

## NDIS Practice Compliance Checklist

For psychology & allied health practices

Updated for the 1 July 2026 NDIS price changes.

*A quick self-check across the areas the NDIS Commission expects registered providers to have covered. General guide only — always verify against the current NDIS Commission requirements for your registration groups.*

### REGISTRATION & STANDARDS

- ☐ Provider registration current and correct for the supports you deliver
- ☐ Mapped against the current NDIS Practice Standards for your registration groups
- ☐ Self-assessment / audit evidence kept up to date

### WORKERS

- ☐ NDIS Worker Screening Checks current for all client-facing staff
- ☐ NDIS Worker Orientation Module completed
- ☐ Qualifications and worker records on file

### PARTICIPANTS & AGREEMENTS

- ☐ Signed service agreement for every active participant
- ☐ Consent and privacy documentation collected and current
- ☐ Participant funding verified and budgets tracked

### DOCUMENTATION & RECORDS

- ☐ Progress/clinical notes complete and stored securely
- ☐ Confidential records access-controlled
- ☐ Record retention meeting requirements

### INCIDENTS, COMPLAINTS & RESTRICTIVE PRACTICES

- ☐ Incident management + reportable incidents process in place
- ☐ Complaints process documented and accessible to participants
- ☐ Reports current; potential restrictive practices reported to the Behaviour Support Practitioner or Support Coordinator where applicable

### BILLING & CLAIMS

- ☐ Claims accurate and matched to the signed service agreement
- ☐ Invoicing reconciled; rejections followed up
- ☐ Pricing within the current NDIS Pricing Arrangements

### AUDIT READINESS

- ☐ Evidence organised and ready for audit
- ☐ Policies and procedures reviewed in the last 12 months

### NDIS PRICE CHANGES (FROM 1 JULY 2026)

- ☐ New line items and suffixes set up correctly
- ☐ Cancellation and non-face-to-face items updated
- ☐ New item codes applied only from 1 July, not backdated to existing bookings
- ☐ Service agreements reviewed for the new pricing
- ☐ Invoicing reflects the new rates

### Need a hand staying on top of this?

Time Well Spent supports 75+ psychology and allied health practices with NDIS admin, billing and compliance.

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