

RESTRICTIVE PRACTICES AUTHORISATION (RPA) NEWS

RPA Newsletter

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How, What, When and Why!

The purpose of the newsletter is to maintain ongoing connections with RPA stakeholders and to keep readers up-to-date on developments and topics relating to RPA such as resources, policy insights, news and specialised information. RPA News will be published monthly on the [FACS RPA webpage](#). If you have any questions about restrictive practices authorisation or this newsletter, please email: RestrictivePracticesAuthorisation@facs.nsw.gov.au.

Roles & Responsibilities

Under the *NDIS Quality and Safeguarding Framework* (the Framework), States and Territories retain responsibility for the authorisation of restrictive practices. The Framework relates to NDIS participants, supports and services.



The NDIS Quality & Safeguards Commission is responsible for overseeing behaviour support and the monitoring of restrictive practices.

Table 1 below provides a summary of the different roles and responsibilities of the NDIS Commission and NSW Government.

Table 1

NDIS Commission Responsibilities	NSW Responsibilities
<ul style="list-style-type: none"> • Regulating behavior support for NDIS registered providers • Monitoring of the use of restrictive practices • Implementing the NDIS Quality and Safeguarding Framework • Providing leadership in relation to behavior support and in the reduction and elimination of the use of restrictive practices by NDIS Providers • Specifying regulated restrictive practices for reporting purposes and related legislation and rules, including NDIS Behaviour Support Rules and NDIS Provider Registration and Practice Standards Rules • Developing and implementing the competency framework for behaviour support practitioners and determining the suitability of such practitioners 	<ul style="list-style-type: none"> • Regulating the authorisation of restrictive practices by registered NDIS Providers • Publishing and maintaining an appropriate policy framework and procedural guidance for RPA • Providing appropriately qualified independent specialists to serve as independent members on RPA Panels convened by registered NDIS service providers • Embedding best practice advice and guidance in relation to the use, minimisation and elimination of restrictive practices into the authorisation process • Providing an online NSW (FACS) RPA system to register and manage requests for authorisation of restrictive practices • Providing information to registered NDIS providers and other participants in the RPA process to facilitate their engagement and compliance

For more information, you can access the NDIS Quality and Safeguards Commission website by [clicking here](#) or you can access the NSW (FACS) RPA webpage by [clicking here](#).

Introduction to the NSW (FACS) RPA System

The NSW (FACS) RPA System (the System) is an online portal used to manage and monitor the authorisation of Regulated Restrictive Practices (RRP) in NSW.

The System enables easy online access to manage information about RPA in a single location, minimising administrative effort for Service Providers and Practitioners. It also assists Service Providers to meet their obligations under the NSW RPA Policy by issuing notifications when an authorisation is approaching its expiration date.



Table 2 below provides a brief overview of some of the main functions of the System.

Table 2

NSW (RPA) System Key Features	Description
Create & submit an RPA Form	NSW requires the authorisation of RRP. The System is designed for the RPA to be managed and monitored in one location. Behaviour Support Practitioners can initiate and Service Providers can create a submission. However, responsibility for submitting a form sits with the implementing service provider.
Assign panel members	Users with Service Provider access can search and assign Panel Members within the System. Each Panel Member will receive notification of assignment to the Panel, and access to all submission documents
Request a FACS Independent Specialist	For Service Providers who do not have access to a specialist in behaviour support and an Independent, a FACS provided Independent Specialist can be requested through the System. Independent Specialists provide both the specialist in behaviour support and Independent roles on the Panel.
Record Outcome Summaries	Once the Panel has met, the Outcome Summary is recorded in the System. Panel Members, Service Providers, the Practitioner and FACS have oversight to ensure governance. Once endorsed by all Panel Members, the Outcome Summary is downloaded by the Service Provider to send to the NDIS Commission.
Review authorised restrictive practices	The System provides an end to end process of RPA. This includes monitoring, tracking and scheduling reviews. Reviews can be flagged as a part of the Outcome Decision or can be created on a need basis, such as the cessation of a RPA. The System will provide workflow notifications of upcoming reviews.
View upcoming panel meetings	Panel members will now be able to view their upcoming panel meetings.
Reports	A suite of reports will be available for Service Providers. These reports include the number of submissions for each Service Providers; the status of submissions; and the number of participants with RRP.

To access the System, [click here](#). For more in-depth information on the System and how to use it, you can access the NSW (RPA) System User Guide by [clicking here](#).

Requests for FACS Independent Specialists

How to request a FACS Independent Specialist

If a service provider is unable to source a specialist in behaviour support and an independent for their Panel, or a Panel Member who can fulfil both these roles, a request can be sent to FACS for a FACS provided Independent Specialist via the System.

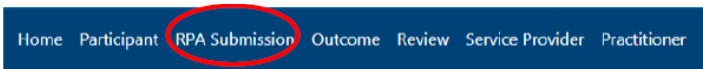

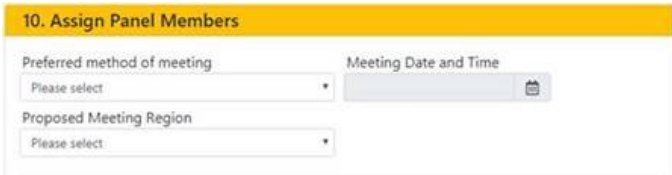
Requests for FACS Independent Specialists must be made at least **15 business days** before the date of the proposed RPA Panel. All requests for FACS Independent Specialists must be made through the NSW (FACS) RPA System. This is so the Central Restrictive Practices Team have a record of the request and are aware that a Panel is occurring.

