



Lodge a Behaviour Support Plan

Use this guide to lodge a Behaviour Support Plan (BSP) for a participant in the new NDIS Commission portal.

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 include Behaviour Support Plan Lodgement Officer. If you haven't yet logged in, follow the instructions on [Registered Providers Portal Login page](#).
- At any step, if you do not have all the information available, you can use the **Save as draft** feature at the bottom of each page and come back to your drafts later to complete the lodgement. Drafts that are inactive for more than 30 days will be deleted.

Prepare your lodgement

1. Find the participant and any existing Behaviour Support Plans:

- Select **Behaviour support** from the top menu bar.
- Search for the participant using their **Participant NDIS number** or **Last name**.

Note: You must have an existing participant record for the participant. If you see the message 'Participant record not found or not complete', select 'My participants' from the top menu bar to create the participant record. See the instructions in [Add or Manage participant details](#).

Only Behaviour Support plans that have been previously lodged by your provider will show for a participant. You will not see any Behaviour Support Plans lodged by other behaviour support providers.

If you see a message "You have not lodged a BSP for this participant before" then there are no previously lodged BSPs.

To lodge the **first plan** for a participant:

- Click **+ Lodge a New BSP**

To lodge a new plan for a participant where one has previously been lodged:

- Click **+ Lodge a New BSP** on any of the existing BSPs for that participant.

The screenshot shows the 'Behaviour support' section of the NDIS Quality and Safeguards Commission portal. At the top, there is a navigation bar with links: Home, My applications, My registration, Worker screening, Suitability Assessment, My participants, Behaviour support (highlighted), and More. Below the navigation bar is a purple header with the text 'Behaviour support'. Underneath, there is a box labeled 'View restrictive practice authorisation status'. The main section is titled 'Locate a participant's behaviour support plan' and includes instructions: 'Use the search fields to find the participant. You can then view or make edits to your current lodged BSP, or you can lodge a new or reviewed BSP.' Below this are search fields for 'Participant NDIS number' and 'Last name' (with a dropdown menu showing 'Citizen'), and a 'Search' button. A table below the search fields shows a participant with NDIS number 432525214 and PP-000000069, with the note 'You have not lodged a BSP for this participant before'. To the right of this table is a button with a plus sign and the text 'Lodge a new BSP', which is highlighted by a red arrow.

Step 1: Start lodgement

1. Check the participant's details to make sure they are correct.
2. Answer if the details are correct by selecting **Yes** or **No**.
 - If you select **No**, you will see a link back to the portal to search again.
 - If the participant details are incorrect, select 'My participants' from the top menu bar to update, see [Add or Manage participant details](#).
3. Click **Start lodgement**.

Step 1

Lodge a behaviour support plan

Use this form to lodge interim and comprehensive behaviour support plans (BSPs) that contain a regulated restrictive practice

Participant details

First name

Jane

Last name

Citizen

NDIS number

432525214

Date of birth

06/09/1966

Person completing the lodgement

Quentin Stone

Specialist behaviour support provider

UrbanPulse Clinic

Are the participant details displayed above correct? (Select an option)

☒ Yes
 ☐ No

Start lodgement >

Steps

1. Start lodgement

2. Upload behaviour support plan

3. People involved and consulted in this behaviour support plan

4. Implementing providers

5. Consent to access information

6. Link to existing unauthorised restrictive practice types for participant

7. Add regulated restrictive practices

8. Link regulated restrictive practices to implementing providers

9. Review all information

10. Declaration & submit

Step 2: Upload behaviour support plan

- Choose the plan type (**Interim** or **Comprehensive**).
- For **Interim plans**:
 - Upload a copy of the **BSP file**.
 - Type in the **Engagement date**:
This is the date you were engaged to develop the BSP, as specified in your service agreement.
 - Type in the **Plan date**:
This is the date the NDIS behaviour support practitioner completed the development of the BSP. This is when the BSP becomes in force and should be consistent with the practitioner's dated signature on the BSP.
 - The **Comprehensive plan due date** will be displayed.
This is the date the comprehensive plan is expected to be delivered following the interim

plan. It cannot be any later than 6 months from the engagement date. It can be edited to an earlier date.

