**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
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| **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.
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| **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
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| **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  |