

SD – Procedure for NDIS banned List

POLICY

Headway Gippsland Inc. is committed to the welfare of its Participants, and by completing this procedure, we are identifying providers/ individuals who are banned from providing services under the NDIA guidelines.

PROCEDURE

This Procedure helps Headway Identify who is on the NDIS list of Banned providers and sole traders.

This is to be completed on the first Monday of every month this is to be completed by the Client Engagement and Quality Team Leader

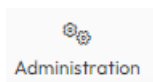
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First, go to the NDIS Compliance actions against providers and individuals' websites.

<https://www.ndiscommission.gov.au/about/compliance-and-enforcement/compliance-actions-against-providers-and-individuals>

Download the banning orders in the DOCX file – meanwhile open Excel – then we are going to copy and paste the table from Word to the Excel spreadsheet and filter out all the states except VIC

Go to brevity and click on administration



Then go down to the location report also open Google Maps to help you locate where the towns are and compare it to our location report to see if we have any clients in the area.

Location Report

In the CI register located on the One Drive, is a tab called Banned list.

Add any new people listed on the NDIS banning lists who haven't been previously added to the Register.

Once you have checked the Excel document add the date, amount of people identified, and also a comment if needed to the right side of the spreadsheet.



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After this is complete screenshot any new individuals or providers and email that list to even if there has been no one added

All Plan management, All Support Coordination, Finance, and CRM manager (for him to put all providers onto the system)