NSW Restrictive Practices Authorisation System

User Guide

Part 1: Accessing the System

Version 4.0

Version Number	Updated By Description	Date of Update
4.0	Central Restrictive Practices Team *Update in line with System upgrades*	October 2020
3.0	Central Restrictive Practices Team *Update in line with System upgrades*	11/07/2019
2.0	Central Restrictive Practices Team *Update in line with System upgrade*	11/01/2019
1.0	Central Restrictive Practices Team *Release*	13/11/2018

Contents

1. Purpose of the User Guide

1.1 Introduction

The Restrictive Practices Authorisation (RPA) User Guide (the User Guide) has been developed to assist NDIS Registered Service Providers (Service Providers) and Behaviour Support Practitioners (Practitioners) navigate the NSW RPA System (the System) in order to implement and comply with the RPA Policy and Procedural Guide. This user guide aims to provide the link between policy and practice.

The System is an online portal used to manage and monitor the authorisation of Regulated Restrictive Practices (RRP) in NSW. Service Providers must submit requests for RRP via the System. Service Providers must also maintain the currency of their information in the System, including the details of allied health professionals or Service Providers working with a person.

The System enables easy online access to manage information about RPA in a single location, minimising administrative effort for Service Providers and Practitioners. It also assists Service Providers to meet their obligations under the RPA Policy by issuing notifications when an authorisation is approaching its expiration date.

The NSW Restrictive Practices Authorisation System User Guide *Part 1: Accessing the System* shows users how to register Organisations and users within the System.

This User Guide will be progressively updated as additional functions are added to the System.

Throughout this User Guide, *BEST PRACTICE SUGGESTIONS* have been included that your organisation may wish to use when *establishing* RPA processes.

Quick Reference Guides

Quick Reference Guides are highlighted throughout the guide.

They can be found in the System under the *HELP* menu.

1.2 Roles and responsibilities under NDIS

NDIS Registered Service Providers
Service Providers must be registered with the NDIA and the NDIS Quality & Safeguards Commission (NDIS Commission) to be able to deliver services and supports to NDIS Participants who receive funding by the NDIA.

Behaviour Support Practitioners
The *NDIS (Restrictive Practices and Behaviour Support) Rules 2018* require Behaviour Support Practitioners (Practitioners) to be registered with the NDIS Commission. It is a requirement that interim and comprehensive Behaviour Support Plans (BSP) that contain regulated restrictive practices (RRP) are written by a registered Practitioner.

Independent
A person who is independent of the RRPs submitted to the RPA Panel (the Panel). The Independent ensures that the Panel is impartial and that decisions are transparent.

DCJ Independent Specialist
A specialist with expertise in behaviour support who is independent of the Service Provider provided by DCJ.
If Service Providers cannot find a specialist in behaviour support and an Independent for their Panel, or a Panel Member who can fulfil both these roles, a request can be sent to DCJ via the System for a DCJ provided Independent Specialist.

Restrictive Practices Authorisation Panel
The Panel acts as the mechanism for authorisation and review. The Panel must include at least two members, including a Senior Manager and an Independent Specialist, but can have as many Panel Members as a Service Provider deems appropriate.

Central Restrictive Practices Team
Responsible for the regulation of the authorisation of RRPs by Service Providers in NSW.

NDIS Quality and Safeguards Commission
Responsible for the oversight of Practitioners and Service Providers providing behaviour support to NDIS participants, as well as reviewing and reporting on the use of RRPs.

1.3 How to use the User Guide

RPA SYSTEM USER GUIDE

1 **Accessing the System**
How to get your service and staff set up in the RPA System.

2 **Starting a Submission**
Information required and steps involved in starting new RPA submission.

3 **Endorsement and Assigning Panel Members**
How to submit a RPA submission to a RPA panel and organise the panel meeting.

4 **Recording Outcomes and Decisions**
How to record the decision made after a RPA panel meeting.

5 **Reviewing Implementation Progress**
How to arrange a panel meeting to review an approved RPA.

6 **Dashboard and Reports**
How to view a snapshot of your service's RPAs and other statistics in the System.

1.4 Authorisation Process Map

RPA PROCESS

New submission
- Draft
- New
- Release

Completed
restrictive practices
- Notify NDIS Commission
- Implement approved restrictive practice
- Complete

