

Restrictive Practices System



RPS Guide - reporting restrictive practice usage and viewing usage reports

Contents

Cont	tents	2
1 I	ntroduction	3
1.1	About this guide	3
1.2	Introduction to the RPS	3
1.3	Icons used in this guide	3
1.4	Glossary of terms	4
2 F	Reporting on the use of restrictive practices	6
3 A	Accessing the RPS	7
3.1	Logging in	7
4 F	Reporting RP usage	9
4.1	Download RP usage report templates	9
4.2	Record RP usage on the spreadsheet	
4.3	Upload RP usage reports	
4.4	View and export usage reports	15
5 L	_ogging out	
5.1	Logging out of the RPS	

RPS Guide - reporting restrictive practice usage and viewing usage reports

1 Introduction

1.1 About this guide

This guide helps users to record restrictive practice usage for authorised restrictive practices 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:

- Exporting a template for recording restrictive practice usage
- Uploading restrictive practice usage
- Viewing reports

Note: Instructions for registering a provider account, nominating an APO, adding a participant and adding a behaviour support plan summary (BSPS) and adding and submitting restrictive practices are excluded from this training guide. Additional guides can be found on the <u>website</u>.

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.

lcon	Description
i	Information – provides context for the following process steps
NOTE	Note – contains important information to be aware of
STOP	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

RPS Guide - reporting restrictive practice usage and viewing usage reports

1.4 Glossary of terms

Term	Definition
Account Owner	The Account Owner is the systems administrator for the NDIS service provider who can nominate the Authorised Program Officers for their provider.
	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.
Authorised Program Officers (APO)	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.
Behaviour Support Plan Summary (BSPS)	A summary of the behaviour support plan (BSP) information for a participant and supplementary information including details of:
	 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	A NDIS registered provider that has been connected to the NDIS participant's Behaviour Support Plan summary on RPS.
Implementing Provider	A NDIS registered provider who uses a regulated restrictive practice when providing supports and services to an NDIS participant.
Officers	RPS user profile that can add participants, enter behaviour support plan summaries, submit restrictive practice requests, and record and view usage logs.
Participants	An NDIS participant who is subject to a restrictive practice under the Restrictive Practices Authorisation Scheme in South Australia.
Restrictive Practices System (RPS)	The online system for managing the application, authorisation and reporting of restrictive practices by NDIS providers providing NDIS supports to NDIS participants in SA.

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Restrictive Practices Team	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:						
	DHSRestrictivePracticesUnit@sa.gov.au						
Senior Authorising Officer (SAO)	 The SAO has statutory responsibilities to: 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. 						

RPS Guide - reporting restrictive practice usage and viewing usage reports

2 Reporting on the use of restrictive practices

Under Section 23N and 23O of the Disability Inclusion Act 2018, implementing providers are required to provide written notice of the use of authorised restrictive practices to either the adult participant and the legal guardian (for children and those with guardianship orders).

The written notice must include the following information:

- the name of the participant
- the implementing provider's name
- the time and date that the restrictive practice(s) was used (or the period during which the restrictive practice(s) was used, for a maximum of three months)
- the type of restrictive practice(s) being used
- the reason the restrictive practice(s) was used
- information regarding the dispute and review process.

The Restrictive Practices System allows implementing providers to record restrictive practices usage and generate written notices to provide to participants and their guardian.

RPS Guide - reporting restrictive practice usage and viewing usage reports

3 Accessing the RPS

3.1 Logging in

Step	Action						
i	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. If you do not already have a user account, please refer to the user <u>Guide – Provider Registration</u> .						
1	Go to https://www.rps.sa.gov.au/login						
2	Enter your Username and password.						
i	The Verify Your Identity screen will be displayed.						



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4 Reporting RP usage

Step	Action							
i	The RPS will guide you through the process of reporting restrictive practice usage, through the following functions:							
	1. Download RP usage report templates							
	2. Upload RP usage reports							
	3. View and export usage reports							
STOP	Reporting on the usage of restrictive practices that have been authorised under the Restrictive Practices Authorisation Scheme in South Australia supports implementing providers with meeting their legislative obligations under Section 23N and 23O of the Disability Inclusion Act 2018 to provide written notice of the use of authorised restrictive practices to participants and their guardians. This does not change any obligations that implementing providers may have to report information to the NDIS Commission.							

