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# NSW Restrictive Practices Authorisation (RPA)

## News

RPA Newsletter - May 2021

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### In this Issue

Welcome to the May 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.

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## 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. The first link relates to behaviour support and restrictive practices:

### New Resource

- [Guidelines on the rights of people with disability in health and disability care during COVID-19](#)
  - [For your information NSW Health has just launched it's new accessible resources on COVID-19](#)
  - [Easy read version of What you must do under new Coronavirus rules](#)
  - [Coronavirus \(COVID-19\): Behaviour support and restrictive practices](#)
  - [Coronavirus Disease 2019 \(COVID-19\) Outbreaks in Residential Care Facilities](#)
  - [NDIS Commission coronavirus \(COVID-19\) information](#)
  - [Help us save lives](#)
  - [Staying safe from Coronavirus](#)
  - [Service Providers](#)
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## NSW RPA Webinars

DCJ are increasing the frequency of our webinars and will be conducting each of our two webinars fortnightly in June. One webinar will focus on authorisation requirements. The other will focus on the end-to-end process of submitting and approving restrictive practices in the NSW RPA System.

### Webinar 1 - RPA Requirements in NSW

3 June 10.30am - 12.30pm, or

17 June 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

10 June 10.30am - 12pm, or

24 June 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](#).

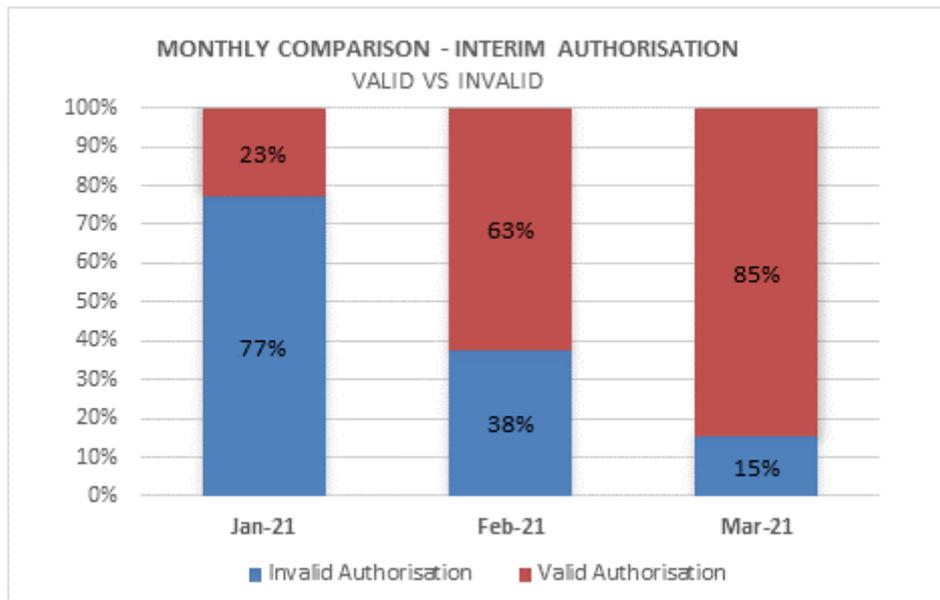
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## Let's Talk Quality

The Central Restrictive Practices Team has now completed the review of all outcome summaries finalised in the NSW RPA System for March 2021. Below is a summary of our findings, and the actions we have taken.