- For **Comprehensive plans**:

1. Upload the behaviour support **assessment file**.
2. Type in the **date** of the behaviour support assessment
3. Search for the **Practitioner** who completed the assessment using their P number. You can only search for practitioners that are linked to your organisation as a worker. (add link to worker screening linking workers)
5. Upload a copy of the **BSP file**.
6. Enter the **Engagement date**.
This is the date you were engaged to develop the BSP, as specified in your service agreement.
7. **Type in the Plan date**.
This is the date the NDIS behaviour support practitioner completed the development of the BSP. This is when the BSP becomes in force and should be consistent with the practitioner's dated signature on the BSP.
8. The **Comprehensive Plan review date** will be displayed.
This is the date the comprehensive plan is expected to be delivered following the interim plan. It cannot be any later than 6 months from the engagement date. It can be edited to an earlier date.
9. Click **Next step**.

Note on uploading PDFs: PDFs with embedded files or other active elements can't be accepted by the system. Only flat file PDF's can be attached. Use 'print to PDF' to reformat an existing PDF into a flat file PDF.

Your BSP lodgement has been automatically saved

Step 2

Upload behaviour support plan

Select the type of behaviour support plan and upload a copy of the plan

Lodgement ID
BSP-00000557

*** Please select an option**

☒ Interim ☐ Comprehensive

Upload behaviour support plan

Only behaviour support plan needs to be uploaded. No other supporting documents are required.

*** Upload a copy of the behaviour support plan (Maximum file size of 100MB, No video and audio files)**

[Upload Files](#) Or drop files

Behaviour Support Plan - Jane Citizen

The below date is the date you were engaged to develop the BSP.

*** Engagement date (Enter date in format dd/mm/yyyy or use the date picker)**

01/09/2026

The below date is the date the NDIS behaviour support practitioner completed the development of the BSP. This is when the BSP becomes in force and should be consistent with the practitioner's dated signature on the BSP.

*** Plan date**

07/09/2026

*** Comprehensive plan due date**

01/03/2027

Save as draft [< Previous step](#) [Next step >](#)

Steps

1. Start lodgement
2. Upload behaviour support plan
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Step 3: People involved and consulted in this behaviour support plan

1. Practitioner who developed this BSP:

- Type in the practitioner's **Practitioner number**. The details below will fill in automatically.
Note: You can only search for practitioners that are linked to your organisation as a worker. To add a practitioner as a worker, refer to [Link or Unlink a Worker](#).
- Check the details: **First name** (locked), **Last name** (locked), **Phone** (you can edit) and **Email** (you can edit).

Your BSP lodgement has been automatically saved

Step 3

People involved and consulted in this behaviour support plan

Practitioner who developed the BSP

Enter the details of the NDIS behaviour support practitioners who are involved with this BSP

*Practitioner number
P369584

*First name
Simon

*Last name
Practitioner

*Phone
0458236541

*Email
test@test.com

Steps

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2. Practitioner supervisor linked to the plan:

Was this BSP co-signed by a supervisor within your provider to indicate their oversight and endorsement of the plan?

The question relates to the practitioner that developed the behaviour support plan.

- Select **Yes** if:
 - The practitioner's supervisor is engaged by your provider and is also a suitable NDIS behaviour support practitioner.
 - The practitioner's supervisor reviewed and endorsed the BSP.
- You can search for them using their Practitioner number. Check the details: **First name** (locked), **Last name** (locked), **Phone** (you can edit) and **Email** (you can edit).
- Select **No** if:
 - The practitioner's supervisor who endorsed the plan is either not engaged by your provider or is not a suitable NDIS behaviour support practitioner.
 - You can enter the supervisor's details.

