



Monthly Reporting on Authorised Restrictive Practices - Reporting a Varied Use

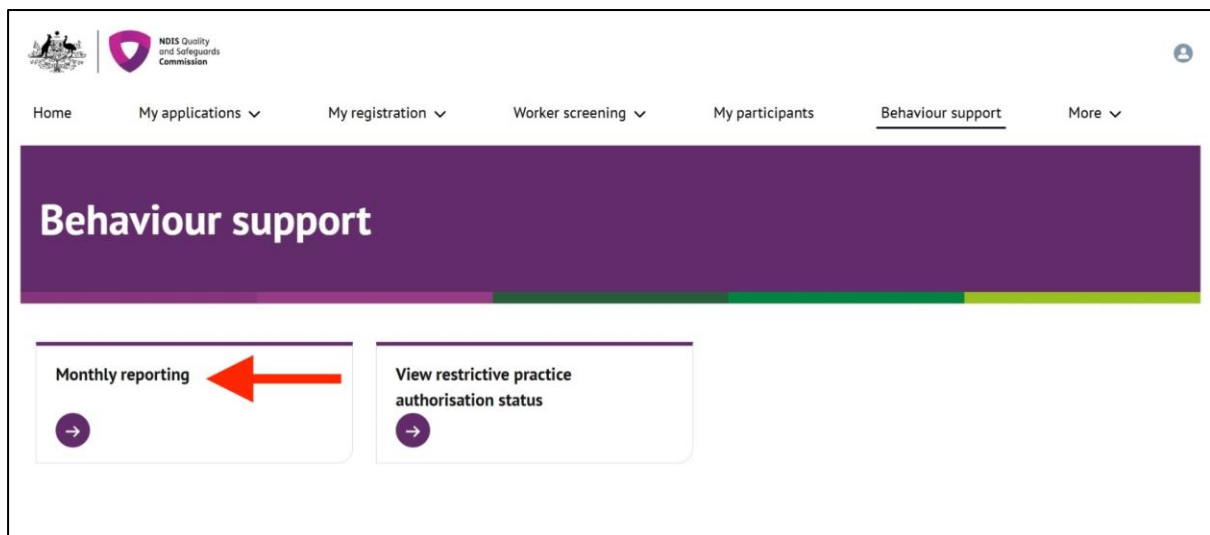
Use this guide if a routine restrictive practice was used differently than what is written in the Behaviour Support Plan (for example, a change in medication dose or time) in the new NDIS Commission Portal.

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:** If medication changed, you will need the new dose amount, frequency, and the prescribing doctor's name.
- 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 practice you need to report on and click **Open**.

Monthly reporting

Monthly reporting

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.

Accessibility guidance: For screen reader users please use your screen reader's Prior Line, Next Line, and Current Line commands to navigate through tables on this page to hear every cell without skipping content.

> View important guidance for monthly reporting

Filter reports

NDIS participant search: NDIS36577471

Admin type: All

Report status: Due and Overdue

Reporting period from:

Reporting period to:

Apply filters

Restrictive practice	NDIS ID Participant	BSP ID	Type	Sub type	Admin type	Reporting period	Report status	Usage	Action
RP-00000684 meds 2	NDIS36577471 PP-000000009	BSP-00000598	Chemical	Herceptin	Routine	Aug 2026	Overdue	No usage applied	Open
RP-00000685 Envir 3	NDIS36577471 PP-000000009	BSP-00000598	Chemical	Largactil	Routine	Aug 2026	Overdue	No usage applied	Open

4. Click on the **Usage** drop-down menu and select **Varied use**.

> View important guidance for monthly reporting

Filter reports

NDIS participant search
NDIS36577471

Apply filters

Restrictive practice	NDIS ID
RP-00000684 meds 2	NDIS365 PP-0000
RP-00000685 Envir 3	NDIS365 PP-0000
RP-00000681 Environemntal 1	NDIS365 PP-0000
RP-00000684	NDIS36577471

RP Type
Chemical - Largactil

Administration type
Routine

Authorisation status
Authorised

Authorisation start date
19/08/2026

Authorisation end date
23/11/2027

Frequency
Daily

Time(s) per day
1

Dosage
10

Unit of measurement
G

Prescriber name

Prescriber type

Usage
Varied use

Variation details

RP-00000684 NDIS36577471 BSP- Chemical Herceptin Routine Aug 2026 Overdue No usage Open

- Click on the **Variation type** menu and select if the use was **Increased** or **Decreased** or select **Other** and add details about how the practice used.
- Select **Yes** or **No** to confirm if this change made it an unauthorised restrictive practice (URP). If you select Yes, you must also report it as a URP.
- If a chemical restraint changed, type the new dosage, measurement, and frequency into the boxes.

> View important guidance for monthly reporting

Filter reports

NDIS participant search
NDIS36577471

Apply filters

Restrictive practice	NDIS ID
RP-00000684 meds 2	NDIS365 PP-0000
RP-00000685 Envir 3	NDIS365 PP-0000
RP-00000681 Environemntal 1	NDIS365 PP-0000
RP-00000684 meds 2	NDIS36577471 PP-00000009

Variation details

*Variation type
Increased

*Did the variation in how the regulated restrictive practice was used result in it becoming an unauthorised restrictive practice (URP)?
☒ Yes ☐ No

The ongoing use of an unauthorised restrictive practice (URP) is a change in the participant's circumstances that requires the behaviour support plan to be reviewed. Please contact the participant's NDIS behaviour support practitioner to discuss next steps.

*What is the expected frequency of this variation? (Select an option)
Daily

*Time(s) per day (select an option)
1

*Dosage for 1st administration
12.00000

*Unit of measurement for 1st administration
G

RP-00000684 NDIS36577471 BSP-00000598 Chemical Herceptin Routine Aug 2026 Overdue No usage applied Open

- Answer **Yes** or **No** if this new variation should carry over to your future monthly reports. If you select Yes, you must type in the prescriber's name.
Note: if you select **Yes**, the changes you've entered will be shown in future monthly reports for this BSP.
- Click **Submit report**.

> View important guidance for monthly reporting

Filter reports

NDIS participant search
NDIS36577471

Apply filters

Restrictive practice	NDIS ID	Action
RP-00000684 meds 2	NDIS365 PP-0000	Open
RP-00000685 Envir 3	NDIS365 PP-0000	Open
RP-00000681 Environmental 1	NDIS365 PP-0000	Open
RP-00000684 meds 2	NDIS36577471 PP-00000009	Open

*Time(s) per day (select an option)
1

*Dosage for 1st administration
12.00000

*Unit of measurement for 1st administration
G

Prescription details

*Prescriber name
Dr Jane Citizen

*Prescriber type
General Practitioner (GP)

*Date of last review by doctor (Enter date in format dd/mm/yyyy or use the date picker)
05/10/2026

Cancel Submit report

Restrictive practice	NDIS ID	BSP-	Chemical	Herceptin	Routine	Aug 2026	Overdue	No usage applied	Action
RP-00000684 meds 2	NDIS36577471 PP-00000009	00000598							Open

- **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.