



NDIS Commission Portal User Guide

Implementing providers: Reporting on the use of regulated restrictive practices

V.3 April 2021

This guide is for implementing providers who must report monthly on the use of regulated restrictive practices

Table of Contents

- Accessing the NDIS Commission Portal 2
- Accepting a behaviour support plan 2
 - 1. View the plan 3
 - 2. Accept/approve the plan and attach evidence of authorisation (where applicable) 4
- Reporting on regulated restrictive practices in a lodged behaviour support plan..... 6
 - 3. Report when a regulated restrictive practice is not used 6
 - 4. Report the use of a routine regulated restrictive practice 9
 - 5. Report the use of a PRN (as needed) regulated restrictive practice 11
 - 6. Remove a report entered in error..... 13
- Reporting when no behaviour support plan is lodged 14
 - 7. Create a record in the NDIS Commission Portal 14
 - 8. Add person details 15
 - 9. Add disability details 18
 - 10. Add address details 18
 - 11. Enter details about start and end date 19
 - 12. Enter behaviours of concern 20
 - 13. Add restrictive practices 20
 - 14. Activate the record to enable monthly reporting 21
 - 14. Close an RP Record..... 22
- Contact us 22

Accessing the NDIS Commission Portal

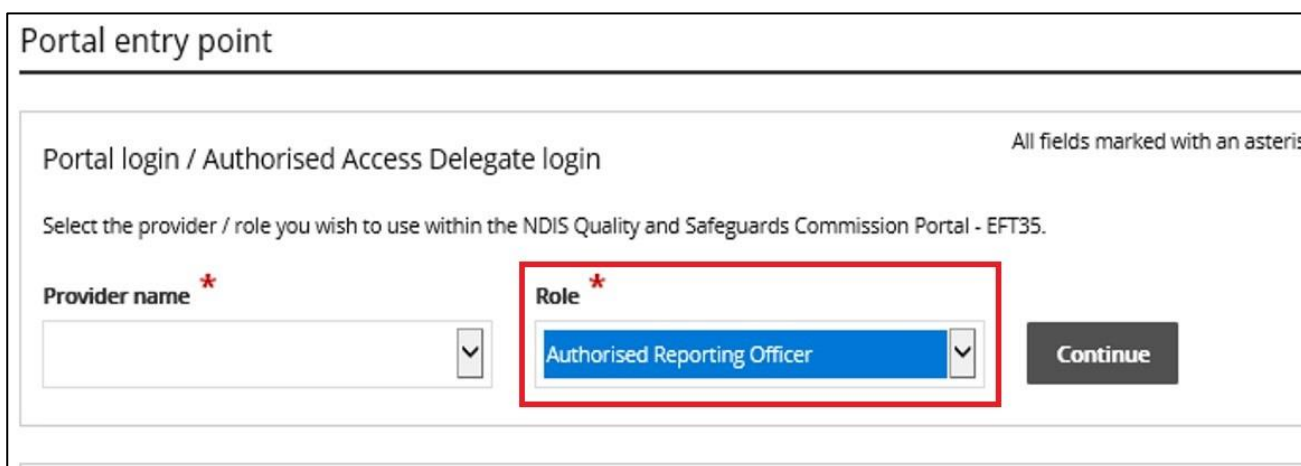
Step 1: Obtain a PRODA account

To access the NDIS Commission Portal, you will need a PRODA account. For instructions, see the [Quick Reference Guide: Getting access to NDIS Commission Portal](#).

Step 2: Self-request access role

Authorised Reporting Officer (ARO) role

Once you have your PRODA account, login to the NDIS Commission Portal and request access for '**Authorised Reporting Officer**' (ARO). This role is approved by the Authorised Access Delegate role within your organisation.



The screenshot shows a web form titled 'Portal entry point'. The main heading is 'Portal login / Authorised Access Delegate login'. A note on the right says 'All fields marked with an asterisk'. Below this, it says 'Select the provider / role you wish to use within the NDIS Quality and Safeguards Commission Portal - EFT35.' There are two dropdown menus: 'Provider name *' and 'Role *'. The 'Role *' dropdown is highlighted with a red box and shows 'Authorised Reporting Officer' selected. A 'Continue' button is to the right of the dropdowns.

❖ **Tip:** Any ARO can accept the plan by locating the plan through search, navigating to the implementing provider view, and clicking the **Approve** button (see '[Accepting a behaviour support plan](#)')

❖ **Tip:** You may have multiple access roles in the NDIS Commission Portal, so it is important that you are logged in as the ARO role when accepting behaviour support plans and completing monthly reporting. If any of the buttons referred to these instructions are not visible, you may be logged in under a different access role. Check this first before contacting the NDIS Commission for help.

Behaviour Support Reporting Admin role

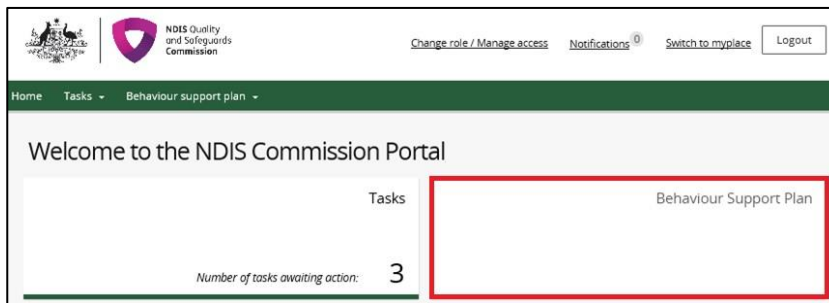
- This access role also allows a user to **approve** behaviour support plans and to enter monthly reports about the use of regulated restrictive practices outlined in the behaviour support plan.
- The Admin role cannot submit monthly reports; only the ARO role can do this.
- This role is approved by the **Authorised Access Delegate** within your organisation.

