# NSW Restrictive Practices Authorisation System

# User Guide

# Part 2: Submitting an Application

Version 4.0

| Version Number | Updated By Description | Date of Update |
|---|---|---|
| 4.0 | Central Restrictive Practices Team *Update in line with system upgrade* | October 2020 |
| 3.0 | Central Restrictive Practices Team *Update in line with System upgrade* | 11/07/2019 |
| 2.0 | Central Restricti ve Practices Team *Update in line with System upgrade* | 11/01/2019 |
| 1.0 | Central Restrictive Practices Team *Release* | 13/11/2018 |

# Contents

# Contents

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# 1. Purpose of the User Guide

## 1.1 Purpose

The Restrictive Practices Authorisation (RPA) User Guide (the User Guide) has been developed to assist NDIS Registered Service Providers (Service Providers) and Behaviour Support Practitioners (Practitioners) navigate the NSW (DCJ) RPA System (the System) in order to implement and comply with the RPA Policy and Procedural Guide. This User Guide aims to provide the link between policy and practice.

The NSW Restrictive Practices Authorisation System User Guide *Part 2: Submitting an Application* takes users through the initial sections of an RPA Submission Form.

This guide should be read in conjunction with *Part 3: Endorsement and Assigning Panel Members*, as both guides combined detail all sections of an RPA Submission Form.

This User Guide will be updated when additional functions are added to the System.

Throughout the User Guide, *BEST PRACTICE SUGGESTIONS* have been included that your organisation may wish to use when establishing RPA processes.

**Quick Reference Guides**

Quick Reference Guides are highlighted throughout the guide.

They can be found in the System under the *HELP* menu.

## 1.2 How to use the User Guide

The RPA System User Guide has been divided into the following Parts:

# RPA SYSTEM USER GUIDE

**1 Accessing the System**
How to get your service and staff set up in the RPA System.

**2 Starting a Submission**
Information required and steps involved in starting new RPA submission.

**3 Endorsement and Assigning Panel Members**
How to submit a RPA submission to a RPA panel and organise the panel meeting.

