



Restrictive Practices System

**Guide: record an authorisation decision -
authorised program officers**

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1 Introduction

1.1 About this guide

This guide helps Authorised Program Officers (APOs) to review a restrictive practice (RP) request and record an authorisation decision within the South Australian Restrictive Practices System (RPS).

1.2 Introduction to the RPS

The (RPS) is the online system for managing the application, authorisation, and reporting of restrictive practices by NDIS service providers for NDIS participants in South Australia.




This guide provides information about:

- how to add an RP request submitted to the APO for authorisation
- how to return RP requests for more information
- how to record an authorisation decision on the RPS.

Note: Instructions for registering a provider account, nominating an APO, adding a participant and adding a behaviour support plan summary (BSPS) are excluded from this training guide. Additional guides can be found on the [website](#).

1.3 Icons used in this guide

Throughout this guide you will find icons representing various kinds of information to help you follow the guide effectively.

Icon	Description
	Information – provides context for the following process steps
	Note – contains important information to be aware of
	Stop – before proceeding with the next step, there may be information you need to have available, or there may be something you need to do or check

1.4 Glossary of terms

Term	Definition
Account Owner	<p>The Account Owner is the systems administrator for the NDIS service provider who can nominate the Authorised Program Officers for their provider.</p> <p>Account Owners will also be able to manage the access of RPS users within their organisation. They can create additional RPS users (Account Owner, Provider Officer & Provider Viewer) and perform all the functions of these users. They will also be able to disable RPS access should a staff member change roles or leave the organisation.</p>
Authorised Program Officers (APO)	<p>This is a key role in the South Australian Restrictive Practices authorisation scheme. APOs can authorise Level 1 restrictive practices by their registered NDIS provider for NDIS participants. They may endorse the use of Level 2 restrictive practices for the Senior Authorising Officer's authorisation.</p>
Behaviour Support Plan Summary (BSPS)	<p>A summary of the behaviour support plan (BSP) information for a participant and supplementary information including details of:</p> <ul style="list-style-type: none"> • The participant's formal and informal supports • Consultation that occurred in relation to the BSP • Whether the participant and/or their guardian consented to the restrictive practices
Connected Provider	<p>A NDIS registered provider that has been connected to the NDIS participant's Behaviour Support Plan summary on RPS.</p>
Implementing Provider	<p>A NDIS registered provider who uses a regulated restrictive practice when providing supports and services to an NDIS participant.</p>
Officers	<p>RPS user profile that can add participants, enter behaviour support plan summaries, submit restrictive practice requests, and record and view usage logs.</p>
Participants	<p>An NDIS participant who is subject to a restrictive practice under the Restrictive Practices Authorisation Scheme in South Australia.</p>
Restrictive Practices System (RPS)	<p>The online system for managing the application, authorisation and reporting of restrictive practices by NDIS providers providing NDIS supports to NDIS participants in SA.</p>

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Restrictive Practices Team	<p>Also known as the Restrictive Practices Unit and the Restrictive Practices Authorisation Team. The team supports the SAO to undertake their statutory functions and provides support to NDIS providers using the RPS. The team can be contacted at:</p> <p>DHSRestrictivePracticesUnit@sa.gov.au</p>
Senior Authorising Officer (SAO)	<p>The SAO has statutory responsibilities to:</p> <ul style="list-style-type: none">• approve appropriate persons to be Authorised Program Officers• approve restrictive practices, including Level 2 practices• provide education, training and support to reduce and eliminate the use of restrictive practices.

2 Restrictive practice requests for authorisation

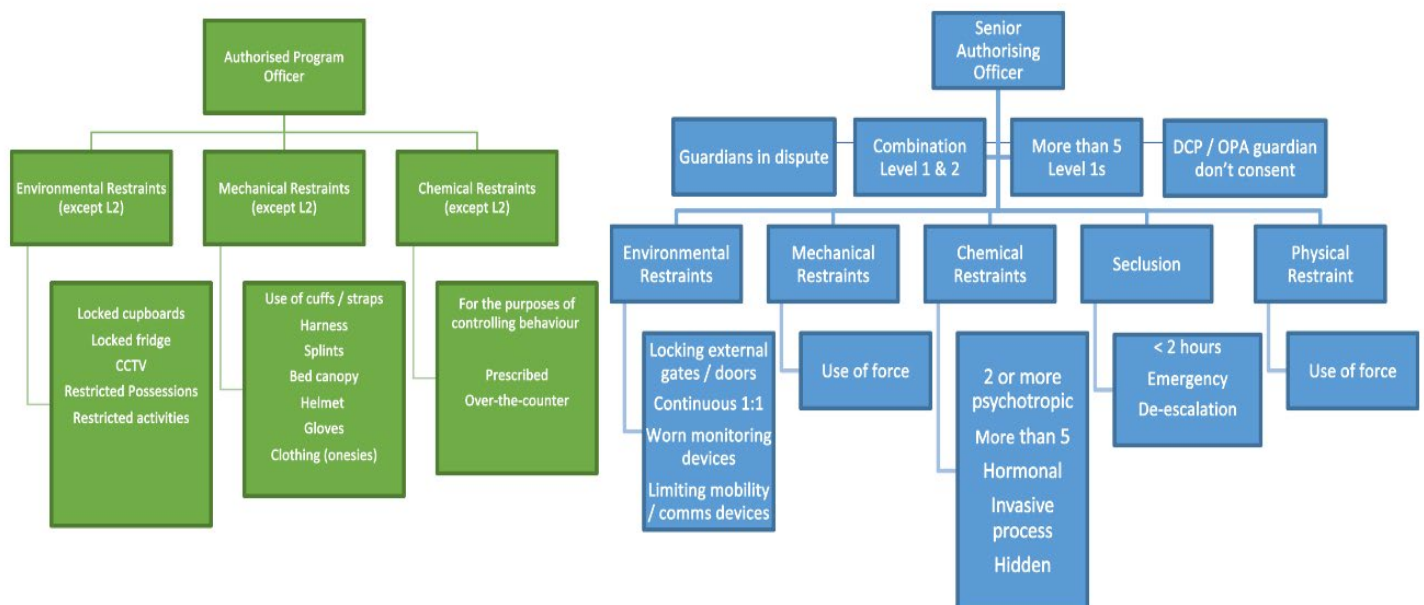
All restrictive practices that require authorisation in South Australia require the NDIS participant to have a current behaviour support plan (BSP) detailing the planned use of restrictive practices. Users upload copies of the behaviour support plan and additional information related to the RP request when creating the behaviour support plan summary (BSPS).