Outcome
- Panel Meeting
- New Outcome Summary
- Release
- Complete

Review
Towards elimination of
- Release
- Draft
- Review RPA

2. Accessing the NSW RPA System

2.1 Initiating the process

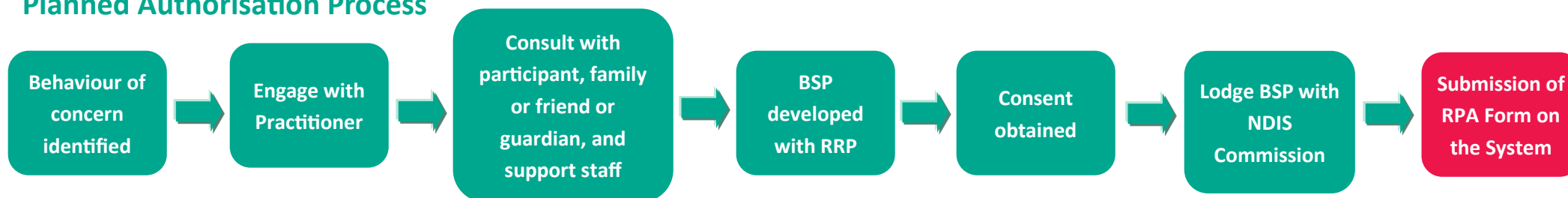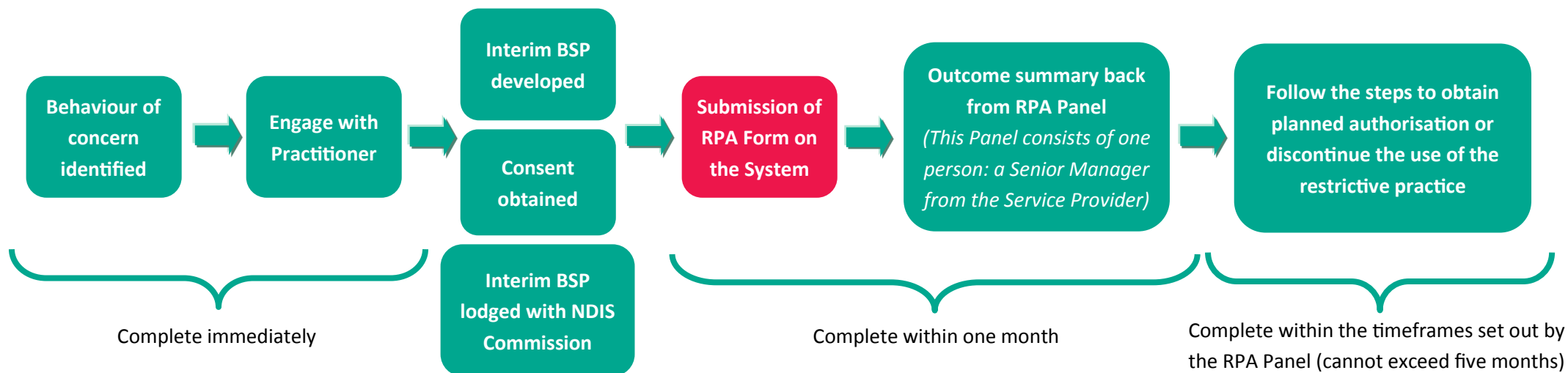Once a behaviour of concern has been identified, and a BSP containing a RRP has been developed, an RPA Submission Form (RPA Form) needs to be submitted in the System.

Planned Authorisation Process

Behaviour of concern identified → Engage with Practitioner → Consult with participant, family or friend or guardian, and support staff → BSP developed with RRP → Consent obtained → Lodge BSP with NDIS Commission → Submission of RPA Form on the System

Interim Authorisation Process

Behaviour of concern identified → Engage with Practitioner → [Interim BSP developed / Consent obtained / Interim BSP lodged with NDIS Commission] → Submission of RPA Form on the System → Outcome summary back from RPA Panel *(This Panel consists of one person: a Senior Manager from the Service Provider)* → Follow the steps to obtain planned authorisation or discontinue the use of the restrictive practice

Complete immediately

Complete within one month

Complete within the timeframes set out by the RPA Panel (cannot exceed five months)

* All unauthorised uses of a RRP are to be reported to the NDIS Commission

2.2 Access to the NSW RPA System

Service Providers and Practitioners must register to have access to the System.

Before registering with the System, the implementing Service Provider must be registered with the NDIS Commission.

2.2.1 Who should register for the System

Who can register?

- Service Providers should nominate an administrator, senior management, allied health professionals, RPA delegates and applicants as appropriate to access the System.

- Practitioners are to be registered in the System.

When should I register?

The implementing Service Providers will need to register for the System when a RPA is required.

Once registered, Service Providers will be able to add participants, Practitioners and Panel Members.

What information will I need to register my Service?

- ABN Number
- CEO or Managing Director contact details
- Primary Contact details
- Organisation Administrator contact details
- NDIS Commission Registration Number
- User Access email, phone number & position title

2.3 User Access Roles in the System

Service Providers

- Service Providers can nominate Senior Mangers, Managers, RPA Delegates, Team Leaders, Restrictive Practices Administration and/or coordinators.
- The same access is given to all users nominated by the Service Provider.
- All users can:
  - Create
  - Assign
  - Submit
- The convenor of the Panel is the only person who can record the Outcome Summary.

Behaviour Support Practitioners

- Practitioners are assigned by the Service Provider to a Submission or a Panel.
- Practitioners:
  - Can initiate and validate a Submission for a Participant where they are the Primary Practitioner.
  - Will receive notifications throughout the Submission process.
- Practitioners cannot:
  - Submit a Submission. The responsibility to submit sits with the Service Provider.
  - Sit on the Panel for any submission where they have developed the BSP.
- For Practitioners who are assigned as a Panel Member please see the following information about Panel Members.

Panel Members

- Panel Members can:
  - View
  - Be assigned to submissions by Service Providers.
  - Approve Outcome decisions.
  - Receive notifications throughout the Panel process.
- Panel Members cannot create participants or submissions.

To avoid **conflict of interest**, the System is designed so only *one* email address can be linked to *one* user account and role type.

