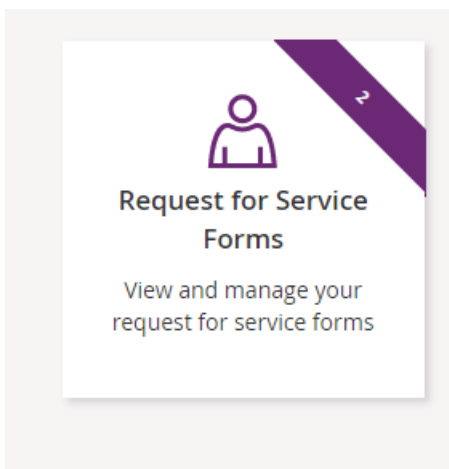


Request for Service

A request for service is often submitted through PRODA by NDIA for headway to become the Support Coordinator or renew support coordination of a current client.

- Open PRODA
- Log in with credentials
- Click on the box Request for Service
- If there is anything requiring attention, the purple banner will show with a number (as below)



This screen will now show

Request for Service Forms
 Below is a listing of the request for service forms for this organisation

Request for service forms - Help ?

RFS email preferences can be updated in the Profile tile Update details

Find a Participant ▼ Refine Search

Reset
Search

Search Results

Showing 1 - 10 of 863 requests Sort by ▼

Request ID	Participant Name	Plan End Date	Date Requested	Due Date	Status
132852851	BRENT BARRETT	02/04/2024	11/04/2023	17/04/2023	Pending
132829746	JOEL LUI - GRIFFITHS	10/04/2024	11/04/2023	17/04/2023	Pending

If the client is current follow the steps below

- Click request ID
- Click “request for service form”

Request for Service

accommodation.

Request Details

Request ID	Document Name	Attached On
132829746	Request for service form	11/04/2023

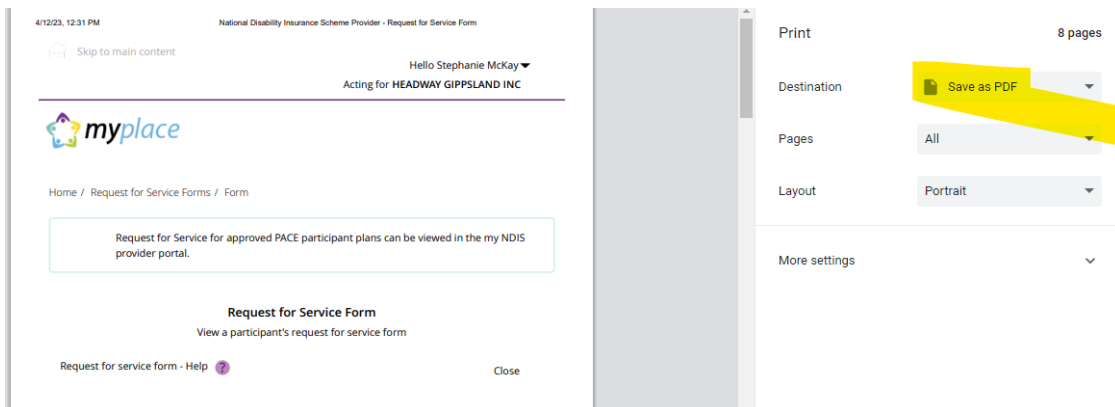
Referral Decision

Action: *

[Back](#) [Submit](#)

This will open the request for service details.

- Call nominee/client and obtain consent to continue services
- Click drop down box and select accept
- Open file again to save as a PDF doc
- Click view whole RFS
- Right click on the screen and select Print



4/12/23, 12:31 PM National Disability Insurance Scheme Provider - Request for Service Form

Skip to main content Hello Stephanie McKay Acting for HEADWAY GIPPSLAND INC

myplace

Home / Request for Service Forms / Form

Request for Service for approved PACE participant plans can be viewed in the my NDIS provider portal.

Request for Service Form
View a participant's request for service form

Request for service form - Help Close

Print 8 pages

Destination Save as PDF

Pages All

Layout Portrait

More settings

- Make sure destination is "Save as PDF"
- Click save
- Save to DOCS – IN PROGRESS

M:\6. Plan Management Team\Plan Management DOCS - IN PROGRESS\Plan Management DOCS - IN PROGRESS

- Click Save

Now follow the adding client funding procedure

If also plan managed – Follow adding plan management funding.