Where a user has both the role of an account owner and an APO, then requests for authorisation should be submitted using the account owner profile and authorised using the APO user profile

2.1 Authorisation pathways (level 1 and level 2 restrictive practices)


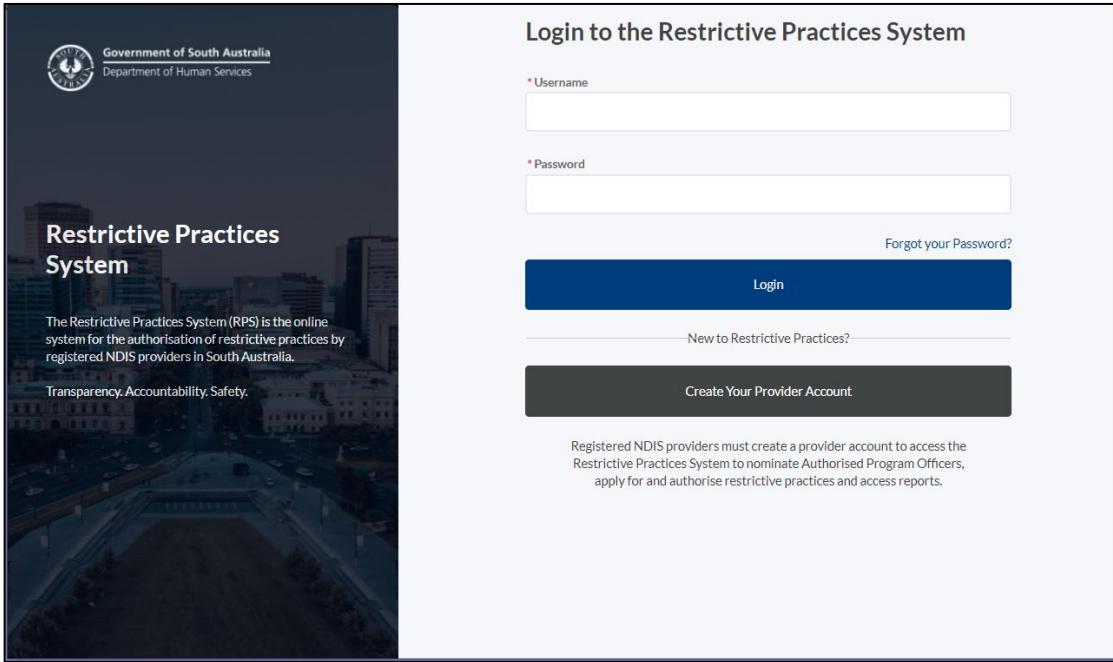

When submitting an RP for authorisation, users determine whether the RP request is submitted to an Authorised Program Officer (APO) or to the Senior Authorising Officer (SAO). Where an organisation does not have an APO, or the APO has a conflict of interest, RP requests can be sent direct to the SAO for authorisation.

The graphic below provides a brief overview of the authorisation pathways. The Restrictive Practices Authorisation Team (RPAT) has developed the [Restrictive Practices Schedule](#) to provide RPS users with detailed guidance on the authorisation pathways for specific restrictive practices and scenarios. APOs should familiarise themselves with this document.





3 Accessing the RPS


3.1 Logging in

Step	Action
	<p>To log in to the RPS you will need your Username (sent in the welcome email) and password. You will also need to verify your identity using the authenticator application used when you first accessed the RPS.</p> <p>If you do not already have a user account, please refer to the user Guide – Provider Registration.</p>
1	Go to https://www.rps.sa.gov.au/login
2	<p>Enter your Username and password.</p> 
	The Verify Your Identity screen will be displayed.


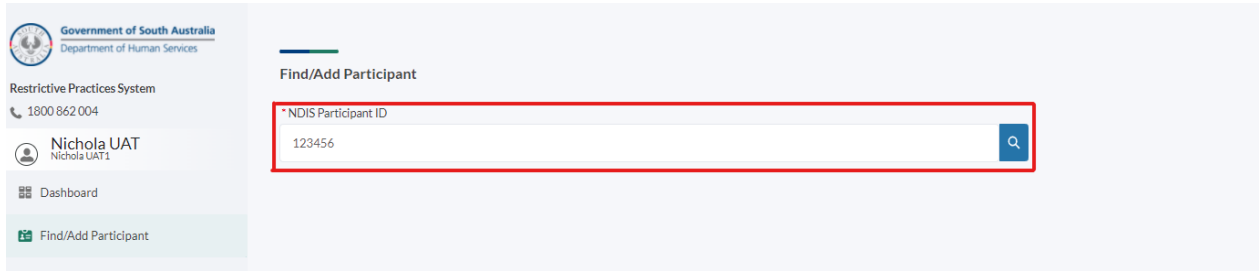
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3	<p>Enter the Verification Code from your authenticator application and click Verify (or Approve).</p> <div data-bbox="228 300 641 819"><div><div>Government of South Australia Department of Human Services</div></div><div>Verify Your Identity</div><div><p>You're trying to Log In to NDIS Provider. To make sure your Salesforce account is secure, we have to verify your identity.</p><p>Use the authenticator app on your mobile device to generate a verification code.</p><p>Username: lisa.martin3@sa.gov.au</p><p>Verification Code</p><input data-bbox="263 674 608 719" type="text"/><div data-bbox="263 734 608 777">Verify</div></div></div>
	<p>You will be logged into the RPS.</p>