Accepting a behaviour support plan

Once the plan is lodged in the NDIS Commission Portal by the specialist behaviour support provider, the implementing provider needs to approve/accept the plan and complete monthly reports on their use of the restrictive practices.

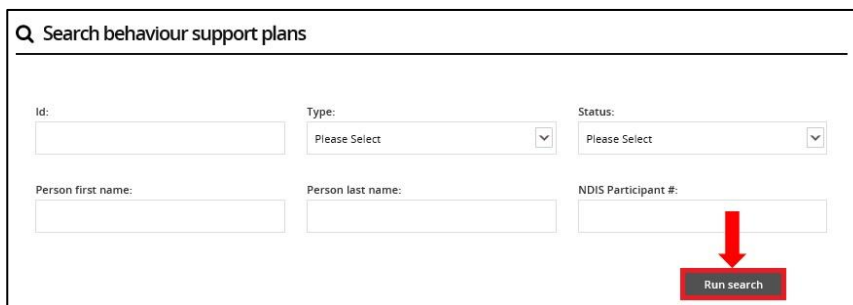
1. View the plan

1.1. Select the **Behaviour Support plan** tab



1.2. Search for the participant using the Plan ID or participant's name and click **Run search**. The results will be displayed at the bottom of the screen. Select the plan and click **View**.

❖ **Tip:** The search engine is sensitive so it is important that the spelling of the person's name is accurate.

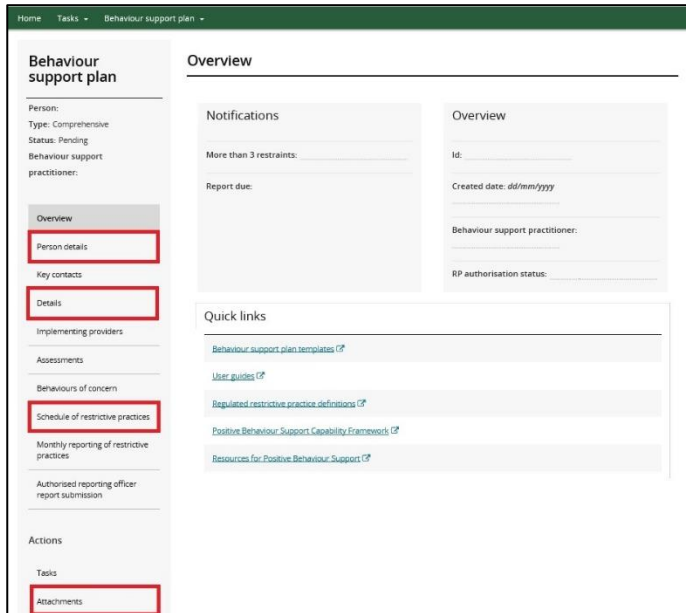
A screenshot of the search form titled 'Q Search behaviour support plans'. The form contains several input fields: 'Id:' (text box), 'Type:' (dropdown menu with 'Please Select' selected), 'Status:' (dropdown menu with 'Please Select' selected), 'Person first name:' (text box), 'Person last name:' (text box), and 'NDIS Participant #' (text box). A red arrow points to a 'Run search' button located at the bottom right of the form.

1.3. Click **Person details** and check it is the right person.

1.4. Click **Details**, and check the start and end date of the plan.

1.5. Click **Schedule of restrictive practices** and check that all restrictive practices being used are listed accurately, including matching the information contained within the attached behaviour support plan. If they are not, contact the specialist behaviour support provider.

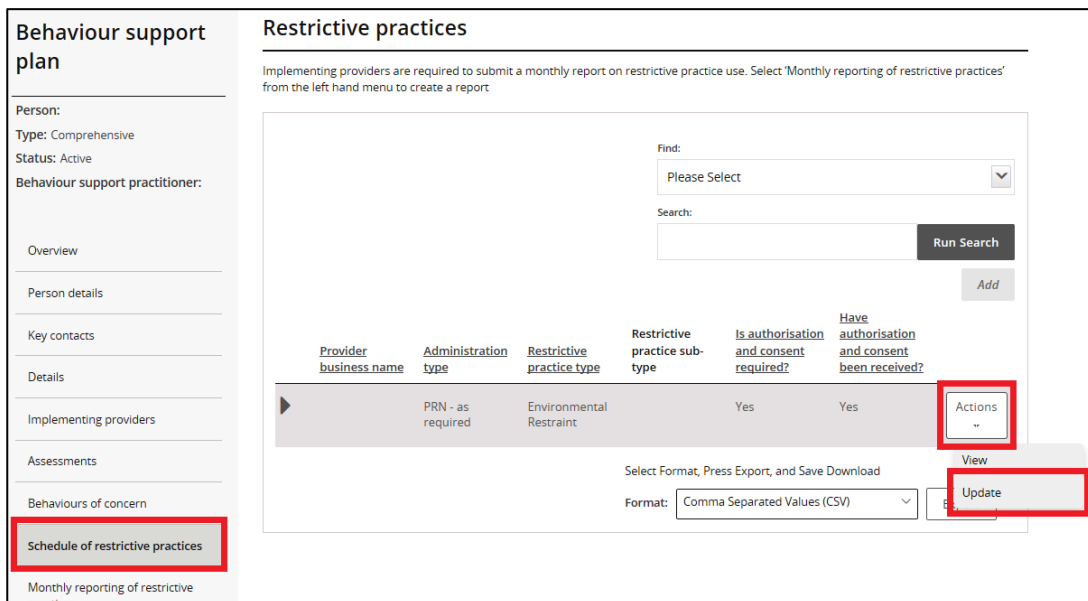
1.6. Click **Attachments**. A copy of the behaviour support plan is located here. If there are no attachments, contact the specialist behaviour support provider. The specialist behaviour support provider is required to attach a copy of the plan as part of the lodgement and a copy of the functional behaviour assessment as part of the lodgement of the comprehensive behaviour support plan