**4 Recording Outcomes and Decisions**
How to record the decision made after a RPA panel meeting.

**5 Reviewing Implementation Progress**
How to arrange a panel meeting to review an approved RPA.

**6 Dashboard and Reports**
How to view a snapshot of your service's RPAs and other statistics in the System.

## 1.3 Authorisation Process Map
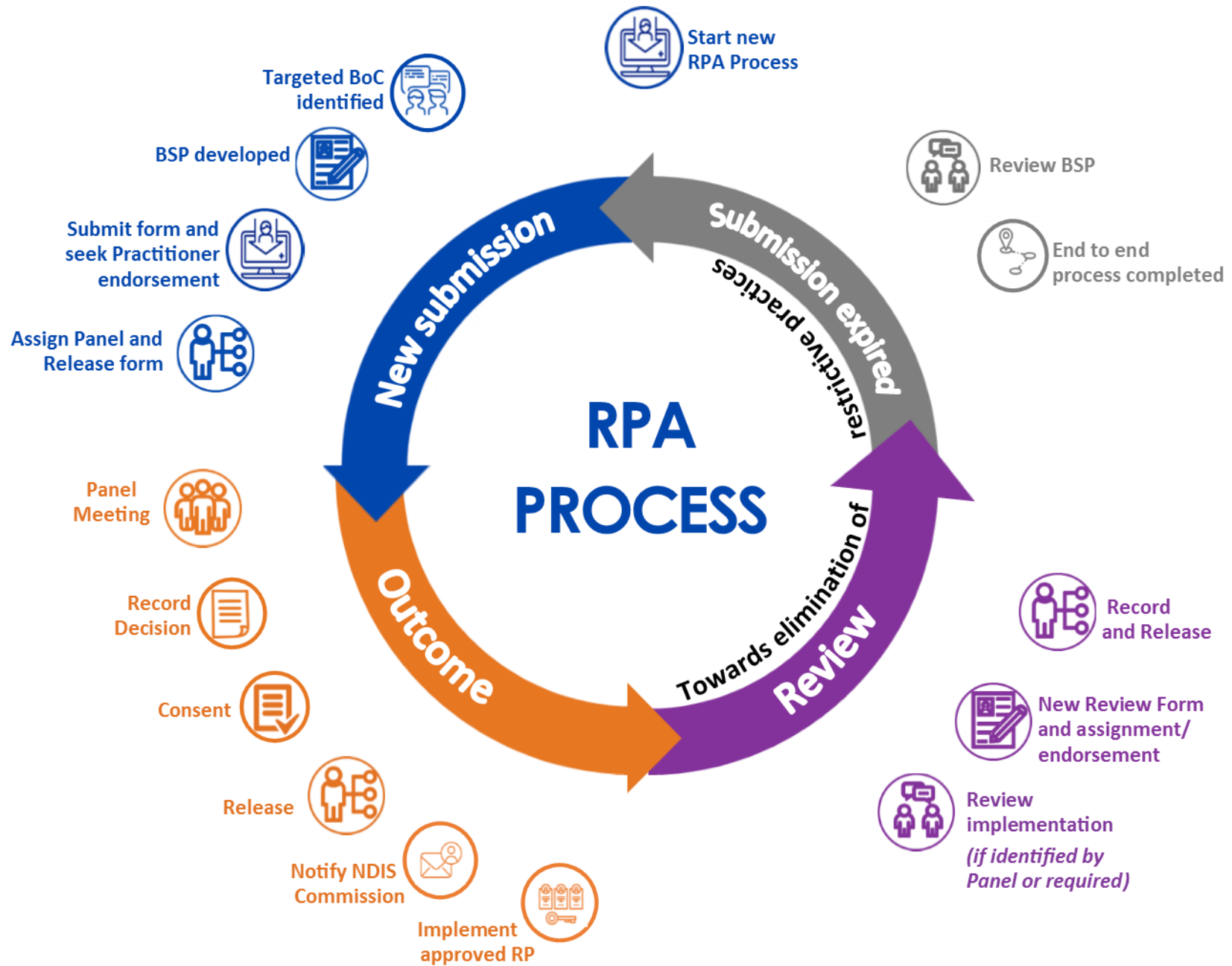


RPA PROCESS

**New submission**
- Start new RPA Process
- Targeted BoC identified
- BSP developed
- Submit form and seek Practitioner endorsement
- Assign Panel and Release form

**Submission expired**
- Review BSP
- End to end process completed

*restrictive practices*

*Towards elimination of*

**Review**
- Record and Release
- New Review Form and assignment/ endorsement
- Review implementation *(if identified by Panel or required)*

**Outcome**
- Panel Meeting
- Record Decision
- Consent
- Release
- Notify NDIS Commission
- Implement approved RP

# 2. The RPA Form explained

## 2.1 Stages of a Submission

As you move through a RPA Submission Form, you will progress through the different stages within the form:

| | | |
|---|---|---|
| 1 | **Create RPA Form**<br><br>**Status: Draft** | Entering information into Sections 1 - 6 of the RPA Submission Form is the first stage of the RPA process.<br><br>The Status of the RPA Submission Form will be *draft*.<br><br>➔ Sections 1 - 6 are explained within this, refer to Contents page. |
| 2 | **Submit Form**<br><br>**Status: New** | Clicking on Submit Form after all information has been entered into Sections 1 - 6 , opens up Sections 7—10 of the RPA Submission Form.<br><br>The status of the RPA Submission Form will change from *draft* to *new*.<br><br>➔ *Refer to* **User Guide Part 3: Endorsement and Assigning Panel Members** |
| 3 | **Release Form**<br><br>**Status: Released** | By clicking the Release Form button, the RPA Submission Form is *released* to the Panel.<br><br>Each Panel member, and the Endorsing Practitioner, will receive a email notification requesting they read the information contained in the RPA Submission Form.<br><br>An Outcome Summary Form will be generated. The information for the Outcome Summary is entered by the Convenor of the panel.<br><br>➔ *Refer to* **User Guide Part 4: Recording Outcomes and Decisions** |

## 2.2 Button Descriptors

The below buttons appear at the bottom of the screen while the RPA Submission Form is in draft:

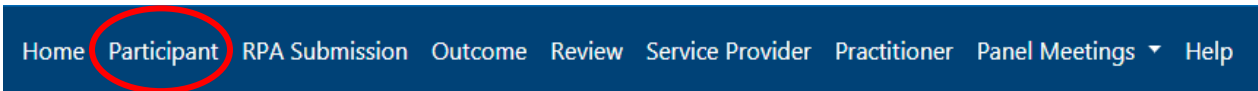| | |
|---|---|
| **Delete** | • This button will appear on the RPA draft submission form. This button will allow you to delete a draft submission if you no longer require it.<br><br>• This will help reduce the number of unwanted drafts in the system. |
| **Withdraw** | • This button is used to withdraw a practice for a specific reason, for example, if a submission was created by accident or is no longer required.<br><br>• The System will provide a prompt to check that the submission is  prior to release to the Panel. |
| **Back** | • Clicking on this button will take you back to the list of RPA Forms. |
| **Save** | • This button saves all information entered in a RPA Form.<br><br>• It is recommended that the RPA Form is commenced in advance, and the information is saved. Then the information can be changed or updated easily prior to submitting the form. |
| **Submit Form** | • Once all the information has been entered in the RPA Form, the Submit Form button is to be clicked. This locks the information already entered, and opens up new sections to complete. |
| **Print** | • This button opens up a PDF version of the RPA Form that can be printed or saved. This is what is sent to the NDIS Commission once the entire RPA process has been completed. |

# 3. To start a Submission

Before you can start a RPA submission in the RPA System, you must be registered in the System.

➔ *Refer to* ***User Guide Part 1:Accessing the System***

## 3.1 Creating a Participant

The Participant's details are required to be entered into the RPA System before a new Submission for Restrictive Practice Authorisation (RPA) Form can be created.

To ⬚ enter a new Participant in the System, log into the System:

| Step 1 | Navigate to 'Participant' in the menu bar.

Home   Participant   RPA Submission   Outcome   Review   Service Provider   Practitioner   Panel Meetings ▾   Help |
|---|---|
| Step 2 | The Participant needs to be registered in the System. Enter the Participant's name, or Participant ID number, into the search box.
• If the Participant record is displayed, the Participant ID is already in the System.
• The Participants name will appear in light blue (this is hyper-linked ) click on name and the system will take you to Participants records.
• If a 'Record not found' message is displayed, a new Participant record needs to be created. To do this, click on the  Add Participant  button. |

**What mandatory information do I need to enter in participant details?**

- Name, address, date of birth
- NDIS Participant ID
- Primary Behaviour Support Practitioner
- Primary Disability
- Related Parties details – email; phone number
- Aboriginal/Torres Strait Islander (ATSI)
- Culturally and Linguistically Diverse (CALD) field is required.
- Accommodation Setting