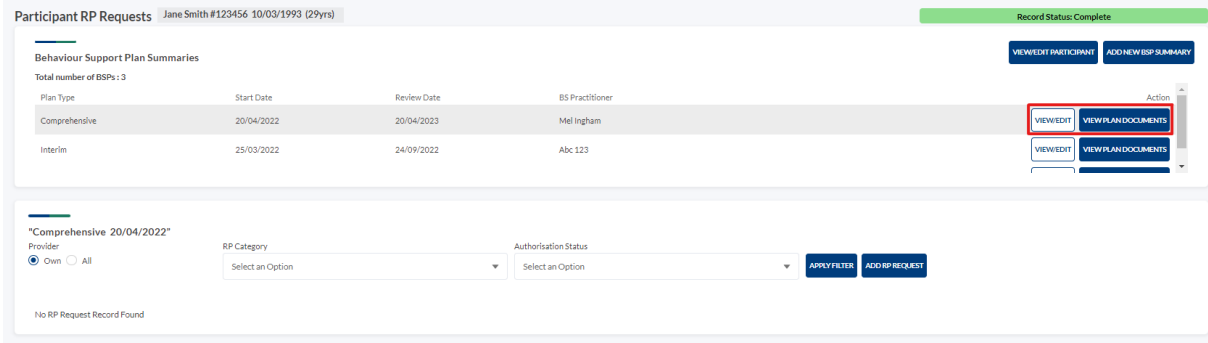

4 Find, review and authorise a restrictive practice request

Step	Action
	<p>The RPS will guide you through the process locating and reviewing a restrictive practice for authorisation by the APO, through the following functions:</p> <ol style="list-style-type: none"> 1. View the behaviour support plan summary (BSPS) 2. Locate RP requests submitted for authorisation 3. Return an RP request for more information 4. Record an authorisation decision on the RPS.

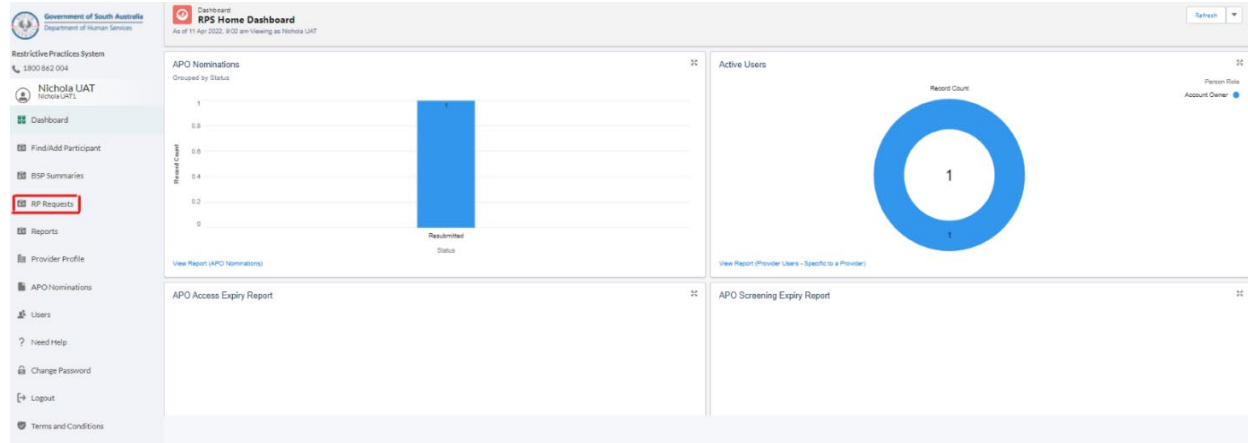
4.1 View the BSP summary

Step	Action
	<p>APOs are required to review the behaviour support plan, the behaviour support plan summary (BSPS) and any supporting documents as part of their authorisation decision making. It is recommended that following the review of this documentation, APOs then review all submitted RP requests for the participant.</p> <p>APOs should familiarise themselves with the following documents to support their role as an APO:</p> <ul style="list-style-type: none"> • The Restrictive Practice Guidelines • The Restrictive Practices Schedule • The Restrictive Practices Manual for Authorised Program Officers.
1	<p>Search for a participant using their NDIS participant Number.</p> 


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Step	Action
2	<p>Click View/Edit to view the BSP Summary screen. Or View Plan Documents to view all documents that have been uploaded to the RPS in support of the behaviour support plan.</p> <p>APOs will need to:</p> <ul style="list-style-type: none"> view the BSPS to review information regarding consultation and consent view the plan documents to identify the behaviour of concern that creates a risk of harm confirm the restrictive practice is detailed within the behaviour support plan review and supplementary documentation provided by the implementing provider. 
	<p>APOs should consult the Restrictive Practices Manual for Authorised Program Officers for comprehensive information on the requirements of APOs when reviewing the behaviour support plan and the plan documents.</p>

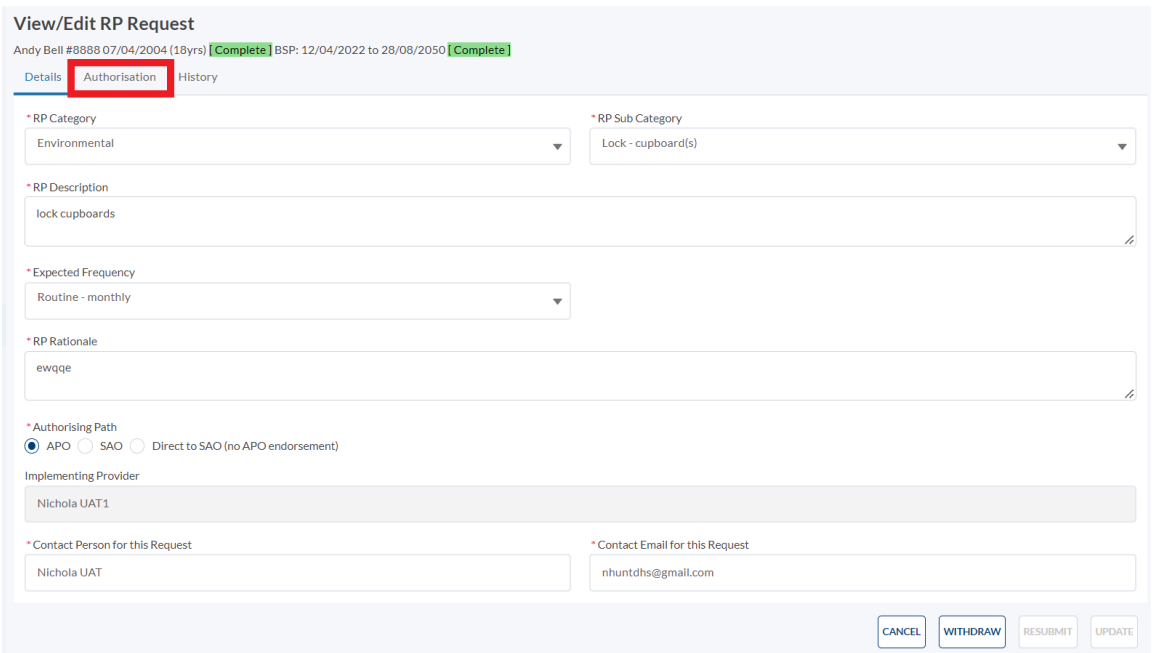
4.2 Locate all RP request submitted for authorisation