If the practitioner's supervisor did not review and endorse this BSP:

1. Select **No**.
2. Leave the details blank.
3. Move to the next question.

Practitioner supervisor linked to the plan

Is the practitioner supervisor considered suitable as an NDIS behaviour support practitioner?
(If the practitioner's supervisor is not considered suitable as an NDIS behaviour support practitioner, the practitioner number is not required)

*Select an option

☒ Yes ☐ No

*Practitioner number

P234567

*First name

Terry

*Last name

Practitioner

*Phone

0458752651

*Email

test1@test.com

3. Practitioner supporting implementation:

In cases where the practitioner who developed the BSP is no longer involved, and another practitioner is going to be working with the plan implementers to support BSP implementation, that practitioner's details can also be added to the lodgement record.

- If the practitioner who developed the BSP is also supporting implementation, select **Yes**, and the details from the developing practitioner will pre-populate again.
- If another practitioner is supporting, select **No**, and search for the person who is supporting implementation using their **Practitioner number**. Check their pre-filled details.

Practitioner supporting implementation

*Is the practitioner who developed the BSP also supporting implementation? (Select an option)

☒ Yes ☐ No

First name

Simon

Last name

Practitioner

Phone

0458236541

Email

test@test.com

4. People consulted about the plan:

- Choose **Yes**, **No** or **Not applicable** for each person:
 - Person with a disability
 - Person with disability's family, carers, or other relevant person
 - Person with disability's guardian
 - NDIS implementing providers
 - Other relevant specialist

- If you choose **No** for any question, write a short reason (up to 255 characters).

5. Click **Next step**.

People consulted about the plan

In developing the BSP, did you consult the following people:

* Person with a disability (Select an option)
☒ Yes ☐ No

* Person with disability's family, carers, or other relevant person (Select an option)
☒ Yes ☐ No ☐ Not applicable - no family or supports

* Person with disability's guardian (Select an option)
☐ Yes ☐ No ☒ Not applicable - no legal guardian

* NDIS implementing providers (Select an option)
☒ Yes ☐ No ☐ Not applicable - no NDIS Implementing Provider

* Other relevant specialist (Select an option)
☒ Yes ☐ No ☐ Not applicable - none involved

Save as draft

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Step 4: Implementing providers

Identify who will or may need to use the regulated restrictive practices in this behaviour support plan. This may include registered NDIS providers, family/informal supports or non-NDIS supports or services.

If you are aware of unregistered NDIS Providers using regulated restrictive practices, you can provide details about these providers to the NDIS Commission in this section. You must add at least 1 person or provider (up to 30 max).

1. Click **+ Add implementing provider**.
2. Choose from the **Types of people involved in implementation** menu:
 - Registered NDIS provider
 - Family members / unpaid carer
 - Non-NDIS service settings
 - Unregistered NDIS provider

Note: If you pick a Registered or Unregistered provider, search for them using their business name (registered only) or ABN (works for both). Where family or non-NDIS service settings are involved, these are added as a category only. No further details are collected.

3. Click **Save**. Add more if needed.
4. Click **Next step**.

Step 4

Implementing providers

Identify who will or may need to use the regulated restrictive practices in this behaviour support plan

This may include registered NDIS providers, family/informal supports or non-NDIS supports or services. If you are aware of unregistered NDIS Providers using regulated restrictive practices, you can provide details about these providers to the NDIS Commission in this section.

Who is involved in implementation?

Please select at least one type of person or provider involved in implementation. You cannot add more than 30.

Family members/Unpaid carer

Advanced Wellness Solutions Pty Ltd

***Types of people involved in implementation (Select an option)**

Registered NDIS provider

***Search for registered provider by name or ABN**

Cancel Save

+ Add implementing provider

*You have added a provider, however you have not included all the required information. Please review the list above and update or remove any blank boxes.

Save as draft < Previous step Next step >

Steps

1. Start lodgement
2. Upload behaviour support plan
3. People involved and consulted in this behaviour support plan
- 4. Implementing providers**
5. Consent to access information
6. Link to existing unauthorised restrictive practice types for participant
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8. Link regulated restrictive practices to implementing providers
9. Review all information
10. Declaration & submit

Step 5: Consent to access information

Confirming consent will enable reports of unauthorised restrictive practices (URP's) made by the participant's registered implementing providers to be displayed, from which you can link the details of these URPs directly into this BSP.