❖ *Tip: If there are any errors in the NDIS Commission Portal, contact the specialist behaviour support provider. If the plan is in 'Pending' they are able to change the status back to draft and rectify the error. (Note: once you click the approve button and the plan status is 'Active' changes cannot be made to the plan). Therefore, it is integral that this stage is recognised as an important check point and is reflective of your organisation's use of the regulated restrictive practices.*

2. Accept/approve the plan and attach evidence of authorisation (where applicable)

2.1. Click **Schedule of restrictive practices** from the left hand side navigation menu. For each restrictive practice, click the **Actions** button and then then click **Update**.



2.2. It is the role of the implementing provider to seek authorisation for the use of each practice. Update the authorisation information and attach the evidence of authorisation. These fields can be updated by the ARO or the Behaviour Support Reporting Admin, even when the plan is active.

Authorisation

Is authorisation and consent required?*: Yes

Have authorisation and consent been received?*: Yes

Status: Authorised

Authorisation and consent received from*: Authorising Body

Authorisation start date: * dd/mm/yyyy: 09/10/2019

Authorisation end date: * dd/mm/yyyy: 30/10/2020

Attachments

Add attachments, including evidence of authorisation if required.

[Add attachment](#)

Name	Document type	Date uploaded	Type	Size	Uploaded by	Actions
Evidence of authorisation for John Citizen PRN medication	Restrictive practice auth.	22/06/2020	docx	12,836	BLDEV_EW317555	Actions

[Discard changes and return](#)

[Save and return](#)

Tip: NSW, ACT, VIC, TAS, NT, QLD and WA should use 'Authorising Body' in the drop-down list. SA should use 'Guardian'.

2.3. To lodge the evidence of authorisation, click **Add attachment**.

Attachments

Add attachments, including evidence of authorisation if required.

[Add attachment](#)

You currently don't have an attachment linked to this restrictive practice. If you have the right access and if the button is enabled, click "Add attachment".

Tip: If you have not yet received written evidence of authorisation you can come back and update these sections when you have received it.

2.4. Attach evidence of authorisation. Select **Restrictive practice auth.** as the 'document type' and click **Save and close**. Attach evidence to each restrictive practice listed. Note: the 'Description' field is not mandatory.

Add/update attachment details

Select the file to be uploaded * required

Name:*
Evidence of

Document type:*
Restrictive practice auth.

Description:
.....

Discard changes and close Save and close

2.5. Once all details have been reviewed, click **Implementing Providers** in the left hand side navigation menu and click **Approve**. The plan status will become active and is now ready for reporting.

Home Tasks Behaviour support plan

Behaviour support plan

Person: .
Type: Comprehensive
Status: Pending
Behaviour support practitioner:

Overview
Person details
Key contacts
Details
Implementing providers
Assessments
Behaviours of concern

Implementing providers

Select provider to view details. Approve

Primary provider	Registration id	Legal name	Business name	ABN	Review date
Actions					

Select Format, Press Export, and Save Download
Format: Comma Separated Values (CSV) Export