Step	Action
1	<p>Click on the RP Request function on the dashboard.</p> 

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Step	Action																																																	
2	<p>Filter the list using the Authorisation Status and selecting Submitted to APO.</p> <div><p>Restrictive Practice Request List</p><div><div>Participant</div><div><input type="text" value="Search Participant"/> <input type="button" value="Q"/></div><div><input type="checkbox"/> Include Archived Participant</div></div><div><div>Provider</div><div><input checked="" type="radio"/> Own <input type="radio"/> All</div><div><input type="button" value="APPLY FILTER"/></div></div><div><div>Plan Status</div><div>active, future</div><div>RP Category</div><div>Select an Option</div><div>RP Sub Category</div><div>Select an Option</div><div>Authorisation Status</div><div>Select an Option</div></div><table><tr><th>Action</th><th>NDIS ID</th><th>Name</th><th>Plan Type</th><th>Review Date</th><th>RP Category</th><th>RP Sub Category</th></tr><tr><td><input type="button" value="VIEW/EDIT"/></td><td>0000</td><td>Abcd Me</td><td>Comprehensive</td><td>31/03/2023</td><td>Chemical</td><td>Other</td></tr><tr><td><input type="button" value="VIEW"/></td><td>0000</td><td>Abcd Me</td><td>Comprehensive</td><td>31/03/2023</td><td>Seclusion</td><td>Own room</td></tr><tr><td><input type="button" value="VIEW/EDIT"/></td><td>73845</td><td>Bob Green</td><td>Interim</td><td>30/09/2022</td><td>Environmental</td><td>Electronic monitoring devices</td></tr><tr><td><input type="button" value="VIEW/EDIT"/></td><td>020209202</td><td>Jane Smith</td><td>Interim</td><td>27/10/2022</td><td>Environmental</td><td>Lock - door(s)</td></tr><tr><td><input type="button" value="VIEW/EDIT"/></td><td>123456</td><td>Jane Smith</td><td>Interim</td><td>24/09/2022</td><td>Mechanical</td><td>Buckle cover or Harness</td></tr><tr><td><input type="button" value="VIEW/EDIT"/></td><td>123456</td><td>Jane Smith</td><td>Interim</td><td>24/09/2022</td><td>Physical</td><td>One person restraint</td></tr></table><div>< Page: 1 of 1 ></div></div>	Action	NDIS ID	Name	Plan Type	Review Date	RP Category	RP Sub Category	<input type="button" value="VIEW/EDIT"/>	0000	Abcd Me	Comprehensive	31/03/2023	Chemical	Other	<input type="button" value="VIEW"/>	0000	Abcd Me	Comprehensive	31/03/2023	Seclusion	Own room	<input type="button" value="VIEW/EDIT"/>	73845	Bob Green	Interim	30/09/2022	Environmental	Electronic monitoring devices	<input type="button" value="VIEW/EDIT"/>	020209202	Jane Smith	Interim	27/10/2022	Environmental	Lock - door(s)	<input type="button" value="VIEW/EDIT"/>	123456	Jane Smith	Interim	24/09/2022	Mechanical	Buckle cover or Harness	<input type="button" value="VIEW/EDIT"/>	123456	Jane Smith	Interim	24/09/2022	Physical	One person restraint
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3	<p>Click Apply Filter.</p> <div><p>Restrictive Practice Request List</p><div><div>Participant</div><div><input type="text" value="Search Participant"/> <input type="button" value="Q"/></div><div><input type="checkbox"/> Include Archived Participant</div></div><div><div>Provider</div><div><input checked="" type="radio"/> Own <input type="radio"/> All</div><div><input type="button" value="APPLY FILTER"/></div></div><div><div>Plan Status</div><div>active, future</div><div>RP Category</div><div>Select an Option</div><div>RP Sub Category</div><div>Select an Option</div><div>Authorisation Status</div><div>Select an Option</div></div><table><tr><th>Action</th><th>NDIS ID</th><th>Name</th><th>Plan Type</th><th>Review Date</th><th>RP Category</th><th>RP Sub Category</th></tr><tr><td><input type="button" value="VIEW/EDIT"/></td><td>0000</td><td>Abcd Me</td><td>Comprehensive</td><td>31/03/2023</td><td>Chemical</td><td>Other</td></tr><tr><td><input type="button" value="VIEW"/></td><td>0000</td><td>Abcd Me</td><td>Comprehensive</td><td>31/03/2023</td><td>Seclusion</td><td>Own room</td></tr><tr><td><input type="button" value="VIEW/EDIT"/></td><td>73845</td><td>Bob Green</td><td>Interim</td><td>30/09/2022</td><td>Environmental</td><td>Electronic monitoring devices</td></tr><tr><td><input type="button" value="VIEW/EDIT"/></td><td>020209202</td><td>Jane Smith</td><td>Interim</td><td>27/10/2022</td><td>Environmental</td><td>Lock - door(s)</td></tr><tr><td><input type="button" value="VIEW/EDIT"/></td><td>123456</td><td>Jane Smith</td><td>Interim</td><td>24/09/2022</td><td>Mechanical</td><td>Buckle cover or Harness</td></tr><tr><td><input type="button" value="VIEW/EDIT"/></td><td>123456</td><td>Jane Smith</td><td>Interim</td><td>24/09/2022</td><td>Physical</td><td>One person restraint</td></tr></table><div>< Page: 1 of 1 ></div></div>	Action	NDIS ID	Name	Plan Type	Review Date	RP Category	RP Sub Category	<input type="button" value="VIEW/EDIT"/>	0000	Abcd Me	Comprehensive	31/03/2023	Chemical	Other	<input type="button" value="VIEW"/>	0000	Abcd Me	Comprehensive	31/03/2023	Seclusion	Own room	<input type="button" value="VIEW/EDIT"/>	73845	Bob Green	Interim	30/09/2022	Environmental	Electronic monitoring devices	<input type="button" value="VIEW/EDIT"/>	020209202	Jane Smith	Interim	27/10/2022	Environmental	Lock - door(s)	<input type="button" value="VIEW/EDIT"/>	123456	Jane Smith	Interim	24/09/2022	Mechanical	Buckle cover or Harness	<input type="button" value="VIEW/EDIT"/>	123456	Jane Smith	Interim	24/09/2022	Physical	One person restraint
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4	<p>Click View on the RP Request you want to review.</p> <div><p>Restrictive Practice Request List</p><div><div>Participant</div><div><input type="text" value="Search Participant"/> <input type="button" value="Q"/></div><div><input type="checkbox"/> Include Archived Participant</div></div><div><div>Provider</div><div><input checked="" type="radio"/> Own <input type="radio"/> All</div><div><input type="button" value="APPLY FILTER"/></div></div><div><div>Plan Status</div><div>active, future</div><div>RP Category</div><div>Select an Option</div><div>RP Sub Category</div><div>Select an Option</div><div>Authorisation Status</div><div>Submitted to APO</div></div><table><tr><th>Action</th><th>NDIS ID</th><th>Name</th><th>Plan Type</th><th>Review Date</th><th>RP Category</th><th>RP Sub Category</th><th>Provider</th><th>Authorisation Status</th><th>Assigned To</th></tr><tr><td><input type="button" value="VIEW"/></td><td>8888</td><td>Andy Bell</td><td>Comprehensive</td><td>12/04/2023</td><td>Chemical</td><td>Psychotropic - anti-anxiety</td><td>Nichola UAT1</td><td>Submitted to APO</td><td>Admin User (PT1)</td></tr><tr><td><input type="button" value="VIEW"/></td><td>8888</td><td>Andy Bell</td><td>Comprehensive</td><td>12/04/2023</td><td>Environmental</td><td>Lock - cupboard(s)</td><td>Nichola UAT1</td><td>Submitted to APO</td><td>Admin User (PT1)</td></tr><tr><td><input type="button" value="VIEW"/></td><td>9283746596</td><td>Jane Smith</td><td>Comprehensive</td><td>19/04/2023</td><td>Environmental</td><td>Lock - door(s)</td><td>Nichola UAT1</td><td>Submitted to APO</td><td></td></tr></table><div>< Page: 1 of 1 ></div></div>	Action	NDIS ID	Name	Plan Type	Review Date	RP Category	RP Sub Category	Provider	Authorisation Status	Assigned To	<input type="button" value="VIEW"/>	8888	Andy Bell	Comprehensive	12/04/2023	Chemical	Psychotropic - anti-anxiety	Nichola UAT1	Submitted to APO	Admin User (PT1)	<input type="button" value="VIEW"/>	8888	Andy Bell	Comprehensive	12/04/2023	Environmental	Lock - cupboard(s)	Nichola UAT1	Submitted to APO	Admin User (PT1)	<input type="button" value="VIEW"/>	9283746596	Jane Smith	Comprehensive	19/04/2023	Environmental	Lock - door(s)	Nichola UAT1	Submitted to APO										
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	You will then be able to view the submitted RP Request.																																																	