*Note: Service Provider information will be pre-populated.*

| | |
|---|---|
| **Step 3** | Fill in all fields.<br><br>• **NDIS Participant Details:** fill in the participant details.<br><br>• **Is this client covered under the COS agreement?:** tick this box if the Participant is a non-NDIS client.<br><br>• If the participant is under the age of 18 years a VOOHC checkbox will appear.<br><br>Date of Birth<br>20/02/2020    □ Receiving VOOHC Funding   ?<br><br>Please note if the age entered is over 18 the checkbox will NOT appear |
| **Step 4** | • **Branch List:** tick the box next to the branch or branches which the Participant belongs to.<br><br>    **Primary Behaviour Support Practitioner:** identify who the primary Practitioner is for the Participant. The system will now provide an alert if the primary Practitioner is no longer active in system. To resolve this issue select a new Primary Practitioner from the dropdown list.<br><br>    *Note:* Keeping this field updated will enable the Primary Practitioner to initiate a<br><br>    RPA Submission.<br><br>If required, additional information can be added in the notes section. This is not a mandatory field. |
| **Step 5** | • **Additional Information:** Related parties, such as parents, guardians and carer contact details can be added by clicking on the   **+ Add Related**   button. This is not a mandatory field.<br><br>• The remaining fields request demographic information. Note that the following fields are **mandatory**:<br><br>    ▪ NDIA Region<br>    ▪ Primary Disability<br>    ▪ Aboriginal / Torres strait islander (ATSI)<br>    ▪ Culturally and linguistically Diverse (CALD) field is required.<br>    ▪ Accommodation setting |

!

**Alert**

**Please correct the following error( s)**

1. **The primary practitioner is not active in the system: please select a new primary practitioner .**

!

**You will not be able to move forward in the System until all mandatory fields are entered.**

| Step 6 | Once all Participant details have been entered into the System, click on the **Save** button. |
| --- | --- |
| | The Participant is now registered in the System. |
| | **Success!** Participant saved. |

To review Participant details, click on the Participant name hyperlink to open the Participant Details page.

## Participant

Add Participant

**Search Results**

Show 10 ⬍ entries        Export to Excel  ℹ️                                          Search: [          ]

| NDIS Participant ID ↑↓ | Name ↑↓ | Date of Birth ↑↓ | Status ↑↓ | Service Provider ↑↓ |
| --- | --- | --- | --- | --- |
| AAA1234567890 | Anne Aqua | 10-Oct-1975 | Active | Example Pty Ltd |

**BEST PRACTICE SUGGESTION**

Add all Participants in the System first as it will be easier to find the participant and create an RPA submission. If a Participant is not found, add a Participant using the steps above.

## 3.2 Creating an RPA Submission Form
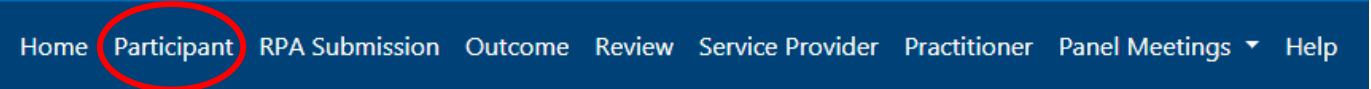
### 3.2.1 How to start a Submission

*Section 1 of the RPA Submission Form:*

| | |
|---|---|
| **1. NDIS Participant Details** | |

| | |
|---|---|
| **Step 1** | Navigate to 'Participant' in the menu bar. |
| | Home  Participant  RPA Submission  Outcome  Review  Service Provider  Practitioner  Panel Meetings ▼  Help |
| **Step 2** | Find the Participant's name. Enter the Participant's name, or Participant ID number, into the search box: |
| | • Click on the Participants name hyperlink. This will open the Participant Details page. |
| | • Click the **Create RPA Form** button to open a new RPA Form with a *draft* Submission ID number. |
| | • If you need to leave the form, you can click on the **Save** button and come back later. |

**Submission ID Number**

Each RPA Form will have its own Submission ID number.

This number can be found in each section in the System, and used when searching within the System.

**Quick Reference Guides**

Restrictive Practices Authorisation—Create a new RPA Application

## 3.2 Creating an RPA Submission Form

### 3.2.2 RPA Submission commenced but not completed

*Section 1 of the RPA Submission Form:*

| 1. NDIS Participant Details | |
|---|---|
| **Step 1** | Navigate to 'RPA Submission' in the menu bar.<br><br>Home    Participant    RPA Submission    Outcome    Review    Service Provider    Practitioner    Panel Meetings ▾    Help |
| **Step 2** | Search for the Participant by Form number (Submission ID number),  their name, NDIS Participant ID number, or date of birth. The status of the RPA submission will be *draft* as the form has not been submitted.<br><br>• Click on the Submssion ID. This will open the RPA submission form.<br><br> The draft will open with:<br><br>• Pre-populated Participant detail information.<br><br>• Any information previously saved. |

**Quick Reference Guides**

Restrictive Practices Authorisation—Create a new RPA Application

## 3.2 Creating an RPA Submission Form

*Section 2 of the RPA Submission Form:*

**2. Restrictive Practice Category**

| Step 1 | Enter the NDIS Commission's Behaviour Support ID number. |
| | This number will be provided by the NDIS Commission when the Behaviour Support Plan is lodged by the registered NDIS service providers as required under the *National Disability Insurance Scheme (Restrictive Practices and Behaviour Support) Rules 2018*. Entering Behaviour support ID Number is now **Mandatory** in the system. Applicant will not be able to release the form unless this number has been entered. Entering expiry date of plan is also **Mandatory**. Submission cannot be released until this date is entered. |
| Step 2 | Identify the type of submission required - either a Planned RPA Submission or an Interim RPA Submission. |

**Planned Submission**

A BSP is a plan that addresses the needs of the person identified as having complex behaviours of concern. The BSP contains evidence-informed strategies and seeks to improve the person's quality of life.

