



Restrictive Practices Monthly Reporting Form – Quick Reference Guide

It is a requirement for any NDIS provider using a regulated restrictive practice during the provision of NDIS supports in relation to a participant, to provide monthly reports about the use to the NDIS Commission.

This guide supports the completion of the restrictive practice monthly reporting form, which has been updated to better support providers to comply with the *National Disability Insurance Scheme (Restrictive Practices and Behaviour Support) Rules 2018*. The monthly restrictive practices reporting form is in place until the online portal is available. The monthly reporting requirements apply to providers that are no longer under the special transition arrangements.

How do I know if I am using a restrictive practice?

People with disabilities have the same rights as everyone else. Like everyone else, they should be able to enjoy their rights. To test if a restrictive practice is being used, put yourself in the participant's situation. For example, are you able to leave your home and go out freely or do you have to ask someone to unlock the front door for you? Do you have access to your own things such as your television remote control or your money? Whilst restrictive practices are usually in place for a reason, there should be active steps taken to reduce them over time so that people with disabilities are able to participate in the community as fully as possible. Providers operating under the NDIS Commission are now required to report when they use restrictive practices.

Filling out the form

Who is an authorised reporting officer (ARO)?

This is the person authorised by your organisation to make reports to the Commission about restrictive practice use. You can have as many ARO's as you need. Your organisation can decide who these people are. When the online portal becomes available, ARO's will have their own login to complete the monthly reports.

Routine restrictive practices and PRN restrictive practices

The reporting form has two sections, one for reporting routine restrictive practices and one for reporting PRN restrictive practices. PRN is Latin for “pro re nata” which means “as necessary”. Routine practices are in place on a continuous basis. For example, a locked door that is always locked. PRN practices are only applied when they are needed. For example, a behaviour support plan might indicate that medication is offered when certain behavioural signs are displayed.

Restrictive practice type

There are five types of restrictive practice outlined in Rules:

- seclusion, which is the sole confinement of a person with disability in a room or a physical space at any hour of the day or night where voluntary exit is prevented, or not facilitated, or it is implied that voluntary exit is not permitted
- chemical restraint, which is the use of medication or chemical substance for the primary purpose of influencing a person’s behaviour. It does not include the use of medication prescribed by a medical practitioner for the treatment of, or to enable treatment of, a diagnosed mental disorder, a physical illness or a physical condition
- mechanical restraint, which is the use of a device to prevent, restrict, or subdue a person’s movement for the primary purpose of influencing a person’s behaviour but does not include the use of devices for therapeutic or non-behavioural purposes
- physical restraint, which is the use or action of physical force to prevent, restrict or subdue movement of a person’s body, or part of their body, for the primary purpose of influencing their behaviour. Physical restraint does not include the use of a hands-on technique in a reflexive way to guide or redirect a person away from potential harm/injury, consistent with what could reasonably be considered the exercise of care towards a person
- environmental restraint, which restricts a person’s free access to all parts of their environment, including items or activities.

Brief description of the restrictive practice being used

Provide a brief description of the practice, no more than a few words. For example, if a two person escort is used enter in “2-person escort” or if kitchen cupboards are locked, type in “locked kitchen cupboard”.

For chemical restraint, enter the medication name and then enter the medication details in the following boxes. This information is collected for the purpose of data recording and is not be used for the purposes of administering medication.

Medication details

Where chemical restraint is used, enter the name of the medication where it says brief description. Then enter the dosage and frequency information. Enter each medication on a separate line. See examples in the table below for different scenarios:

Example	How to record																															
<p>A participant receives Olanzapine 20mg both morning and evening</p>	<p>practice must be reported on. For example, if four medications are administered routinely then enter four lines below an each one (see the quick reference guide for completing this form).</p> <table border="1" data-bbox="846 451 1738 743"> <thead> <tr> <th data-bbox="846 451 981 603" rowspan="2">Restrictive Practice Type</th> <th data-bbox="981 451 1205 603" rowspan="2">Brief description of the practice e.g. locked gate, seat belt buckle cover, 2-person escort. If chemical restraint, enter the medication name.</th> <th colspan="3" data-bbox="1205 451 1541 515">Details of medication (NOT FOR ADMINISTRATION PURPOSES)</th> <th data-bbox="1541 451 1697 603" rowspan="2">Related behaviour of concern</th> <th data-bbox="1697 451 1738 603" rowspan="2">Type</th> </tr> <tr> <th data-bbox="1205 515 1305 603">Dosage</th> <th data-bbox="1305 515 1406 603">Unit of measurement</th> <th data-bbox="1406 515 1541 603">Frequency</th> </tr> </thead> <tbody> <tr> <td data-bbox="846 603 981 691">Chemical</td> <td data-bbox="981 603 1205 691">Olanzapine</td> <td data-bbox="1205 603 1305 691">20</td> <td data-bbox="1305 603 1406 691">mg</td> <td data-bbox="1406 603 1541 691">BD - twice daily</td> <td data-bbox="1541 603 1697 691">Property damage/destruction</td> <td data-bbox="1697 603 1738 691">Choc</td> </tr> <tr> <td data-bbox="846 691 981 743">Choose an item.</td> <td data-bbox="981 691 1205 743">Click or tap here to enter text.</td> <td data-bbox="1205 691 1305 743">Click or tap here to enter text.</td> <td data-bbox="1305 691 1406 743">Choose an item.</td> <td data-bbox="1406 691 1541 743">Choose an item.</td> <td data-bbox="1541 691 1697 743">Choose an item.</td> <td data-bbox="1697 691 1738 743">Choc</td> </tr> </tbody> </table>	Restrictive Practice Type	Brief description of the practice e.g. locked gate, seat belt buckle cover, 2-person escort. If chemical restraint, enter the medication name.	Details of medication (NOT FOR ADMINISTRATION PURPOSES)			Related behaviour of concern	Type	Dosage	Unit of measurement	Frequency	Chemical	Olanzapine	20	mg	BD - twice daily	Property damage/destruction	Choc	Choose an item.	Click or tap here to enter text.	Click or tap here to enter text.	Choose an item.	Choose an item.	Choose an item.	Choc							
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Behaviours of concern

Enter the behaviour of concern that relates to the restrictive practice. If there is no identifiable behaviour of concern, consider the need for ongoing use of the practice and whether a fade out strategy can be implemented.

