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NSW Restrictive Practices Authorisation (RPA)

News

RPA Newsletter - October 2021

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Welcome to the October 2021 issue of the NSW RPA Newsletter. In this issue we will be discussing:

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We encourage you to help spread the word and forward the monthly RPA Newsletter on to your colleagues. Help us keep the NSW sector informed about restrictive practice authorisation in NSW.

COVID - 19

The NDIS Quality and Safeguards Commission, NSW Government and Council for Intellectual Disability (CID) links below provide information, resources and advice on the management of COVID19 for service providers.

Resources

- [NDIS Commission Fact Sheet COVID-19 Vaccination and Restrictive Practices](#)
 - [Information for people with disability about COVID-19 vaccines](#)
 - [Guidelines on the rights of people with disability in health and disability care during COVID-19](#)
 - [NSW Health accessible resources on COVID-19](#)
 - [Coronavirus \(COVID-19\): Behaviour support and restrictive practices](#)
 - [Coronavirus Disease 2019 \(COVID-19\) Outbreaks in Residential Care Facilities](#)
 - [NDIS Commission coronavirus \(COVID-19\) information](#)
 - [NSW Government COVID-19 Website](#)
 - [Looking after your health during Coronavirus](#)
 - [Information for Service Providers \(DCJ\)](#)
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NSW RPA Webinars

DCJ are currently running regular webinars and will be conducting each of our two webinars fortnightly. One webinar focuses on authorisation requirements. The other focuses on the end-to-end process of submitting and approving restrictive practices in the NSW RPA System. The webinars will now alternate between Tuesdays and Thursdays.

Webinar 1 - RPA Requirements in NSW

Thursday, 4 November 10.30am - 12.30pm

Tuesday, 16 November 10.30am - 12.30pm

This session is recommended for anyone who is new to RPA in NSW or who would like a better understanding of the requirements for authorising a restrictive practice. Participants will have the opportunity to ask policy-related questions.

Webinar 2 - End-to-end NSW RPA system demonstration

Thursday 11 November, 10.30am - 12pm

Tuesday 23 November, 10.30am - 12pm

This session is recommended for new users of the RPA System who have not attended previous information sessions. It will focus on how to submit and approve restrictive practices in the NSW RPA System. The webinar will also include an overview of roles and responsibilities according to the function (i.e. Behaviour Support Practitioner) and how key dashboard components can assist with the monitoring of practices.

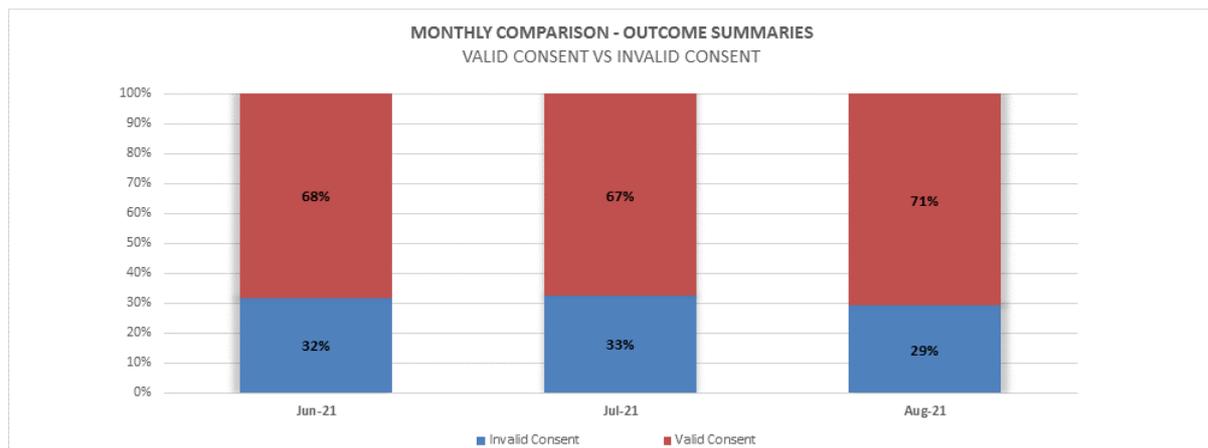
For more information, or to register for any of the webinars, please go to our Eventbrite page [here](#).



Let's Talk Quality

The Central Restrictive Practices Team (our team) has now completed the review of all outcome summaries finalised in the NSW RPA System for August 2021. Below is a summary of our findings, and the supports we can provide you.