BSPs should be reviewed at a minimum of every 12 months.

**Click on →**



**Interim Submission**

Where there has been a risk or critical incident, or there is a need for a rapid decision, Participants may have an immediate need for an interim BSP to minimise risk.



If you are submitting an interim RPA, the System will ask: *Is this related to an IPRP or Incident?*

Provide incident details, if available, including Reference ID.

*Section 3 of the RPA Submission Form:*

**3. Prior RPA History (Post July 2018)**

Prior RPA History will be blank for a Participants first RPA Submission.

This section will auto populate from the second RPA Form with all historical RPA submissions recorded since 1 July 2018.

Service Providers will be able to refer to the RPA History when completing a new RPA Form, and the Panel will also be able to refer to previous RPA submissions in their deliberations.

### 3. Prior RPA History (Post July 2018)

Show 10 ⇕ entries                                                                 Search: [        ]

| Submission ID | Submission Type | RP Category | RP Description | Outcome ID | Outcome Status | Expiry Date |
|---|---|---|---|---|---|---|
| 1420 | Planned | Environmental Restraint | Text text text text text | 70281 | Completed | 08-Oct-2021 |
| 1480 | Planned | Environmental Restraint | Text text text text text | 70291 | Completed | 13-Oct-2021 |
| 1413 | Interim | Chemical Restraint | Text text text text text | 70280 | Completed | 02-Feb-2021 |
| 1400 | Interim | Environmental Restraint | Text text text text text | 70278 | Completed | 02-Feb-2021 |

Showing 1 to 4 of 4 entries

Previous  1  Next

Clicking on Submission Id or Outcome ID will  open up details of these submission or panel outcomes.
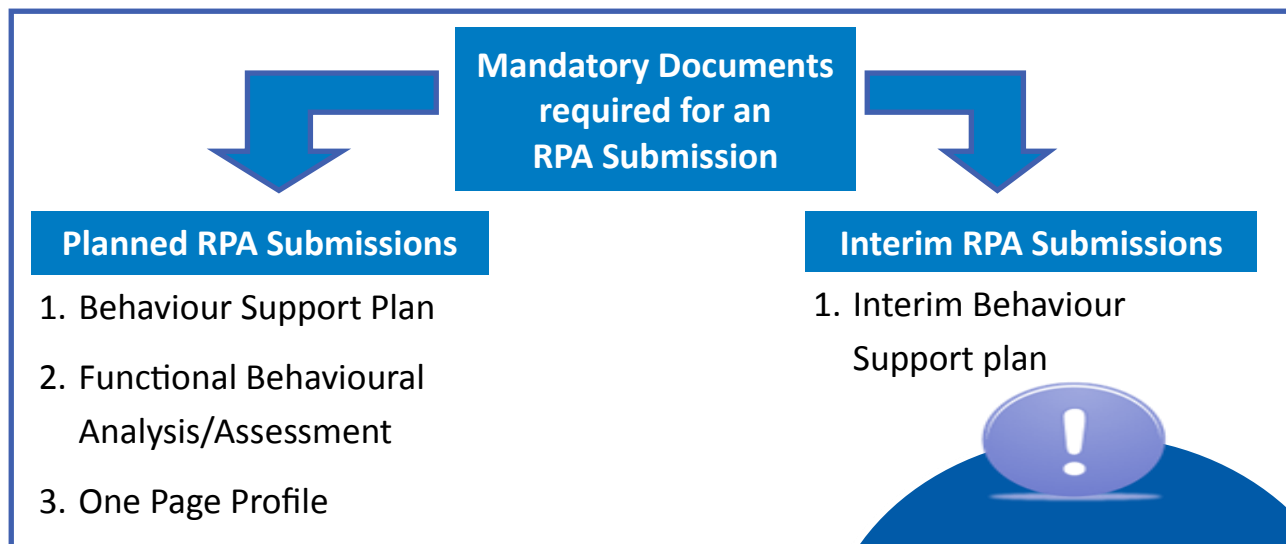
**BEST PRACTICE SUGGESTION**

**Save**

Keep the submission in *draft* by clicking on the save button until you ensure all information is included and filled out correctly, that all relevant documents are attached to the submission, and confirm all panel members are available before submitting the form to the RPA Panel for review.

*Section 4 of the RPA Submission Form:*

**4. Submission Accompanied By**

This section allows for *all documents applicable* to the RPA submission to be uploaded in the System.

The BSP is to be uploaded to the System after it has been lodged with the NDIS Commission.

**Mandatory Documents required for an RPA Submission**

**Planned RPA Submissions**

1. Behaviour Support Plan
2. Functional Behavioural Analysis/Assessment
3. One Page Profile

**Interim RPA Submissions**

1. Interim Behaviour Support plan

A floating menu bar will appear to right of the submission. This contains quick links that will take you to each section of the submission. More items will appear as each section of the form is unlocked.

**Quick Links**

Back to Top

1. Participant Details

2. Practice Category

3. History

4. Documents

5. Targeted Behaviour

6. Proposed Practices

7. Completed By

8. Consent

9. Endorsements

10. Panel Members

See the following page for Additional Governance Requirements specific to restrictive practice categories.

