**Behaviour Support Planning and Restrictive Practice Reporting Process**

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| **Recognise** | **Regulated Restrictive Practice (RP)**  Environmental, physical, mechanical, chemical restraint and seclusion   * has the effect of restricting the rights or freedom of movement of a person with disability. Primary purpose is to influence behaviour |
| **Reportable Incident** | NDIS Reportable Incident – RP not authorised/no behaviour support plan or used differently from the plan.   * Every unauthorised use needs to be reported e.g. each use of chemical restraint e.g. given 3 times a day = 3 reports a day. * Unless NDIS Commission has given permission to report the unauthorised use on a weekly basis. In these cases, providers are able to give information once for all of the uses that are under a single reportable incident ID. |
| **Behaviour Support Plan** | 1. **Interim Behaviour Support Plan (BSP)**     * Required within 1 month of first use of RP    * Responsibility of primary implementing provider to take reasonable steps to achieve this 2. **Comprehensive Behaviour Support plan (includes functional assessment)**  * Required within 6 months of use of RP   + Required to be reviewed every 12 months   + Responsibility of primary implementing provider to take reasonable steps to achieve this   3. **Behaviour Support Practitioner**   * Completes and gains consent from participant/representative * Identifies which services are implementing providers * Uploads onto NDIS Portal   4. **Implementing provider**   * Accepts plan on the NDIS Portal   **Plans need to be authorised: this differs in every state**  Victoria refer to:   * Authorisation: https://www.dffh.vic.gov.au/using-restrictive-practices-victoria-ndis-providers-word * Behaviour Support toolkit: Victoria has a specific BSP template https://www.dffh.vic.gov.au/sites/default/files/documents/202110/Behaviour%20Support%20Plan%20Toolkit%20-%20January%202021.pdf |

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| **Reporting Use**  **Monthly on use or non-use of each restrictive practice** | 1. Monthly reports can be submitted from the first day of the next month and are due within 5 business days.   * Login to NDIS Commission Portal Refer to NDIS Portal User Guide for Monthly Reporting of Restrictive Practices * Select role: Approved Reporting Officer * Select: Behaviour Support Plan * Click on: Monthly Reporting of Restrictive Practices tab * Report when restrictive practice is not used   Refer to Guide pg7   * + - * Report the use of a routine restrictive practice   Refer to Guide pg 9   * + - * Report the use of a PRN (as needed) restrictive practice   Refer to Guide pg 12   * + - * Report restrictive practice where no BSP exists (e.g not required due to other funding source) Create RP (no BSP) record   Refer to Guide pg 14   * + - * Submit Monthly report ▪ Click on: Authorised Reporting Officer Report Submission tab |
| **Spreadsheets to support reporting** | 1. BSP Report Tracking for NDIS 2. Restrictive Practice Register 3. Routine Unauthorised use of Restrictive Practice (URP) 4. Reportable Incident Register 5. Participant RP use for Monthly Reporting Template   K:\General Items for All Staff\Behaviour Support & Restrictive Practices\BSP Reporting Spreadsheets |
| **NDIS Useful Resources** | NDIS Commission Portal User Guide for Monthly Reporting of Restrictive Practice  NDIS Unauthorised use of restrictive practice questions and answers |