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Step 1: Understand what's needed for an early childhood provider report

Early childhood provider reports are written for families of children younger than 9 who are NDIS participants.

The report shows how the supports you deliver are helping the child and their family achieve positive outcomes.

We encourage annual reports but they aren’t mandatory.

We need the report to include:

- a summary of the NDIS supports delivered to the child
- what outcomes the child and their family have achieved
- how the NDIS supports helped the child and their family work towards their goals
- future goals the child and their family have
- recommendations to help you support the child and their family’s future goals.

You must include the child and their family’s details in the early childhood provider report.

This includes the:

- child’s NDIS number
- start date of services.

Include your professional qualifications and any relevant professional registration or membership details. This information helps us understand who is delivering services to the child and what their qualifications are.

We also ask you to include the people in the child’s life who were involved in delivering their supports.

Download report writing guidance for help preparing early childhood provider reports:

- Report writing guidance (DOCX 114KB)
- Report writing guidance (PDF 246KB)

Goals and outcomes

Include the goals and outcomes of each goal in this part of the early childhood report. Work with the family to develop these.

Consider goals that are:

- based on the family's and child's priorities and choices
- focused on increasing the child's function and participation in routines
- specific enough to measure progress.

You can separate the goals across the tables. This helps you report on the individual goal's progress and outcomes separately.

Copy and paste the goals and outcomes table if you want to add more early intervention goals.

Progress and outcomes

Progress reports help us understand how effective the supports have been. It also helps us decide on recommendations for future supports.

The report should include baseline and outcome measurement scores or descriptors from the tools used. This can include a summary of the results as a separate report.

Baseline and progress

Baseline and progress information is the best way to show the impact of supports on the child's and family's independence and participation in daily activities.

The report should also record the child's and family's progress towards goals over the reporting period.

Consider any relevant life stages and transitions in this part of the report.

Outcome measurements

Provide evidence of the child and family functional outcomes and progress towards goals in this section.

We recommend talking with the family about the outcomes of supports delivered. This is considered best practice in early childhood intervention.

Additional evidence and information

Including additional information and evidence can add value to your report.

Additional evidence and information can include:

- relevant functional assessments
- therapy plans
- reports from the past 12 months.

Step 2: Complete the template

Download the early childhood provider report template:

- Early childhood provider report (DOCX 85KB)
- Early childhood provider report (PDF 285KB)

The template helps you document important information. It aligns to the delivery of best practice in early childhood intervention and the NDIS Practice Standards and Quality Indicators .

You can use your own report format if you prefer. Make sure your report includes all the information covered in our form.

Step 3: Submit the report

Once you have written the early childhood report, share it with the child's family. They can then share the report with us during their plan reassessment or at a check-in.

You can send the report to us by uploading it to the provider portal if you have consent.

Related information

What is an early childhood provider report

What is a plan reassessment

What is a check-in

This page current as of
28 July 2026