# **my NDIS Provider Portal –Support Coordinator and Psychosocial Recovery Coach demonstration**

[Narrator]

This video will demonstrate the information that a Support Coordinator and a Psychosocial Recovery Coach can view in the my NDIS provider portal after logging in to the portal via PRODA.

The tabs available to you along the top of the portal will depend on the type of services you provide.

As a Support Coordinator or Recovery Coach the My Participants and Requests for Service tabs will be available to you.

The My Participants tab allows you to view a participants information once they have given their consent to share their plan with you. This tab allows you to search for a participant and view certain details about them, and their plan.​

You can search by participant last name or NDIS number​.

Alternatively, you can scroll down the page and select the participant you wish to view.

After selecting a participant, you will be able to see a participants basic details such as the plan duration, preferred name, NDIS number, Date of birth, Gender and if an interpreter is required. Scroll down to view the About Me, ​Goals, Budget, Funded Supports, Informal community and mainstream supports and Participants nominee details tabs.

Under the About me tab you will see information about a participants strengths,  living arrangements, relationships and supports, and their daily life.

Under the Goals tab you will see the participant's goals from their NDIS plan.

To find out more information, such as how a participant will reach their goal, you can use the drop down arrow next to each goal.

Under the **Budget tab** you can view all the budget details for the participant.

Here you can view the support categories under the different support types that the participant is funded for. In this example you can see the participant has an amount allocated for self managed funds under the Core Flexible category along with the opening balance, the amount spent and the available funds.  Scroll down the page to view the budget information for all other Support types including the support category, fund management type, amount and balance.

Under the **Funded Supports tab** you can view the total funded supports information for a participant. Scroll down the page to view the budget information under each support category which includes the budget category, budget type, management type and funded amount.

Under the **Informal community and mainstream supports** tab you will find information on current non-funded supports for a participant, along with new supports they would like to find.

Under the Participant nominee details tab you will see all nominee details recorded from a participants plan. You can view the nominee name and relationship type.

To log out of the portal, simply click on your name in the top right hand corner and then select ‘sign out’

[End Transcript]