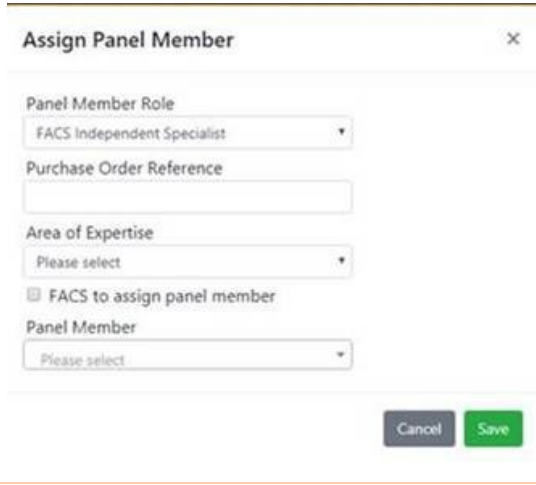
To request a FACS Independent Specialist you will need to log into the NSW (FACS) RPA System and follow the steps below:

What is a FACS Independent Specialist?

A FACS provided Independent Specialist is an experienced Behaviour Support Practitioner contracted by the FACS Central Restrictive Practices Team to support the restrictive practices authorisation process. Independent Specialists fulfill two of the three roles required for an RPA Panel:

- they are a specialist in behaviour support, and
- they are independent of the service provider and the participant.

<p>Step 1</p>	<p>Navigate to RPA Submission in the menu bar at the top of the page.</p> 
<p>Step 2</p>	<p>Search for the Participant by the RPA submission ID number, name, NDIS Participant ID number, or DOB</p> 
<p>Step 3</p>	<p>Click the View button to access a NEW RPA submission. If the RPA Submission it is still in DRAFT, refer to <i>chapter 4: The RPA Submission Process</i> in the attached user guide for instructions.</p>
<p>Step 4</p>	<p>Navigate to the bottom of the page to section 10. Assign Panel Members.</p> <p>If section 10 is not visible in your RPA Submission it is still in DRAFT. Refer to <i>chapter 4: The RPA Submission Process</i> in the attached User Guide for instructions on how to proceed.</p> 
<p>Step 5</p>	<p>If not already completed, fill out:</p> <ul style="list-style-type: none"> • Preferred method of meeting: select the type of Panel being held (video, voice or face-to-face) • Meeting date and time: select the proposed Panel date and time. Ensure the correct time is selected. • Proposed meeting region: select the region in which the proposed Panel will be held. <p><u>Note:</u> the system will use this information to filter for appropriate</p>

<p>Step 6</p>	<p>Click the + Add Panel Member button. This will open up an 'Assign Panel Member' menu.</p> <ul style="list-style-type: none"> • Panel member role: Select <i>FACS Independent Specialist</i>. • <u>Note:</u> an <i>NGO Independent Specialist</i> is not the same and will not be recognised as FACS funded and provided Independent Specialist. • Purchase order reference: ignore this. This is not a required field. • Area of expertise: select the category which best fits the participant and/or the RPA submission. • <u>Note:</u> the system will use this information, in conjunction with the selected <i>proposed meeting region</i>, to filter for the most appropriate FACS Independent Specialist. • Panel member: select your preferred FACS Independent Specialist. <p>If your preferred FACS Independent Specialist is not available in the dropdown menu, click on the <i>tick-a-box</i> next to FACS to assign Panel Member. This will notify the Central Restrictive Practices Team that you require a FACS Independent Specialist. They will then assign the most appropriate FACS Independent Specialist based on availability, location and expertise.</p> <p>If you have a preference for a particular FACS Independent Specialist, send an email to RPABookings@facs.nsw.gov.au and quote the RPA Submission ID and the name of the FACS Independent Specialist.</p> <p>It is important to note, a FACS Independent Specialist <u>cannot</u> be selected until the RPA Submission form is completed and all other required Panel Members have been added to the submission.</p> 
<p>Step 7</p>	<p>Click the Save button.</p>
<p>Step 8</p>	<p>Once the FACS Independent Specialist has been assigned you can click the Release Form button. This will send an email notification to all Panel Members informing them that they have been</p>

This process will need to be completed for every RPA Submission should a FACS Independent Specialist be required.

For more information on the System, please refer to the NSW (FACS) RPA System User Guide by [clicking here](#). If you still have questions about requesting a FACS Independent Specialist, please email RPABookings@facs.nsw.gov.au.

Further Information or Help



The Central Restrictive Practices Team (CRPT) have developed a number of different resources to assist behaviour support practitioners and NDIS Service Providers with restrictive practice authorisation in NSW. These resources are located on the NSW (FACS) RPA webpage which you can access by [clicking here](#).

If you have any questions relating to restrictive practice authorisation or using the System, you can email the Central Restrictive Practices Team at RestrictivePracticesAuthorisation@facs.nsw.gov.au.