4.3 Return an RP request for more information

Step	Action
1	<p>Locate the participant and recorded RP requests by following section 4.2 in this guide.</p> <p>Proceed to the Restrictive Practices Request List, select Authorisation Status and Apply Filter. Find the relevant participant and click VIEW.</p>
2	<p>On the View/Edit RP Request screen, click the Authorisation tab.</p>  <p>View/Edit RP Request Andy Bell #8888 07/04/2004 (18yrs) Complete BSP: 12/04/2022 to 28/08/2050 Complete</p> <p>Details Authorisation History</p> <p>* RP Category: Environmental</p> <p>* RP Sub Category: Lock - cupboard(s)</p> <p>* RP Description: lock cupboards</p> <p>* Expected Frequency: Routine - monthly</p> <p>* RP Rationale: ewqqe</p> <p>* Authorising Path: <input checked="" type="radio"/> APO <input type="radio"/> SAO <input type="radio"/> Direct to SAO (no APO endorsement)</p> <p>Implementing Provider: Nichola UAT1</p> <p>* Contact Person for this Request: Nichola UAT</p> <p>* Contact Email for this Request: nhuntlhs@gmail.com</p> <p>CANCEL WITHDRAW RESUBMIT UPDATE</p>

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Step	Action
3	<p>Click Assign to me.</p> <p>This will assign the RP request to you within the RPS system. Other users will be able to see this record. Other APOs in your organisation won't be able to changes the RP request without reassigning.</p> <div> <p>View/Edit RP Request</p> <p>Andy Bell #8888 07/04/2004 (18yrs) Complete BSP: 12/04/2022 to 28/08/2050 Complete</p> <p>Details <u>Authorisation</u> History</p> <div> <div> RP Category Environmental </div> <div> RP Sub Category Lock - cupboard(s) </div> </div> <div> RP Description lock cupboards </div> <div> <div> Requested Date 12/4/2022 </div> <div> Requested By Nichola UAT </div> </div> <div> <div> Authorisation Status Submitted to APO </div> <div> APO Decision </div> </div> <div> <div> APO </div> <div> APO Decision Date </div> <div> SAO Decision </div> </div> <div> <div> SAO </div> <div> SAO Decision Date </div> <div> Authorisation Start Date </div> </div> <div> <div> Authorisation End Date </div> <div> APO Notes </div> </div> <div> <div> Appeal Status </div> <div> Feedback </div> </div> <div> <div> Authorisation Conditions </div> <div> Currently Assigned To Admin User (PT1) </div> </div> <div> <div> CANCEL </div> <div> ASSIGN TO ME </div> <div> ASSIGN TO OTHER </div> <div> NOTIFY SUBMITTER </div> <div> EDIT </div> </div> </div>