Consent



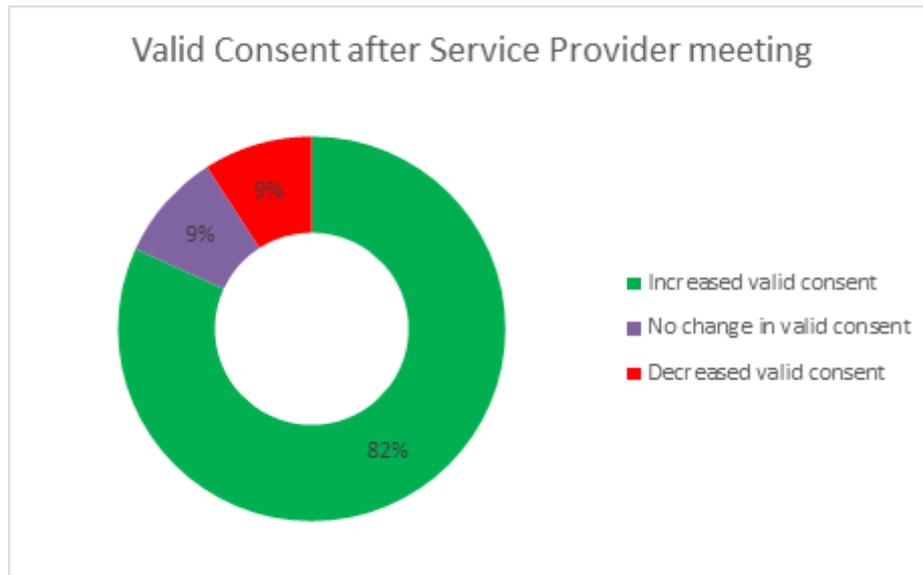
Of the 526 outcome summaries completed in August 2021, we considered 29% (i.e. 153 Outcome Summaries) to be invalid because appropriate consent was not provided. As you can see from the graph above, this is an improvement compared to the June and July reviews.

The top five reasons why consent was considered invalid in August 2021 outcome summaries are listed below; the figure in brackets is the percentage of outcome summaries with invalid consent that contained this error:

- Consent was not provided by an authorised person (29%). This includes instances where no evidence was provided that the person providing consent had a guardianship order with a restrictive practices function.
- Consent was provided for the behaviour support plan BUT NOT for the implementing provider to implement the practice (23%). A signature on a behaviour support plan is not considered consent to implement the restrictive practices contained in the plan.
- Guardianship order attached but specific consent to implement the practice was not noted (13%). A Guardianship Order appoints a guardian as a substitute decision maker for an individual, it does not provide the consent to implement specific restrictive practices.

- Incomplete consent information attached (9%). An example of this is where a consent document was attached to the outcome summary, but it did not contain the specific practices that consent was being provided for.
- Evidence of consent for the practice was not attached (8%). It is important to ensure that consent is uploaded to each outcome summary attached to a submission.

As you may know, we have been having individual conversations with NDIS Providers on consent requirements. This has resulted in improvements in most providers' ability to meet the consent requirements. As you can see from the graph below, the majority of service providers we have met with have shown an increase in the number of outcome summaries with valid consent.



Our team will be conducting further reviews of consent attached to outcome summaries completed in September 2021, and will keep you informed of the results.

Consent is required at two stages in the RPA Process:

1. Consent to take the restrictive practices and all accompanying documents to panel. This is the tick box in section 8 of the RPA Submission that indicates that the consent giver has agreed to the RPA Submission. This does not imply a formal consent to implement a restrictive practice.
2. Consent to implement the restrictive practice. Evidence of consent to implement a restrictive practice must be attached to the outcome summary in the NSW RPA System in order for the practice to be authorised.

Your supports

Our team can provide you with a number of supports to assist you to get consent right; these include:

- Having regular meetings with providers to discuss the results of the review specific to your organisation, and to provide some capacity building around consent requirements under the NSW RPA Policy; these meetings will continue over the coming months. [Email us to arrange a meeting to discuss consent requirements.](#)

- Giving you feedback on your consent requirements specific to a practice; please [email us](#) for more information.
- DCJ Independent Specialists can provide you with information on the consent requirements at RPA Panels for the practices that are being authorised.
- Having additional focus on consent requirements in the RPA Webinars that are hosted regularly by our team.



Tender: DCJ Independent Specialists

The NSW Government is seeking to increase the register of Independent Specialists through an open tender process to assist with the operation of Restrictive Practices Authorisation (RPA) Panels in NSW.