4.1 Download RP usage report templates

Step	Action									
	Click RP Usage.									
	Government of South Australia Department of Human Services	Account Wower Dathboard with 200 y 2002 § 65 millioner								
	Restrictive Practices System 1 1800 862 004 Nichola UAT	My RPs needing action 22 Provider RPs needing action 22 Incomplete BSP's 22	APO screenings nearing expiry (60d) 50	APO authorisations nearing expiry (60d) 35						
	Dashboard	7 1 6	$\mathbf{\cap}$	\cap						
	E Find/Add Participant		U	U						
1	BSP Summaries	Vew Report (Ny RPs needing action - Darboard) Vew Report (Provider RPs needing action - Darboard) Vew Report (Incomplete BSPs - Darboard)	View Report (APO screenings nearing expiry (60d))	View Report (APO authorizations nearing expiry (80d))						
L	RP Usage	Status of all in-progress RP'ss X BSPs due for Review X	NDIS registration expiry date coming up 3t	User access end dates coming up 30						
	聞 Reports	a a a a a a a a a a a a a a a a a a a	Provider Name † Registration Expiny fx Days to Expiny Nichola UAT1 3/3/2022	•						
	Provider Profile APO Nominations	U 2 1 Ve can't draw this that because there is no deta.		0						
	🔏 Users	and the second s								
	? Need Help	Authorisation Basius Veer Report (RPs in progress) Veer Report (BPs Due for Review - Dashbaard)	View Report (Provider NDIS registration expiry date)	View Report (User Access end dates coming up - Dash)						
	igi Change Password									
	Terms and Conditions									
2	Select the p	eriod you want to report usage for by selec	ting the:							
		1. usage start month								

Page 9 of 18

RPS Guide - reporting restrictive practice usage and viewing usage reports

Step	Action
	2. usage end month
	RP Usage
	Download Upload
	RP Usage Download
	*UsgeStart Month April, 2022 v
	*Usge End Month
	Implementing Provider
	Nichola UAT1 X
	DOPORT
i	It is recommended that providers report monthly on usage and download the spreadsheet as close as possible to when you intend to report on the usage. This will ensure that the data extract is accurate. The RPS will only allow for reporting for the previous four-month period. This is to ensure that providers meet their obligations under the Act, which requires providers to provide written notice every three months at maximum.
	Click Export.
	RP Usage
	Download Upload
	RP Usage Download
3	*Usage Start Month
	" Usage End Month
	April, 2022
	Nichola UAT1 X
	An excel spreadsheet will then be downloaded to your computer. This will contain all the
	restrictive practices that have a current authorisation during the selected period.

4.2 Record RP usage on the spreadsheet

Step	Action
1	Locate and open the template excel spreadsheet downloaded in Step 4.1 on your computer.
2	Add the total number of times each restrictive practice was used for the participant each month in the usage count column.

