



Monthly Reporting on Authorised Restrictive Practices - PRN

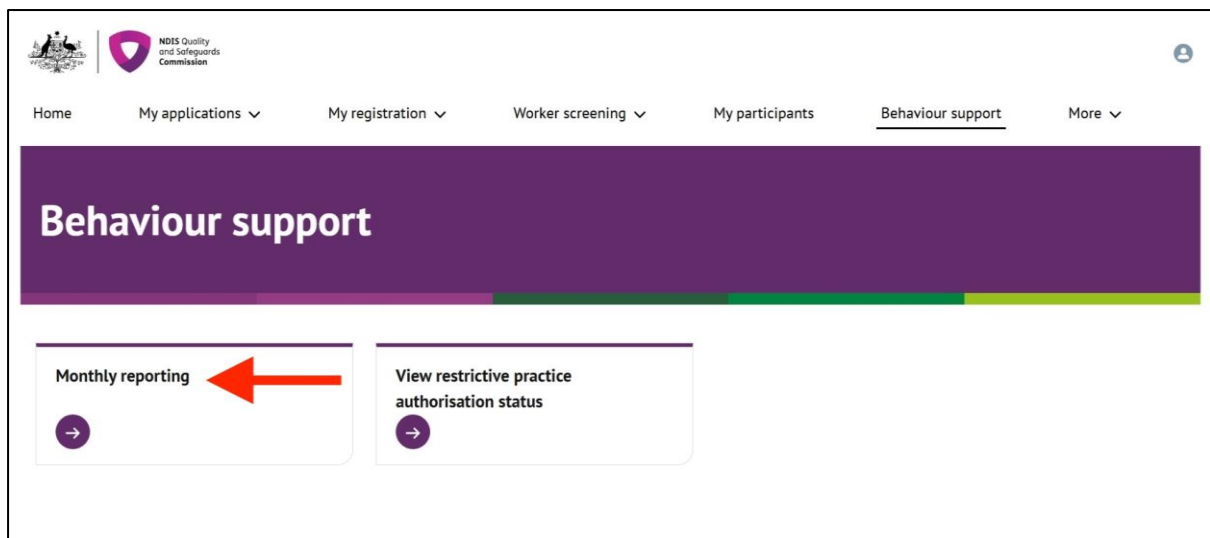
Use this guide to submit your monthly report for a PRN (as needed) regulated restrictive practice in the new NDIS Commission Portal.

Before you get started

- Make sure you are logged in to the **new NDIS Commission Portal** using **myID or PRODA**. You will need access permissions to complete monthly reports (Restrictive Practice Reporting Officer). If you haven't yet logged in, follow the instructions in [Registered Providers Portal login page](#).
- 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. For instructions, refer to [Uploading evidence of restrictive practice authorisation](#).
- A report is required for each month from the authorisation start date to the authorisation end date. If the restrictive practice is used when it is not authorised, the use must be reported as a reportable incident. Refer to [Report an unauthorised restrictive practice](#).
- **Gather details:** You will need to know the dates, start times, end times, and the name of the staff member who used the PRN.
- **Report anytime:** You can add PRN usage on the day it happens, or add them all at the end of the month.
- See additional guidance on [Reporting restrictive practices](#).

Instructions

1. Select the **Behaviour Support** tab from the top menu, then click the **Monthly reporting** button.



2. Use the search bar to find monthly reports for a participant. You can use the NDIS number or the participant's name.
3. Find the PRN practice you want to report on and click **Open**.

The screenshot shows the 'Monthly reporting' page. At the top is a purple header with the text 'Monthly reporting'. Below this is a section titled 'Monthly reporting' with a sub-header 'Monthly reporting'. The text below the sub-header says: 'Use this section of the portal to submit monthly reports regarding your use of regulated restricted practices. This screen shows all regulated restricted practices (RRPs) for you participants that are due or overdue for monthly reporting.' Below this is an 'Accessibility guidance' section. Further down is a link '> View important guidance for monthly reporting'. Below the link is a 'Filter reports' section. In this section, the 'NDIS participant search' field is highlighted with a red box and contains the text 'NDIS36577471'. To the right of this field are dropdown menus for 'Admin type' (set to 'PRN - as needed'), 'Report status' (set to 'Due and Overdue'), 'Reporting period from', and 'Reporting period to'. Below the filter section is an 'Apply filters' button. Below the button is a table with the following columns: Restrictive practice, NDIS ID Participant, BSP ID, Type, Sub type, Admin type, Reporting period, Report status, Usage, and Action. The table contains one row of data. The 'Usage' column for this row is 'No usage applied'. The 'Action' column for this row has a button labeled 'Open', which is highlighted with a red box.

Restrictive practice	NDIS ID Participant	BSP ID	Type	Sub type	Admin type	Reporting period	Report status	Usage	Action
RP-00000682 env 2	NDIS36577471 PP-000000009	BSP-00000598	Environmental	Restricted access to community	PRN - as needed	Sep 2026	Overdue	No usage applied	Open

4. If you used the PRN restrictive practice click on the **Usage** drop-down menu and select **Individual usage**.

> View important guidance for monthly reporting

Filter reports

NDIS participant search
NDIS36577471

Apply filters

Restrictive practice
RP-00000682
env 2

NDIS ID
NDIS365
PP-0000

PP-00000009 NDIS36577471: RP ID RP-00000682 - Sep 2026 Overdue

BSP ID
BSP-00000598

Report status
Overdue

RP Type
Environmental - Restricted access to community

Administration type
PRN - as needed

Authorisation status
Authorised

Authorisation start date
21/09/2026

Authorisation end date
20/01/2027

Usage
Individual usage

Usage details

- Enter the **Date**, **Start time**, and **End time**.
- Type the name or worker screening ID of the staff member in the search box to select them. If they do not appear, make sure they are linked as a worker to your organisation. Refer to [Link or unlink a worker](#).

> View important guidance for monthly reporting

Filter reports

NDIS participant search
NDIS36577471

Apply filters

Restrictive practice
RP-00000682
env 2

NDIS ID
NDIS365
PP-0000

Usage details

No	Date	24 hour use	Start time	End time	Implementing staff	Notes
1	25/09/2026	false	03:00	03:05	Aaron Practitioner(WD02353)	
2	21/09/2026	false	20:45	20:50	Aaron Practitioner(WD02353)	

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* Date of usage (Enter date in format dd/mm/yyyy or use the date picker)
28/09/2026

* 24 hour use? ☐

* Start time
10:00

* End time
10:00

* Search for implementing staff member
Aaron Practitioner (WD02353)

- Choose **Yes** or **No** to confirm if the use followed the protocol in the Behaviour Support Plan.
- Click the **Add PRN usage instance** button. Repeat steps 4 to 7 for every time the PRN was used that month.
- If you did not use the PRN that month select one of the other options that apply.

- **Note:** During the month, only the ability to report usage is available. At the end of the month all other options are available e.g. 'Not used', 'Eliminated', 'No service provided', or 'Service provision has ceased'.
- 'Used as per plan' and 'Varied use' are **NOT** available for PRN restrictive practices.

10. At the end of the month, click **Submit report** to close the month's report.

- **Note:** reports cannot be changed after they are submitted. If you make an error maintain the correct information on your own records. A future portal release will allow amendments to be made.

Check your list

Reports for PRN restrictive practices will be 'Open' from the start of the month. They will change to 'Due' at the end of the month. Use the 'Report status' filter to select 'Open' reports.

When you submit a report, it will disappear from your "Due and Overdue" list. You can change the filter to "Submitted" if you want to see it again.