

On this page:

[What support coordinator reporting is](#)

[What support coordinator reporting is for](#)

[What reporting is like](#)

What support coordinator reporting is

Support coordinator reports include:

- Initial plan implementation report - completed 8 weeks after a participant's plan begins, or after the support coordinator accepts the request for service.
- Mid-term implementation report - completed on a regular basis.
- Plan reassessment and evaluation report - completed before the participant's next plan reassessment.

What support coordinator reporting is for

As a provider, it is important to measure and report on participant outcomes.

Reports help the NDIA understand how the participant's plan is going and how providers are going with supporting the participant to meet their goals.

When a support coordinator accepts a request for service, they agree to meet the NDIA reporting requirements.

What reporting is like

Reporting requirements for a support coordinator

Reporting requirements are included in the request for service, including when reports should be provided to the NDIA.

The reports must be submitted across the life of a participant's plan, generally at a set time. You should work with your participant when completing reports to make sure they know what information is being included.

Submit your reports to us. You should not ask your participant to provide the report to us.

Timing of reports

The timing of reports depends on the participant's circumstances and when their next check-in or plan reassessment is due.

Support coordinators and recovery coaches should regularly log-in to the provider portal to track due dates for reports.

Progress reports

You may be asked to supply a progress report showing the outcomes the participant has achieved through their supports.

Generally, progress reports should include:

- a summary of supports provided to the participant
- how the support has helped the participant work towards their goals
- whether the participant has been linked to any mainstream and community supports to help them achieve their goals
- barriers encountered and the strategies implemented to resolve these
- any risk identified to the participant or others
- any evidence or other information that may be relevant for the NDIA to consider when deciding on reasonable and necessary supports
- justification for any recommendations of additional supports, including details of the proposed outcomes and any risks or impacts on other supports, if relevant.

Reporting templates for support coordinators

Templates are available for support coordinator reports. The templates help to capture consistent information to prepare for participant [check-ins](#) and [plan reassessments](#).

The templates ask for information about:

- the participant's support needs and situation
- the supports the participant is receiving
- the participant's progress in implementing their plan to meet their goals.

Download the reporting templates

- [Download the Recovery coach progress report docx file](#) - DOCX 797.61 KB
- [Download the Support coordinator progress report docx file](#) - DOCX 796.04 KB

- [Download the Recovery coach implementation report docx file](#) - DOCX 794.41 KB
- [Download the Support coordinator implementation report docx file](#) - DOCX 799.45 KB

How to submit reports

Support coordinators and recovery coaches can submit their reports as attachments in the [my NDIS provider portal](#).

Related information

[Guide to working as a support coordinator](#)

[What is a check-in](#)

[What is a plan reassessment](#)

This page current as of
7 May 2026