**BEST PRACTICE SUGGESTION**

Ensure all applicable documents are uploaded for RPA Panel Members to review, otherwise additional evidence may be requested or the Authorisation could be declined.
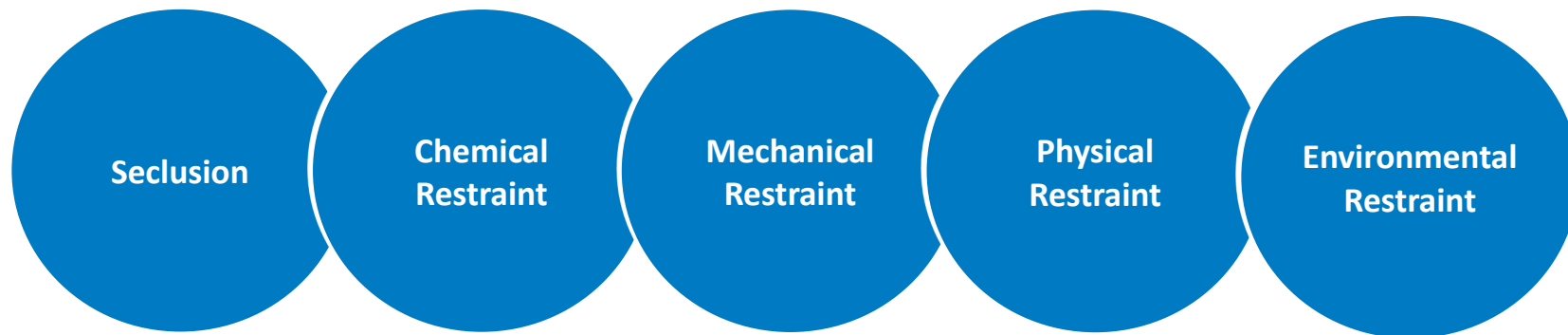
For a list of all applicable documents, refer to Appendix 2: Documents for RPA Submission.

## 3.2.3 Restrictive Practices Category — Additional Governance Requirements

*Section 4 of the RPA Submission Form:*

RPA Forms will not save unless the below governance requirements are included:

**Seclusion**

**Chemical Restraint**

**Mechanical Restraint**

**Physical Restraint**

**Environmental Restraint**

**Seclusion**

It is mandatory to include data on the use of Seclusion.

**Chemical Restraint**

Requires 3 mandatory documents:

- Medication Chart and/or PRN Protocol
- Medical Reports
- Information on side effects and symptoms of overdose.

**Mechanical Restraint**

**Physical Restraint**

It is mandatory to include data on the use of both Mechanical Restraint and Physical Restraint.

**Environmental Restraint**

No additional documents are required.

Refer to Appendix 2: Documents Applicable for RPA Submission

*Section 5 of the RPA Submission Form:*

**5. Summary of Targeted Behaviour of Concern**

This section is required to show the panel that the applicant is fully aware of what the behaviour of concern (BoC) is, the reasoning behind the behaviour and its impact.

| | |
|---|---|
| **Step 1** | Click the **+ Add Behaviour of Concern** button to document the BoC in the RPA Form. |
| **Step 2** | Provide a summary of the BoC by completing the fields below:<br><br>• **Type:** Choose from an extensive drop-down list. There is capacity within the System to add BoCs that are not listed. Select Other (specify) and enter details of BoC.<br><br>• **Description of BoC:** What is the BoC? How and when does the BoC present?<br><br>• **Background:** This should explain the reasoning behind the behaviour—why the person engages in the BoC.<br><br>• **Impact on quality of life:** Provide a summary of how the BoC impacts on the person's quality of life. What is it they miss out on?<br><br>• **Identified issues/risks:** Describe the risk of injury or harm posed to the person and/or others by the target behaviour of concern. |
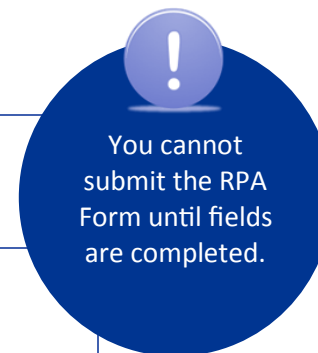
You cannot submit the RPA Form until fields are completed.

*BEST PRACTICE SUGGESTION*

There is no word limit – provide enough detail so Panel Members can make an informed decision.

Not enough detail in the submission could affect the RPA Outcome.

*Section 5 of the RPA Submission Form continued:*

**5. Summary of Targeted Behaviour of Concern**

| Step 3 | Click on the **Save** button. |
|---|---|
| | • Once saved, there is capacity within the System to **Edit** and add additional information. |
| | • There is also the ability to **Delete** if incorrect information was entered. |

➔ All targeted BoC for the Participant can be added to the System at this point - there is no limit to the number of targeted BoCs that can be added. A target BoC is one that the restrictive practices is proposed to address.

If there is more than one behaviour targeted by the proposed practice, click on **+ Add Behaviour of Concern** to add another BoC.