2.4 How to register for the NSW RPA System

2.4.1 Pre-Registration Process

Step 1	The Service Provider must be registered with the NDIS Commission.
Step 2	The BSP has been electronically lodged with the NDIS Commission: https://www.ndiscommission.gov.au/providers/behaviour-support.
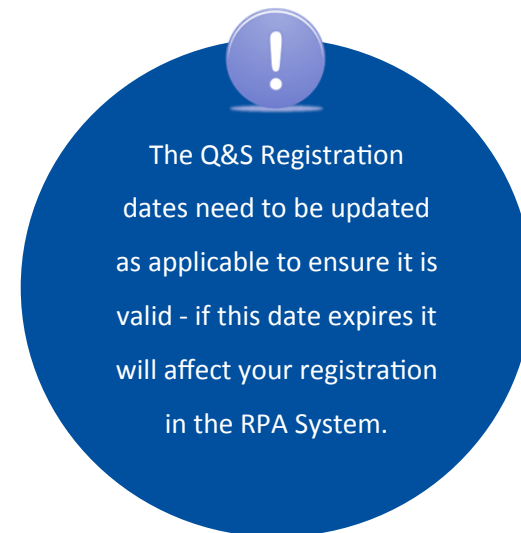
2.4.2 Provider Registration Process

Service Providers that use RRPs or develop BSPs must be registered with the NDIS Commission. A Service Provider is only required to register in the System once.

To register for the System:

Step 1	Access the NSW RPA System link via the website.
Step 2	Complete the Service Provider Registration Form to register your organisation for access to the System *(see next page for explanation of Organisation Administrator role)*.
Step 3	Once all details have been entered, click on the **Submit** button.
Step 4	The nominated Primary Contact Person on the Service Provider Registration Form will receive a confirmation email once registered in the System.

The Q&S Registration dates need to be updated as applicable to ensure it is valid - if this date expires it will affect your registration in the RPA System.

You will need the following details to register your organisation:

1. **ABN**
2. **Primary contact person details**
3. **CEO name and contact details**
4. **Name of chosen Organisation Administrator** *(see next page for further details)*
5. **Q&S Registration ID number** *(mandatory requirement)*
6. **Q&S registration dates** *(mandatory requirement)*

2.5 Organisation Administrator Role Access

When registering your Organisation, you are able to nominate an Organisation Administrator.

The Organisation Administrator is like a 'super-admin' of the System for your organisation.

The Organisation Administrator can:

- create branches within the System

- create Service Provider and Practitioner accounts, and manage those accounts

- has full access to create, assign and submit RPA Submissions.

The Organisation Administrator can only be registered in the System with Service Provider access.

Organisation Administrator

- Creating an Organisation Administrator enables organisations to self-manage the System.
- Organisation Administrators can:
  - Create and manage Service Provider, Practitioner and Panel Member accounts.
  - Create sub-branches for the organisation.

Details

Name

Provider Type
Please select

Address

Suburb | State | Postcode

ABN

Primary Contact Person | Primary Contact Phone | Primary Contact Email

CEO Name | CEO Phone | CEO Email

Organisation Administrator

First Name | Surname

Phone | Email

Q&S Registration

Is Q&S Registered | Please select

2.5.1 Creating a Branch within the System

Branches can be created by the Organisation Administrator to assist with the Service Providers' user management of the System.

A 'branch' is a sub-branch of the organisation which can be used to assist Service Providers to manage what information is available within the System to each user. Branches can be created for different sections or locations or participant groups as applicable to the organisation. When a user is linked to one branch, they will only view information which is attached to that branch in the System. Users can be linked to more than one branch.

The Head Office branch provides oversight over the entire organisation.

Step 1	Navigate to 'Service Provider' in the menu bar:
	Home Participant RPA Submission Outcome Review *Service Provider* Practitioner Panel Meetings ▼ User Management Help
Step 2	Scroll to bottom of page to find: **Branch List** Then click on: **Add Branch**
Step 3	Complete information in the pop up box. The Organisation Administrator can choose the appropriate name for the Branch. *For example: Cluster 1*
Step 4	When complete, click the **Save** button.

Details

Name

Organisation   Branch Status
    ▼   Active ▼

Address

Suburb   State   Postcode
🔍   NSW ▼

Branch Phone   ABN

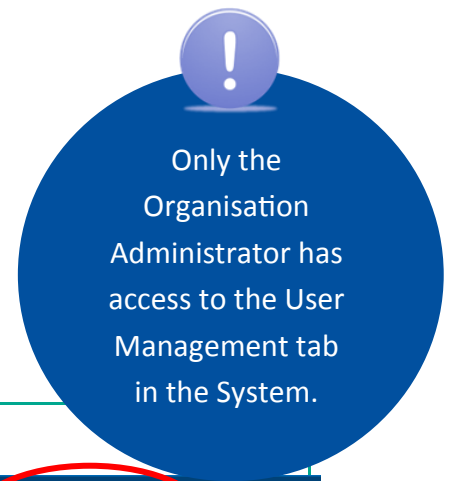Primary Contact Person   Primary Contact Phone   Primary Contact Email

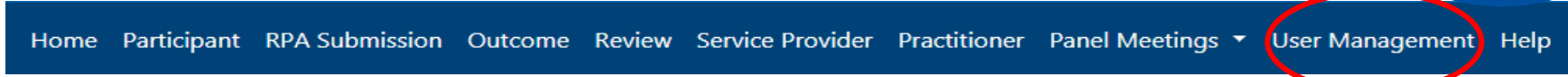**Q&S Registration**

Is Q&S Registered   Please select ▼

Quick Reference Guides

Restrictive Practices
Authorisation - Creating a Branch

2.5.2 Creating a Service Provider Account

To create a Service Provider account within the System:

Only the Organisation Administrator has access to the User Management tab in the System.

