This fact sheet is a part of a series of best practice examples to guide NDIS Service Providers on comprehensively completing the requirements in the NSW RPA System. These examples will demonstrate how information must be accurately and succinctly documented in order to produce a quality and effective product that is fit for purpose.

This example will focus on what is required in **the Outcome Summary Form.** The Outcome Summary provides a formal record of the RPA Panel decision and any further recommendations, conditions or requirements the RPA Panel may apply.

Part 4 of the NSW (FACS) RPA System User Guide provides instructions on how to complete an Outcome Summary in the NSW RPA System. It is recommended that this fact sheet is read in conjunction with this User Guide. The User Guide can be found here: https://www.facs.nsw.gov.au/providers/deliver-disability-services/restrictive-practices-authorisation-portal/nsw-rpa-system-access/user-guide

The Outcome Summary Form

A practice is not fully authorised until the Outcome Summary has been completed, and electronically approved by all members of the RPA Panel, and evidence of consent provided. Approving the Outcome Summary indicates that the RPA Panel members are unanimous in their decision to approve the authorisation of the practice.

The Outcome Summary may be distributed to relevant stakeholders involved in the NDIS participant's support network. It is therefore imperative that the document reflects a clear rationale for the decision, and informs as to whether the practice has been approved or declined and any conditions that apply.

The below example *Outcome Summaries* are shown in the *'print'* view of the Outcome Summary form. This view is located at the bottom of the screen within the NSW RPA System.

Approved (<u>without</u> conditions) with <u>no</u> review required

In the example below, the authorisation has been given for 12 months from the date of the RPA Panel's decision on 2 August 2019. The RPA Panel has not requested to review the progress of implementation at an interval(s) within the authorisation period and have therefore checked the box *Review Not Required*.

Restrictive Practices Authorisation

Outcome ID: 70082
Decision: Approved
Outcome Status: Completed

RPA Outcome Decision

Decision Approved

Decision Date 2/08/2019   **Meeting Date** 2/08/2019

Reason for Decision

The PRN has a clearly identified purpose and is part of a coordinated approach to address the underlying causes for the behaviour of concern.

The psychiatrist has agreed to monitor the effectiveness and need for the medication as a short term strategy.

The conditions under which fade out will occur are clear. The practitioner will continue to monitor behaviour change that will support removing the need for the PRN.

Panel requires a review in 6 months for an update with regarding the progress of achieving the intended behaviour change.

Documents required for the review should include data regarding the frequency and severity of the target behaviour, including information about consistency and frequency of use of the PRN.

Conditions

No conditions applied, however the panel recommends exploration of options for supporting Mary regarding the loss of her mother and loss of contact with her father: grief counselling, bereavement strategies or programs, opportunities for her to talk about her feelings and the impact of those changes in her life.

RPA Expiry Date 1/08/2020

> In the field for *Reason for Decision*, provide a brief rationale for the decision reached by the Panel.

> In the event that a Panel included recommendations, these can be added in the Conditions field.
>
> Recommendations are made, however they do not affect the status of the authorisation.

Approved (with conditions) with review required

A RPA Panel may decide to authorise a practice(s) and attach or apply conditions to that authorisation. This option allows for the authorisation to be granted with the expectation that the NDIS Service Provider (or other stakeholder) will enact these terms of authorisation.

Conditions are generally applied when the RPA Panel are of the opinion that the use of the practice is necessary to minimise the risk posed by the behaviour but has reservations about some of the supports in place either from an operational or positive behaviour support perspective.

Restrictive Practices Authorisation

Outcome ID: 70160
Decision: Approved – with Conditions
Outcome Status: New

RPA Outcome Decision

Decision Approved – with Conditions

Decision Date 2/08/2019   **Meeting Date** 2/08/2019

Reason for Decision

Panel has authorised the use of the lock on the door separating the bedrooms from the main area of the house under the conditions outlined in the Behaviour Support Plan. The supporting documentation clearly indicates other least restrictive options trialled, the conditions under which each use of the practice ends and how other residents will be supported to have minimal imposition due to the locked door.

Conditions

The Panel requires an updated Fire Evacuation Plan to ensure that, in the case of a fire emergency, the evacuation plan includes consideration of the locked door.

RPA Expiry Date 1/08/2020

☑ **Is a review required?**   **Next Review Date** 4/09/2019

Documents Required for Next Review

Required?
- ☑ Data Collection Summary
- ☐ Interim BSP
- ☐ Behaviour Support Plan
- ☑ Evidence of Implementation Training
- ☐ LifeStyle & Environmental Review
- ☐ Behaviour Assessment Report
- ☐ PRN Protocol
- ☐ Medical Report
- ☐ Risk Assessment
- ☐ Legal Conditions
- ☐ Individual Plan
- ☐ Court Order
- ☐ Other

As the Panel authorised the practice with conditions, the Conditions field is mandatory in the RPA System.

The Panel decided to authorise, and this authorisation is conditional upon work being done to ensure the safety of all in the location regarding the implementation of that practice.

In this instance an updated Fire Evacuation Plan that has taken into account a locked internal door.

Review Required:

A review date entered should not be the same as the expiry date.

In this example, the Panel has set a review date of 1 month from the date of decision, with additional documents required.

The System generates an automated review form for this date in the Review tab.

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Declining an Application - Not Approved

The RPA Panel is not obligated to approve all requests for authorisation. The RPA Panel can and should decline to give authorisation if the documentation provided does not demonstrate:

- the need for the practice
- if the appropriate level of work has not been undertaken to ensure the practice is the least restrictive available, or
- if there has not been an appropriate behaviour support response.

Restrictive Practices Authorisation

Outcome ID: 70162
Decision: Not Approved
Outcome Status: Pending Panel Approval

RPA Outcome Decision

Decision Not Approved
Decision Date 2/08/2019   **Meeting Date** 2/08/2019
Reason for Decision

Use of seclusion has not been authorised for the following reasons: a behaviour support response has not yet been obtained; the daily support strategies for Josh need to be reviewed to identify if there are person centred options to increase the support he may need in the afternoons that might decrease the screaming; a health and medical check should be undertaken to remove the possibility for there being pain related reasons for the screaming with the afternoon personal care routine.

Conditions

☐ Is a review required?   **Next Review Date**

In this example, the Panel recommends health and medical investigations are undertaken to consider pain related causes, as well as exploring what additional or alternative person centred supports may be beneficial for Josh before the use of a seclusion strategy is considered.

If the RPA Panel does not approve the RPA Submission, the Outcome Summary Form is entered in the RPA System as above. Please refer to Part 4 of the *NSW (FACS) RPA System User Guide.*