

E-BOOK

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working with you

Providers Guide



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What is NDIS ?

What is NDIS?

It is a government-funded program that provides support to Australians with disabilities, their families, and carers. It aims to help people with disabilities achieve their goals and improve their quality of life.



Who can benefit?

People with a permanent and significant disability, as well as their families and carers, can benefit from the NDIS. It provides support tailored to each individual's needs.



Why is it important?

The NDIS empowers people with disabilities by giving them more control over their lives and the support they receive. It focuses on improving their quality of life and helping them participate more fully in society.

How to access it?

People interested in the NDIS can apply through the NDIS website or contact their local NDIS office. Once approved, they work with an NDIS planner to create a personalized plan that outlines their needs and goals.



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What is NDIS Registration?

Registered NDIS providers are those who have been approved by the National Disability Insurance Agency (NDIA) for meeting specific standards of quality, experience, qualifications, or competency to offer services to NDIS participants.

Why register?

Registration ensures that providers meet specific quality and safety standards set by the NDIS Quality and Safeguards Commission. Registered providers can offer services to participants whose NDIS plans are managed by the NDIS



How to Register

- **Application:** Providers must apply through the NDIS Commission website.
- **Audit:** They undergo an audit to ensure they meet the NDIS Practice Standards.
- **Outcome:** If approved, the provider receives a certificate of registration.

Can I use a consultancy service to help with my registration?

Yes, you can definitely use a consultancy company like [Connektivity](#) to help with your NDIS provider registration. We specialise in guiding you through the entire process, ensuring you meet all the necessary requirements and standards. We assist with everything from preparing your application to undergoing audits and maintaining compliance.

Using a consultancy company can save you time and effort, making the registration process smoother and more efficient. If you need more information feel free to ask! [Contact Us- Click Here.](#)

Benefits of Registration

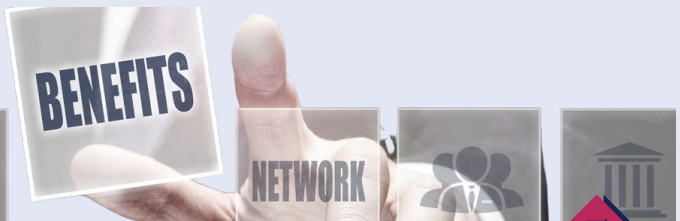
Becoming an NDIS registered provider boosts credibility and trust, attracts more clients, and allows you to serve a wider range of participants. It ensures compliance with NDIS Practice Standards, providing safe and high-quality services. Overall, it enhances your reputation, client base, and supports business growth.

The benefits of becoming an NDIS registered provider:

- ▶ **Increased credibility and trust**
- ▶ **Access to a larger client base**
- ▶ **Competitive advantage**
- ▶ **Improved service quality**
- ▶ **Enhanced funding opportunities**
- ▶ **Comprehensive support and resources**
- ▶ **Contribution to community well-being**
- ▶ **Networking and collaboration opportunities**

Many participants prefer to engage with registered providers due to the assurance of quality and compliance with NDIS standards. This competitive edge can lead to increased referrals and a stronger presence in the marketplace.

Registered providers can offer services to all NDIS participants, including those whose plans are managed by the National Disability Insurance Agency (NDIA). This opens up a broader market compared to unregistered providers.



Common Mistakes Made By Providers



1. Inadequate Understanding of Requirements:

Not fully understanding the NDIS Practice Standards and guidelines can lead to errors in the application.

2. Insufficient Documentation: Missing or incomplete documents can delay or result in rejection of the application.

3. Poor Audit Preparation:

Failing to prepare adequately for the audit process can lead to non-compliance issues.

4. Lack of a Clear Service Delivery Plan:

Not having a detailed plan for how services will be delivered can create confusion and inefficiencies.

5. Non-Alignment with NDIS Objectives:

Services that don't align with the goals and principles of the NDIS may not meet approval.

6. Overlooking Worker Screening Requirements:

Not ensuring all workers in risk-assessed roles have valid clearances can cause compliance issues.