Step 1	Navigate to 'User Management' in the menu bar Home Participant RPA Submission Outcome Review Service Provider Practitioner Panel Meetings ▼ User Management Help
Step 2	Search for a Service Provider: Search: [ ] • If the Service Provider record is displayed then the User has already been entered in the System. • If 'No matching records found' message is displayed then a new Service Provider record needs to be created.
Step 3	Click on the **Add new Service Provider** button.
Step 4	Fill in the fields. All fields are mandatory. • Ensure the email address entered is a valid and working email. This is how the System communicates with its users. • In order for the account to be used the **Status** must be set as *Active*. • Under **Branch List**, select the Organisation branch or branches which apply to the user.
Step 5	When complete, click the **Submit** button. This will generate an email to the user notifying them to activate their account within 24 hours.

To change Service Provider information at any time, click the **Edit** button in the User Management tab of menu bar.

2.5.3 Alternative User Access Process

If a Service Provider does not have an Organisation Administrator, the following process will need to be followed to register users in the System:

Step 1	Download and complete the User Access Form.
Step 2	Email the completed form to RestrictivePracticesAuthorisation@facs.nsw.gov.au. _Note:_ _You will be required to select a user access role in the System. Refer to Section 3.3 for a description of the different role types as access differs for each role._
Step 3	A confirmation email will be sent to each nominated user once registered in the System.

The Organisation Administrator has the ability to create Practitioner and Other Panel Member accounts within the System.

To do so, log into the System:

Step 1	Navigate to 'Practitioner' or 'User Management' in the menu bar.
	Home Participant RPA Submission Outcome Review Service Provider **Practitioner** Panel Meetings ▼ **User Management** Help
Step 2	Search for a Practitioner: Search:
	• If the Practitioner record is displayed then the User has already been entered in the System.
	• If 'No matching records found' message is displayed then a new Practitioner record needs to be created.
Step 3	Click on the **Add new Practitioner** button.

Practitioner, in the System, refers to *all* specialists in behaviour support.

A Practitioner includes Behaviour Support Practitioners and Allied Health Professionals.

Quick Reference Guides

Restrictive Practices Authorisation - Create a Practitioner or Panel Member record

Step 4	Fill in all fields. • Ensure the email address entered is a valid and working email. This is how the System communicates with users. • The Organisation's name and ABN must be included. • The NDIS Commission Practitioner ID Number is mandatory.
Step 5	When complete, click the **Submit** button. This will generate an email to the user notifying them to activate their account within 24 hours.

Note that only the Central Restrictive Practices Team have the ability to create DCJ Independent Specialists in the System

Person Type

1. Behaviour Support Practitioner
2. Independent Specialist
3. Other Panel Member

Note: Independent Specialist refers to a NGO Independent Specialist, and not a DCJ Independent Specialist.

Account Status

Only the Central Restrictive Practices Team can make the account status **Active**.

Note: If the error message *The email address entered is already registered on another account* appears, the account may not have been activated. Contact the Central Restrictive Practices Team RestrictivePracticesAuthorisation@facs.nsw.gov.au.

Primary Area Available to Work

Select the NSW District which the Practitioner works in.

This is a mandatory field.

Area of Expertise

You can select as many categories from the drop-down list as you wish. There is also a free-text area under **Area of Expertise (Other)**.

This is a mandatory field.

3. Using the NSW RPA System

Submit Restrictive Practice Forms for Authorisation

The use of RRPs requires authorisation in NSW. The System is designed for the RPA to be managed and monitored in one location.

Assign RPA Panel Members

Users with Service Provider access can search and assign Panel Members within the System. Each Panel Member will receive notification of assignment to the Panel, and access to all submission documents.

Record Outcome Summaries

Once the Panel has met, the Outcome Summary is recorded in the System. Panel Members, Service Providers, the Practitioner and DCJ have oversight to ensure governance. Once endorsed by all Panel Members, the Outcome Summary is downloaded by the Service Provider to send to the NDIS Commission.

Request a DCJ Independent Specialist for RPA Panels

For Service Providers who do not have access to a specialist in behaviour support and an Independent, a DCJ provided Independent Specialist can be requested. Independent Specialists provide both the specialist in behaviour support and Independent roles on the Panel.

Review

The System provides an end to end process of RPA in NSW. This includes monitoring, tracking and scheduling reviews. Reviews can be flagged as a part of the Outcome Decision or can be created on a need basis, such as the cessation of a RPA. The System will provide workflow notifications of upcoming reviews.

Reports

A suite of reports will be available for Service Providers. These reports include the number of submissions for specific Service Providers; the status of submissions; and the number of participants with RRPs.

