# Provider Readiness Checklist

Am I ready to become a registered provider with the NDIS?

Use the following checklist to determine if you/your organisation is ready to apply for registration with the NDIA or NDIS Commission.

When you have completed each criteria you are ready to apply.

| **Criteria** | | **Where do I find the relevant information?** | **Status**  **✓** |
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| 1 | Do I have a basic understanding of the goals of the NDIS and the role of a provider? | Read Section 1 of the Provider Toolkit. |  |
| 2 | What are the benefits of being a registered provider? | See Section 1.3.1 – The benefits of being a registered provider.  All organisations are encouraged to register with the NDIS. However, it is only mandatory if you want to provide supports to Agency-managed participants, or provide Plan Management services.  See Quarterly Reports about the proportion of participants who are Agency-managed, plan-managed or self-managed. |  |
| 3 | Do I understand what NDIS participants want and need from me/my organisation? | See Section 2.2 – Understand what participants want from the NDIS.  Undertake your own localised market research.  Read NDIS Market Approach: Statement of Opportunity and Intent on the NDIS website.  Visit the NDIS Market Information and Useful Links webpage. |  |
| 4 | Do I provide services and supports that are covered under the NDIS? | See Section 2.3 – What services or supports can be delivered under the NDIS? |  |
| 5 | Is the NDIS operating (or about to start operating) in my organisation’s service area? | See Section 2.4 – When is the NDIS coming to my area?  Visit NDIS homepage – The NDIS in your area tile provides searchable maps to see current areas covered and staged rollout plans for 2016-2019. |  |
| 6 | Can I meet the various formal requirements for becoming a registered provider, such as:   * NDIA Terms of Business * Additional Terms of Business for Specialist Disability Accommodation providers * Professional qualifications and membership of a relevant professional body * NDIS Quality and Safeguards Working Arrangements in the Guide to Suitability | See Section 2.6 Key registration requirements, specifically:   * Read Section 2.6.1 Terms of Business * Read Section 2.6.2 Specialist Disability Accommodation Terms of Business (for accommodation providers) * Read the Guide to Suitability in Section 2.7 – this will explain the professional qualifications required and the relevant quality and safeguards working arrangements in each state/territory * Read Section 2.6.4 Choosing the right Registration Groups |  |
| 7 | Do I know how much I will get paid, and how I get paid, for the services I want to provide? | See Section 2.8 – NDIS pricing and payment. |  |
| 8 | Do I know what is involved in becoming a registered provider? | Read Section 2.9 – Becoming a Registered Provider for more information.  Step by Step guides for each registration/application process are contained within Section 3.2 of the Provider Toolkit. |  |

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