Only BoC that are associated with a RRP are required to be entered in the RPA System.
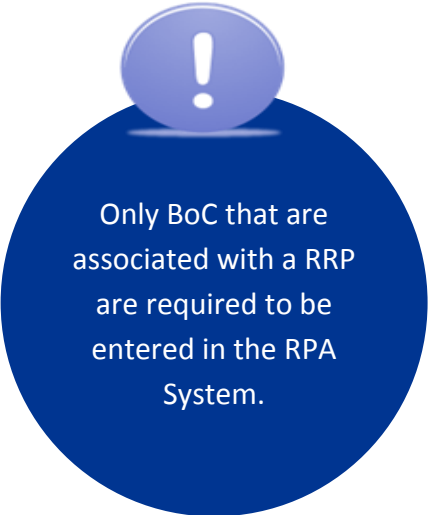
## 5. Summary of Targeted Behaviour of Concern

| Behaviour of Concern | Background | Impact on Quality of Life | Identified Issues/Risk | Action |
|---|---|---|---|---|
| Food – touching | dddddddddddddddddddddddd | dddddddddddddddddddddddd | dddddddddddddddddddddddd | Edit Delete |

**+ Add Behaviour of Concern**

*Section 6 of the RPA Submission Form:*

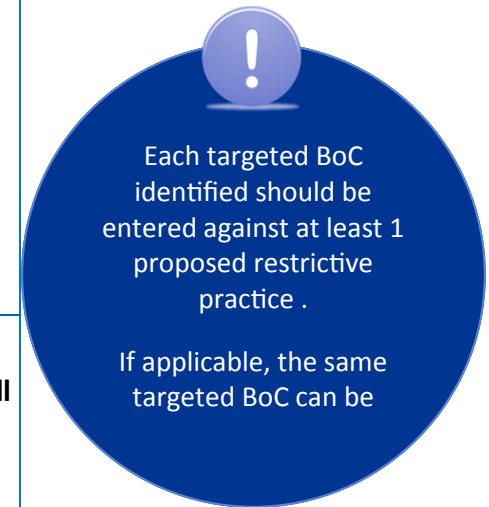| 6. Summary of Proposed Restrictive Practices |
|---|

Each field in this section is mandatory and is required to show the panel that the applicant is fully aware of the details of each proposed restrictive practice.

| Step 1 | Click the **[+ Add Proposed Practice]** button to provide details of the proposed RRP. |
|---|---|
| Step 2 | Fill in all fields:<br><br>• **Restrictive Practices Category:** Choose the category from the drop-down list:<br><br>Restrictive Practices Category ⑦<br>Chemical Restraint ▾<br><br>• **What is the practice?:** Provide a brief phrase or word to name the practice, for example: If chemical restraint name the medication. If environmental restraint, what is it that access being restricted to? E.g. restricted access to food/locked fridge. If mechanical restraint, name the restraint, e.g. arm splints or seat belt buckle cover<br><br>• **Service setting:** Service setting identifies the environment(s) that the authorisation will apply to.<br><br>Choose from the drop-down list:<br><br>Please select<br>Accommodation setting<br>Centre Based Respite<br>Community<br>Early childhood intervention services<br>Educational setting (eg., Day program, vocational, life skills)<br>Employment setting |

Each Proposed Restrictive Practice entered in this section creates an Outcome Summary for the RPA Panel to consider.

| Step 3 | Chose from the list of targeted BoC that have been pre-populated from the previous section. |
|---|---|
| |  |
| | Targeted BoCs can be grouped by choosing more than one in this field, if applicable.  All fields in Section 5 are mandatory . |
| Step 4 | Provide a summary in the fields below based on the proposed RRP for the selected BoC as documented in the BSP**: Please note all fields are mandatory. Submission cannot be released until all are completed.**<br><br>• **Description of the proposed practice/strategy:**<br>  ▪ What is the proposed practice or strategy?<br>  ▪ Where is the proposed practice or strategy to be implemented?<br>  ▪ How will the proposed practice or strategy be implemented?<br>• **Expected outcomes related to the proposed practice/strategy:**<br>  ▪ When the proposed practice or strategy is implemented, what is the expected result?<br>  ▪ How does this link back to the Functional Behaviour Assessment?<br>• **Rationale for the use of the proposed practice/strategy**<br>  ▪ Why is the proposed practice or strategy being implemented? |

Each targeted BoC identified should be entered against at least 1 proposed restrictive practice .

If applicable, the same targeted BoC can be

***BEST PRACTICE SUGGESTION***

Providing a detailed summary shows the Panel that the applicant has a good understanding of the proposed practice.

*Section 6 of the RPA Submission Form continued:*

| Step 4 (continued) | • **What less restrictive options were trialed?** |
| --- | --- |
| |     • Information about other options trialed should be provided in order to determine if a practice is the least restrictive option. Additional documents can be attached in **section 4** where available. |
| | • **How will restriction be applied?** |
| |     • Describe how the practice will be carried out. |
| | • **What will be the impact of the practice (for the person and others)?** |
| |     • What is the negative impact of the practice on the person what right is being compromised? |
| | • **Behaviour support practitioner support/ staff training required** |
| |     • Identify what strategies will be required to implement the strategy effectively. At a minimum this should include training. Describe what this training will look like. |
| | • **Schedule of reviews for the proposed practice/strategy** |
| |     • Select from the dropdown box |
| | • **Notes:** |
| |     • Please enter relevant notes here. |
| | • **Fadeout strategies** |
| |     • Identify what strategies will be used to assist with reducing the frequency of the restricted practice as well as its elimination. If **no** fade out strategy is being proposed please provide a rationale for this this and the proposed length the strategy will be required. |

*BEST PRACTICE SUGGESTION*

There is no word limit – provide enough detail so Panel Members can make an informed decision.

Not enough detail in the submission could affect the RPA Outcome.

!

Avoid bundling of multiple practices. Each practice should have a separate outcome summary. This allows each practice to be assessed separately.