3.1 Navigating the NSW RPA System

3.1.1 The Menu Bar

Authorisation Process

Step 1	Creating a Participant record in the System
Step 2	Creating and lodging an RPA Submission Form
Step 3	Recording Outcome Summaries and Decisions
Step 4	Reviewing the implementation of an approved practice

Administration

A	• Updates to Service Provider details. • Organisation Administrator can create branches
B	• Search for and add Practitioners
C	• Only accessible to Organisation Administrator. • Add new user

Home	The Home page opens up when Users have logged in. Clicking this button will take you back to the Home page. *Home page is explained in detail in this Guide;* **Part 1: Accessing the System.**
Participant	The Participant page lists all participants registered in the System from your organisation. Clicking on the Name hyperlink opens up further details, including a history of all RPA Submissions made, and provides the ability to create a RPA Form. *Entering Participant details is explained in detail in this Guide;* **Part 1: Accessing the System.**
RPA Submission	The RPA Submission page lists the status of all RPA Forms in the System. Clicking on the Submission ID hyperlink opens up the RPA Form. You can also click on the Name hyperlink to open up the participant's page. *Creating an RPA Submission Form is explained in detail in* **User Guide Part 2: Submitting an Application.**
Outcome	The Outcome page lists all RPA Panel Outcome Summaries for your organisation. Clicking on the Outcome ID hyperlink opens up the Outcomes Summary for a participant. You can also click on the Name hyperlink to open up the participant's page, or the Submission ID hyperlink to view the submission that relates to the Outcome Summary. *Entering an RPA Outcome Decision is explained in* **User Guide Part 4: Recording Outcomes and Decisions.**
Review	The Review page lists the status of all RPA Review Forms in the System. Clicking on the Review ID hyperlink opens up the RPA Review Form. You can also click on the Name hyperlink to open up the participant's page, or the Submission ID hyperlink to view the submission that relates to the Review. *Creating an RPA Review Form is explained in detail in* **User Guide Part 5: Reviewing Implementation Progress.**
Service Provider	The Service Provider page details the information profile of the Service Provider. Service Providers can update their details and contact person in the System.
Practitioner	The Practitioner page lists all Practitioners that are registered within the System. Service Providers can create Practitioners and search for a Practitioner to assign as a Panel Member. *To add a Practitioner see in this Guide;* **Part 1: Accessing the System.**

Note: right clicking on a hyperlink will allow you to open the link in a new tab or page

Panel Meetings	The Panel Meetings page lists all Panels a User is assigned to. Clicking on the Submission ID hyperlink opens up the RPA Form.
User Management	The User Management page lists all users registered in the System. Only the Organisation Administrator has access to this page. Organisation Administrators can create and search for Service Providers and Practitioners.
Help	The Help Page has the Quick Reference Guides which explains how to navigate the System. Each Quick Reference Guide will open in a new tab for easy access while using the System. *The Quick Reference Guides are referred to throughout the User Guide.*

Session Timeout

If left inactive for a period of 10 minutes, the System will log you out.

Session Timeout

Your session will expire in one minute

300s

Logout   Stay Connected
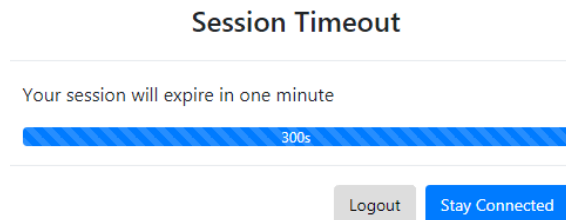
Export to Excel

By clicking on this button you will be able to export into Excel, a list of data from the menu you are currently viewing

3.2 Home page

When you log into the System you will automatically be taken to the home page.

From there you are able to view:

3.2.1 Dashboard Snapshot

This snapshot shows a summary of the Planned and Interim submissions in the System.

For more detailed information, click on See more to access the full Dashboard.

Refer to User Guide Part 6:Dashboard and Reports

For best possible experience when accessing the NSW RPA System we recommend using one of the following browser types:

