



Quick reference guide: Screening verification requests Registered provider

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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. 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. 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 and 7 days 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 the application to progress to screening. Once *one* employer has verified the application, the *other* employers will no longer receive the verification reminders. However, even if another employer has verified the worker, you must verify the worker too if you intend for them to deliver NDIS supports and services for your organisation.

For further information please refer to the NDIS Quality and Safeguards Commission website -<u>Worker screening requirements (NDIS registered providers)</u>. Alternatively, contact the NDIS Quality and Safeguards Commission on 1800 035 544 or by email at <u>nwsd@ndiscommission.gov.au</u>.

Notification about a verification request

6. You will receive a notification about a verification request in your 'Inbox'.

Home	Applications 👻 My R	egistration - Tasks - Work	er Screening 👻 Participan	ts 🕶					
W	Welcome to the NDIS Commission Portal,								
		My applic	ations		My registration				
			A						
-	Commen	ice a formal renewal by	<u> </u>						
	Tasks	Worker Screening	Participants	Inbox	Email preferences				
	Number of tasks awaiting action: 0	Number of pending verification requests:		Number of unread messages available:					

7. Identify the 'New verification request' or verification reminder message, select 'Actions' and 'View verification requests'.

Review portal.	each message to stay	up to date on new infe	ormation. Recipients listed in 'Email preferences' will be n	otified by ema	il when a new message is avai	lable in the Q Search
	Category	Message type	Subject	<u>Message</u> <u>status</u>	Date/time of message	
•	Worker Screening	New verification request	has nominated the employer to verify their verification request.	Read	/2022 04:27:13 PM	Actions~ View
	Worker Screening	Worker's check about to expire	check is due to expire on 27/07/2022.	Read	/2022 06:07:47 PM	Mark as unread
▶	Provider registration	End of registration suspension	Your registration is no longer suspended. Your registration status is now 'Approved'.	Read	/2022 10:46:11 AM	Actions
•	Worker Screening	Worker's status has changed	worker status is now 'Clearance'.	Unread	/2022 04:36:56 PM	Actions-

8. Select 'View verification requests' to navigate directly to the verifications page.

View verification	requests
Message:	
Font - State - X G 僮 A - 四 - B I U 二 二 作 非 世 主 当 田 X 奇 Q	
	^
NDIS Quality and Safeguards Commission	
Dear employer,	
has anniad for an NDIS Worker Screening Cherk In their anniiration, they have identified that they work for	
intend to work) for	
The NDIS Worker Screening Check assesses a worker's eligibility to provide supports or services to people with disability. Navigate to your Screening verification requests by	
selecting the 'View verification requests' button and confirm if I will (or intends to) provide these supports	
or services for you or your organisation. This pending request will expire on 2022. Ensure you provide a response by the expiry date.	
By verifying this request:	
their application will proceed for an NDIS Worker Screening Check	
 you will be linked to this worker on the NDIS Worker Screening Database you will be notified about changes to their status. 	
by rejecting or not responding to this request, their application may be cancelled. The worker will be contacted prior to their application being cancelled. If you have accidentally rejected the request, you can link the worker to your organisation which will have the same effect as verifying them. Quick reference guides [2] are available on	
our website to help you verify and link to a worker.	
If you do not intend to engage the worker, then navigate to your Screening verification requests and reject the request, otherwise you will continue to receive verification	
reminders in your Inbox.	~
	<u>_</u>
Back to list	

Respond to a verification request

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

Screening verification requests									
Pending requests	Pending requests								
A person applying for a V	Vorker Screening must nominat	e an employer who can verify whethe	r the person is currently working (o	r is expected to begin working) with a p	erson with disability.				
As the nominated emplo	yer, please respond to each req	uest by Indicating if the person identif	fied will provide these services for y	ou or your organisation.					
Application Id	First name	Last name	Date of birth	Date requested	Request expiry date				
						Respond			

- 10. Select either 'Verify' or 'Reject'.
 - 10.1. If you verify the worker, you are confirming that they will provide, or intend to provide, NDIS supports and services for your organisation (if they receive a NDIS Worker Screening 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 reque	2st	х
Please indicate if the person below will provid By verifying, this worker will be added to 'My	e NDIS services for you. workers' and you will receive notifications if their status changes.	
Name:	Date of birth:	
Reject		Verify

Verify a worker

11. Once you select 'Verify' you will move to the 'My workers' tab and be presented with an option to update the worker's contact details.

Worker Screening
Screening verification requests
My workers

12. To enter the worker's work email address or work phone number enter the details directly on this screen. To update the work address, select 'add' and enter the details. Select 'Save and return' (even if you haven't entered any details).

bout the worker			
Worker Screening Id:	Name:	Date of birth:	
Worker's Status:	Eligible to work:	Expiry date:	
Vorker contact details			
Vorker contact details ease type in the worker's contact details in y Email address:	pur organisation (optional) Phone number:		
Vorker contact details lease type in the worker's contact details in y Email address:	our organisation (optional) Phone number:		

Add address	2
Please enter the full address below *:	
e.g. Discard changes and close	 Save

- 13. The worker will now be linked to your organisation and appear on the 'My workers' tab.
- 14. You will receive updates about the NDIS Worker Screening Clearance status for all of your linked (verified) workers, including when they receive an NDIS Worker Screening Clearance and when their NDIS Worker Screening Clearance is due to expire.

My w	orkers						
Link to wo People list	rkers that have applied for an N ed to receive Worker Screening	DIS Worker Screening Ch emails will be advised abo	eck. out changes to a worker's status.				
Filter	: 01. All my workers	Apply Filte				Search my workers	Link to worker
	Worker Screening Id	Name	Date of birth	Worker's status	Expiry	Eligible to work	
•							Remove
►							Remove

Reject a worker

15. 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* – *Registered Provider* – *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

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

Screen	ing verificatio	n requests				
Pendin	ig requests					
A persor	n applying for a Worker Scr	eening must nominate an employer who	o can verify whether the person is currently wor	king (or is expected to begin working) with a p	erson with disability.	
As the n	ominated employer, please	respond to each request by indicating I	if the person identified will provide these service	es for you or your organisation.		
Applicat	tion Id	First name	Last name	Date of birth	Date requested	Request expiry date
						Respo
						Respo
				< 1 - 10 of 32 >		
						Select Format, Press Export, and Save Download Format: Comma Separated Values (CSV) Y Export
Past re	quests					
	Application Id	<u>First name</u>	<u>Last name</u>	Date of birth	Status	Decision date
•					Verified	
•					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.