



MODULE 2A: IMPLEMENTING BEHAVIOUR SUPPORT PLANS

System Checklist for NDIS Providers

February 2022

The following checklist is not an exhaustive list of the requirements under the [NDIS \(Restrictive Practices and Behaviour Support\) Rules 2018](#) (The NDIS BS Rules). A large portion of The NDIS BS Rules apply to Specialist Behaviour Support Providers audited against Module 2. This checklist is designed for providers Implementing Behaviour Supports audited against Module 2A only.

Your written policy and procedure pertaining to restrictive practices (RP) in your organisation meets the legislative requirements of the by incorporating each of the following:

Reporting Requirements

Monthly reports submitted to the Commissioner regarding the use of regulated restrictive practices that have been authorised in accordance the WA State Authorisation of Restrictive Practices Interim Policy (ARP).

Unauthorised Restrictive Practices are Reportable Incidents

If the use of a regulated restrictive practice is not authorised in accordance with the ARP or not in accordance with a Behaviour Support Plan, it is a reportable incident and must be reported as an Unauthorised Restrictive Practice (URP) in accordance with Part 3 of the [NDIS \(Incident Management and Reportable Incidents\) Rules 2018](#).

The NDIS Incident Management System Checklist is found in Appendix 2: Incident Management System Checklist for NDIS Providers of the [WAAMH NDIS Interactive Readiness Workbook: Core Modules](#)

Incident Management System is compliant with the NDIS (Incident Management and Reportable Incidents) Rules 2018

Record Keeping requirements to be incorporated into the Incident Management System and/or restrictive practices record keeping:

A description of the use of the regulated restrictive practice, including:

- The impact on the person with disability or another person
- Any injury to the person with disability 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 the person with disability that lead 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 any witnesses to the use of the regulated restrictive practice

What other less restrictive options were considered or used before using the regulated restrictive practice

The actions taken leading up to the use if the regulated restrictive practice, including any strategies used to prevent the need for the use of the practice

Records are kept for seven years from the day the record is made





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Service Provision

Specialist behaviour support services are provided by an NDIS Behaviour Support Practitioner

All staff are trained in, understand and comply with required procedures in relation to restrictive practices including:

Appropriate training to enhance their skills in, and knowledge of, positive behaviour supports and restrictive practices

Training in the safe use of restrictive practices

Training in the implementation of the Behaviour Support Plan

Staff Training Evidence Checklist

Staff training register

Staff supervision roster/schedule

Code of Conduct training