RPS Guide - reporting restrictive practice usage and viewing usage reports

Step	Action										
	AB	c	D	E	F	G	н		J	к	L M
	I NDIS Participant ID Participant First Name	Participant Last Name	RP Request ID	External ID	RP Category	RP Sub Category	RP Description	Authorisation S Au	thorisation End Us	age Month	Usage Count
	2 2092092 Jane	Smith	RPR-00000241		Physical	Two person restraint	ewwegwe	27/04/2022	4/05/2022	Apr-22	0
	3 0 Abcd	Me	RPR-0000018		Seclusion	Own room	no	11/04/2022	10/04/2023	Apr-22	0
	4 9283746596 Jane	Smith	RPR-00000202		Environmental	Lock - door(s)	aa	20/04/2022	19/04/2023	Apr-22	0
	5 2092092 Jane	Smith	RPR-00000241		Physical	Two person restraint	ewwegwe	27/04/2022	4/05/2022	May-22	0
	5 0 Abcd	Me	RPR-00000236		Seclusion	Other room	osp	2/05/2022	2/05/2023	May-22	0
	7 0 Abcd	Me	RPR-00000018		Seclusion	Own room	no	11/04/2022	10/04/2023	May-22	0
	3 9283746596 Jane	Smith	RPR-00000202		Environmental	Lock - door(s)	aa	20/04/2022	19/04/2023	May-22	0
	3 439874628 Jane	Smith	RPR-00000231		Chemical	Psychotropic - anti-anxiety	oxapam PRN	24/05/2022	24/05/2023	May-22	0
	0 434567987 Jane	Smith	RPR-00000237		Environmental	Lock - cupboard(s)	All sharps are locked within a cupb	10/05/2022	1/06/2022	May-22	0
	1 123456 Jane	Smith	RPR-00000251		Environmental	Lock - cupboard(s)	All sharps are kept locked in the kit	24/05/2022	23/05/2023	May-22	0
	2 0 Abcd	Me	RPR-00000403		Physical	One person escort	Abcd has a one person escort when	24/05/2022	23/05/2023	May-22	0
	3										
	If you added an in the highlighte multiple excel sj	external ed columi preadshe	ID to t n. This ets.	he res will all	trictive low orga	practice aut anisations t	thorisation re o merge and	quest t match	hese w up data	ill be acro	shown oss
		C	D	E	E	G	U U			V	1 M
	A D	Darticipant Last Name	DD Dogwort ID	External ID	PD Catagony	BD Sub Catagony	PD Description	Authorization 51 Au	therication End. Us	N ago Month	L IVI
	2092092 Jano	Smith	RP Request ID	External iD	RP Category	Two porcon roctraint	AP Description	27/04/2022	4/05/2022	Apr 22	osage count
	Abrd	Me	RPR-0000018		Seclusion	Own room	no	11/04/2022	10/04/2023	Apr-22	0
	1 9283746596 Jane	Smith	RPR-00000202		Environmental	Lock - door(s)	aa	20/04/2022	19/04/2023	Δnr-22	0
	2092092 Jane	Smith	RPR-00000241		Physical	Two person restraint	ewweawe	27/04/2022	4/05/2022	May-22	0
	5 0 Abrd	Me	RPR-0000236		Seclusion	Other room	osn	2/05/2022	2/05/2023	May-22	0
	7 0 Abcd	Me	RPR-0000018		Seclusion	Ownroom	00	11/04/2022	10/04/2023	May-22	0
	9283746596 Jane	Smith	BPB-0000202		Environmental	Lock - door(s)	aa	20/04/2022	19/04/2023	May-22	0
	3 439874628 Jane	Smith	RPR-0000231		Chemical	Psychotropic - anti-anxiety	oxanam PRN	24/05/2022	24/05/2023	May-22	0
	0 434567987 Jane	Smith	RPR-00000237		Environmental	Lock - cupboard(s)	All sharps are locked within a cupb	10/05/2022	1/06/2022	May-22	0
	1 123456 Jane	Smith	RPR-00000251		Environmental	Lock - cupboard(s)	All sharps are kept locked in the kit	24/05/2022	23/05/2023	May-22	0
	2 0 Abcd	Me	RPR-00000403		Physical	One person escort	Abcd has a one person escort when	24/05/2022	23/05/2023	May-22	0
	3										
3	Save the edited	excel spr	readsh	eet to	your co	mputer.					
STOP	The file must be	saved in	a CSV	forma	it to be	uploaded ba	ack onto the I	RPS.			

4.3 Upload RP usage reports

Step	Action
1	Click RP Usage.