- Google Chrome
- Firefox
- Microsoft Edge
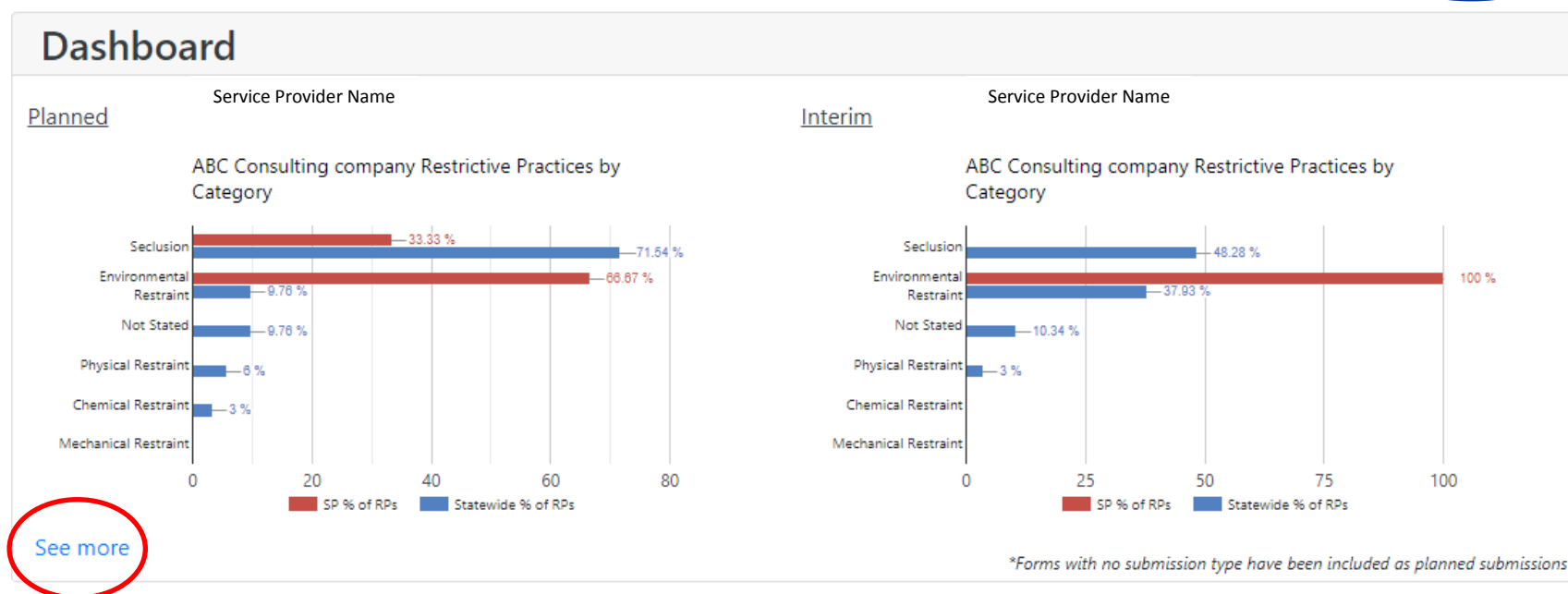
3.2.2 Open Actions

Open Actions provides a numerical summary of the number of actions within the System for your Organisation. These actions are separated to show Planned Submissions and Interim Submissions.

Clicking on the blue number will take you the corresponding page within the System.

E.g: Clicking on the blue 2 in the Planned column next to 'Authorisations Pending Consent will take you to a list of those 2 Outcome Summaries on the Outcomes page.

For more detailed information on the upcoming meetings, click on See more to access the full list in the Panel Meetings page.

Open Actions

Your Actions

	Planned	Interim
Outcomes Pending Approval	2	0

Panels attended and will be attending

	Planned	Interim
Outcome Panels	4	0
Review Panels	2	2

All Actions in your organisations/branch

	Planned	Interim
Authorisations Pending Consent	2	0
Authorisations Pending Approval	3	0
Authorisations Withdrawn	1	0
Submissions in Draft	18	3
Submissions in New	22	6
Submissions Released	11	0

Upcoming Meeting Date	Participant
29/10/2020 2:38 PM	Test Testerson
See more	

3.2.3 News

News

New System Upgrades

The NSW RPA system has been upgraded! The new version incorporates upgrades, new features and modifications in accordance with development plans and feedback received from users. A description of the new enhancements can be found under the Help menu of the RPA System.

enAble RPA

What is it? enAble RPA is an enabling tool. It has been designed to empower and support the NSW disability sector to recognise and appropriately respond to restrictive practices.
START The Senior Practitioner, Disability in Victoria, developed the Restrictive Intervention Self-Evaluation Tool (RISET) to assist disability service providers to understand the use of restrictive practices. The purpose of the tool was to guide users through important information to help them understand when a restrictive practice could or has occurred.

Why it Matters. Using this tool, users will learn more about restrictive practices and how they are regulated in NSW, including when a practice needs to be authorised before it can be used. Users will also learn about better ways to support the person to minimise and eliminate the use of restrictive practices. enAble RPA also supports users to identify the use of a restrictive practice and plan and prepare for the support of a person who may use behaviours of concern.

How it Works. You can access enAble RPA via this link. No login is required and access is free. enAble RPA can be used on mobile devices such as smartphones and iPads. A save function and a print function are also features of the tool. Saving or printing a PDF is a useful function as this can show how enAble RPA has supported the user to clarify their understanding of restrictive practices. enAble RPA does not record any identifying information about the user or their associated interest areas in the tool.