Service locations

Add an implementing provider's service location (outlet) to this plan. Add

Outlet id	Outlet name	Outlet type	Address	Status
Add				

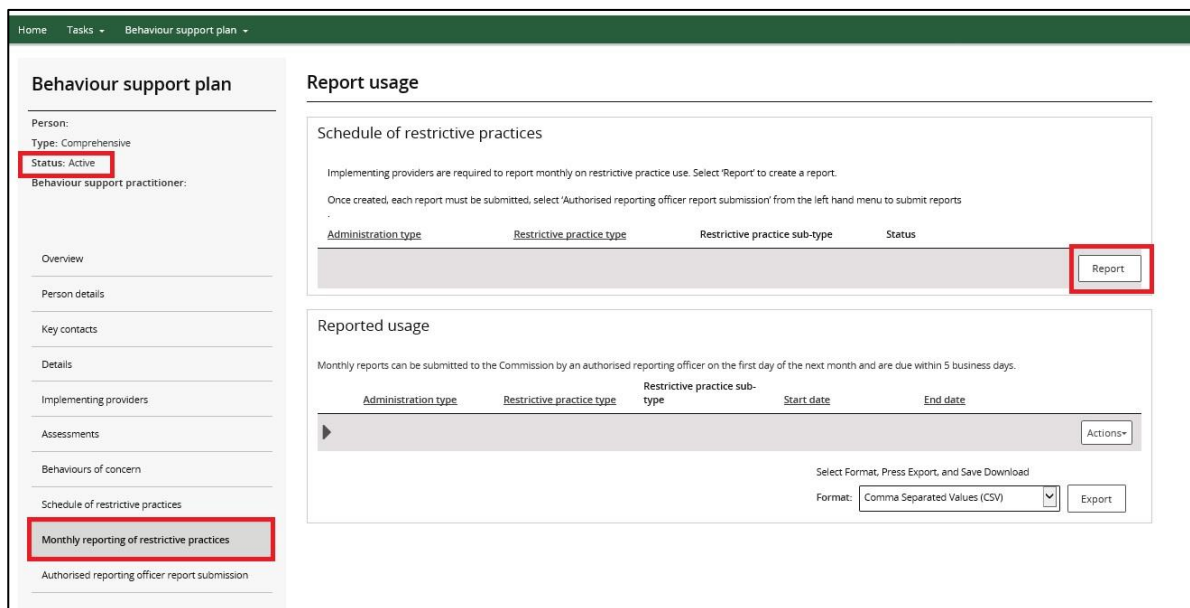
Reporting on regulated restrictive practices in a lodged behaviour support plan

When a behaviour support plan is lodged, the specialist behaviour support provider creates a list of the regulated restrictive practices. The implementing provider is required to report monthly on the use of these practices.

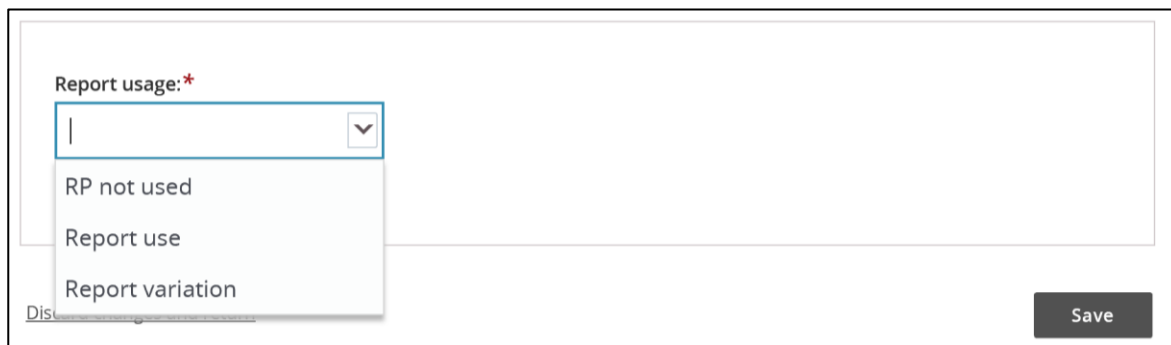
3. Report when a regulated restrictive practice is not used

Monthly reporting should be completed for all regulated restrictive practices in the behaviour support plan, including reporting if they are not used. Monthly reporting should be completed within 5 business days of the following month.

3.1. From the left hand side navigation menu, click **Monthly reporting of restrictive practices**. When the plan status is 'Active', the **Report** button becomes available. Click the **Report** button to enter a monthly report.



3.2. Select the 'RP not used' option from the drop-down list and click **Save**.



Please note, if there has been a change in circumstances for the participant, contact the behaviour support provider as they may need to review the behaviour support plan.

3.3. Click **Update** to enter the dates the regulated restrictive practice was not used.

Home Tasks - Behaviour support plan -

Behaviour support plan

Person:
Type: Comprehensive
Status: Active
Behaviour support practitioner

Overview

Person details

Key contacts

Details

Implementing providers

Assessments

Behaviours of concern

Schedule of restrictive practices

Monthly reporting of restrictive practices

Authorised reporting officer report submission

Report usage

Schedule of restrictive practices

Implementing providers are required to report monthly on restrictive practice use. Select 'Report' to create a report.

Once created, each report must be submitted, select 'Authorised reporting officer report submission' from the left hand menu to submit reports

Administration type	Restrictive practice type	Restrictive practice sub-type	Status
---------------------	---------------------------	-------------------------------	--------

Report

Reported usage

Monthly reports can be submitted to the Commission by an authorised reporting officer on the first day of the next month and are due within 5 business days.

Administration type	Restrictive practice type	Restrictive practice sub-type	Start date	End date
▶				
▶				

Select Format, Press Export, and Save Download

Format: Comma Separated Values (CSV) [v]

Export

Actions-
View
Update
Remove

3.4. Enter the dates when the regulated restrictive practice was not used, then click **Save**.

Reported usage

Report usage: Start date: dd/mm/yyyy hh:mm End date: dd/mm/yyyy hh:mm

RP not used

Type of variation: Please Select Frequency: Please Select Duration:

Behaviour of concern: Please Select

Where was the restraint used? Maximum of 500 characters

Comments: Maximum of 1500 characters

[Discard changes and return](#) **Save**

3.5. After the reports are entered, select the 'Authorised reporting officer' tab. Click **Submit reports**.

The screenshot shows the 'Report usage' section of the NDIS Commission Portal. On the left, a sidebar lists various tabs, with 'Authorised reporting officer report submission' highlighted in red. The main content area is titled 'Report usage' and contains a yellow warning box stating 'This plan is due review by *02/02/2021*. Contact your practitioner to organise a new plan.' Below this, the 'Reported usage' section provides a summary of reported restrictive practice use and includes a table with columns for Administration type, Restrictive practice type, Restrictive practice sub-type, Start date, End date, and Submitted by. A 'Submit reports' button is highlighted in red in the top right corner of the table area. Below the table, there are 'Actions-' buttons and an 'Export' button with a format dropdown set to 'Comma Separated Values (CSV)'.

