



What	Who	When
Present BSP recommending use of RPAs to the implementing NDIS provider	NDIS Participant, NDIS Plan nominee, or NDIS Behaviour Support Practitioner	As soon as BSP is lodged with the NDIS Q&S Commission by the NDIS Behaviour Support Practitioner
Online RPA Submission is made in the NSW RPA System which includes: <ul style="list-style-type: none"> o detail of the restrictive practice, behaviour support plan, and any other associated documentation o preferred Panel date, time, and location o request for DCJ Independent Specialist (if required) which requires at least 15 days' notice of Panel date (unless this has been prearranged) 	Implementing NDIS Provider	Upon implementing NDIS provider receiving the BSP
DCJ Independent Specialist is sourced and allocated to the RPA Submission and implementing NDIS provider notified	DCJ	Within 15 days of online request being submitted
Online access to RPA submission is provided to RPA Panel members	Implementing NDIS Provider	Upon DCJ independent Specialist confirming attendance and all aspects of RPA Submission are complete
RPA Panel convenes and decides whether to approve the restrictive practice	Implementing NDIS Provider, DCJ Independent Specialist	At scheduled date, time and location (decided by implementing NDIS provider)
RPA Panel decisions recommendations are completed online in the NSW RPA System	Implementing NDIS Provider	At time of RPA Panel or within three-to-four days of Panel date
Evidence of consent to implement the restrictive practice is completed and uploaded into the NSW RPA System and RPA Outcome Summary finalised	Implementing NDIS Provider	Can be completed immediately after the RPA Panel's decisions have been recorded
RPA outcome summary report is loaded to the NDIS Commission's system	NDIS Implementing Service Provider, NDIS Behaviour support practitioner	Within three days of RPA Submission being finalised

Acronym / Term	Meaning
BSP	Behaviour Support Plan
DCJ	NSW Department of Communities and Justice
DCJ Independent Specialist	An individual contracted by DCJ to ensure that implementing NDIS providers have access to appropriately qualified behaviour support expertise to support the operation of RPA Panels.
Implementing NDIS Provider	Organisation approved to provide support to NDIS Participants
NDIA	National Disability Insurance Agency
NDIS	National Disability Insurance Scheme
NDIS Behaviour Support Provider	A person whom the NDIS Quality and Safeguards Commissioner considers suitable to undertake behaviour support assessments (including functional behavioural assessments) and develop behaviour support plans that may contain the use of restrictive practices.
NDIS Commission	NDIS Quality and Safeguards Commission
NDIS Participant	Person who meets the NDIS access requirements
RPA	Restrictive Practices Authorisation