Who It's For. enAble RPA is for everyone, people with disability, service providers, support staff, families, employers, RPA Panel members and policy staff.
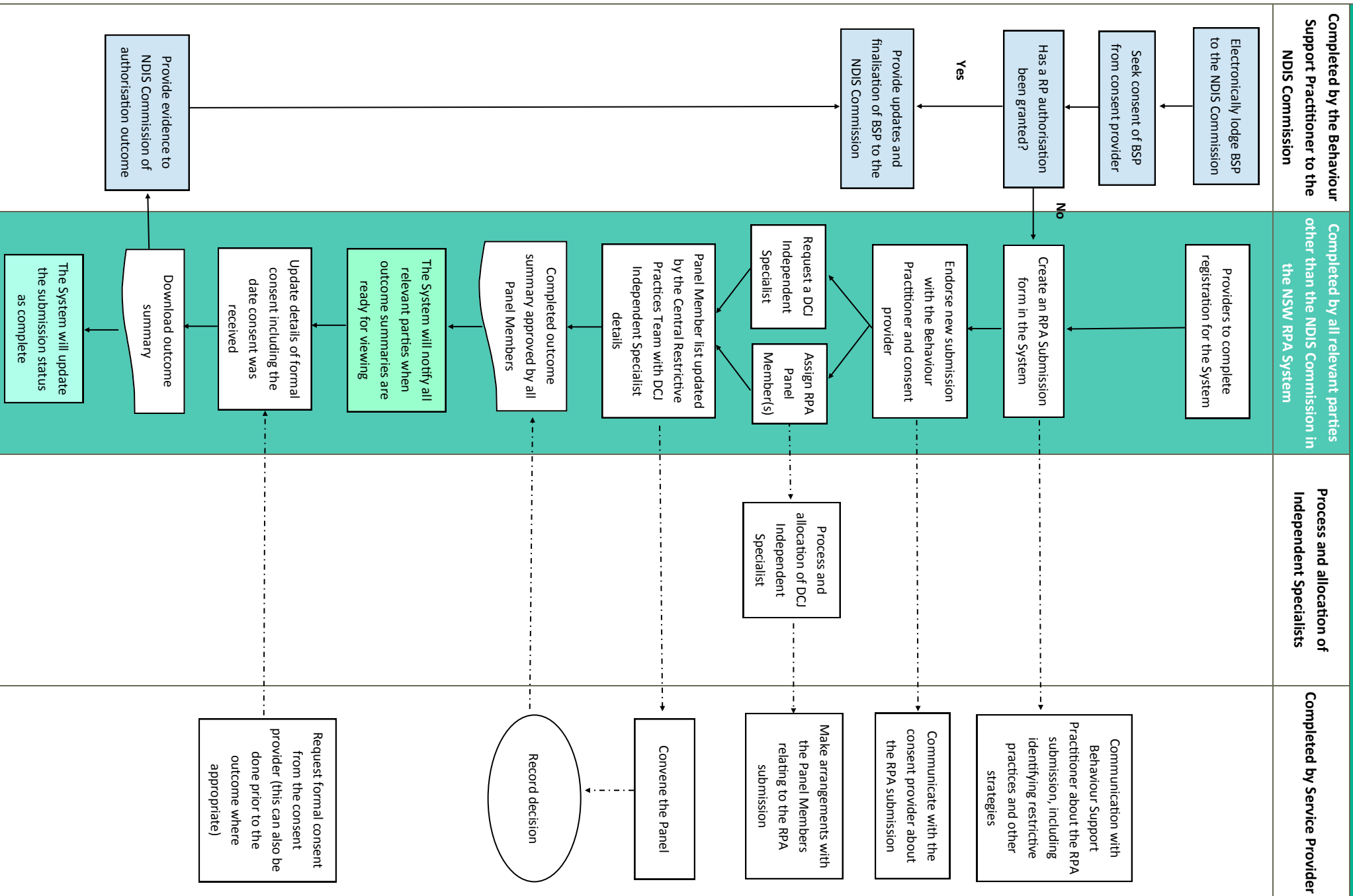
The News section is regularly updated when:

- new resources are released, or

- important information is required for the sector

Clicking on the blue text will take you to the corresponding page within the System or on the DCJ webpage.

Appendix 1: Flow Chart: Using the NSW RPA System

Service Provider—using the NSW RPA System to gain Restrictive Practices Authorisation

Completed by the Behaviour Support Practitioner to the NDIS Commission

- Electronically lodge BSP to the NDIS Commission
- Seek consent of BSP from consent provider
- Has a RP authorisation been granted?
  - **Yes** → Provide updates and finalisation of BSP to the NDIS Commission
  - **No** → (continues to next row)
- Provide evidence to NDIS Commission of authorisation outcome

Completed by all relevant parties other than the NDIS Commission in the NSW RPA System

- Providers to complete registration for the System
- Create an RPA Submission form in the System
- Endorse new submission with the Behaviour Practitioner and consent provider
- Request a DCJ Independent Specialist
- Assign RPA Panel Member(s)
- Panel Member list updated by the Central Restrictive Practices Team with DCJ Independent Specialist details
- Completed outcome summary approved by all Panel Members
- The System will notify all relevant parties when outcome summaries are ready for viewing
- Update details of formal consent including the date consent was received
- Download outcome summary
- The System will update the submission status as complete

Process and allocation of Independent Specialists

- Process and allocation of DCJ Independent Specialist

Completed by Service Provider

- Communication with Behaviour Support Practitioner about the RPA submission, including identifying restrictive practices and other strategies
- Communicate with the consent provider about the RPA submission
- Make arrangements with the Panel Members relating to the RPA submission
- Convene the Panel
- Record decision
- Request formal consent from the consent provider (this can also be done prior to the outcome where appropriate)

Appendix 2: Glossary of terms

The table below is a list of terms, keywords, and/or abbreviations used throughout this document.

