# Residential aged care providers: Registration requirements

Residential aged care providers who were supporting an NDIS participant on 1 December 2020 were registered with the NDIS Quality and Safeguards Commission (NDIS Commission) as registered NDIS providers under transitional arrangements for RAC providers.

All RAC providers supporting an NDIS participant whose NDIS plan is managed by the National Disability Insurance Agency (NDIA) must now be registered with the NDIS Commission.

This flow chart explains the NDIS provider registration requirements for residential aged care providers.

**QUESTION 1: Were you a residential aged care provider supporting an NDIS participant on 1 December 2020?**

* **IF NO:** If you started supporting an NDIS participant after 1 December 2020, you need to apply for registration with the NDIS Commission.
* **IF YES:** Go to QUESTION 2

**QUESTION 2: Are you new to the NDIS Commission?**

* **IF NO:** Go to QUESTION 3.
* **IF YES:**
  + Register for a PRODA account.
  + Add/ check outlets, key personnel and allocate reporting roles.
  + Identify your renewal registration date on your certificate of registration.
  + Comply with your conditions of registration.
  + Comply with the NDIS Practice Standards (refer to the NDIS (Provider Registration and Practice Standards) Rules 2018).
  + Be aware of your obligations under the NDIS Code of Conduct.
  + Have in place an in-house complaints management and resolution system (as per NDIS (Complaints Management and Resolution) Rules 2018).
  + Have in place an in-house incident management system, and understand your reportable incident obligations as per NDIS (Incident Management and Reportable Incident) Rules 2018.
  + Identify risk assessed roles, ensure workers and other personnel in these roles hold acceptable checks, and ensure records meet NDIS (Practice Standards – Worker Screening) Rules 2018.
  + Identify any restrictive practices in use and understand obligations as per NDIS (Restrictive Practice and Behaviour Support) Rules 2018.

**QUESTION 3: Are residential aged care outlets on your current registration?**

* **IF NO:**
  + Register for a PRODA account.
  + Add/ check outlets, key personnel and allocate reporting roles.
  + Identify your renewal registration date on your certificate of registration.
  + Comply with your conditions of registration.
  + Comply with the NDIS Practice Standards (refer to the NDIS (Provider Registration and Practice Standards) Rules 2018).
  + Be aware of your obligations under the NDIS Code of Conduct.
  + Have in place an in-house complaints management and resolution system (as per NDIS (Complaints Management and Resolution) Rules 2018).
  + Have in place an in-house incident management system, and understand your reportable incident obligations as per NDIS (Incident Management and Reportable Incident) Rules 2018.
  + Identify risk assessed roles, ensure workers and other personnel in these roles hold acceptable checks, and ensure records meet NDIS (Practice Standards – Worker Screening) Rules 2018.
  + Identify any restrictive practices in use and understand obligations as per NDIS (Restrictive Practice and Behaviour Support) Rules 2018.
* **IF YES:** Continue to comply with your current obligations as a registered NDIS provider.