06/2018, docx, 12.642, BL_HB433078). An 'Actions-' dropdown menu is open, showing 'Remove' and 'Download' options. A red box highlights the 'Remove' and 'Download' buttons.

15. Read the declaration and select **Submit for assessment**.

The screenshot shows the 'Declaration' section for 'UMQ Development Pty Ltd'. On the left, application details are listed: Application status: Draft, Application type: Renewal Application, Application Id: 4-3SDR9DM, and Application received date: dd/mm/yyyy 26/06/2018. Below this is a list of application details with green checkmarks: Applications details, Provider details, Key personnel, Addresses, Registration groups, Service delivery questions, Self assessment, Suitability questions, and Outlets. The 'Submit' button is marked as 'Available'. The main area contains a 'Declaration' section with a list of 10 numbered statements. A red box highlights the 'Submit for assessment' button.

16. The application type will change to **Renewal Application**

The screenshot shows the 'Applications' list in the application management interface. At the top, there is a filter dropdown set to '01. Waiting for Auditor Assessment' and an 'Apply Filter' button. Below the filter, there is a table of applications with columns: Application reference number, Application status, Duplicate application, Registration Id, Provider business name, and Application type. One application is listed: 4-3SDR9DM (In Progress, 4-3ROFIY6, UMQ Development Pty Ltd, Renewal Application). A red box highlights the 'Renewal Application' type. A 'View' button is also visible.

Please Note: There is a further Quick Reference Guide available to assist with assigning a selected auditor