Independent Specialists who are successful through this DCJ Tender must be willing to accept and abide by the NDIS Quality and Safeguarding Framework, and all relevant statutes and regulations and any other requirements set by the NSW Government, as specified in the Tender documentation

The open tender is now published and is available [here](#).

Please note applications close 11.00 AM 16 November 2021.



Central Restrictive Practices Team End of Year Closure Dates

The Central Restrictive Practices Team will be closed during the Christmas/New Year period from 12pm, Thursday 23 December 2021 to Friday 7 January 2022. Any correspondence or emails received, or requests for DCJ Independent Specialists, will not be answered during this time. In addition, DCJ will not be able to provide any DCJ Independent Specialists for RPA panels scheduled during this closedown period. During the week of Monday 10 to Friday 14 January 2022, the Central Restrictive Practices Team will be working, however, RPA Panels requiring DCJ Independent Specialists cannot be scheduled during this week.

Please note that any requests for a DCJ Independent Specialist for RPA Panels to be held between 17 – 21 January 2022 must be submitted to the Bookings Team by 5pm, Friday 10 December 2021.

These arrangements are in place to ensure effective management of all DCJ Independent Specialist requests during a period where some CRPT staff and DCJ Independent Specialists may be on leave.

Date(s)	Notes
Friday 10 December 2021	All requests for DCJ Independent Specialists for the week of 17-21 January 2021 must be submitted to the CRPT Bookings Team by this date.
12pm, Thursday 23 December 2021 – Friday 7 January 2022	The Central Restrictive Practices Team will be closed. Any correspondence received will not be answered during this time.
Monday 10 January – Friday 14 January	<ul style="list-style-type: none"> • The Central Restrictive Practices Team will be open and will be responding to emails and requests for DCJ Independent Specialists. • No RPA Panels requiring DCJ Independent Specialists are to be held this week.
Monday 17 January – Friday 21 January 2022	RPA Panels requiring DCJ Independent Specialists may be held this week, for those requests which were received by Friday 10 December 2021.
Monday 24 January	Return to usual time frame of 15 days' notice to request a DCJ Independent Specialist.

Examples

A service provider wishes to hold a panel on Wednesday the 19th January, 2022. They send the request for DCJ Independent Specialist through to the CRPT Bookings Team by Friday 10th December, and confirm with the team via email the number of submissions planned for the panel

on this date. The Bookings Team source a DCJ Independent Specialist and allocate to the submissions before the panel meeting date. The provider sends the meeting invitation to the DCJ Independent Specialist and the panel takes place on the 19th of January.

A service provider contacts the bookings team on the 15th of December, wishing to hold a panel on the 11th of January. The bookings team informs the provider that we are not booking panels for the week of 10 – 14 January, and that the cut off window has now closed for the week of 17 – 21 January. The bookings team recommends the provider pick a date from the 24th January or later. The service provider chooses to go ahead on the 25th of January. The bookings team sources and allocated DCJ Independent Specialist for the 25th of January and the panel takes place on this date.

A service provider sends a request for DCJ Independent Specialist through the RPA System on the 5th of January, wanting a panel on the 20th of January. They do not receive contact from the bookings team due to the Central Restrictive Practices Team being closed. When the team return on the 10th of January, they contact the service provider and advise that they have missed the cut off for panels on the week of 17 – 21 January. The team request the service provider to request a new date, providing at least 15 days' notice from 10th January. The service provider does so, and the panel takes place with a DCJ Independent Specialist on the chosen date.

A service provider contacts the bookings team on the 17th of January, wishing to book a panel for the 27th of January. The bookings team advises that this is within the 15 days' notice period required, and requests the service provider to move the panel date later to allow for the 15 days' notice. The service provider moves the panel meeting date to the 7th of February, and the panel goes ahead on this date.



New Report: Participants by Branch

There is a new report available for service provider users in the RPA system.

The Participant Branch report shows all Participants for an organisation. It can be accessed from the reports menu in the RPA system.

The report can be run to show all branches or specific branches of an organisation, although the users will only be able to see their own branch/es when running the report.

Participant Branch

Select Parameters

Organisation Name: RPA Demo Pty Ltd

Branch Name: All Branches

Get Report

- RPA Demo Pty Ltd - Head Office
- RPA Demo Pty Ltd - North Branch
- RPA Demo Pty Ltd - South Branch

Once you have selected your branch/es, click 'Get Report'. The report will open in Excel.

Please note that participants will be listed more than once if they have multiple branches. Both active and inactive participants are included in this report.