Plan ID

If the practice is already outlined in a behaviour support plan, and this plan has been lodged with the Commission you will have received a Plan ID. Type the plan ID into the box. Whilst there are also drop down options, this box is a combo box and will let you enter the Plan ID.

If there is no plan in place select one of the options that explains why. The requirement to report restrictive practice use exists regardless of whether a behaviour support plan is in place or not. If you are following a plan created by a non-NDIS provider (for example, a behaviour support practitioner from an Out of Home Care provider) that is not funded by the NDIS, select “Non NDIS behaviour support plan”.

Authorisation

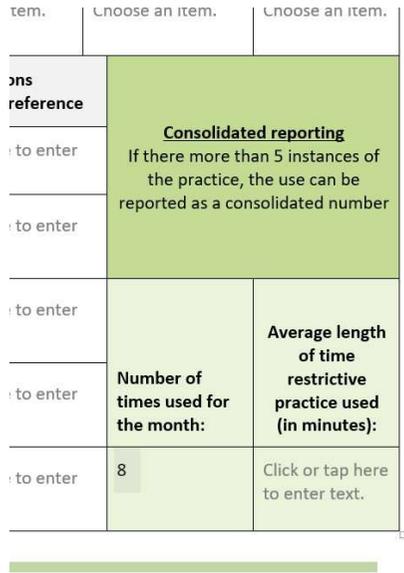
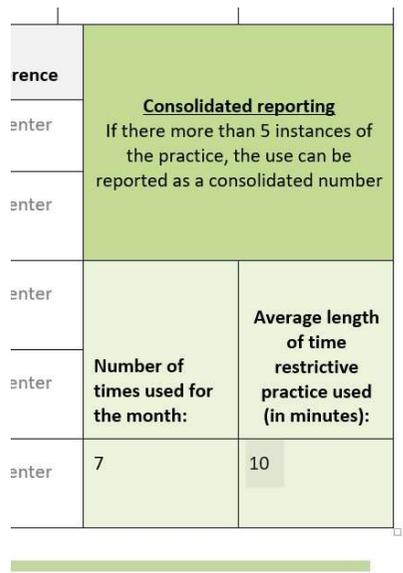
Authorisation requirements remain the responsibility of each state and territory. Different states and territories have different requirements. If a restrictive practice falls under the above definitions, the reporting requirements to the NDIS Commission still apply, regardless of whether local authorisation is required (refer to section 24 of the *Restrictive Practices and Behaviour Support Rules 2018*). If a State or Territory identify that a restrictive practice requires authorisation, and the practice is used without obtaining said authorisation, this constitutes an unauthorised use of a restrictive practice and is a reportable incident. See <https://www.ndiscommission.gov.au/providers/reportable-incidents> for how to notify the NDIS Commission of any unauthorised use of a restrictive practice.

Routine monthly reporting

Each restrictive practice must be reported on. For example, if four medications are administered routinely then create four entries for chemical restraint with each medication listed in the brief description for each one. Similarly, each environmental restraint should be entered. For example, if a person is subject to a locked gate and their cigarettes, TV remote control and shaving razor are all kept in the office, you need to enter each of these as a separate environmental restraint.

PRN monthly reporting

Practices that are only used when needed can be entered under the PRN section of the form. There is space for up four different kinds of PRN restrictive practices. Each instance of the use must be entered. If there are more than five instances then a consolidated number can be reported instead. Where a staged PRN medication is used, for example, 25mg of a medication is given and then another 50mg is given if the behaviour does not reduce, record these as two separate PRN restrictive practices if both are used.

<p>Example 1 - a PRN medication is given 8 times in the reporting month. This would be reported under consolidated reporting as follows:</p>	<p>Example 2 – seclusion is used 7 times in the month for an average of 10 mins each time.</p>
 <p>The screenshot shows a mobile form interface. At the top, there are two dropdown menus labeled 'Choose an item.' Below them is a table with three columns. The first column is labeled 'Items reference' and has a 'to enter' field. The second column is highlighted in green and contains the text: 'Consolidated reporting' followed by 'If there more than 5 instances of the practice, the use can be reported as a consolidated number'. The third column is labeled 'Average length of time restrictive practice used (in minutes):' and has a 'to enter' field. Below this, the number '8' is entered in the first column, and the text 'Click or tap here to enter text.' is in the third column.</p>	 <p>The screenshot shows a mobile form interface. At the top, there is a dropdown menu labeled 'Choose an item.' Below it is a table with three columns. The first column is labeled 'Items reference' and has a 'to enter' field. The second and third columns are highlighted in green and contain the text: 'Consolidated reporting' followed by 'If there more than 5 instances of the practice, the use can be reported as a consolidated number'. Below this, the number '7' is entered in the first column, and the number '10' is entered in the third column. The second column is labeled 'Number of times used for the month:' and the third column is labeled 'Average length of time restrictive practice used (in minutes):'.</p>

Email form to: behavioursupport@ndiscommission.gov.au