Step	Action										
	Government of South Australia Department of Human Services	Coverment of South Australia O Litheard Department of South Australia Au c/2 at Vay 2002, 85 am Veerag an									
	Restrictive Practice System 100062004 Nichola UAT Dathboard Dathboard B Find/Add Participant B BSP Summaries B BSP Summaries B R P Requests	My RPs needing action 27	Provider RPs needing action 22	Incomplete BSP's Ref. Ref. Ref. Ref. Ref. Ref. Ref. Ref.	APD accessings nearing expiry (68d) 52	APO authorisations nearing expiry (504) **					
	101 RPUsage 102 Reports 101 Provider Profile 102 APO Hominations 102 Liters 2 Heed Help	Status of all in grogress RP'ss	X BSPs due for Revie	or X X	NDIS registration exply date coming up 24 Peolder Name + Registration Exply / Distance Uppy Notions UP1 8.0.000 Vee Report (Provider NDR registration exply date)	User access end dates coming up 2					
	 Ghange Password [→ Logout [→ Terms and Conditions 										
2	Click on the Upload tab.										
3	Upload a co RP Usage Download Upload RP Usage Upload	opy of the exce	el spreadsheet Availat	you created in De Reporting Period: February 202 Validate Data Validate Data	step 4.2 by clicking u ^{2 to May 2022}	pload files.					
4	Locate the validate the	file on your co e data within t	mputer and cli he RPS and dis	ck open. Once play any errors	the RPS has finished 5.	uploading it will					

Step	Action	Action									
RP Usage											
	Download Upload										
	RP Usage Upload	RP Usage Upload									
		Available Reporting Period: February 2022 to May 2022									
		Upload File		,	'alidate Data	\rightarrow	Complet	ed			
		Completed Completed									
	ENER BROKIDSAR										
	Please clear all validation to upload the file.										
	Total no. of rows : 8		Total no. of va	lid rows : 7		Total no. of invalid rows	:1				
	NDIS Participant ID	RP Request ID	External ID	RP Category	RP Sub Category	Usage Month	Usage Count	Validation			
	2092092	RPR-00000241		Physical	Two person restraint	April 2022	3				
	0	RPR-00000018		Seclusion	Own room	April 2022	4				
	9283746596	RPR-00000202		Environmental	Lock - door(s)	April 2022	123				
	2092092	RPR-00000241		Physical	Two person restraint	May 2022	88				
	0	RPR-00000236		Seclusion	Other room	Nay 2022	123	Usage month must be any of these: May 2022, April 2022, March 2022, February 2022.			
	0	RPR-0000018		Seclusion	Own room	May 2022	4				
	9283746596	RPR-0000202		Environmental	Lock - door(s)	May 2022	3445				
	434567987	RPR-00000237		Environmental	Lock - cupboard(s)	May 2022	45				
	RP Usage Upload	RP Usage Upload									
	Available Reporting Period: Pebruary 2022										
5	Please clear all validation to upload the file.										
	NDIS Participant ID	RP Request ID	External ID	RP Category	RP Sub Category	Usage Month	Usage Count	Validation			
	2092092	RPR-00000241		Physical	Two person restraint	April 2022	3				
	0	RPR-00000018		Seclusion	Own room	April 2022	4				
	9283746596	RPR-0000202		Environmental	Lock - door(s)	April 2022	123				
	2092092	RPR-00000241		Physical	Two person restraint	May 2022	88				
				Seclusion	Other room						
	0	RPR-00000236		500031011		Nay 2022	123	Usage month must be any of these: May 2022, April 2022, March 2022,			
	0	RPR-00000236		Seclusion	Own room	Nay 2022 May 2022	4	Usage month must be any of these: May 2022, April 2022, March 2022, February 2022.			
	0 0 9283746596	RPR-00000236		Seclusion	Own room	Nay 2022 May 2022 May 2022	4	Usage month must be any of these: May 2022, April 2022, March 2022, February 2022.			
	0 0 9283746596 434567987	RPR-00000236 RPR-00000018 RPR-00000202 RPR-00000237		Seclusion Environmental Environmental	Own room Lock - door(s) Lock - cupboard(s)	Nay 2022 May 2022 May 2022 May 2022	123 4 3445 45	Usage month must be any of these: May 2022, April 2022, March 2022, Pebruary 2022.			
	0 0 9283746596 434567967	RPR-00000236 RPR-00000018 RPR-00000202 RPR-00000237		Seclusion Environmental Environmental	Own room Lock - door(s) Lock - cupboard(s)	Nay 2022 May 2022 May 2022 May 2022	123 4 3445 45	Liage month must be any of these: May 2022, April 2022, March 2022, February 2022.			