*Section 6 of the RPA Submission Form continued:*

| Step 5 | If there is more than one restrictive practice, click on the **+ Add Proposed Practice** button to add another proposed practice. |
|---|---|
| | 6. Summary of Proposed Restrictive Practices ? |
| | <table><thead><tr><th>Behaviour of Concern</th><th>Restricted Practice Category</th><th>Service Settings</th><th>Action</th></tr></thead><tbody><tr><td>Physical aggression – other people</td><td>Physical Restraint</td><td>Accommodation setting</td><td>Edit Delete</td></tr></tbody></table> |
| | + Add Proposed Practice |
| | 📄 Each proposed restrictive practice will generate a separate Outcome Summary. |

**Reference Documents**

Restrictive Practices Authorisation Policy

## 4. To Submit the RPA Submission Form

Once Sections 1 - 6 are complete, clicking on Submit Form will open up the next 4 sections required to lodge the submission:

- To submit the form, click on the **Submit Form** button.

- You can continue to enter the next sections of the form and then click on the **Save** button.

- If edits are required to section 1 - 6 after the form has been submitted, you can click the **Unsubmit** button. This will 'unlock' the previous section and allow changes to be made.

→ *Refer to **User Guide Part 3: Endorsement and Assigning Panel Members** for information on the next steps in the RPA Submission Form.*

## 5. The Practitioner initiating the RPA Submission Form

Practitioners have the ability to initiate the RPA Submission Form within the System.
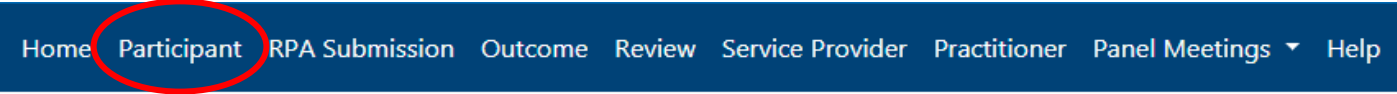
Before the Practitioner can initiate the RPA Form, the implementing Service Provider is required to record the Practitioner as the Primary Behaviour Support Practitioner when adding a Participant in the System:

Primary Behaviour Support Practitioner

Please select ▼

**!**

Practitioner and Service Provider to check who will initiate the RPA Form within the System.
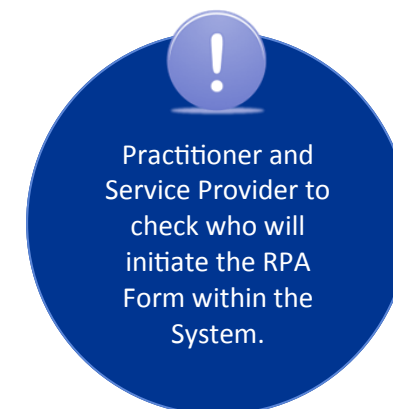
### 5.1 The Practitioner commencing the RPA Form

| Step 1 | To initiate a RPA Submission Form as a Practitioner, click on Participant in the Menu Bar:  Home  Participant  RPA Submission  Outcome  Review  Service Provider  Practitioner  Panel Meetings ▼  Help |
|---|---|
| Step 2 | Find the Participant's name.  Enter the Participant's name, or Participant ID number, into the search box:  Search: [          ]  Click on the Participant ID hyperlink. This will open the Participant Details page.  Click the **Create RPA Form** button to open a new RPA Form with a draft Submission ID Number. |

| Step 3 | Follow the steps in Section 3.2 of this Guide - Creating an RPA Submission Form. |
|---|---|
| Step 4 | The Practitioner can only complete sections 1 to 6 of the RPA Submission Form.<br><br>Instead of having the option of clicking a 'Submit Form' button, the Practitioner will see a **Validate Form** button. Click this button when the Submission is complete. Then click the **Send Notification** button to send a notification to implementing provider that sections 1 –6 of the submission are ready to be progressed. |

**Submit Form**

The implementing Service Provider is responsible for submitting the RPA form.

The System will then generate a notification email to the person nominated as the Primary Contact for the Service Provider.

The Primary Contact will need to communicate that the RPA Submission can now be progressed by the implementing Service Provider.