Only the **ARO** role can submit the reports.

All reports can be submitted at the same time using the **Submit reports** button, or they can be submitted individually by clicking the **Actions** button.

4. Report the use of a routine regulated restrictive practice

Reporting where the use was in accordance with the behaviour support plan

4.1. Select **Report use** from the drop down options and click **Save**.

Note: If there was a change in the way the routine regulated restrictive practice is used, select **Report variation** instead and move to step 4.3.

The screenshot shows a dropdown menu for 'Report usage: *'. The dropdown is open, displaying three options: 'RP not used', 'Report use', and 'Report variation'. The 'Save' button is visible at the bottom right of the form area.

4.2. Enter the dates the routine regulated restrictive practice was in place and select the behaviour of concern the practice was used to manage. Then click **Save**.

Schedule of restrictive practices

Monthly reporting of restrictive practices

Authorised reporting officer report submission

Actions

Tasks

Attachments

Notes

Reported usage

Report usage:*
Report use

Start date:* dd/mm/yyyy hh:mm

End Date:* dd/mm/yyyy hh:mm

Behaviour of Concern:*
Please Select

Discard changes and return

Save

Reporting a variation in the use of the regulated restrictive practice

The report variation option can be selected when (for example):

- a change in medication dosage or frequency that does not require re-authorisation in the state or territory where the practice is used; or
- a participant's medication is being changed due to the prescriber trialling different dosages or medications, resulting in multiple variations to medications over a period specified by the prescribing medical practitioner; or
- the implementation of a regulated restrictive practice changes from routine to PRN due to fade out strategies and re-authorisation is not required in the state or territory where the practice is used.

Any change to the implementation of regulated restrictive practices that is not strictly in accordance with the behaviour support plan is considered a reportable incident. Any changes to a regulated restrictive practice that requires re-authorisation in accordance with State/Territory requirements would also be considered a reportable incident. The implementing provider should engage the behaviour support practitioner to review the plan where there are changes to the way regulated restrictive practices are being used.

4.3. Select the **Report variation** option from the drop-down menu and click **Save**.

Report usage:*

RP not used

Report use

Report variation

Save

4.4. Enter the dates when the variation applied and details of how the practice varied. Click **Save**.

Schedule of restrictive practices

Monthly reporting of restrictive practices

Authorised reporting officer report submission

Actions

Tasks

Attachments

Notes

Reported usage

Report usage:*
Report variation

Start date:* dd/mm/yyyy hh:mm

End date:* dd/mm/yyyy hh:mm

Behaviour of concern:*
Please Select

Type of variation:*
Please Select

Description of why and how routine varied.*
Maximum of 1500 characters

Discard changes and return

Save

4.5. After entering the reports, select the 'Authorised reporting officer' tab. Click **Submit reports**.

The screenshot shows the 'Behaviour support plan' interface. On the left, a sidebar contains a list of tabs, with 'Authorised reporting officer report submission' highlighted. The main content area is titled 'Report usage' and contains a yellow warning box: 'This plan is due review by *02/02/2021*. Contact your practitioner to organise a new plan.' Below this is the 'Reported usage' section, which includes a summary of reported restrictive practice use and a table with columns for Administration type, Restrictive practice type, Restrictive practice sub-type, Start date, End date, and Submitted by. A 'Submit reports' button is visible in the top right of the table area. At the bottom of the table area, there is an 'Export' button and a format dropdown menu set to 'Comma Separated Values (CSV)'.

Note: only the **ARO** role can submit the reports.

5. Report the use of a PRN (as needed) regulated restrictive practice

5.1. For a PRN practice, **each use** of the practice must be reported. For a chemical restraint PRN, the end date can be left blank, just complete the date and time the PRN was used in the Start date field. For seclusion, physical restraint, environmental restraint or a mechanical restraint that is used as needed, include the start date/time and the end date/time.

The screenshot shows the 'Reported usage' form. It includes the following fields and controls:

- Report usage:** A dropdown menu with 'Report use' selected.
- Start date:** A date and time field with the format 'dd/mm/yyyy hh:mm' and a calendar icon.
- End date:** A date and time field with the format 'dd/mm/yyyy hh:mm' and a calendar icon.
- Duration:** A text input field.
- Behaviour of concern:** A dropdown menu with 'Please Select' selected.
- Where was the restraint used?:** A text area with a maximum character limit of 500.
- Comments:** A text area with a maximum character limit of 1500.
- Buttons:** 'Discard changes and return' (a link) and 'Save' (a button).

5.2. To enter additional uses of PRN regulated restrictive practices, click **Monthly reporting of restrictive practices** and click the **Report** button to report a second use.

The screenshot shows the 'Behaviour support plan' page. On the left, the 'Monthly reporting of restrictive practices' tab is highlighted in red. The main content area is titled 'Report usage'. It features a 'Schedule of restrictive practices' section with a table and a 'Report' button highlighted in red. Below this is a 'Reported usage' section with a table and an 'Export' button.

