




ACDC Reporting Requirements


Organisations that received funding from the Disability Services Commission trading as the Department of Communities are responsible for submitting data about individuals and services delivered to people with disability into ACDC, in compliance with their Service Agreement.

- 1. Does my organisation need to report into ACDC if services were provided on a WA NDIS (ie. WA State-managed) plan?**


Services provided on a WA NDIS plan must be reported into ACDC.


Yes
- 2. Does my organisation need to report into ACDC if services were provided to an individual for only part of the year?**


If an individual left your organisation, left the state of Western Australia, passed away or commenced receiving services on a Commonwealth operated NDIS (NDIA) plan, information is still required in ACDC to reflect the services provided to that individual, either under the WA NDIS or the National Disability Agreement, for the part of the year they received the service.


Yes
- 3. Does my organisation need to retain individuals' plans and associated documentation as evidence of service delivery?**


Individual plans and evidence of service delivery is required for proof of contract compliance and may be requested as part of audit selections, quality evaluation reviews or under Freedom of Information legislation.


Yes
- 4. Does my organisation need to provide individuals' plan information in ACDC?**

Individuals' plan information does not need to be provided in ACDC.


No
- 5. Are services funded by the NDIA to be reported in ACDC?**

Only NDIS services funded by Disability Services are to be reported into ACDC; not NDIA-funded services, which are funded and managed by the Commonwealth government.


No