7. Using Generic Templates:

If you don't tailor policies & procedures to your specific services and operations this can result in gaps in compliance.

8. Underestimating the Complexity:

Thinking the process is straightforward and not seeking help when needed can lead to mistakes. [Contact Us- Click Here.](#)



Frequently Asked Questions

Question: Does Connectivity provide participants, alongside registration consultancy?

Answer: Connectivity are unable to directly provide providers with participants, but we can advise you on how best to tailor/market your services, to attract eligible participants.

Question: What support does Connectivity offer if I encounter issues with my registration?

Answer: Connektivity will support and guide you throughout your entire NDIS registration process. From the initial set-up of your Proda account, right through to the last step of the process, where your assigned auditor sends off their report, recommending you to the NDIS Commission.

Question: How much will it cost me to register & what will the costs be?

Answer: There will be 2 separate costs for prospective providers, considering NDIS registration. The initial payment will be to Connektivity, acting as your Registration Consultant and another payment to the assigned Auditing company. *Please be assured that your Consultant will discuss this with you in your initial consultation, *as costs will depending on Audit types.

Question: How long does it take to get registered?

Answer: The NDIS Commission does not provide individual timelines and Connektivity has no influence over the length of time your submission may take once lodged by your auditor.

Conservatively we can advise that in some cases, registration may take up to 12 months (or more) and we encourage you to liaise directly with the NDIS commission, once your registration has been submitted.
registration@ndiscommission.gov.au

Question: Do I have to wait for my registration certificate, to be able to provide services?

Answer: In some cases – No, but this is dependent on which services are being provided, as some services require mandatory registration, before services can be administered. In certain service provisions, Providers (based on eligibility) may begin working with plan-managed and self-managed participants, straight away, while waiting for registration. *Connektivity encourage you to discuss this with your assigned Consultant.

[Contact Us- Click Here.](#)

About Us

Our Story

Connectivity was founded in 2018, in response to individuals & organisations feeling overwhelmed by the registration process. Our mission, was to provide clear pathways, & tools to assist in the successful navigation of the complexities contained within the NDIS provider, submissions process.

We offer expert understanding, & our team are well skilled in the assisting individuals and businesses, in becoming registered NDIS providers.

How We Can Help

At **Connectivity** our individualised client centred approach, in addition to our individualised wrap around services, ensures we can meet your needs & deliver results.

Our experienced consultants will work with you, in the preparation & personalisation of your NDIS documentation, to equip you with the relevant policies & procedures (that meet and comply with current NDIS legislation and requirements) - in addition to coordinating your introduction to an approved NDIS auditor.

At **Connectivity**, one of our main aims is to impart assurance and peace of mind, that throughout your application journey with us, you'll receive comprehensive tools & support, to thrive as an NDIS Provider!



[Contact Us- Click Here.](#)

NDIS REGISTRATION JOURNEY WITH US!



1. PREPERATION

During this stage we will help you get ready for your application. We offer a free consultation call to provide you with an overview of the process.

2. SELF ASSESSMENT

We'll offer straightforward guidance to help you complete the self-assessment questions effortlessly.

3. APPLICATION

You will be provided with comprehensive guidelines and specialised advice to assist you in completing your application.

4. ENGAGE WITH AUDITOR

We will handle all aspects of booking your NDIS Quality Approved Auditor, ensuring a smooth and hassle-free process.

5. DOCUMENTATION

At Connexivity, you will be provided with customised & tailored policies and procedures, that compliment your business scope, and aspirations.

6. AUDIT PREPERATION

A dedicated consultant will help prepare you for your audit, – with comprehensive & personalised coaching.

5. AUDIT

Your Consultant will be available on audit day if you or the Auditor need to contact them with any questions.

While you await the outcome we will provide you with a **Post Audit** session. We can help with marketing your business, showing you how to find participants, how to create service agreements and more.....

HOW TO CONTACT US



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hello@connektivity.com.au



Book a FREE Call with a
Consultant - click here

