



Monthly reporting of regulated restrictive practices

This information is for registered providers who use regulated restrictive practices. The new NDIS Commission Provider Portal streamlines and simplifies the process of monthly reporting on restrictive practices.

Changes to the NDIS Provider Portal in relation to monthly reporting

- Registered providers are able to view a list of all monthly reports that are due or overdue.
- The portal automatically generates all monthly reporting task to be completed after the Behaviour Support Plan (BSP) has been lodged, accepted by the implemented provider and the evidence of authorisation has been uploaded.
- Reporting tasks are generated for each month between the authorisation start date and end date, including where the authorisation only applies for part of a month.
- The timeframe for submitting monthly reports remains unchanged. Monthly reports on the use of authorised restrictive practices are due within 5 business days after the end of each month. The portal shows these reports as 'overdue'.
- Monthly reports must be submitted for all authorised regulated restrictive practices included in a BSP, even if they were not used during the month. If no service was provided that monthly you can select 'no service provided'.

Reporting the use of unauthorised restrictive practices

If a regulated restrictive practice is used before it has been authorised, after its authorisation has expired, or otherwise than in accordance with the participant's Behaviour Support Plan (BSP), the use is an Unauthorised Restrictive Practice (URP).

A URP is a type of reportable incident and must be reported to the NDIS Commission within 5 business days in accordance with the NDIS Incident Management and Reportable Incidents requirements.

Where a registered NDIS provider reports the use of a regulated restrictive practice as an Unauthorised Restrictive Practice (URP) through the form and process approved by the Commissioner, that report will satisfy the provider's obligation under section 14 of the NDIS (Restrictive Practices and Behaviour Support) Rules 2018 to report that use of the restrictive practice. A separate monthly report is not required for the same instance of use.

Information submitted as part of the URP report is collected and made available through the Commission's reporting system for the purposes of the provider's reporting obligations under section 14 of the NDIS (Restrictive Practices and Behaviour Support) Rules 2018. Providers remain responsible for ensuring that all other regulated restrictive practice uses required to be reported under section 14 are reported in accordance with the approved reporting requirements.

Definitions

Below are definitions for the types of monthly reports that can be selected. For **PRN** restrictive practices the date and time of each use that occurred during the month is required to be reported. The 'Used as per plan' and 'Varied use' options are only available for **Routine** restrictive practices.

Report type	Definition
Used as per plan	For all dates and time across the month that services were delivered to the participant, the practice was used in accordance with the plan, including where the provider delivered services for only part of the reporting period.
Varied use	At one or more times during the month the practice was used differently from the plan. A varied use may also be reportable as a reportable incident (URP). Further sub-types are available: • Increased – select if the practice was used for a longer overall amount of time than what is specified in the BSP and/or authorisation conditions • Decreased – select if the use was for a shorter overall amount of time • Other – select if other information about the varied use needs to be provided. You need to indicate in the report whether the varied was also a URP or not and may need to also notify the NDIS Commission of a reportable incident if this applies. For chemical restraint, when the dosage or frequency of the medication change, select 'varied use' and enter the new details.
Not used	You provided a service to the participant; however, the practice was not used at any time during the month.
Eliminated	The practice was not used for the whole month and has been ceased and is not expected to be used again. <i>Note: when this option is selected, no further reporting tasks will be generated by the portal for remaining authorisation period. If a new BSP is lodged, and new authorisation information added, the system will recommence generating reporting tasks.</i>
No service provided	No services were delivered for this month; however, service may be provided in future months.

Report type	Definition
Service provision has ceased	No services were delivered and you are no longer working with this participant. <i>Note: when this option is selected, no further reports will be generated by the portal for remaining authorisation period. If a new BSP is lodged, and new authorisation information added, the system will re-commence generating reports.</i>

Choosing between reporting options

For **routine** restrictive practices, only one overall report per month is required. If a restrictive practice was used as per the plan for most of the month, but there was a varied used on one day, then report the use as varied used for that month. For the other report types, they should apply to entire month.

Reporting on part month service delivery

Where services were delivered for only part of the month, the type of report selected should reflect the overall usage of that restrictive practice. For example, if support is only provided on weekends and involved administering a chemical restraint routine medication, and this was done in accordance with the plan and authorisation, then 'used as per plan' can be selected. No other information is required.

Missed medications

Missed medications should be documented as per incident management guidelines, however, are not required to be reported as part of restrictive practice monthly reporting. The purpose of monthly reporting is to monitor changes in restrictive practice over time and in relation to the behaviour support plan.

Further guidance

- Behaviour Support Quick Reference Guides, including monthly reporting: [Portal Quick Reference Guides | NDIS Quality and Safeguards Commission](#)
- Further guidance on when a practice is considered a regulated restrictive practice: [Behaviour support and restrictive practices | NDIS Quality and Safeguards Commission](#)
- Further guidance on when the use of a regulated restrictive practice is a reportable incident: [Reportable incidents | NDIS Quality and Safeguards Commission](#) (page 26).