Term	Definition
Applicant	The person who completes the submission process including completing the submission in the System, attaching BSP, providing relevant additional information, advising consent giver, monitoring the submission and any other related activities.
	The applicant cannot be an assigned as a panel member for this submission
Behaviour of Concern (BoC)	Behaviours of concern are those that are of such intensity, frequency or duration that the physical safety of the person or others is placed in serious jeopardy, or that are likely to seriously limit the person's use of, or access to, services or community facilities.
	Behaviours of concern are also known as challenging behaviours.
	Behaviours of concern should be understood in the social context in which they occur. They should not automatically be interpreted as an expression of deviance or abnormality in an individual.
Behaviour Support Plan (BSP)	A document or series of linked documents that outline strategies designed to deliver a level of behaviour support appropriate to the needs of an individual person. A behaviour support plan is to have a *preventative* focus and is usually required to have a *responsive* focus. The plan should include multiple elements, reflecting the level of complexity, assessed needs, parameters and context of the service agreement.
Behaviour Support Practitioners (Practitioners)	A Behaviour Support Practitioner is a person with tertiary qualifications in psychology, special education, speech pathology, social work or other relevant discipline and/or training and experience in the provision of behaviour support and intervention.
	Either as the provider or engage by the provider, a practitioner someone who is considered suitable by the NDIS Commission to undertake behaviour support assessments (including functional behavioural assessment) and develop behaviour support plans.
Central Restrictive Practices Team	A central team within DCJ who will oversee the Restrictive Practices Authorisation function, and support service providers to comply with their reporting obligations to the NSW Government.
Consent Giver	*See section 1.2 for further information*
	The person whom gave consent for the restrictive practice.
	See Appendix 3 for further information
Critical Incident	An unexpected or unplanned action or event which results in or has the potential to result in actual harm to persons or damage to property.
DCJ Independent Specialist	Specialist with expertise in behaviour support and whom is independent of the service provider who has signed a Service Agreement with DCJ. A DCJ provided Independent Specialist is supplied by DCJ CRPT.

Term	Definition
Guardian	A guardian is a legally appointed substitute decision maker granted the authority to make personal, medical, lifestyle and in some cases financial decisions on behalf of a person with decision-making disabilities.
	See Guardianship Division of the NSW Civil and Administrative Tribunal www.ncat.nsw.gov.au for further information.
Implementing Service Providers	The NDIS Registered Service Provider who is creating/submitting the RPA.
Independent	A person who is independent of the participant and the service provider.
Independent Specialist (NGO)	A specialist with expertise in behaviour support who is also independent of the participant and their BSP. The Independent Specialist fulfills the two (2) roles on the RPA Panel.
Interim Restrictive Practice Authorisation	Short term (up to six months) authorisation of a plan that include restrictive practices which can be provided by a Senior Manager.
NDIS	National Disability Insurance Scheme
NDIS Commission	National Disability Insurance Scheme Quality and Safeguards Commission
NDIS Q&S Commission Registration Number	NDIS Commission provides this registration number to implementing Service Providers. All implementing Service Providers are to be registered with the NDIS Commission.
NDIS Registered Service Providers (Service Providers)	A registered NDIS provider (registration group 110) whose registration includes the provision of specialist behaviour support services
NSW RPA System (the System)	Online system to manage and monitor the authorisations of regulated restrictive practices in NSW.
Other Panel Member	Any other panel member who is not identified as either Senior Manager, Specialist in behaviour support. The Other Panel member can include allied health professionals, a member of the community or an advocate.
Outcome Decision	A summary of the outcome of the submitted restrictive practice authorisation and the decisions made by the Restrictive Practice Authorisation Panel.

Term	Definition
Participant	A person with disability who receives funded supports or services
Planned Submission	A submission that does not require interim authorisation
Regulated Restrictive Practice (RRP)	A restrictive practice is any practice or intervention that has the effect of restricting the rights or freedom of movement of a person with disability.
	The NDIS (Restrictive Practices and Behaviour Support) Rules set out five categories of restrictive practices, which may be used in the context of behaviour support, if authorised using the mechanism set out in the RPA policy and the RPA procedural guide.
	These categories are referred to as 'regulated restrictive practices.'
	See the RPA procedural guide for further information.
Restrictive Practice	Any practice or intervention that has the effect of restricting the rights or freedom of movement of a person with disability.
Restrictive Practice Authorisation (RPA)	Authorisation is endorsement for identified restrictive practices to be implemented with a certain individual, in a particular service setting, by associated staff and under clearly defined circumstances.
Restrictive Practices Authorisation Panel (the Panel)	All registered NDIS providers must have a properly constituted restricted practices authorization panel. The restrictive practice authorisation panel acts as the mechanism for authorisation and review.
	A restrictive practice authorisation panel should operate at arm's length from the contributors to the documented support plans or strategies. Its role is to evaluate the recommendations within the context of the provider's operations.
	See section 1.2 and the RPA procedural guide for further information.
Restrictive Practice Authorisation submission	The RPA proposal being submitted to the RPA Panel.
Restrictive Practice Authorisation Submission Form (RPA Form)	The RPA form which is filled out and submitted to the RPA Panel.
Senior Manager	A member of the group of persons within a service who is responsible for the senior decisions relating to support provision.
Specialist in Behaviour Support	A specialist with the service provider who has expertise in behaviour support. The specialist cannot have written or endorsed the BSP or the applicant of the submission