Step	Action								
	RP Usage								
	Download Upload Report								
	RP Usage Upload Available Reporting Period: March 2022 to June 2022								
	Upload File Validate Data Completed								
	Confirm you want to import the data by clicking Confirm Import .								
	Confirm Upload								
7	Are you sure?								
	COMPLETE IMPORT CANCEL								
(1)	The system will then confirm the data has been successfully updated. You can then upload further data if required.								
	Download Unload Report								
	RP Usage Upload								
	Available Reporting Period: March 2022 to June 2022								
	Upload File Completed								
	Data Uploaded Successful.								
	UPLOAD ANOTHER								

RPS Guide - reporting restrictive practice usage and viewing usage reports

4.4 View and export usage reports for written notices

Step	Action
1	<complex-block></complex-block>
2	Click on the Report tab. RP Usage Download Upload Report RP Usage Download *Usage Start Month May, 2022 *Usage End Month May, 2022 *Usage End Month May, 2022 *Usage Contended to the formation of the f
3	Select NDIS participant ID from the "Search By" drop down list. RP Usage Download Upload Report RP Usage Report Search By Usage Start Month March 2022 Usage End Month June 2022 C

Page 15 of 18

RPS Guide - reporting restrictive practice usage and viewing usage	reports

Step	Action
4	Type in the participant's NDIS number into the NDIS participant ID box. RP Usage Download Upload Report RP Usage Report • NDIS Participant ID • Complete this field. Usage Start Month Usage End Month Usage End Month March • 2022 • Usage End Month Usage Start REPORT CELER FILTERS
i	You may also search by the participant's name, however this field will only work if you provide the participant's full name.
5	Select the Usage Start Month. RP Usage Download Upload Report RP Usage Report search By -None Usage Start Month Usage Start Month June 2022 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
6	Select the Usage End Month .

Step	Action									
RP Usage									•	
	Download Upload F	Report								
	RP Usage Report									
	Search By									
	None									
	Usage Start Month				<u>г</u>	Usage End Month				
	March	•	2022		•	June		▼ 202	2	-
	GENERATE REPORT	FILTERS								
	Click Generate Report.									
	RP Usage									
	Download Upload F	Report								
	RP Usage Report									
7	Search By					* NDIS Participant ID	1			
	NDIS Participant ID				•	0000				
	Usage Start Month					Usage End Month				
	March	•	2022		•	June		▼ 202	2	•
	GENERATE REPORT CLEAR FILTERS									
	The report will open in a new tab. Click the Export button.									
	Report: RP Usage Usage Log Extract Detailed full score for all usage longing recorded for a pominated period for all participants or a single participant. May be used to export to another system									
8	Total Records	- <u> </u>				, participanti naj co				
	Participant: Full Name 1 💌 N	IDIS Participant ID 💌	RP Request ID 💌	External ID 💌	RP Category	RP Sub Category	RP Description	RP Rationale	Authorisation Status	Authorisation Star
	Abcd H Me (3)	000	RPR-00000236	-	Seclusion	Other room	osp	osadjoaj	Authorised	
	0	000	RPR-00000018	-	Seclusion	Own room Own room	no	nono	Authorised	
	An excel spreads	heet will	then be o	downlo	aded to	your com	puter. Tł	nis will o	contain the	restrictive
	practice usage for	or the par	ticipant o	during t	he sele	cted perio	d. This s	preadsh	leet can the	en be
	attached to the	written no	otice tem	plate th	nat is lo	cated on t	he <u>Restri</u>	ictive Pr	actices We	<u>bsite</u> .

RPS Guide - reporting restrictive practice usage and viewing usage reports

5 Logging out

5.1 Logging out of the RPS

Step	Action						
i	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	Navigate to the Logout option on the left side of the screen.						
	? Need Help						
	[→ Logout						
	Terms and Conditions						
2	Click Logout.						
i	You are now logged out of the RPS						