The nominated applicant will then be able to complete Sections 7 to 10 of the RPA Submission Form.
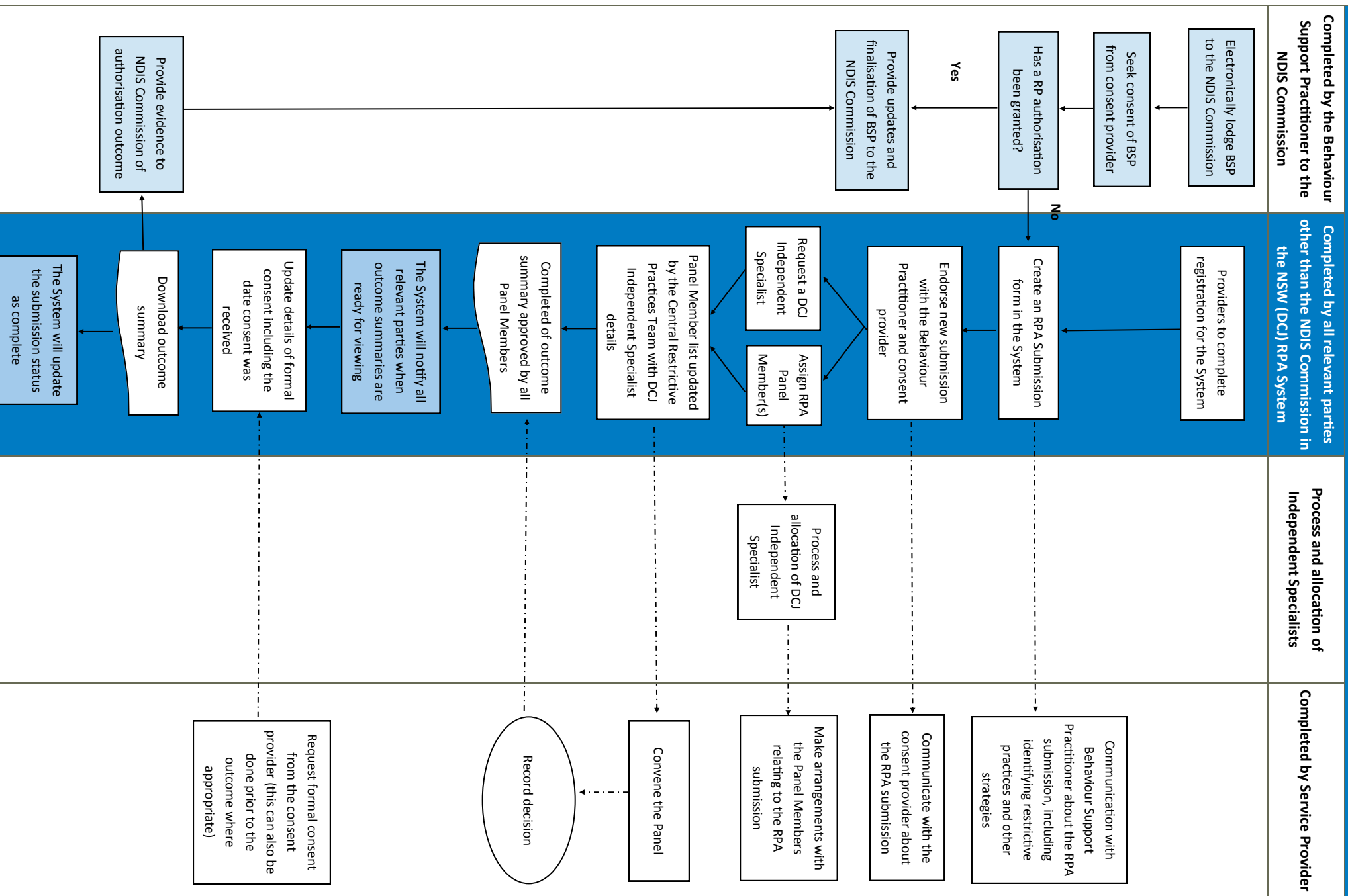
➔ *Refer to **User Guide Part 3: Endorsement and Assigning Panel Members***

# Appendix 1: Flow Chart: Using the NSW (DCJ) RPA System

**Service Provider—using the NSW (DCJ) RPA System to gain Restrictive Practices Authorisation**

| | |
|---|---|
| **Completed by the Behaviour Support Practitioner to the NDIS Commission** | **Completed by all relevant parties other than the NDIS Commission in the NSW (DCJ) RPA System** |

**Completed by the Behaviour Support Practitioner to the NDIS Commission**

- Electronically lodge BSP to the NDIS Commission
- Seek consent of BSP from consent provider
- Has a RP authorisation been granted?
  - **Yes** → Provide updates and finalisation of BSP to the NDIS Commission
  - **No** ↓
- Provide evidence to NDIS Commission of authorisation outcome

**Completed by all relevant parties other than the NDIS Commission in the NSW (DCJ) RPA System**

- Providers to complete registration for the System
- Create an RPA Submission form in the System
- Endorse new submission with the Behaviour Practitioner and consent provider
- Request a DCJ Independent Specialist
- Assign RPA Panel Member(s)
- Panel Member list updated by the Central Restrictive Practices Team with DCJ Independent Specialist details
- Completed of outcome summary approved by all Panel Members
- The System will notify all relevant parties when outcome summaries are ready for viewing
- Update details of formal consent including the date consent was received
- Download outcome summary
- The System will update the submission status as complete

**Process and allocation of Independent Specialists**

- Process and allocation of DCJ Independent Specialist

**Completed by Service Provider**

- Communication with Behaviour Support Practitioner about the RPA submission, including identifying restrictive practices and other strategies
- Communicate with the consent provider about the RPA submission
- Make arrangements with the Panel Members relating to the RPA submission
- Convene the Panel → Record decision
- Request formal consent from the consent provider (this can also be done prior to the outcome where appropriate)

# Appendix 2: Documents applicable for an RPA submission

Documents considered evidence for the use of RPA Panel Members include, but are not limited to, the following:

| Interim RPA Submissions | Planned RPA Submissions | Other documents you could consider including for all RPA Submissions |
|---|---|---|
| • Consent<br>• Interim Behaviour Support plan | • Consent<br>• Behaviour Support Plan<br>• Functional Behavioural Analysis<br>• One Page Profile | • Data Collection Summary<br>• Evidence of Implementation Training<br>• Lifestyle Plan<br>• Behaviour Assessment Report<br>• PRN Protocol<br>• Medical Report<br>• Medication Chart<br>• Risk Assessment<br>• Court Order |

| Seclusion | • Seclusion Register (This is the same as the data you have submitted to the NDIS Commission as a part of your reporting requirements) |
|---|---|
| Chemical Restraint | • PRN Protocol and/or Medication Chart<br>• Medical Reports<br>• Information on side effects and symptoms of overdose |
| Mechanical Restraint | • Restraint Register (This is the same as the data you have submitted to the NDIS Commission as a part of your reporting requirements) |
| Physical Restraint | • Restraint Register (This is the same as the data you have submitted to the NDIS Commission as a part of your reporting requirements) |
| Environmental Restraint | • No additional documents are required |

It is best practice to provide more than just the mandatory documents.

You need to provide enough detail so Panel Members can make an informed decision about the submission. Not enough detail in the submission could affect the RPA Outcome.