1. Choose **Yes** or **No**: Do you have a copy of consent from the participant or someone who can consent for them?
 - If **No**, you will not be able to view reported URP in the next step:
 1. Click **Next step**.
 - If **Yes**, you will be able to view reported URPs in the next stepL
 1. Confirm if you will attach a copy or not.
 2. Type in the **Date of consent**.
 3. Type in the name of the person in **Consent provided by**.
2. Click **Next step**.

Your BSP lodgement has been automatically saved

Step 5

Consent to access information

Consent to access information in the NDIS commission Portal between providers is required from the participant or their guardian. If you have obtained consent from the participant, you can provide confirmation of this and upload a copy of this consent

Confirming consent will enable reports of unauthorised restrictive practices (URPs) made by the participant's implementing providers to be displayed, from which you can link the details of these URPs directly into this BSP.

If you have not obtained consent, you will be able to add restrictive practices manually to complete the BSP lodgement form.

*** I have a copy of consent from the participant, or someone authorised to do so on their behalf (Select an option)**

☒ Yes ☐ No

The participant or someone authorised to do so on their behalf consents to you (the logged in user on behalf of the specialist behaviour support provider) to access information reported to the NDIS Commission about the use unauthorised restrictive practice by implementing providers concerning the participant.

I will attach a copy of evidence of consent (Select an option)

☒ Yes ☐ No

Upload copy of consent

Maximum file size of 100MB, No video and audio files.

Or drop files

Consent Evidence

*** Date of consent (Enter date in format dd/mm/yyyy or use the date picker)**

10/09/2026

*** Consent provided by**

Jane Citizen

Save as draft

Steps

1. Start lodgement
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Step 6: Link to existing unauthorised restrictive practices types for participant

If you selected **Yes** to have consent in step 5, URPs reported in the last six months will be displayed. Select any of the URP details where that restrictive practice is going to be included in the BSP.

If the details of the restrictive practice being used have changed since the URP report was made, do not select them. Move to the next step to add a new restrictive practice or to correct the details of the restrictive practice.

1. Select any unauthorised restrictive practices (URPs) that have been included in this behaviour support plan.

Note: Where multiple URP reports have been made that all have the same restrictive practice type, sub-type and administration type, only 1 report will be displayed.

2. Click **Next step**.

Your BSP lodgement has been automatically saved

Step 6

Link to existing unauthorised restrictive practice

This section of the form allows reports of unauthorised restrictive practices (URPs) by the participant's implementing providers to be directly added to this behaviour support plan. Restrictive practices not listed below can be added in step 7

Select previously reported unauthorised restrictive practices

From the list below, select any URPs that are to be included in this behaviour support plan. Only URPs that have been reported on in the last 6 months are displayed.

No URPs to select.

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Step 7: Add regulated restrictive practices

1. Click + Add.

Enter in these details in the pop-up box:

- Name - use this field to provide additional information to identify individual restrictive practices
- Select the Restrictive practice type
- Select the Restrictive practice sub-type (see additional information about the new restrictive practice sub-types in the [Category, subcategory and cause guide](#)).
- Select the Admin type

2. Click Save. Add more if needed.

3. Click Next step.

Your BSP lodgement has been automatically saved

Step 7

Add regulated restrictive practices

Add details about regulated restrictive practices that are contained in this behaviour support plan. The details provided here will be used by implementing providers to complete their monthly reporting obligations

Add regulated restrictive practices

RP NO & NAME	RESTRICTIVE PRACTICE	ADMIN TYPE
Restrict access to products that have alcohol	Environmental - Restricted access to alcohol	PRN - as needed

Save as draft

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10. Declaration & submit

Step 8: Link regulated restrictive practices to implementing providers

1. This screen shows the people and providers you added for this plan.
2. Click **Link RPs** and then scroll down the page to view the restrictive practices.
3. Select the restrictive practices that are being used by the implementer.
Note: only registered providers will be notified of the BSP lodgement and complete authorisation and monthly reporting for the restrictive practices.
4. Click **Next step**.

