

Purpose

This document provides a checklist to NSW NDIS providers of behaviour support for the purpose of implementing the NSW Restrictive Practices Authorisation (RPA) Policy.

NSW have produced a RPA policy, procedural guide and a range of supporting resources to assist providers in identifying and authorising, and working towards eliminating restrictive practices applied to people with a disability.

The checklist below has been developed to help providers get ready to meet the RPA policy.

The NSW RPA Policy and associated resources can be found at the RPA portal (<https://rpa.facs.nsw.gov.au>).

Rationale

It is important that service providers develop a detailed plan of actions to achieve compliance with the NSW RPA Policy. There are key elements of this policy that will require individuals and organisations to operate differently and will mean different expectations of support for participants who are subject to a range of restrictive practices.

NDIS registered providers and behaviour support practitioners are obliged to actively maintain the quality and compliance aspects of restrictive practice authorisation and related requisites.

Checklist

Item	Time frame
<input type="checkbox"/> Familiarise with the RPA Policy and Procedural Guide and understand transitional requirements.	Immediately
<input type="checkbox"/> Ensure behaviour support practitioners are registered with the NDIS Quality & Safeguards Commission.	Immediately
<input type="checkbox"/> Distinguish who in the organisation will be RPA delegates responsible for convening RPA panels and authorising interim RPAs.	Immediately
<input type="checkbox"/> Register your organisation on the NSW RPA ICT portal and identify delegates. Confirm pre-populated contact details.	Immediately
<input type="checkbox"/> Upload behaviour support practitioner's information in the NSW RPA ICT portal.	Immediately
<input type="checkbox"/> Ensure behaviour support practitioners confirm their personal and registration details in the RPA portal.	Immediately

<input type="checkbox"/>	Review your organisation's behaviour support and RPA policy and procedures to ensure it is consistent with the new FACS policy.	Immediately
<input type="checkbox"/>	Review your organisation's medication / health policy to ensure it acknowledges that routine dose medication for behaviour is identified as a restrictive practice.	Immediately
<input type="checkbox"/>	Discuss the change of policy and procedures with relevant stakeholders, particularly participants, persons responsible and guardians.	Immediately
<input type="checkbox"/>	Brief front line and behaviour support staff on the RPA Policy, related internal procedures and the practice implications.	Immediately
<input type="checkbox"/>	Identify participants with current RPA in place and determine the due date for authorisation/review against the transitional timeframes.	Immediately
<input type="checkbox"/>	Identify participants with behaviours of concern and determine if there are unauthorised restrictive practices (notify the Q&S Commission).	Immediately
<input type="checkbox"/>	Identify participants who are in receipt of routine dose medication used to for behaviour support who will require RPA under the new policy.	Immediately
<input type="checkbox"/>	Source behaviour support practitioners to conduct behaviour assessments and develop behaviour support plans for participants that require a restrictive practice to be authorised.	Immediately
<input type="checkbox"/>	Establish a schedule for required RPA, prioritising those who are in receipt of unauthorised restrictive practices.	Immediately
<input type="checkbox"/>	Obtain full authorisation where a behaviour support plan is in place but no authorisation.	Before 30 Sept 2018
<input type="checkbox"/>	Complete <u>interim</u> RPA for unauthorised restrictive practices and no behaviour support plan. Full authorisation. By end Dec 2018	Before 30 Sept 2018
<input type="checkbox"/>	Obtain full authorisation where there is authorisation and no plan.	Before Dec 31 2018



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| <input type="checkbox"/> | Renew behaviour support plan and authorisation at expiry | No later than 12 months |
| <input type="checkbox"/> | Organise RPA panels for submissions for full authorisation (using current mechanisms or FACS independent specialists). | As required |
| <input type="checkbox"/> | Align your organisation's RPA panel mechanism with requirements under the RPA policy, for example ensuring the independent person has expertise in behaviour support. | Before Dec 31 2018 |