



Implementing Providers: Accept or Reject a Behaviour Support Plan

For implementing providers: Use this guide to review, accept, or reject a linked Behaviour Support Plan (BSP) lodged by a specialist provider.

Before you get started

- Make sure you are logged in to the **new NDIS Commission Portal** using **myID** or **PRODA**. Your user access will need to include “Restrictive Practice Reporting Officer”. If you haven’t yet logged in, follow the instructions on [Registered Providers Portal Login page](#).
- Ensure you have already verified and linked the participant record to the BSP. If the behaviour support provider and the implementing provider are both the same, then the BSP will link automatically and the accept and reject buttons will be available. If the behaviour support provider and implementing provider are different, the implementing provider will need to link the BSP to their participant record first. If you have not yet linked the plan, follow the steps in [Linking a behaviour support plan to a participant record](#).

Review the plan details

Once a plan is linked, attachments, and restrictive practice details are unlocked for your review.

1. Select the **Attachments** tab to view, open, and review the attached BSP document.
2. Review the **Restrictive practices** list displayed on the details tab.
3. Click individual practice links (**RP ID**) to inspect specific details, including:
 - Practice types and administration methods (e.g. routine or PRN)
 - Dosage numbers, units of measurement and frequency
 - Medication names and prescribers (for chemical restraints)

Behaviour Support Plan Details

Behaviour support plan ID

BSP-00000558

✓ Accept BSP

✗ Reject BSP

Provider participant
PP-000000056

Plan type
Interim

Plan date
06/09/2026

Plan details

Attachments

Overview

Behaviour support plan ID

BSP-00000558

Behaviour support provider

Wellness Provider

Provider participant

PP-000000056

Plan type

Interim

NDIS number

NDIS393298658

Linked restrictive practices

RP ID	RP name	Restrictive practice type	Restrictive practice subtype	Admin type	Frequency	Dosage	Unit of measurement
RP-00000695	CHEMICAL-prn	Chemical	Androcur-100	PRN - as needed		1	Drops
RP-00000696	chemical - routine	Chemical	Depo-Provera injection	Routine	Daily	1	G
RP-00000697	test	Environmental	Restricted access to alcohol	PRN - as needed		0	

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Accept the plan

If all details are correct:

1. Click **Accept BSP** in the top right corner of the screen.

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2. Click **Continue and accept**.

Accept BSP-00000558

By selecting "Accept," you confirm that you have reviewed the details of the regulated restrictive practices included in this BSP and that the details are correct. After confirming your acceptance, you will be able to update the authorisation information and commence monthly reporting.

Cancel Continue and accept BSP

Note: Accepting the plan unlocks the **Upload restrictive practice authorisation** tab. This is where evidence of authorisation can be lodged. Monthly reporting is not available until details about authorisation are entered for the restrictive practices. Any use of the restrictive practices prior to the authorisation should continue to be reported as a reportable incident (URP).

Reject the plan

If the plan contains incorrect practice information, missing details, wrong dosages, or was assigned to your organisation in error:

1. Click **Reject BSP** in the top right corner of the screen.

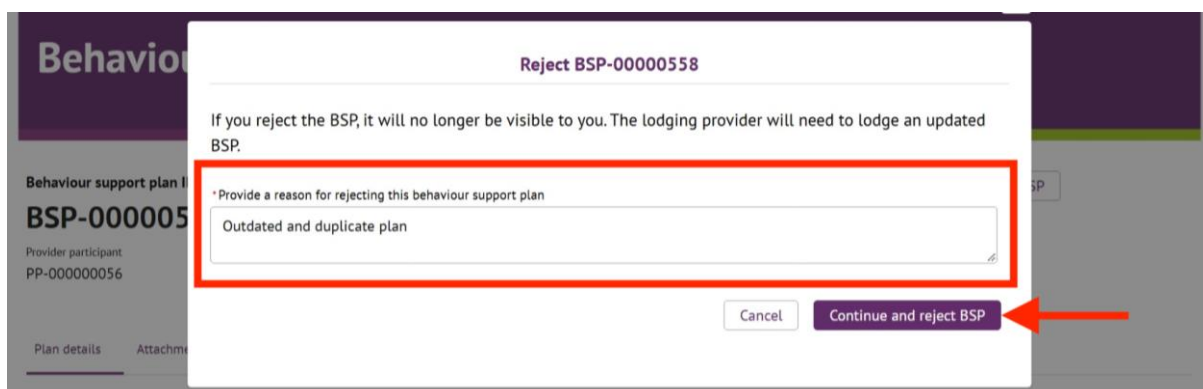


Behaviour support plan ID
BSP-00000558

Provider participant: PP-000000056 Plan type: Interim Plan date: 06/09/2026

✓ Accept BSP ✕ Reject BSP

2. Enter the reason for rejecting the plan in the provided field. Plan rejections should **ONLY** occur where the restrictive practices details are incorrect.
3. Click **Continue and reject**.



Reject BSP-00000558

If you reject the BSP, it will no longer be visible to you. The lodging provider will need to lodge an updated BSP.

*Provide a reason for rejecting this behaviour support plan

Outdated and duplicate plan

Cancel Continue and reject BSP

Note: Rejecting the plan removes it from your active list and updates the status on the behaviour support provider's dashboard with your stated rejection reason. The behaviour support provider will need to lodge a new plan. Any other implementing providers will also need to re-lodge evidence of authorisation if they have already progressed with this.