Note: If a registered provider shows as not being Module 2A assessed, you do not need to notify the NDIS Commission.

Your BSP lodgement has been automatically saved

Step 8

Link regulated restrictive practices to implementing providers

Below are the people and/or providers that you have identified whom, as part of their implementation of the BSP, may use the restrictive practices contained within this BSP

Click on the 'Link RPs' button to link the restrictive practices in this BSP to the relevant people/providers who may need to use them.

Family members/Unpaid carer Link RPs

* Select restrictive practices this implementor is using

☒ RRP Environmental - Restricted access to alcohol | PRN - as needed

Advanced Wellness Solutions Pty Ltd Link RPs

Save as draft < Previous step Next step >

Steps

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- 8. Link regulated restrictive practices to implementing providers**
9. Review all information
10. Declaration & submit

Step 9: Review all information

- Before completing your lodgement, review all information to ensure what you have entered is correct. Once lodgement is complete, no changes can be made to the information.
- If the plan is rejected by the implementing provider, a new plan will need to be lodged.
- Use the navigation button at the bottom of the page to check your information in each step.

Once you have reviewed all the information provided, click **Next Step**.

Your BSP lodgement has been automatically saved

Step 9

Review all information

Before completing your lodgement, please review all information you have entered to ensure it is correct.

Once the lodgement has been completed, no further changes can be made. If the plan is rejected by any implementing provider, a new plan will have to be lodged.

Use the navigation buttons at the bottom of the page to check your information in each step.

Save as draft

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- 9. Review all information**
10. Declaration & submit

Step 10: Declaration & submit

1. Check the **Declaration** box to agree that all information is correct.
2. Click **Submit**.

Your BSP lodgement has been automatically saved

Step 10

Declaration and lodge behaviour support plan

I declare that:

- I am duly authorised by the specialist behaviour support provider (as stated in this form) to lodge this behaviour support plan.
- This behaviour support plan has been developed by a person considered suitable as an NDIS behaviour support practitioner, as defined in section 5 of the NDIS (Restrictive Practices and Behaviour Support) Rules 2018 (the Rules).
- This behaviour support plan has been developed in accordance with the legislative requirements as set out in the Rules and in accordance with the state or territory's restrictive practice authorisation and consent requirements, however described.
- I understand that behaviour support plans containing regulated restrictive practices must be lodged with the NDIS Commission, consistent with the Rules. For a comprehensive behaviour support plan this includes attaching the behaviour support assessment, including a functional behavioural assessment.
- I understand that the NDIS Commission is bound by the Privacy Act 1988 in relation to the collection and use of personal information, and that more information can be found in the Privacy Collection Statement and Privacy Policy at www.ndiscommission.gov.au.
- I understand that the NDIS Commission will, if required, use the information contained in this behaviour support plan to undertake compliance and enforcement activities consistent with the National Disability Insurance Scheme Act 2013 (the Act) and any Rules established under the Act.
- I acknowledge the NDIS Commission may share the information contained in this behaviour support plan with relevant Commonwealth, State, and Territory agencies including the Police.
- To the best of my knowledge, the information provided in this behaviour support plan is true, correct and accurate.
- I acknowledge that the giving of false or misleading information to the Commonwealth is a serious offence under section 137.1 of the schedule to the Criminal Code Act 1995.

☒ I confirm that I have read and agree to the statements in this declaration.

Date of declaration

11/09/2026

Save as draft

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Submit

Steps

1. Start lodgement
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- 10. Declaration & submit**

3. Record the **Lodgement ID** shown on the confirmation page for your records.

An email confirmation is sent to your email address and the primary contact email address of the behaviour support provider, as well as the registered implementing providers.

Your BSP lodgement has been automatically saved

This behaviour support plan has been successfully lodged

 Lodgement ID
BSP-00000557



Next Steps
Implementing providers listed in this BSP will be notified that the lodgement has been completed.
Implementing providers will then be able to lodge evidence of authorisation (where required) and commence monthly reporting.

Steps

- ☒ BSP lodged