



NDIS Quality
and Safeguards
Commission

The NDIS Worker Screening Database

Information for NDIS participants who
manage their own NDIS funding

Easy Read fact sheet



How to use this fact sheet



The NDIS Quality and Safeguards Commission (NDIS Commission) wrote this fact sheet.

When you see the word 'we', it means the NDIS Commission.



We wrote this fact sheet in an easy to read way. We use pictures to explain some ideas.

Not bold
Bold

We have written some words in **bold**.

This means the letters are thicker and darker.



We explain what these words mean.

There is a list of these words on page 16.



This Easy Read fact sheet is a summary of another fact sheet.

This means it only includes the most important ideas.



You can find the other fact sheet on our website at www.ndiscommission.gov.au



You can ask for help to read this fact sheet. A friend, family member or support person may be able to help you.

What's in this fact sheet?

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What is the NDIS Worker Screening Database?



The **National Disability Insurance Scheme (NDIS)** helps people with disability get the supports and services they need.



The NDIS Worker Screening Database is where we keep some information about NDIS workers.



The information is about their NDIS Worker Screening Check.



We also call it the database.

The NDIS Worker Screening Check:



- is a way to help keep participants safe



- will help you find out if NDIS workers are safe to work with people with disability.



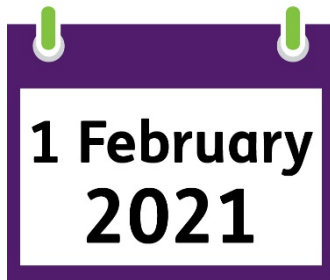
The Worker Screening Unit in each state and territory will do NDIS Worker Screening Checks.



Results from the NDIS Worker Screening Checks are kept in the database.



You can find out more about the NDIS Worker Screening Check in our [Easy Read fact sheet](#).



The database started on 1 February 2021.



We manage the database.

What is the database for?

The database has information about NDIS workers who have:



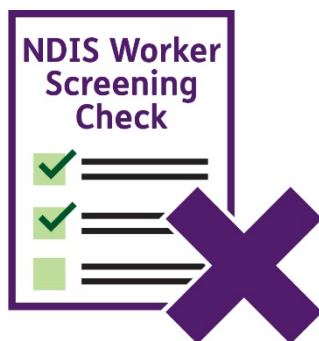
- applied for the NDIS Worker Screening Check



- been cleared to work with people with disability



- not been cleared to work with people with disability.



Not all NDIS workers need an NDIS Worker Screening Check.

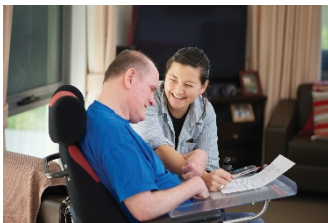
NDIS workers only need to apply for an NDIS Worker Screening Check if they:



- work closely with people with disability



- make important decisions in their organisation



- provide some types of services to people with disability.



NDIS workers who do these jobs for **registered NDIS providers** will need to be cleared.

A registered NDIS provider:



- can offer certain supports and services to participants



- is on a list that we look after.

Who can use the database?

Participants can use the database if they:



- have a plan manager



- **self-manage** their NDIS plan.

If you self-manage your NDIS plan, you:



- manage all or part of your funding



- choose what supports you use to reach your goals.

An NDIS plan is a document that includes information about:



- you and your goals



- what supports you need



- the NDIS funding you will receive.



Registered NDIS providers can also use the database.

When would you use the database?

You can use the database to see if an NDIS worker:



- applied for an NDIS Worker Screening Check



- passed their NDIS Worker Screening Check.



You must apply to use the database.



You can use our [application form](#).

We will:



- look at your information



- make sure you are a participant who self-manages your NDIS plan, or has a plan manager

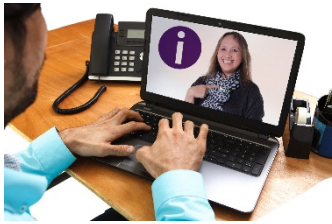


- tell you when you can use the database.



Registered NDIS providers can also use the database to see which workers passed their NDIS Worker Screening Checks.

What will you see in the database?



You will only be able to see information about NDIS workers you use.

This includes:

Name



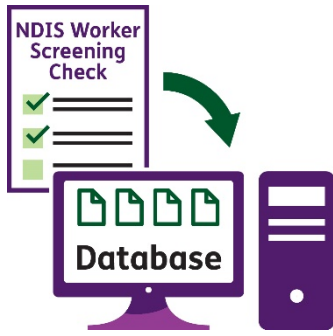
- their name



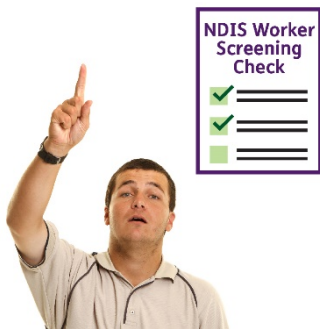
- when they were born



- if they were cleared for their NDIS Worker Screening Check.



The database only keeps information about the NDIS Worker Screening Check.



You can ask your registered provider or NDIS worker to show you proof of any other checks they say they have done.

Word list

This list explains what the **bold** words in this document mean.



National Disability Insurance Scheme (NDIS)

The NDIS helps people with disability get the supports and services they need.

NDIS plan



An NDIS plan is a document that includes information about:

- you and your goals
- what supports you need
- the NDIS funding you will receive.



Participant

Participants are people with disability who use the NDIS.



Registered NDIS provider

A registered NDIS provider:

- can offer supports and services to participants
- is on a list that we look after.



Self-manage

If you self-manage your NDIS plan, you:

- manage all or part of your funding
- choose what supports you use to reach your goals.

Contact us



You can call us from 9am to 5pm,
Monday to Friday.



If you live in the Northern Territory,
you can call us from 9am to 4.30pm.



1800 035 544



Send us an email:

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NDIS Quality and Safeguards Commission

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TTY

133 677



The National Relay Service

Speak and Listen

1300 555 727

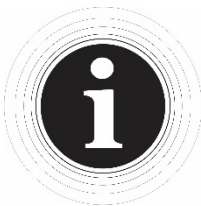
SMS relay number

0423 677 767



Internet relay calls

internet-relay.nrscall.gov.au



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