

NSW RPA System Best Practice Examples The <u>Outcome Summary</u> Form

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: <u>https://www.facs.nsw.gov.au/providers/deliver-disability-services/restrictive-practices-authorisation-portal/nsw-rpa-system-access/user-guide</u>

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.





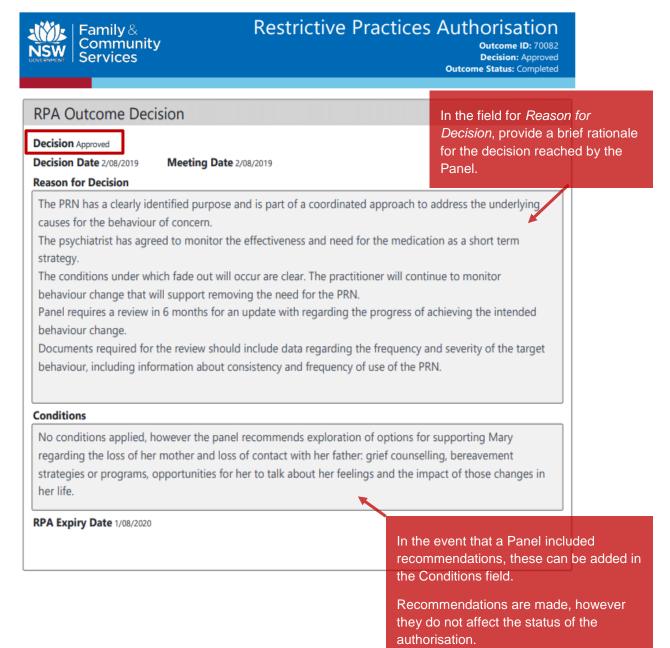
Communities

& Justice

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Approved (without conditions) with no 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*.



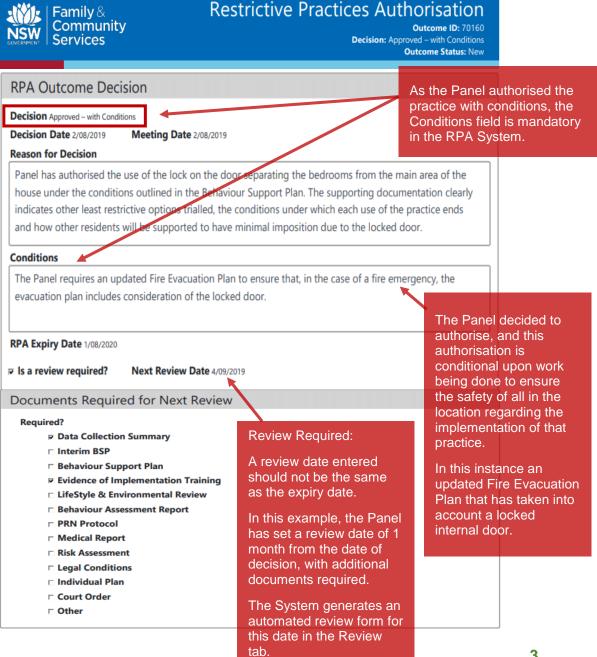


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Approved (with conditions) with review required

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.





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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.

Family & Community Services	Restrictive Practices	Authorisation Outcome ID: 70162 Decision: Not Approved e Status: Pending Panel Approval	
RPA Outcome Decision			
Decision Not Approved Decision Date 2/08/2019 Reason for Decision	Date 2/08/2019		
yet been obtained; the daily support centred options to increase the supp	ised for the following reasons: a behaviour su strategies for Josh need to be reviewed to id ort he may need in the afternoons that might e undertaken to remove the possibility for the	dentify if there are person t decrease the screaming;	
reasons for the screaming with the afternoon personal care routine.		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	
□ Is a review required? Next Revi	ew Date	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.*