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NDIS WORKER SCREENING CHECK PROCESS

As an employee of Enhanced Lifestyles you are required by law to have a Department of Human Services Disability Services Employment Screening Check, or a Department of Human Services Child-related Employment Screening Check issued before 1 July 2019 to work in this sector.

For more information on legal requirements, please refer to:

NDIS (Practice Standards – Worker Screening) Rules 2018 24(3)(a)(b)
Disability Services Act 1993 5B(1),
Disability Services (Assessment of Relevant History) Regulations 2014
14(1)(a)(b).

As of the 1st of February 2021 there is a new screening required by all NDIS providers called the **NDIS Worker Screening Check** which forms part of the NDIS Quality and Safeguarding Framework.

What is the NDIS Worker Screening Check?

The NDIS Worker Screening check was created to set a minimum national standard for workers engaged in risk assessed roles and therefore be able to work in any state or territory of Australia once obtained.

The NDIS Worker Screening check expires within 5 years of being obtained and will eventually fully replace the DHS Disability Employment Screening Check.

If you still have a valid DHS Disability Employment Screening Check you will not be required to get an NDIS Worker Screening Check until the current one expires. However, if you had a DHS Disability Employment Screening Check application in progress it will have been revoked and the DHS will provide a refund if it has already been paid for.

What do I need to do?

When it comes to obtaining an NDIS Worker Screening Check you will just need to follow a very similar process to any clearances done through the DHS portal – but it will be completed through the NDIS commission instead.

You will be notified via email from both the DHS portal (for the Working with Children check) and the NDIS Commission Screening Unit to complete the clearances such as the process for previous screenings played out. You will also receive an email from HR to complete these.

You do not need to act on this until a couple months before your current screenings expire, or until you receive an email from a HR team member.

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For more information, please click link:

<https://www.ndiscommission.gov.au/workers/worker-screening-workers>

Steps to Completing an NDIS Worker Screening

To complete an NDIS Worker Screening Check you will need to go to the following link:

<https://www.dcsiscreening.sa.gov.au/SCRequestApplicationIndividual>

From this page you will need to input the details below with a red Asterix next to them, and you will need to select **continuation of work** - as seen below:

Finally click on **Applicant Type** and select either **Current Employee** or **Prospective Employee**.

First Name*	<input type="text" value="Test"/>
Last Name*	<input type="text" value="User"/>
Email*	<input type="text" value="Test.User@yopmail.com"/>
Confirm Email*	<input type="text" value="Test.User@yopmail.com"/>
Date of Birth*	<input type="text" value="1"/> <input type="text" value="Jan"/> <input type="text" value="1995"/>
Reference Number	<input type="text" value="Reference Number"/>
Proposed Start Date	<input type="text" value="Proposed Start Date"/>
Continuation of Work	<input checked="" type="checkbox"/>
Role Description*	<input type="text" value="Lifestyle Attendant"/>
Screening(s) Required*	<input type="checkbox"/> Aged Care Sector Employment <input type="checkbox"/> General Employment Probity <input type="checkbox"/> Vulnerable Person Related Employment <input type="checkbox"/> Working With Children Check <input checked="" type="checkbox"/> NDIS worker check
Applicant Type*	<input type="text" value="Current Employee"/>

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Once you have filled those areas in you will be required to complete the following check boxes:

Do you reside, or intend to reside, in ☒
South Australia?

Do you undertake NDIS work, or intend ☒
to undertake NDIS work, in South
Australia?

NDIS Employer Endorsement

You require an NDIS provider or self-managed participant to verify they employ you, or intend to employ you, to be eligible to apply for an NDIS worker check.

The NDIS Employer ID is a number provided by the NDIS Quality and Safeguards Commission to the NDIS provider or self-managed participant when they request portal access with the NDIS Commission. Please ask your NDIS provider or self-managed participant for this number.

Please enter the NDIS provider's or self-managed participant's NDIS Employer ID number and click 'search' to start the verification process. Your employer's details will appear for you to check. Click 'Add Employer' and your selected employer will be added to your selected employer list. You can remove a selected employer by clicking 'clear selected employer list'.

You can add multiple NDIS providers or self-managed participants who employ, or intend to employ, you to seek verification of your application provided you have their NDIS Employer ID number. Any one of these employers can verify your application. Repeat the above steps for each additional employer. Please enter the NDIS providers or self-managed participant's NDIS Employer ID number and click 'search'. Your employer's details will appear for you to check. Then simply click 'Add Employer' and your additional selected employer's will appear below.

NDIS Employer ID

4-3LLK-801

Search

NDIS Employer ID	Name	Address
4-3LLK-801	Enhanced Lifestyles Incorporated	2 Arlington Terrace, WELLAND SA 5007

Add Employer

Clear Selected Employer List

These are just to ensure you are eligible to work in South Australia. You will also be required to enter the Enhanced Lifestyles **NDIS Employer ID** into the box.

Our NDIS Employer ID is 4-3LLK-801. Click search once you have entered the ID and you will then need to click **Add Employer**.

Once you have completed the initial application click on the **I'm not a robot** reCAPTCHA code at the bottom of the page, and select **Start Application**. You will see this appear:

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Your application has been initiated. You will receive an email shortly from iApply containing your username and a link to set your password for your application.

The link to your application will appear in your email – please ensure you check your spam and junk inbox as well.

Test User,

You are receiving this email because a user account with your email address has been created in the SA Gov Forms and Workflow system.

Your username is: ap991242

To finish setting up your account, please click on the link below. You will be prompted to setup your account password:
<https://forms.sa.gov.au/#/change-password?token=9bf414eb99314943aff1b4fa0f3c7548&username=ap991242>

Please note, the above link will expire on Saturday, 13 February 2021 2:44 PM.

If you receive an error message that states "An error occurred while validating password change token" then one of the following things has happened:

- The link has expired (see the expiry date above)
- The link has already been used

You can try resetting your password again by clicking on the "Forgotten your password" link on the login screen, but only click it **once**.

Once you have set your password, you can begin using our forms.


If you are still unable to set your password, please contact the Office for Digital Government at forms@sa.gov.au, providing your username and details of your issue.

Click on the link you see in the email and you will be navigated to a screen asking you to make a password. Once you have done this click **Proceed to log in** and you will need to enter your username (which will be in the email you receive initially) and your new password. You will then see this page:


Welcome back Test User

Last logged in on 10/02/2021 at 2:50:45 PM

Dashboard summary



draft applications



1 submitted

(1) Submitted

Application ID	Application Type	Created	Last Updated	Status
9326206	Employment and Volunteer Screening Application	10 Feb 2021 14:44	10 Feb 2021 14:44	Started

To begin the application please click on the **Application ID** and you will be taken to the application. You will be required to fill in 8 steps about your history and personal details.

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Please note that we cannot pay for the clearance for you, as organisations are not able to instigate the NDIS Worker Screening Check for employees.

Once completed we will be able to monitor the progress of your application on the NDIS Worker Screening Database.

If you have any questions about the process, please don't hesitate to call the office on **8340 2000** or email HR@enhancedlifestyles.com.au.