

A worked support coordinator task tracker

Fictional example for Riley, checked on 23 October 2026. Names, dates and tasks are invented. Requested dates and accepted commitments are distinguished; these are not NDIS deadlines or evidence requirements.

Action and useful result	Accepted owner	Status and reason	Needed by	Next check or outcome
OT report: confirm scope, fee and likely timing for Riley's agreed request.	Jo, coordinator: follow up availability. The clinician has not accepted a report deadline.	Waiting for the clinician's response; report not yet agreed.	Availability reply requested by 26 October. Report date not agreed.	Jo will check on 26 October using the agreed contact route, then discuss the next step with Riley.
Quote: obtain the final quote for the option Riley chose to explore.	Sam, supplier contact: send the quote. Accepted on 22 October.	Accepted; supplier preparing the quote. No purchase or funding approval is implied.	27 October, agreed with Sam.	Jo will check receipt on 27 October. If delayed, confirm revised timing and discuss the effect with Riley.
Speech pathology report received: check it against the request with Riley before agreed sharing.	Jo, coordinator: arrange Riley's review and ask the clinician about factual corrections.	Ready for review. Receiving the report has not completed the action.	Review with Riley on 26 October, as agreed.	Record the review and any correction request. Close with the actual result; assign any remaining sharing step separately.

A person waiting for someone else's response can still own the next follow-up. Keep that responsibility separate from work the other person has not accepted.

Copyable task tracker entry

Use an entry for an agreed result, adapting the prompts to the task. If your existing system already holds a field, keep using it there. Record shared coordination detail and link to the appropriate source record.

Participant / agreed priority / entry checked on:

Action and result needed:

Task owner / accepted on, or not yet accepted:

Date or trigger / requested or agreed / source:

Status: proposed / accepted / waiting / ready for review / closed

Waiting for / latest material update and date:

Follow-up owner / next check / agreed contact route:

Current source file or record / version / agreed access:

Result checked / remaining action or reason closed / date:

Check the result before closing the action. Retain required professional records and use the appropriate immediate contact arrangements for urgent issues. Keep completed cards private and share them only with the agreed people.