

## On this page:

[Step 1: Understand what's required for an early childhood provider report](#)

[Step 2: Complete the template](#)

[Step 3: Submit the report](#)

## Step 1: Understand what's required 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 us how the supports you are delivering are providing positive outcomes for both the child and their family.

We encourage annual reports, but they are not 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 have helped the child and their family work towards their goals
- any future goals the child and their family have
- any recommendations that will help you support the child and their family's future goals.

You must include the child and family in the early childhood provider report.

This must include the:

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

You need to include your professional qualifications and any relevant professional registration or membership details. It is important for us to know your details. This is so we can understand who is delivering services to the child and what your qualifications are.

We also ask you to include the people in the child's life who were involved in the delivery of the supports.

To guide you on writing the early childhood provider report, read more:

- [Download the Report writing guidance docx file](#) - DOCX 113.81 KB
- [Download the Report writing guidance pdf file](#) - PDF 245.62 KB

## Goals and outcomes

For this part of the early childhood report, you must include the goals and outcomes of each goal.

When developing goals with the family, 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 the child's and family's progress.

It is fine for the goals to be separated across the tables. This helps you report on the individual goal's progress and outcomes separately.

You can copy and paste the goals and outcomes table to capture additional early intervention goals.

## Progress and outcomes

Reporting on progress helps us to understand the effectiveness of supports delivered. 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

Preparing and providing baseline and progress information is the best way to capture 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.

You should consider any relevant life stages and/or transitions in this part of the report.

## Outcome measurements

It is important you provide evidence of the child and family functional outcomes and progress towards goals in this section.

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

## Additional evidence and information

Additional information and evidence can go a long way and 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

The template is available to download:

- [Download the Early childhood provider report docx file](#) - DOCX 84.76 KB
- [Download the Early childhood provider report pdf file](#) - PDF 284.51 KB

The template has been developed to help 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. We ask that your report include 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](#).

With consent, you can send the report to us by uploading it to the provider portal.

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## Related information

### [What is an early childhood provider report](#)

## What is a plan reassessment

## What is a check-in

This page current as of  
3 May 2026