



# Rate and finalise practice standard outcomes

## IT Quick Reference Guide - Auditors



This guide demonstrates how an Auditor rates practice standard outcomes and finalises all practice standard modules for each registration application. This guide will help you to do the following:

- Rate practice standard outcomes
- Finalise practice standard module
- Add registration groups
- Witness a service delivery for registration group
- Not witness a service delivery for registration group
- Remove a registration group
- Update service delivery questions

### Rate practice standard outcomes

Each outcome must be rated before the practice standards can be finalised.

1. Click **Practice standards** in the left hand side menu.
2. Select a practice standards **module**.
3. Select an outcome to rate then click **Update**.

ATLANTIS DISABILITY SERVICES

Application status: In Progress  
 Application type: New Application  
 Application Id: 4-3ZTRCCW  
 Application received date: dd/mm/yyyy  
 21/05/2018

Application details  
 Applications details  
 Provider details  
 Registration groups  
 Service delivery questions  
 Practice standards

### Practice standards \* required

Record Id	Module name	Pathway	Status	Created date	
4-3ZTRCKK	Module 2a	Certification	Assessed	21/05/2018 09:54:44 AM	Finalise
4-3ZTRCKB	Module 2	Certification	Submitted	21/05/2018 09:54:43 AM	Finalise
4-3ZTRCJM	Core Module	Certification	Submitted	21/05/2018 09:54:41 AM	Finalise

Select Format, Press Export, and Save Download  
 Format: Comma Separated Values (CSV)   
 Export

Outcome name	Outcome description	Rating – level of compliance	Mandatory	
1 Behaviour Support in the NDIS	Each participant accesses behaviour support that is		Y	Update

The Practice standards outcome window opens.

4. Type **Audit comments**, select a **rating** at **Rating – level of compliance** then click **Save**.

### Practice standards outcome X

\* required

**Module name:**  
Module 2

**Outcome name:**  
1 Behaviour Support in the NDIS

**Provider response:\***  
Each participant is supported to engage with their fan

**Audit comments:\***  
Met all requirements

**Created:**  
21/05/2018 09:54:43 AM

[Discard changes and return](#)

**Outcome number:**  
1

**Outcome description:**  
Each participant accesses behaviour support that is ap

**Rating – level of compliance:\***  
Conformity

**Mandatory:**  
Y

Save

The Practice standard window is displayed again.

5. Repeat **step 3 - 4** until all outcomes have been rated.

## Finalise practice standard module

Once all practice standards have been rated, they must each be finalised. This is a prerequisite for making an audit recommendation.

1. Click **Practice standards** from the left hand side menu.
2. Select a **practice standards module** then click **Finalise**.

## Practice standards \* required

Record Id	Module name	Pathway	Status	Created date	
4-3ZTRCKK	Module 2a	Certification	Assessed	21/05/2018 09:54:44 AM	Finalise
4-3ZTRCKB	Module 2	Certification	Submitted	21/05/2018 09:54:43 AM	Finalise
4-3ZTRCJM	Core Module	Certification	Submitted	21/05/2018 09:54:41 AM	Finalise

Select Format, Press Export, and Save Download

Format: Comma Separated Values (CSV)

The status of the practice standard module changes from Submitted to Assessed.

- Repeat step 2 until all practice standards modules have been finalised.

## Assess the registration groups

### Add registration groups

- Click the **Registration groups** from the left hand side menu then click **Add**.

**ATLANTIS DISABILITY SERVICES**

Application status: In Progress

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Application Id: 4-3ZTRCCW

Application received date: dd/mm/yyyy  
21/05/2018

Application details

Applications details

Provider details

Key personnel

Addresses

Registration groups

## Registration groups

Record Id	Name	Group no	Status	Service delivery witnessed	
▶ 4-3ZTRCDB	Household Tasks	0120	Submitted		Actions
▶ 4-3ZTRCD9	Daily Tasks/Shared Living	0115	Submitted		Actions
▶ 4-3ZTRCD7	Behaviour Support	0110	Submitted		Actions

Select Format, Press Export, and Save Download

Format: Comma Separated Values (CSV)

- Select **new registration group** then click **Add**.

