

POLICY NUMBER: NDIS SER DEL 32

INTENT

As an implementing provider, Real Living Options Association Inc. must report all restrictive practices to the NDIS Quality and Safeguards Commission.

DEFINITION

Behaviour Support - Behaviour support is about creating individualised strategies for people with a disability that are responsive to the person's needs, in a way that reduces and eliminates the need for the use of regulated restrictive practices.

Restrictive Practices - are defined in the NDIS Act 2013 as 'any practice or intervention that has the effect of restricting the rights of freedom of movement of a person with a disability'.

POLICY STATEMENTS

- Real Living Options Association Inc. will identify and train the designated employees to input data via the NDIS Portal. These designated officers are appointed to enter all relevant data into the Portal. Staff working with participants must provide all necessary information to the designated officer/s to report accurate data via the NDIS system.

PROCEDURES

- The Support Manager and/or Senior Support Facilitator will complete monthly NDIS online reporting via the Portal, including when there has been no use of restrictive practices as required by the NDIS (Restrictive Practices and Behaviour Support) Rules 2018.
- The Support Manager and Senior Support Facilitator will monitor these reports to reduce and eliminate restrictive practices within the Organisation. The reports should:
 - Identify actions for improving outcomes for the Participant.
 - Provide feedback to:
 - Support workers (Lifestyle Assistants)
 - Participants and (with their consent) their support network
 - Behaviour Support Practitioners.
- The designated officer/s will follow the NDIS Commission Portal User Guide for implementing providers: Reporting on the use of regulated restrictive practices.

Lifestyle Assistant Reporting

- Relevant Lifestyle Assistants must inform the Support Manager or Senior Support Facilitator when a restrictive practice is undertaken.
- Relevant Lifestyle Assistants must record the use of a restrictive practice via the organisation's reporting method (e.g. Behaviour Log).

Refer to the Reportable Incidents Involving Use of a Restrictive Practice Policy and Procedure for more information regarding additional reporting requirements.

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Monitoring of Restrictive Practices

- The Support Manager and/or Senior Support Facilitator will provide a monthly report on:
 - Restrictive practices used.
 - Number of practices.
 - Name of the participant on whom practices were used.
- The Support Manager and/or Senior Support Facilitator will:
 - Identify any trends related to a Participant or across the organisation.
 - Consult with the Participant and (with their consent) their support network, the Behaviour Support Practitioner and relevant staff to determine how to reduce or eliminate restrictive practices (e.g. Reduction or elimination of triggers).

Record Keeping and Reporting

- Record-keeping must document:
 - Compliance in the use of regulated restrictive practices.
 - Reduction and minimisation of regulated restrictive practices and the use of alternatives (where possible).
- Records must include:
 - Proposed and authorised Behaviour Support Plans.
 - A description of the use of the regulated restrictive practice, including:
 - The impact on the Participant or another person.
 - Any injury to the Participant or another person.
 - Whether the use of the restrictive practice was a reportable incident.
 - Why the regulated restrictive practice was used.
- A description of the behaviour of Participant that leads to the use of the regulated restrictive practice.
- The time, date and place at which the use of the regulated restrictive practice started and ended.
- The names and contact details of the persons involved in the use of the regulated restrictive practice.
- The names and contact details of any witnesses to the use of the regulated restrictive practice.
- Actions that were taken in response to the use of the regulated restrictive practice.
- Details of other less restrictive options considered or used before using the regulated restrictive practice.
- Actions are taken before using the regulated restrictive practice, including any strategies used to prevent the need for the practice.
- Real Living Options Association Inc must report to the NDIS Commission and provide:

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- Monthly reports regarding the use of regulated restrictive practices, including when there is nil use of regulated restrictive practices.
- Fortnightly reports where approval has been obtained for short term use of a regulated restrictive practice and while the approval is in force.
- Record-keeping, reporting and reviewing of the use of restrictive practices must comply with all regulations.
- Records will be kept for a minimum of seven years from the day the record was made.

DELEGATIONS

Management Committee

- Ensure as far as practicable that the required reporting has been undertaken.

General Manager

- Ensure that as far as practicable, the Support Manager and Senior Support Facilitator understand the relevant legislation and their responsibilities in relation to the legislation.
- Reports the use of any restrictive practices to the Management Committee.

Support Manager

- Ensure as far as practicable that staff are trained in both the use of regulated restrictive practices and the monitoring and reporting of the use of these practices.
- Ensure as far as practicable the input of data via the NDIS Portal.
- Reports the use of any restrictive practices to the General Manager.

Senior Support Facilitator

- Ensure as far as practicable that staff are trained in both the use of regulated restrictive practices and the monitoring and reporting of the use of these practices.
- Input of data via the NDIS Portal.

Relevant Employees

- Attend training and team meetings as required.
- Report the use of any restrictive practices to the Senior Support Facilitator or Support Manager.
- Follow the Participants Behaviour Support Plan when providing support and assistance.

RELATED DOCUMENTATION

Behaviour Log

NDIS Comprehensive Behaviour Support Plan

NDIS Interim Support Plan

Behaviour Support Plan and Functional Behaviour Assessment

Reportable Incidents Involving the Use of a Restrictive Practice Policy and Procedure

REFERENCES

Mental Health Act 2000 (QLD)

NDIS (Provider Registration and Practice Standards) Rules 2018

NDIS (Restrictive Practices and Behaviour Support) Rules 2018

NDIS (Incident Management and Reportable Incidents) Rules 2018

NDIS Practice Standards and Quality Indicators

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AMENDMENTS/REVIEWS

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