NDIS Participant ID	First Name	Last Name	DOB	Participant Status	Organisation	Branch
AA123456	Anne	Aqua	10-05-1985	Active	RPA Demo Pty Ltd	Head Office
AA123456	Anne	Aqua	10-05-1985	Active	RPA Demo Pty Ltd	North Branch
BB123456	Bruce	Beige	13-03-1990	Active	RPA Demo Pty Ltd	Head Office
BB123456	Bruce	Beige	13-03-1990	Active	RPA Demo Pty Ltd	North Branch
CC123456	Cecil	Cyan	27-11-1988	Active	RPA Demo Pty Ltd	Head Office
CC123456	Cecil	Cyan	27-11-1988	Active	RPA Demo Pty Ltd	South Branch
II123456	Isabelle	Indigo	24-01-1995	Active	RPA Demo Pty Ltd	Head Office
II123456	Isabelle	Indigo	24-01-1995	Active	RPA Demo Pty Ltd	South Branch
MM123456	Mark	Magenta	03-07-1965	Active	RPA Demo Pty Ltd	North Branch
MM123456	Mark	Magenta	03-07-1965	Active	RPA Demo Pty Ltd	Head Office
NN123456	Nora	Navy	14-06-2001	Active	RPA Demo Pty Ltd	Head Office
NN123456	Nora	Navy	14-06-2001	Active	RPA Demo Pty Ltd	South Branch
OO123456	Olivia	Orange	10-04-1973	Active	RPA Demo Pty Ltd	North Branch
OO123456	Olivia	Orange	10-04-1973	Active	RPA Demo Pty Ltd	Head Office
PP123456	Patrick	Purple	07-05-1969	Active	RPA Demo Pty Ltd	Head Office
PP123456	Patrick	Purple	07-05-1969	Active	RPA Demo Pty Ltd	South Branch
VV123456	Victoria	Violet	27-03-1977	Active	RPA Demo Pty Ltd	South Branch
VV123456	Victoria	Violet	27-03-1977	Active	RPA Demo Pty Ltd	Head Office



DCJ COVID-19 Vaccination Policy

The NSW Department of Communities and Justice has released its COVID-19 Vaccination Policy. The Policy applies to all types of DCJ employees. Contractors, consultants, suppliers, volunteers and students (including apprentices/trainees/those on work experience) must also comply with the policy.

The Policy states, in part:

"For the safety of DCJ employees and the communities we serve, the NSW Government expects all government sector employees who can be safely vaccinated to do so at the earliest opportunity.

The risks of COVID-19 have presented the need to have comprehensive vaccination requirements in place to:

- protect the communities we serve, noting that many are vulnerable
- protect our employees and their families from potential sources of infection among the communities we serve
- provide a safe environment for our employees to work together
- ensure business continuity for our public services.

Vaccination not only reduces risk, it reduces the chance of infection with COVID-19 by around 60% - 80% and decreases the number of people who will be considered close or secondary contacts in the event of a positive case."

DCJ Independent Specialists will receive separate communication regarding how this policy applies and required actions.



Test your knowledge!

Question 1: True or False - The DCJ Independent Specialist's responsibilities include providing an opinion on whether a proposed strategy is likely to address the behaviour of concern?

Question 2: If an RPA Panel provides approval for authorisation with conditions, must a review occur?

Question 3: Can medications prescribed by a psychiatrist be regarded as a restrictive practice?



RPA News will be published monthly on the Department of Communities and Justice [Restrictive Practices Authorisation web page](#). If you would like to suggest a colleague or service to be included in Spotlight On... or Provider in Focus, or if you have any questions about restrictive practices authorisation or this newsletter, please email: RestrictivePracticesAuthorisation@fac.s.nsw.gov.au



Test Your Knowledge Answers:

Q1: True. A DCJ Independent Specialist's responsibilities include providing an opinion on whether a proposed strategy is likely to address the behaviour of concern.

Q2: Yes, if a RPA Panel has provided approval for authorisation with conditions, a review must occur so that the panel can assess whether the conditions for authorisation have been met. If the conditions for authorisation have not been met, the panel may need to withdraw authorisation for the practice.

Q3: Yes, a medication prescribed by a psychiatrist could be regarded as a restrictive practice. It is not the role of the prescribing practitioner that indicates whether or not a medication may be a

restrictive practice, but the purpose of the medication - ie. if it is prescribed for behavioural purposes.

Our mailing address is:
RestrictivePracticesAuthorisation@facs.nsw.gov.au

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