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Step	Action
	<p>The authorisation status will then change from Submitted to APO to Assessment in Progress by APO. This status can be seen by other users within the RPS.</p> <div data-bbox="225 409 1230 1093"> <p>View/Edit RP Request Andy Bell #8888 07/04/2004 (18yrs) Complete BSP: 12/04/2022 to 28/08/2050 Complete</p> <p>Details <u>Authorisation</u> History</p> <p>RP Category: Environmental RP Sub Category: Lock - cupboard(s)</p> <p>RP Description: lock cupboards</p> <p>Requested Date: 12/4/2022 Requested By: Nichola UAT</p> <p>Authorisation Status: Assessment in Progress by APO APO Decision:</p> <p>APO: APO Decision Date: SAO Decision:</p> <p>SAO: SAO Decision Date: Authorisation Start Date:</p> <p>Authorisation End Date: APO Notes:</p> <p>Appeal Status: Feedback:</p> <p>Authorisation Conditions: Currently Assigned To: APO Hunt (NDIS Staff Login)</p> <p>CANCEL ASSIGN TO ME ASSIGN TO OTHER NOTIFY SUBMITTER EDIT</p> </div>
4	<p>Click Edit.</p> <div data-bbox="225 1171 1417 1989"> <p>View/Edit RP Request Andy Bell #8888 07/04/2004 (18yrs) Complete BSP: 12/04/2022 to 28/08/2050 Complete</p> <p>Details <u>Authorisation</u> History</p> <p>RP Category: Environmental RP Sub Category: Lock - cupboard(s)</p> <p>RP Description: lock cupboards</p> <p>Requested Date: 12/4/2022 Requested By: Nichola UAT</p> <p>Authorisation Status: Assessment in Progress by APO APO Decision:</p> <p>APO: APO Decision Date: SAO Decision:</p> <p>SAO: SAO Decision Date: Authorisation Start Date:</p> <p>Authorisation End Date: APO Notes:</p> <p>Appeal Status: Feedback:</p> <p>Authorisation Conditions: Currently Assigned To: APO Hunt (NDIS Staff Login)</p> <p>CANCEL ASSIGN TO ME ASSIGN TO OTHER NOTIFY SUBMITTER EDIT</p> </div>

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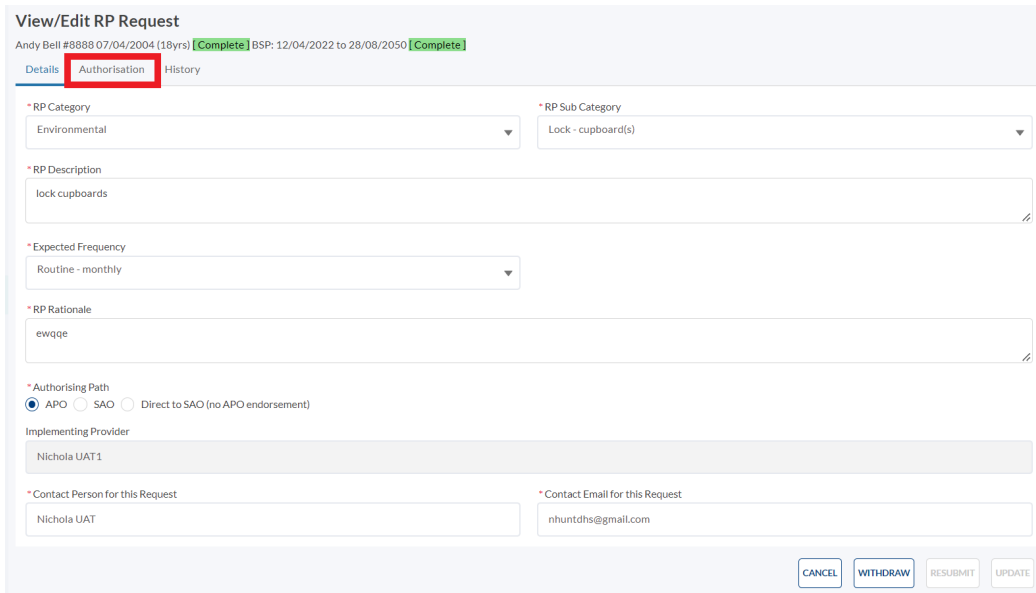
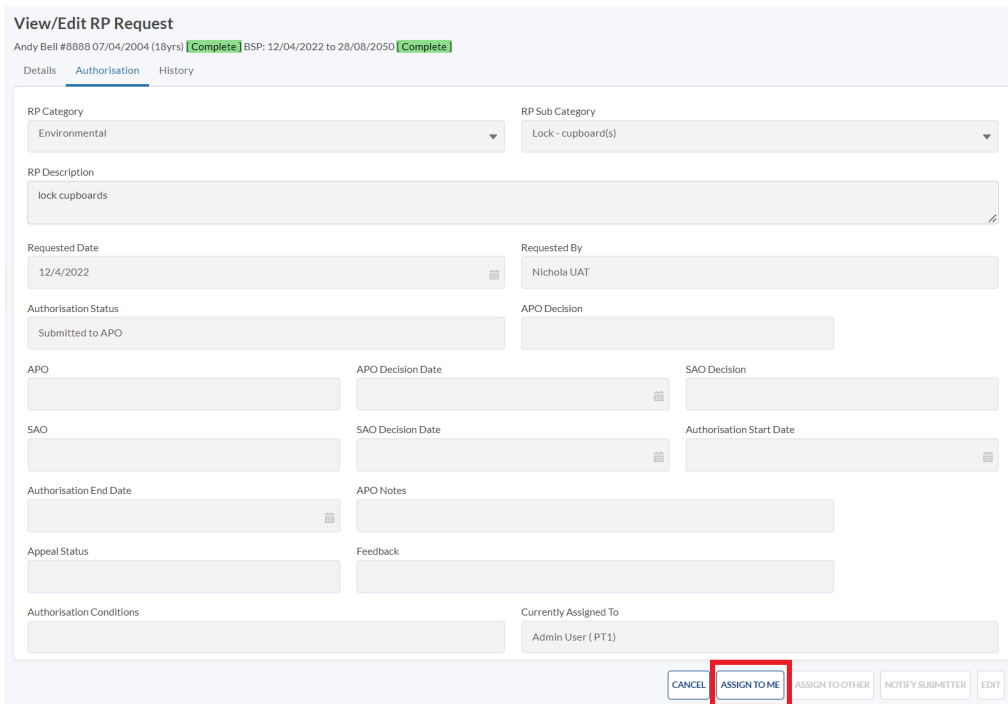
Step	Action
5	<p>Select Return to Requestor.</p> <p>View/Edit RP Request Andy Bell #8888 07/04/2004 (18yrs) Complete BSP: 12/04/2022 to 28/08/2050 Complete</p> <p>Details <u>Authorisation</u> History</p> <p>APO Action <input checked="" type="radio"/> Return to Requestor <input type="radio"/> Endorsed <input type="radio"/> Not Endorsed - refer to SAO <input type="radio"/> Authorised <input type="radio"/> Not Authorised</p> <p>RP Category: Environmental RP Sub Category: Lock - cupboard(s)</p> <p>RP Description: lock cupboards</p> <p>Requested Date: 12/4/2022 Requested By: Nichola UAT</p> <p>Authorisation Status: Assessment in Progress by APO APO Decision:</p> <p>APO: APO Decision Date: SAO Decision:</p> <p>SAO: SAO Decision Date:</p> <p>APO Notes: Appeal Status:</p> <p>Currently Assigned To: APO Hunt (NDIS Staff Login)</p> <p>CANCEL UPDATE</p>
6	<p>Document the reason for returning the RP request in the APO Notes. This will be viewable by the requestor.</p> <p>The Restrictive Practices Manual for Authorised Program Officers provides detailed guidance on when RP requests should be returned to the requestor.</p> <p>View/Edit RP Request Andy Bell #8888 07/04/2004 (18yrs) Complete BSP: 12/04/2022 to 28/08/2050 Complete</p> <p>Details <u>Authorisation</u> History</p> <p>APO Action <input checked="" type="radio"/> Return to Requestor <input type="radio"/> Endorsed <input type="radio"/> Not Endorsed - refer to SAO <input type="radio"/> Authorised <input type="radio"/> Not Authorised</p> <p>RP Category: Environmental RP Sub Category: Lock - cupboard(s)</p> <p>RP Description: lock cupboards</p> <p>Requested Date: 12/4/2022 Requested By: Nichola UAT</p> <p>Authorisation Status: Assessment in Progress by APO APO Decision:</p> <p>APO: APO Decision Date: SAO Decision:</p> <p>SAO: SAO Decision Date:</p> <p>APO Notes: Appeal Status:</p> <p>Currently Assigned To: APO Hunt (NDIS Staff Login)</p> <p>CANCEL UPDATE</p>