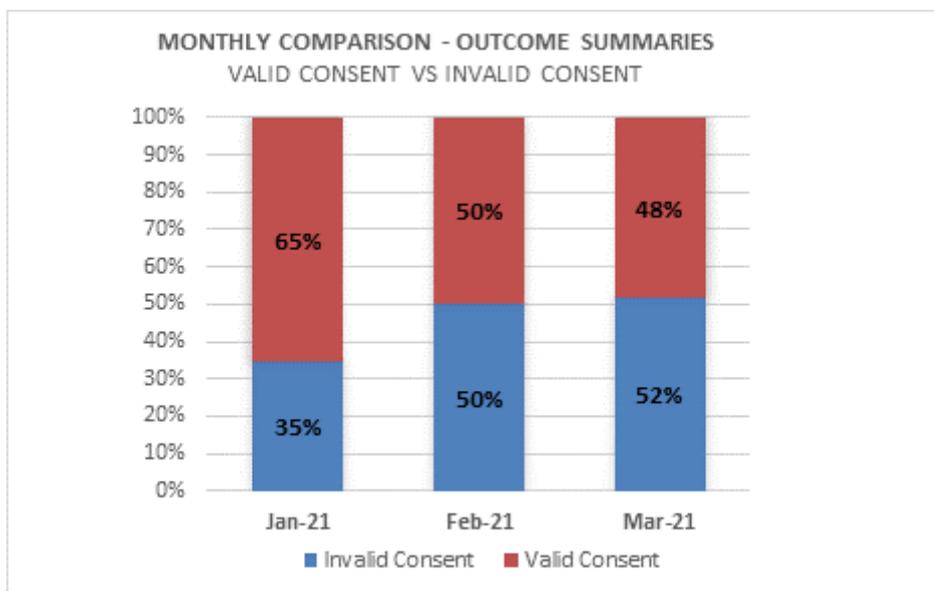
### Interim authorisation



Once again, it is pleasing to see that there was a significant improvement in the quality of interim authorisations reviewed for March 2021 outcome summaries. Of the 59 outcome summaries reviewed, 9 (15%) were considered invalid for the following reason:

- Authorisation sought for previously authorised practice (9)

### Consent



Of the 441 outcome summaries reviewed from March 2021, 229 (52%) were considered invalid due to inappropriate consent being provided. This is only a slight increase from the previous month. The reasons consent was deemed invalid were:

- Consent expires before the authorisation period (2)
- Insufficient details recorded for the verbal consent obtained (3)
- Consent provided by unauthorised person AND no evidence of consent for practice attached (12)
- Consent for BSP not to implement practice AND consent provided by unauthorised person (13)
- Incomplete consent document attached (17)
- Guardianship order attached but no consent to implement practice (18)
- Consent for BSP not to implement practice (21)
- No evidence of consent for practice attached (71)
- Consent provided by unauthorised person (72)

#### Actions taken by the Central Restrictive Practices Team

- Correspondence has been sent to the organisations who were found to have invalid interim authorisation to inform them of the issues identified, advise them of the actions required to rectify the issues identified, and their reporting requirements to the NDIS Quality and Safeguards Commission.
- DCJ Independent Specialists will continue to highlight the consent requirements at RPA Panels for the practices that are being authorised.
- Additional focus on consent requirements will be included in the RPA Requirements Webinars that are hosted regularly by the Central Restrictive Practices Team.

The Central Restrictive Practices Team have extended the Outcome Summary Review Project, and will be conducting a further review of outcome summaries completed in April 2021, May 2021 and June 2021, and will keep the sector informed of the results.

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## Central Restrictive Practices Team Co-Location with the Ageing and Disability Commission

Last month, the Central Restrictive Practices Team moved office to co-locate with the NSW Ageing and Disability Commission. This move is in anticipation of the Persons with Disability (Regulation of Restrictive Practices) Bill 2021, which places the regulation of the authorisation of Restrictive Practices in NSW under the Ageing and Disability Commission. The co-location will allow the Central Restrictive Practices Team to learn more about how the Ageing and Disability Commission works and also allow the Commission to become more familiar with the current functions of the Team before the Bill goes live.

In our first week at the new office, the Ageing and Disability Commission held a morning tea to welcome our team and offer a chance for staff to come together and meet each other. We thank the Commission for the warm welcome and look forward to working together into the future.





## Case Study

Brock is a 26 year old man with Autism who lives in an NDIS-funded accommodation service provider; he also attends an NDIS-funded day-program services three days per week.

When traveling in a vehicle, Brock gets easily frustrated and is known to undo his seatbelt and hit those around him. This is a behaviour he has displayed for eight years and in that time he has only directed this behaviour those in the car who are not his support staff (i.e. he has never attempted to hit the driver or his support staff in the car). Some years ago Brock's behaviour support practitioner included the restrictive practices of a seat-belt buckle guard and harness to manage this behaviour. As part of the development of the current behaviour support plan, Brock's current behaviour support practitioner continues to recommend the use of this practice. Although the behaviour support plan provides a thorough rationale for the need of the restrictive practices, the plan only states that these restrictive practices are to be 'implemented whilst Brock is in the vehicle'; no other information is provided on their implementation.

When these practices are put to Brock's accommodation service provider's RPA panel, the panel does not authorise them because the behaviour support plan contains insufficient information on how these practices are to be implemented.

