



Quick reference guide: Link a worker Unregistered provider, self-managed participant & plan-managed participant

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Overview

1. The NDIS Worker Screening Database (NWSD) is a national database which stores NDIS Worker Screening Check information about workers who deliver NDIS supports and services.
2. Unregistered NDIS providers, self-managed participants (SMPs) and plan-managed participants (PMPs) can decide whether they will require their workers to have an NDIS Worker Screening Check. More information about this can be found on our website – [Unregistered providers](#) and [Worker Screening \(self-managed and plan-managed participants\)](#).
3. When a worker applies for a NDIS Worker Screening Check they must nominate an employer/s to verify their application. An employer in this regard may include an unregistered provider, self-managed or plan-managed NDIS participant. Once verified, the worker will be *linked* to the employer and the employer will be able to view the worker’s record and will receive updates about the worker’s clearance NDIS Worker Screening Check status.
4. This quick reference guide provides information about how to manually link a worker (if you haven’t verified them).

For further information please refer to the NDIS Quality and Safeguards Commission website ([Unregistered providers](#) and [Worker Screening \(self-managed and plan-managed participants\)](#)). Alternatively, contact the NDIS Quality and Safeguards Commission on 1800 035 544 or by email at nwsd@ndiscommission.gov.au.

Linking a worker

5. Log into PRODA and select 'Worker Screening for NDIS Participants' (for self-managed or plan-managed participants) or 'Worker Screening for Organisation' (for unregistered providers) to access the NWSD.



Tip 1 - Refer to the *Quick reference guide – Unregistered Provider – Request access to the NWSD* or *Quick reference guide – SMP & PMP – Request access to the NWSD*.

Portal entry point

Portal login / Authorised Access Delegate login

Select the provider / role you wish to use within the NDIS Worker Screening Database - ETE04.

Provider name *

Role *

6. Navigate to the 'My workers' tab.

Welcome to the NDIS Worker Screening Database,

NDIS Participant details

Number of pending verification requests:

Worker Screening

Screening verification requests

7. If a worker is delivering NDIS services and supports for you/your organisation, link them by selecting 'Link to worker'.



Tip 2 – If you have already verified the worker they will automatically be linked to your organisation. Refer to the *Quick reference guide – Unregistered provider – SMP & PMP Screening verification requests*.

My workers

Link to workers that have applied for an NDIS Worker Screening Check.
People listed to receive Worker Screening emails will be advised about changes to a worker's status.

Filter:

<u>Worker Screening id</u>	<u>Name</u>	<u>Date of birth</u>	<u>Worker's status</u>	<u>Expiry</u>	<u>Eligible to work</u>
▶					<input type="button" value="Remove"/>
▶					<input type="button" value="Remove"/>

8. Enter the worker's last name plus an application ID *or* worker screening ID and select 'Search'. You should have these details available to you if you are intending for the worker to deliver NDIS supports and services for you/your organisation.



Tip 3 – The search is case sensitive so make sure you enter the details exactly as they appear.

Find a worker

By linking to a worker, you are indicating that this person will (or intends to) provide NDIS services for you, the NDIS Participant or the organisation. You will be able to see their current status, eligibility to work and receive notifications if their status changes. * required

Please input the worker's last name and either their Application Id or Worker Screening Id.

Last name: *

Application Id: Worker Screening Id:

[Discard changes and close](#)

9. Select the radio button next to the worker's name and select 'Confirm'. The worker will now be linked to your organisation/SMP record and appear on the 'My workers' tab.

Confirm link worker



Confirm if the person identified will (or intends to) provide NDIS services for you, the NDIS Participant or the organisation.

Worker Screening Id

Name

Date of birth



[Discard changes and close](#)

Search again

Confirm

10. You will receive updates about the NDIS Worker Screening Clearance status for all of your linked workers including when they receive an NDIS Worker Screening Clearance and when their NDIS Worker Screening Clearance is due to expire.



Tip 4 – You will receive email notifications about your linked workers regarding their NDIS Worker Screening Clearance status:

- 90 days prior to when their NDIS Worker Screening Clearance is due to expire; and
- if there is a NDIS Worker Screening Clearance status change e.g. they have been excluded and are no longer eligible to work.



Tip 5 – For instructions on how to check a linked worker's clearance refer to the *Quick Reference Guide – Unregistered provider – SMP - Find a worker and check their clearance status*.