Tip: PRN uses of regulated restrictive practices can be reported any time after the use.

5.3. After the reports are entered, select the 'Authorised reporting officer' tab and click **Submit reports**.

The screenshot shows the 'Behaviour support plan' page with the 'Authorised reporting officer report submission' tab selected in the left-hand menu. The main content area is titled 'Report usage'. It features a 'Reported usage' section with a table and a 'Submit reports' button highlighted in red.

Only the **ARO** role can submit the reports.

6. Remove a report entered in error

6.1. To remove a report entered in error, Click the **Actions** button and then click **Remove**.

The screenshot displays the 'Reported usage' section of the NDIS Commission Portal. On the left, a sidebar contains navigation options: 'Plan description', 'Schedule of restrictive practices', 'Monthly reporting of restrictive practices' (highlighted with a red box), 'Authorised reporting officer report submission', 'Related links', 'Actions', 'Tasks', and 'Attachments'. The main content area is titled 'Reported usage' and includes a note: 'Monthly reports can be submitted to the Commission by an authorised reporting officer on the first day of the next month and are due within 5 business days.' Below this is a table with the following columns: 'Administration type', 'Restrictive practice type', 'Restrictive practice sub-type', 'Start date', and 'End date'. The table contains three rows of data, all with 'Routine' as the administration type and 'Environmental Restraint' as the restrictive practice type. The third row is highlighted in grey. To the right of each row is an 'Actions' dropdown menu. The dropdown for the third row is open, showing 'View' and 'Remove' options, with 'Remove' highlighted by a red box. Below the table, there is a 'Format' dropdown menu set to 'Comma Separated Values (CSV)' and a 'Remove' button.

Administration type	Restrictive practice type	Restrictive practice sub-type	Start date	End date	Actions
Routine	Environmental Restraint	Restricted access-item/object	16/03/2020	31/03/2020	Actions
Routine	Environmental Restraint	Restricted access-item/object	01/04/2020	30/04/2020	Actions
Routine	Environmental Restraint	Restricted access-item/object	01/05/2020	31/05/2020	Actions

Select Format, Press Export, and Save Download

Format: Comma Separated Values (CSV)

Remove

Reporting when no behaviour support plan is lodged

As noted above, an NDIS implementing provider’s use of a regulated restrictive practice is required to be reported to the NDIS Commission.

The “RP Record (no BSP)” function in the portal is designed to enable implementing providers to report the use of regulated restrictive practices in exceptional circumstances where a participant has a behaviour support plan (BSP) and authorisation that covers the use of restrictive practices but the behaviour support plan is not required to be lodged with the NDIS Commission. For example if a participant’s BSP has been funded and developed through an alternative program (for example out of home care or a forensic psychologist prior to a participant leaving a secure setting) and the implementing provider is being funded through a participant’s NDIS package. Implementing providers are still required to report on the use of regulated restrictive practices.

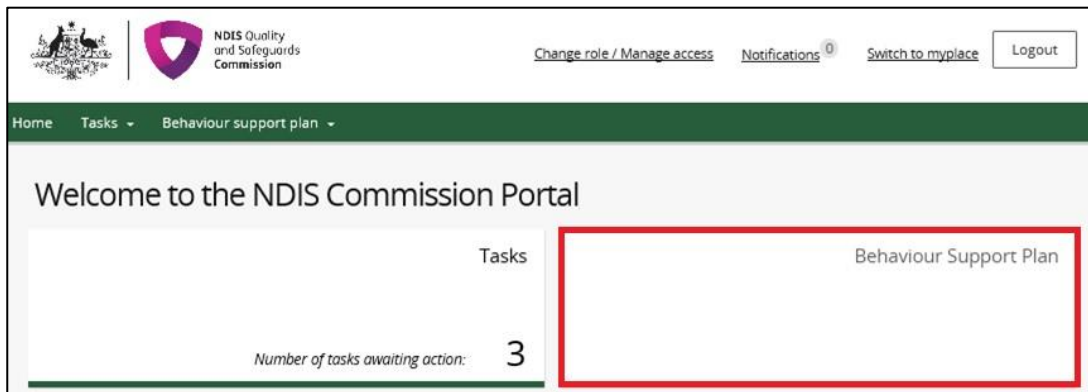
To facilitate this, the implementing provider can create an RP Record in the NDIS Commission Portal. This establishes the **schedule of restrictive practices** that the person is subject to, and allows monthly reports on the use of practices to be entered into the NDIS Commission Portal.

Please note, where there is no behaviour support plan in place, the use of a regulated restrictive practice is a **reportable incident**. The provider must notify the NDIS Commission about the use within 5 business days. Further information about this is available on our website:

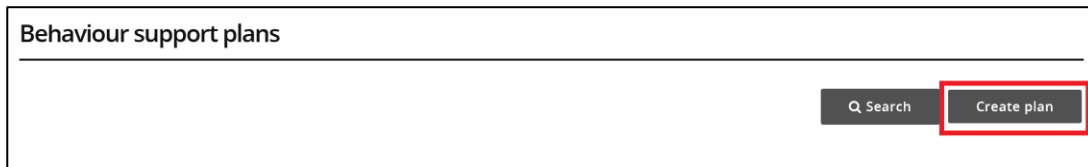
<https://www.ndiscommission.gov.au/providers/incident-management-and-reportable-incidents>.