The RPA panel agrees that although these long-standing practices are warranted, the current behaviour support plan simply stating that they are to be 'implemented whilst Brock is in the vehicle' does not provide sufficient information or instructions on how the harness and buckle guard are to be safely used with Brock. The RPA panel is also concerned that the lack of instructions on the practices' implementation are not helpful for any new individuals who work with Brock. Further, as Brock only directs this behaviour to non-staff members in the vehicle, there appears to be a less restrictive way of implementing the practice (i.e. the restrictive practices could only be used when he is in the vehicle with his co-residents). At their separate RPA panel, Brock's day program service provider has similar concerns and also do not authorise the practice.

Following these decisions, both Brock's accommodation and day program service

providers contact the behaviour support practitioner with feedback from the RPA panels. They both request the practitioner update the Plan to include in-depth information on how the restrictive practices are to be implemented, by whom and when they are to be implemented. As part of this there is a recommendation for Brock to be referred to an occupational therapist for assessment and advice on the use of the harness and restrictive practice.

Once the Occupational Therapist has assessed Brock, together with the behaviour support practitioner they develop a strategy and instructions for the appropriate implementation of the harness and the seat belt buckle guard; these are then incorporated into Brock's behaviour support plan. Once finalised a new RPA submission is made by both the accommodation and day program service providers and the restrictive practices are put through a new RPA panel. The amendments to the behaviour support plan satisfy the respective RPA panels as they provide clear direction on how and when the restrictive practices are to be implemented as well as incorporating a less restrictive option. Satisfied with the amendments, the respective RPA panels from Brock's accommodation and day program service providers authorise the use of the restrictive practices for Brock.

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# SPOTLIGHT

## Spotlight On...The NSW RPA System

This month we are shining our Spotlight on the NSW RPA System.

What advice do you have for RPA System Users?

Check out our short video tutorials and quick reference guides. These are available under the Help menu item in the RPA system. They are handy when you are completing a specific task that you may not complete very often, such as entering the formal consent in Section 7 of the Outcome Summary in the RPA System.

Organisation administrators should de-activate the account of users who leave your organisation. This keeps your information secure.

Review dates always seem to come around more quickly than expected! Make sure you allow enough time to collect any documentation required for the review of the practice and to book your panel meeting.

What are some handy tips to make using the System easier?

Using Chrome and having a stable internet connection makes using the RPA System

easier.

Right-clicking on hyperlinks (such as the Submission ID) will allow you to open the link in a new tab or a new window. This is really useful when you are trying to refer to information that is in a different record.

A great time saver is to complete Section 4 of the Outcome Summary while you are in the panel meeting. This allows the panel to discuss what is entered in the RPA System while the discussion is fresh in everyone's minds. Note: if people are looking at the RPA System on different devices, you can see what has been entered by clicking F5 or refresh once the person doing the data entry clicks 'Save'.

Make sure the submission is released in plenty of time before the panel meeting date. This means that the panel is viewing the final version of the submission. This will prevent the submission from having to be re-worked or even re-entered!

Don't forget to finalise Outcome Summaries for practices that are 'Not Approved'. Each panel member needs to record their approval of this panel decision.

What should System Users look out for when creating a submission?

Check the basics as you go. This might sound a bit obvious but it does make life easier!

Some examples include:

- Check that the participant's details are correct before you create a new submission.
- Check that the behaviour support plan has the required information.
- Check that the proposed practices don't include 'bundled' practices.
- Check that the panel members are entered correctly.
- Check that you know who needs to provide consent from the proposed practice.



**Test your knowledge!**

Question 1: True or False? The endorsing practitioner can endorse a submission after it has been released.

Question 2: How long can consent to a restrictive practice be valid for?

Question 3: An RPA Panel meeting is taking place soon. Who has the responsibility to provide the meeting details, such as video link or phone number to call in?

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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@facs.nsw.gov.au](mailto:RestrictivePracticesAuthorisation@facs.nsw.gov.au)

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## Test Your Knowledge Answers:

Q1: False. The endorsing practitioner must endorse a submission before it is released. The NSW RPA System will not allow a submission to be released until it has been endorsed.

Q2: Consent to a restrictive practice can be valid for up to one year. Consent may be provided for a shorter period than one year, but cannot be valid for longer than one year. A consent-giver may also chose to withdraw consent before the end of the period they had

provided it for. Consent to restrictive practice must be current in order to be valid.

Q3: It is the responsibility of the service provider to provide the meeting details to the DCJ Independent Specialist. If the meeting date is approaching and the DCJ IS has not been provided details by the service provider, they should contact the service provider directly in the first instance. If unable to contact the service provider, contact RPA Bookings in the second instance at [rpabookings@facs.nsw.gov.au](mailto:rpabookings@facs.nsw.gov.au).

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

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