RPS Guide - record an authorisation decision

Step	Action
7	<p>Click Update.</p> <p>View/Edit RP Request</p> <p>Andy Bell #8888 07/04/2004 (18yrs) Complete BSP: 12/04/2022 to 28/08/2050 Complete</p> <p>Details <u>Authorisation</u> History</p> <div> <p>APO Action</p> <p><input type="radio"/> Return to Requestor <input type="radio"/> Endorsed <input type="radio"/> Not Endorsed - refer to SAO <input type="radio"/> Authorised <input type="radio"/> Not Authorised</p> <p>RP Category: Environmental RP Sub Category: Lock - cupboard(s)</p> <p>RP Description: lock cupboards</p> <p>Requested Date: 12/4/2022 Requested By: Nichola UAT</p> <p>Authorisation Status: Assessment in Progress by APO APO Decision:</p> <p>APO: APO Decision Date: SAO Decision:</p> <p>SAO: SAO Decision Date:</p> <p>APO Notes: Appeal Status:</p> <p>Currently Assigned To: APO Hunt (NDIS Staff Login)</p> <p>CANCEL UPDATE</p> </div>
	<p>The RP request has now been returned to the requestor. They will be required to resolve outstanding issues and resubmit the RP request before an authorisation decision is made.</p>

RPS Guide - record an authorisation decision

4.4 Record an authorisation decision

Step	Action
1	Follow section 4.2 in this guide to locate the RP request.
2	<p>Click the Authorisation tab.</p> 
3	<p>Click Assign to me.</p> <p>This will assign the RP request to you within the RPS system. Other users will be able to see this record. Other APOs in your organisation won't be able to changes the RP request without reassigning.</p> 

RPS Guide - record an authorisation decision

Step

Action

The authorisation status will then change from **Submitted** to **APO** to **Assessment in Progress** by **APO**. This status can be seen by other users within the RPS.



View/Edit RP Request

Andy Bell #8888 07/04/2004 (18yrs) [Complete] BSP: 12/04/2022 to 28/08/2050 [Complete]

Details **Authorisation** History

RP Category Environmental	RP Sub Category Lock - cupboard(s)
RP Description lock cupboards	
Requested Date 12/4/2022	Requested By Nichola UAT
Authorisation Status Assessment in Progress by APO	APO Decision
APO	APO Decision Date
SAO	SAO Decision Date
Authorisation End Date	Authorisation Start Date
Appeal Status	APO Notes
Authorisation Conditions	Feedback
Currently Assigned To APO Hunt (NDIS Staff Login)	

CANCEL ASSIGN TO ME ASSIGN TO OTHER NOTIFY SUBMITTER EDIT

Click Edit.

View/Edit RP Request

Andy Bell #8888 07/04/2004 (18yrs) [Complete] BSP: 12/04/2022 to 28/08/2050 [Complete]

Details **Authorisation** History

RP Category Environmental	RP Sub Category Lock - cupboard(s)
RP Description lock cupboards	
Requested Date 12/4/2022	Requested By Nichola UAT
Authorisation Status Assessment in Progress by APO	APO Decision
APO	APO Decision Date
SAO	SAO Decision Date
Authorisation End Date	Authorisation Start Date
Appeal Status	APO Notes
Authorisation Conditions	Feedback
Currently Assigned To APO Hunt (NDIS Staff Login)	