7. Create a record in the NDIS Commission Portal

7.1. Click on the **Behaviour Support Plan** tile



7.2. Click on **Create plan**.



7.3. A type of plan is created called an RP Record (no BSP). Click **Save and continue**.

Home Tasks Behaviour support plan

Create a behaviour support plan

Plan type:
RP Record (no BSP)

Plan author:

[Discard changes and return](#) Save and continue

8. Add person details

8.1. Click the **Person details** from the left hand side menu then click **Select person**.

Home Tasks Behaviour support plan

Behaviour support plan

Person:
Type: RP Record (no BSP)
Status: Draft
Behaviour support practitioner:

Overview

Person details

Details

Implementing providers

Behaviours of concern

Person details

Select person

▶ Disability details

▶ Addresses

▶ Related mainstream services

▶ About the person

8.2. Click **Select**.

Person with disability * required

Title:

Last name: *

Select

First name:

[Discard changes and return](#) Save

8.3 Type the **Participant's details** and then click **Search**.

Search participants

Last name:

DOB: dd/mm/yyyy

Email address:

Participant Id:

First name:

Gender:

Mobile:

Participant #:

[Discard changes and close](#)

8.4. Select a **Participant record** to add then click **Select and close**. If no participant records appear, click **Create** and refer to step 8.6.

Select participant

Last name	First name	Participant Id	DOB	Mobile	Email address	Participant #
<input type="radio"/>			01/01/1985			

[Discard changes and close](#)

8.5. Check the **Participant details** for accuracy. Update the **person's details** if they are incorrect. Click **Save**.

Person details * required

Person NQSC Id:

NDIS participant #:

Title:

First name:

Middle name:

Last name:

Gender:

Date of birth:

Country of birth:

Type of residence:

Length of time residing in Australia:

Consent to share informati*:

date: dd/mm/yyyy

Consent provided by:

[Discard changes and return](#)

8.6. If no participant records appear after searching, click **Create**.

Select participant

There were no records found matching your criteria. Please refine your search and try again.

[Discard changes and close](#)

8.7. Enter the details of the participant. Scroll down and click **Save**.

Person details * required

Person NQSC Id:	NDIS participant #.*	Title.*
<input type="text"/>	<input type="text"/>	Please Select <input type="button" value="v"/>
First name.*	Middle name:	Last name.*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender.*	Date of birth.* dd/mm/yyyy	Country of birth:
Please Select <input type="button" value="v"/>	<input type="text"/>	Please Select <input type="button" value="v"/>
Type of residence:	Length of time residing at this address:	
Please Select <input type="button" value="v"/>	<input type="text"/>	
Consent to share information.*	Consent received date: dd/mm/yyyy	Consent provided by:
No <input type="button" value="v"/>	<input type="text"/>	<input type="text"/>

[Discard changes and return](#)

9. Add disability details

9.1. Select the **Disability details** tile then click the **Expand** button.

The screenshot shows a user interface with a header section containing fields for 'Type of residence', 'Length of time residing at this address', 'Consent to share information', 'Date of birth', and 'Consent provided by'. Below the header are two expandable tiles. The top tile is labeled 'Disability details' and has a play button icon on the left, which is highlighted with a red square. The bottom tile is labeled 'Addresses' and has a play button icon on the left.

9.2. Click **Add**.

The screenshot shows the 'Disability details' form. At the top left is a dropdown arrow and the text 'Disability details'. At the top right is a dark 'Add' button, highlighted with a red square. Below the header is the text 'There are no disabilities.'

9.3. Click the **Disability type** drop down field, select a **disability** then click **Save**.

The screenshot shows the 'Disability details' form. The 'Disability type:' dropdown menu is open, showing 'Autism' as the selected option. At the bottom left is a 'Discard' link. At the bottom right is a dark 'Save' button, highlighted with a red square.

If there are further disabilities to add, **repeat steps 9.2 – 9.3**.

10. Add address details

10.1. Select the **Addresses** tile then click the **Expand** button.

The screenshot shows a user interface with a header section containing a dropdown arrow, 'Disability details', and an 'Add' button. Below the header is a 'Disability type' field with 'Autism' selected and a 'Remove' button. Below this are three expandable tiles. The top tile is labeled 'Addresses' and has a play button icon on the left, which is highlighted with a red square. The middle tile is labeled 'Related mainstream services' and has a play button icon on the left.

11. Enter details about start and end date

11.1. Enter the start date and end date you expect to be reporting on the use for.

11.2. Enter the State the participant is living in.

11.3. If the restrictive practice is used in Queensland or South Australia only, indicate whether a short-term approval is in place.

Behaviour support plan

Person:
Type: RP Record (no BSP)
Status: Draft
Behaviour support practitioner:

Overview

Person details

Details

Implementing providers

Behaviours of concern

Schedule of restrictive practices

Monthly reporting of restrictive practices

Authorised reporting officer report submission

Actions

Details

Id: Created date: dd/mm/yyyy Type: RP Record (no BSP)
05/06/2020

Behaviour support practitioner: Behaviour support practitioner's organisation: RP authorisation status:

Start date: dd/mm/yyyy End date: dd/mm/yyyy Review date: dd/mm/yyyy
05/06/2020 04/08/2020

State: Is short term approval in place?
No

Overall status: Reason for closure: Status change date: dd/mm/yyyy
Draft

Closure description:

11.4. When an implementing provider creates an RP Record (no BSP), the implementing providers name should appear under **Implementing Providers** automatically.