## Adding registration group

Select new registration group

Name	Group no	Description
<input type="radio"/> Vehicle modifications	0109	Vehicle Modifications
<input type="radio"/> Specialised Driver Training	0129	Specialised Driver Training
<input type="radio"/> Support Coordination	0132	Specialised Support Coordination
<input checked="" type="radio"/> Therapeutic Supports	0128	Therapeutic Supports
<input type="radio"/> Vision Equipment	0113	Vision Equipment
<input type="radio"/> Personal Mobility Equipment	0105	Personal Mobility Equipment

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[Discard changes and return](#) **Add**

The registration group is added.

## Witness a service delivery for registration group

1. Click the **Registration details** from the left hand side menu.
2. Select the Registration group to witness, click the **Actions** drop down menu then select **Witnessed**.

ATLANTIS DISABILITY SERVICES  
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Application received date: dd/mm/yyyy  
21/05/2018

Application details  
Applications details  
Provider details  
Key personnel  
Addresses  
**Registration groups**

### Registration groups

**Add**

Record Id	Name	Group no	Status	Service delivery witnessed
▶ 4-3ZTRCDB	Household Tasks	0120	Submitted	<b>Actions</b> Delivered at all outlets <b>Witnessed</b> Not witnessed Remove
▶ 4-3ZTRCD9	Daily Tasks/Shared Living	0115	Submitted	
▶ 4-3ZTRCD7	Behaviour Support	0110	Submitted	

The Registration group is marked as Witnessed.

## Not witness a service delivery for registration group

1. Click the **Registration details** from the left hand side menu.
2. Select the Registration group to not witness, click the **Actions** drop down menu then select **Not Witnessed**.

ATLANTIS DISABILITY SERVICES

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 21/05/2018

Application details

- Applications details
- Provider details
- Key personnel
- Addresses
- Registration groups**

Registration groups

Record Id	Name	Group no	Status	Service delivery witnessed	Actions
4-3ZTRCDB	Household Tasks	0120	Submitted		Actions
4-3ZTRCD9	Daily Tasks/Shared Living	0115	Submitted		Delivered at all outlets Witnessed <b>Not witnessed</b> Remove
4-3ZTRCD7	Behaviour Support	0110	Submitted		

The registration group is marked as **Not witnessed**.

## Remove a registration group

1. Click **Registration groups** from the left hand side menu.
2. Select the Registration group to remove, click the **Actions** drop down menu then select **Remove**.

ATLANTIS DISABILITY SERVICES

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 21/05/2018

Application details

- Applications details
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- Key personnel
- Addresses
- Registration groups**

Registration groups

Record Id	Name	Group no	Status	Service delivery witnessed	Actions
4-3ZTRCDB	Household Tasks	0120	Submitted		Actions
4-3ZTRCD9	Daily Tasks/Shared Living	0115	Submitted		Delivered at all outlets Witnessed Not witnessed <b>Remove</b>
4-3ZTRCD7	Behaviour Support	0110	Submitted		

The registration group is removed.

## Update service delivery questions

1. Click **Service delivery questions** from the left hand side menu then click **Update**.

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 21/05/2018

Application details

- Applications details
- Provider details
- Key personnel
- Addresses
- Registration groups
- Service delivery questions**

## Service delivery questions

**Update**

Question	Answer
Do you support participants with the day-to-day management of medications?	Yes
Are you required to manage the disposal of waste, infectious or hazardous substances?	No
Do you support people who may be subject to a restrictive practice?	Yes
Do you deliver/intend to deliver complex bowel care (enema)?	
Do you deliver/intend to deliver tracheostomy management?	
Do you deliver/intend to deliver urinary catheter management?	
Do you deliver/intend to deliver ventilator management?	

- Select the answers to the **Service delivery questions**.

## Service delivery questions

Do you support participants with the day-to-day management of medications?

Yes

Are you required to manage the disposal of waste, infectious or hazardous substances?

No

- Click **Save**.

Do you deliver/intend to deliver ventilator management?

Please Select

[Discard changes and return](#) **Save**

The service delivery questions have been updated.