



Weekly Reporting for the use of Unauthorised Restrictive Practices (URPs)

Use this guide to upload your weekly reporting spreadsheet for Unauthorised Restrictive Practices (URPs) in the new NDIS Commission Portal.

Before you get started

- Make sure you are logged in to the **new NDIS Commission Portal** using **myID**. You will need access permissions to submit reports. If you haven't yet logged in, follow the instructions on [Registered Providers Portal Login page](#).
- **Submit your first report:** You must submit a URP reportable incident for a Routine Environmental, Chemical, or Mechanical restraint first.
- **Wait for the Commission:** The Commission **will review** the URP report. If the Commission decides it is suitable for weekly monitoring, they **will enable** the weekly reporting function.
- **Check your email:** You will get an email from the NDIS Commission when it is time to start reporting. This email has your Case Number, the Restraint type, and a copy of the weekly reporting spreadsheet.
- **Prepare your file:** Read the email. Fill out and save the weekly reporting spreadsheet on your computer before logging in to the provider portal.
 - Give your spreadsheet a clear name before uploading it. Make sure the file name shows the URP details and the dates for the reporting period (e.g. *URP_WeeklyReport_01Oct_to_07Oct.xlsx*)

Instructions

1. Select **Reportable Incidents** from the top menu bar.
2. Find and open the URP Reportable Incident record in 'manage reportable incidents' on the home screen. You can use the Case Number from your email to find the right one.
3. Click on the **Attachments** tab.

Reportable Incident ID
ID - 00155260

Add additional information

Status: URP Reporting Primary Category: Unauthorised Restrictive Practice Participant ID: 534278291 Participant Name: Sarah participant williams

Incident Details **Attachments** ←

Overview

Participant name Sarah participant williams	Participant ID 534278291
Status URP Reporting	Primary Category Unauthorised Restrictive Practice
24 hour submitted by Emily Clark	24 hour submitted date 21/9/2026, 12:57 pm
5 day submitted by Emily Clark	5 day submitted date 21/9/2026, 12:57 pm

4. Name your files clearly

- Give your spreadsheet a clear name before uploading it. Make sure the file name shows the URP details and the dates for the reporting period (e.g. *URP_WeeklyReport_01Oct_to_07Oct.xlsx*).

5. Click the **Upload** button to add your completed weekly reporting spreadsheet.

- You can select the file from your records or by dragging and dropping the document.

Note – please do **not** upload weekly reporting to the URP using the ‘add additional information’ button in the portal.

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The National Disability Insurance Scheme (Incident Management and Reportable Incident) Rules 2018 (the Rules) requires every use of an unauthorised restrictive practice (URP) to be notified to the NDIS Quality and Safeguards Commission (NDIS Commission) within 5 business days.

The NDIS Commission has reviewed this report, and this feature has been enabled to allow for the submission of URP uses.

Use the template provided to record each use of the URP and attach it to this report within 5 business days of implementation. For routine use, you may attach the spreadsheet weekly.

Only the restrictive practice outlined in the NDIS Commission's email to you can be reported through this process. Other information, supporting documentation or notifications of new reportable incidents must not be submitted here.

If this URP is no longer in use or is now included in a Behaviour Support Plan and authorised (as required), please add a note to your attached reporting spreadsheet and the matter will be actioned accordingly.

Attachments  →

6. Repeat these steps for each URP report you have submitted, and for all future weekly reports.