Home Tasks Behaviour support plan

Behaviour support plan

Person:
Type: RP Record (no BSP)
Status: Draft
Behaviour support practitioner:

Overview

Person details

Details

Implementing providers

Behaviours of concern

Schedule of restrictive practices

Monthly reporting of restrictive practices

Implementing providers

Select provider to view details.

Primary provider	Registration Id	Legal name	Business name	ABN	Review date	Actions
------------------	-----------------	------------	---------------	-----	-------------	---------

Select Format. Press Export, and Save Download
Format: Comma Separated Values (CSV) Export

Service locations (outlets)

Add an implementing provider's service location (outlet) to this plan.

There are no service locations (outlets) selected.

Add

12. Enter behaviours of concern

12.1. Click **Behaviours of concern** from the left hand side menu and click **Add**.

Person:
Plan type: Comprehensive
Plan status: Draft
Behaviour support practitioner:
Overview
Person details
Providers
Behaviours of concern

Behaviours of concern

Below is a list of behaviours of concern for all providers. Click view to see full details.

Find: Please Select

Search: **Run Search**

Add

There are no behaviour of concern records.

12.2. Select a Behaviour of concern from the **Behaviour of concern** drop-down menu. Click **Next**.

Add behaviour of concern * required

Id:

Behaviour of concern:* Please Select

Provider business name:* **Select**

Service location:* **Select**

[Discard changes and return](#) **Next**

If there are more behaviours of concern to add, **repeat steps 12.1. – 12.2.**

13. Add restrictive practices

13.1. Click the **Schedule of restrictive practices** from the left hand side menu. Then click **Add**.

Person:
Plan type: Comprehensive
Plan status: Draft
Behaviour support practitioner:
Overview
Person details
Behaviours of concern
Schedule of restrictive practices

Restrictive practices

Implementing providers are required to submit a monthly report on restrictive practice use. Select 'Report' for each restrictive practice type below.

Find: Please Select

Search: **Run Search**

Add

There are no restrictive practices.

13.2. Select **Restrictive practice type** information from drop-down menu. Then click **Next**.

Add restrictive practice * required

Select the type of restrictive practice

Provider business name:* Service location:* Administration type:*

Restrictive practice type:* Restrictive practice sub-type: Sub type, if other:

Discard changes and return **Next**

13.3. Enter the **Restrictive practice details** then click **Save**.

Restrictive practice details * required

Provide details for restrictive practice

Is authorisation and consent required?* Have authorisation and consent been received?* Status:

Authorisation start Authorisation end

Attachments Add attachment

Discard changes and return **Save**

If there are more restrictive practice to add, **repeat steps 13.1. – 13.3.**

14. Activate the record to enable monthly reporting

An RP record created by an implementing provider must be activated once it is completed to enable monthly reporting. The steps for this are different from approving an interim or comprehensive behaviour support plan.

14.1 To activate the RP Record, click **Details**, then click **Activate**.

The screenshot shows the 'Behaviour support plan' details page. On the left, a sidebar menu has 'Details' highlighted with a red box. The main content area shows a form with various fields. The 'Activate' button is highlighted with a red box in the top right corner.

Person:	Type: Comprehensive	Status: Pending	Behaviour support practitioner:	Id:	Created date: dd/mm/yyyy	Type: Comprehensive
Overview	Behaviour support practitioner:	Behaviour support practitioner's organisation:	RP authorisation status:	Start date: dd/mm/yyyy	End date: dd/mm/yyyy	Review date: dd/mm/yyyy
Person details	State:	Is short term approval in place?	Overall status:	Reason for closure:	Status change date: dd/mm/yyyy	

14. Close an RP Record

If a new NDIS behaviour support plan is lodged in the NDIS Commission Portal, close the RP Record and commence reporting against the interim or comprehensive behaviour support plan.

To close the RP record, go to the **Details** page, click **Update** and then change the status to **Closed**.

If you are unable to close the RP Record, email the NDIS Commission.

The screenshot shows the 'Behaviour support plan' details page. On the left, a sidebar menu has 'Details' highlighted with a red box. The main content area shows a form with various fields. The 'Update' button is highlighted with a red box in the top right corner. The 'Overall status' field is also highlighted with a red box and contains the text 'Active'.

Person:	Type: Comprehensive	Status: Active	Behaviour support practitioner:	Id:	Created date: dd/mm/yyyy	Type: Comprehensive
Overview	Behaviour support practitioner:	Behaviour support practitioner's organisation:	RP authorisation status:	Start date: dd/mm/yyyy	End date: dd/mm/yyyy	Review date: dd/mm/yyyy
Person details	State:	Is short term approval in place?	Overall status:	Reason for closure:	Status change date: dd/mm/yyyy	
Key contacts	QA clinician:	QA status:	Active		27/05/2020	
Details	Closure description:					
Implementing providers						
Assessments						
Behaviours of concern						
Plan description						
Schedule of restrictive practices						
Monthly reporting of restrictive practices						
Authorised reporting officer report						

Contact us

Call: 1800 035 544 (free call from landlines). Our contact centre is open 9.00am to 4.30pm in the NT, 9.00am to 5.00pm in the ACT, NSW, QLD, SA, TAS and VIC Monday to Friday, excluding public holidays.

Email: contactcentre@ndiscommission.gov.au

Website: www.ndiscommission.gov.au