CANCEL ASSIGN TO ME ASSIGN TO OTHER NOTIFY SUBMITTER **EDIT**

4


RPS Guide - record an authorisation decision

Step	Action
5	<p>Select either Authorised or Not Authorised.</p> <p>View/Edit RP Request Jane Smith #9283746596 10/04/2022 (0yrs) Complete BSP: 19/04/2022 to 04/09/2050 Complete</p> <p>Details <u>Authorisation</u> History</p> <p>APO Action <input type="radio"/> Return to Requestor <input type="radio"/> Endorsed <input type="radio"/> Not Endorsed - refer to SAO <input type="radio"/> Authorised <input type="radio"/> Not Authorised</p> <p>RP Category: Environmental RP Sub Category: Lock - door(s)</p> <p>RP Description: aa</p> <p>Requested Date: 14/4/2022 Requested By: Nichola UAT</p> <p>Authorisation Status: Assessment in Progress by APO APO Decision:</p> <p>APO: APO Decision Date: SAO Decision:</p> <p>SAO: SAO Decision Date:</p> <p>APO Notes: Appeal Status:</p> <p>Currently Assigned To: APO Hunt (NDIS Staff Login)</p> <p>CANCEL UPDATE</p>
6	<p>For Authorised RP requests record the authorisation:</p> <ol style="list-style-type: none"> 1. start date 2. end date 3. conditions, if applicable. <p>The Restrictive Practices Manual for Authorised Program Officers provides APOs with guidance on the authorisation end date and authorisation conditions.</p> <p>View/Edit RP Request Jane Smith #9283746596 10/04/2022 (0yrs) Complete BSP: 19/04/2022 to 04/09/2050 Complete</p> <p>Details <u>Authorisation</u> History</p> <p>APO Action <input type="radio"/> Return to Requestor <input type="radio"/> Endorsed <input type="radio"/> Not Endorsed - refer to SAO <input checked="" type="radio"/> Authorised <input type="radio"/> Not Authorised</p> <p>RP Category: Environmental RP Sub Category: Lock - door(s)</p> <p>RP Description: aa</p> <p>Requested Date: 14/4/2022 Requested By: Nichola UAT</p> <p>Authorisation Status: Assessment in Progress by APO APO Decision:</p> <p>APO: APO Decision Date: SAO Decision:</p> <p>SAO: SAO Decision Date: *Authorisation Start Date: 20/4/2022</p> <p>*Authorisation End Date: Authorisation Conditions:</p> <p>APO Notes: Appeal Status:</p> <p>Currently Assigned To: APO Hunt (NDIS Staff Login)</p> <p>CANCEL UPDATE</p>

RPS Guide - record an authorisation decision


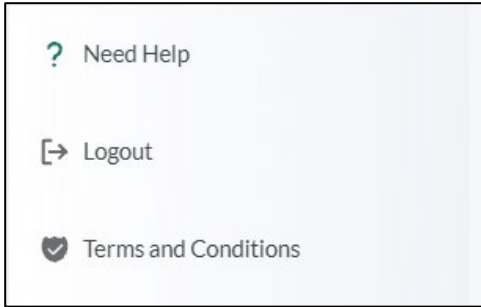

Step	Action
7	<p>Click Update.</p> <p>View/Edit RP Request</p> <p>Jane Smith #9283746596 10/04/2022 (0yrs) Complete BSP: 19/04/2022 to 04/09/2050 Complete</p> <p>Details <u>Authorisation</u> History</p> <p>APO Action <input type="radio"/> Return to Requestor <input type="radio"/> Endorsed <input type="radio"/> Not Endorsed - refer to SAO <input checked="" type="radio"/> Authorised <input type="radio"/> Not Authorised</p> <p>RP Category: Environmental RP Sub Category: Lock - door(s)</p> <p>RP Description: aa</p> <p>Requested Date: 14/4/2022 Requested By: Nichola UAT</p> <p>Authorisation Status: Assessment in Progress by APO APO Decision:</p> <p>APO: APO Decision Date: SAO Decision:</p> <p>SAO: SAO Decision Date: *Authorisation Start Date: 20/4/2022</p> <p>*Authorisation End Date: 19/4/2023 Authorisation Conditions:</p> <p>APO Notes: Appeal Status:</p> <p>Currently Assigned To: APO Hunt (NDIS Staff Login)</p> <p>CANCEL UPDATE</p>
	<p>The requestor will be sent an email informing them that an authorisation decision has been made on the RP request and they can log onto the RPS to view the decision.</p>

RPS Guide - record an authorisation decision

Step	Action
8	<p>For Not Authorised RP requests complete the fields:</p> <ul style="list-style-type: none"> • Feedback (viewable by the requestor). • APO Notes (details of your decision-making rationale). <p>The Restrictive Practices Manual for Authorised Program Officers provides guidance on circumstances where restrictive practices should not be authorised.</p> <p>View/Edit RP Request Andy Bell #8888 07/04/2004 (18yrs) Complete BSP: 12/04/2022 to 28/08/2050 Complete</p> <p>Details <u>Authorisation</u> History</p> <p>APO Action <input type="radio"/> Return to Requestor <input type="radio"/> Endorsed <input type="radio"/> Not Endorsed - refer to SAO <input type="radio"/> Authorised <input checked="" type="radio"/> Not Authorised</p> <p>RP Category Chemical</p> <p>RP Sub Category Psychotropic - anti-anxiety</p> <p>RP Description diazepam</p> <p>Requested Date 12/4/2022</p> <p>Requested By Nichola UAT</p> <p>Authorisation Status Assessment In Progress by APO</p> <p>APO Decision</p> <p>APO </p> <p>APO Decision Date</p> <p>SAO Decision</p> <p>SAO </p> <p>SAO Decision Date</p> <p>* Feedback</p> <p>* APO Notes</p> <p>Appeal Status</p> <p>Currently Assigned To APO Hunt (NDIS Staff Login)</p> <p>CANCEL UPDATE</p>
9	<p>Click Update.</p> <p>View/Edit RP Request Andy Bell #8888 07/04/2004 (18yrs) Complete BSP: 12/04/2022 to 28/08/2050 Complete</p> <p>Details <u>Authorisation</u> History</p> <p>APO Action <input type="radio"/> Return to Requestor <input type="radio"/> Endorsed <input type="radio"/> Not Endorsed - refer to SAO <input type="radio"/> Authorised <input checked="" type="radio"/> Not Authorised</p> <p>RP Category Chemical</p> <p>RP Sub Category Psychotropic - anti-anxiety</p> <p>RP Description diazepam</p> <p>Requested Date 12/4/2022</p> <p>Requested By Nichola UAT</p> <p>Authorisation Status Assessment In Progress by APO</p> <p>APO Decision</p> <p>APO </p> <p>APO Decision Date</p> <p>SAO Decision</p> <p>SAO </p> <p>SAO Decision Date</p> <p>* Feedback The chemical restraint is not listed within the behaviour support plan</p> <p>* APO Notes Does not meet the legislative requirements as the RP must be listed within the BSP</p> <p>Appeal Status</p> <p>Currently Assigned To APO Hunt (NDIS Staff Login)</p> <p>CANCEL UPDATE</p>
	<p>The requestor will be sent an email informing them that an authorisation decision has been made on the RP request and they can log onto the RPS to view the decision.</p>

5 Logging out

5.1 Logging out of the RPS

Step	Action
	To ensure security of the RPS you must logout of the RPS when not in use. This prevents unauthorised and maintains confidentiality of all system records.
1	<p>Navigate to the Logout option on the left side of the screen.</p> 
2	Click Logout .
	You are now logged out of the RPS