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| Reporting requirements for worker screening and incident reporting for dual registered providers |

Figure 1: Flowchart summarising requirements for worker screening and incident reporting for dual registered providers.



# Reporting requirements for worker screening and incident reporting for dual registered providers

The flowchart above outlines the reporting requirements for registered disability service providers and registered NDIS providers.

Registered disability service providers must comply with the *DWES Instruction* for worker screening reporting, and the relevant reporting mechanism (for example, the Client Incident Management System (CIMS)) for incident reporting.

Registered NDIS providers must comply with the *Safety Screening Policy for registered NDIS providers operating in Victoria* for worker screening and *NDIS (Practice Standards - Incident Management and Reportable Incidents) Rules* *2018* for incident reporting.

Dual registered providers, that is, providers who are registered under both the *Disability Act 2006* and *NDIS Act 2013* need to consider the type of service being provided at the time of the incident. If the provider was providing an NDIS service at the time of the incident, they must comply with the *Safety Screening Policy for registered NDIS providers operating in Victoria* and *NDIS (Practice Standards - Incident Management and Reportable Incidents) Rules 2018*. If the provider was providing a service under the Disability Act, they must comply with the DWES Instruction and the relevant incident reporting mechanism (such as CIMS).

For further information, please refer to the provider factsheets available on the [Victorian Government NDIS quality and safeguards website](https://www.vic.gov.au/ndis-quality-and-safeguards) <https://www.vic.gov.au/ndis-quality-and-safeguards>.

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