



Behaviour Support Plans Overview – Behaviour Support Providers

This user guide is for behaviour support providers who are required to lodge behaviour support plans (BSPs). Use this guide to understand basic navigation and key concepts about (BSPs) in the new NDIS Commission Portal.

Before you get started

- Make sure you are logged in to the **new NDIS Commission Portal** using **myID**. You will need access permissions as a **Behaviour Support Plan Lodgement Officer**. If you haven't yet logged in, follow the instructions on [Registered Providers Portal Login page](#).

1. Portal Basics and Navigation

The Landing Page

Click the **Behaviour support** tab in the top menu bar. This is your main hub to lodge new plans, finish saved drafts and manage existing plans.

Home My applications My registration Worker screening Suitability Assessment My participants **Behaviour support** More

Behaviour support

Monthly reporting View restrictive practice authorisation status

Locate a participant's behaviour support plan

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.

Participant NDIS number Last name Hayes Search

Track Your Plans

Scroll down to the **Manage behaviour support plans** section. You can check and filter your plans using details like:

- **BSP ID:** The unique code for the plan.
- **Participant Name & NDIS Number:** The person the plan is for.
- **Plan Type:** Interim or Comprehensive.
- **Status:** Where the plan is in the portal process.

Manage behaviour support plans

47
My BSPs

8
Draft BSPs

9
Lodged BSPs

1
BSPs due for review

Behaviour support plans status filter ⓘ
Lodged ▾
Q Search

BSP ID	Participant name	NDIS number	Plan type	Plan status	Plan date	Due for review date
BSP-00000452	Torres Santos	NDIS9527	Comprehensive	Lodged	11/8/2026	11/8/2027
BSP-00000536	Seb Funtime	NDIS9527162	Interim	Lodged	6/9/2026	
BSP-00000555	Bob Jackson	435647896	Interim	Lodged	14/9/2026	
BSP-00000574	Teddy Johson	434747474	Interim	Lodged	13/7/2026	
BSP-00000589	Bob Jackson	435647896	Interim	Lodged	21/9/2026	
BSP-00000606	Johnson Wade	657010111	Interim	Lodged	14/9/2026	
BSP-00000607	Doug Five	NDIS9527147	Interim	Lodged	21/9/2026	
BSP-00000611	Jane Participant	436598745	Interim	Lodged	15/9/2026	
BSP-00000612	Test Person	431234566	Interim	Lodged	7/9/2026	

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Draft Plans

At any step when lodging a plan, you can click **Save as draft** at the bottom of the page. Select the **My Drafts** filter to open saved plans that are not yet lodged.

Note: Draft plans that are not lodged will be deleted automatically after 30 days.

Manage behaviour support plans

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Behaviour support plans status filter ⓘ
Draft

Q Search

BSP ID	Participant name	NDIS number	Plan type	Plan status	Plan date	Due for review date
BSP-00000434	Jim Contact	NDIS36577471		Draft		
BSP-00000512	Johnson Wade	657010111		Draft		
BSP-00000551	Jim Contact	NDIS36577471		Draft		
BSP-00000554	Bob Jackson	435647896		Draft		
BSP-00000576	Jim Contact	NDIS36577471		Draft		
BSP-00000596	Alex Joy	NDIS9527151		Draft		
BSP-00000597	Jim Contact	NDIS36577471		Draft		
BSP-00000602	Jim Contact	NDIS36577471		Draft		

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2. Choosing the Right Plan Type

When you start a new BSP lodgement, you will choose one of two plan types:

Plan Type	What It Means	Extra Requirement
Interim BSP	A short-term plan put in place quickly to support the participant.	Upload the BSP file and enter key dates.
Comprehensive BSP	A full plan based on a complete behaviour support assessment.	You must also upload a behaviour support assessment file and enter practitioner details.

3. Key Steps in Plan Lodgement

When you lodge a BSP, you will go through 9 simple steps:

1. **Participant Details:** Check and confirm the participant's information.
2. **Upload BSP:** Attach your plan document and set key dates (engagement date, plan date, due date).
3. **People Involved & Consulted:** Enter details for practitioners (developer, supervisor, implementation support) and check who was consulted.
4. **Implementing Providers:** Add up to 30 providers or individuals who carry out the plan.
5. **Consent:** Record consent details and attach proof if needed.
6. **Link Unauthorised Restrictive Practices (URPs):** Link any URPs reported for the participant in the last 6 months.
7. **Add Regulated Restrictive Practices (RRPs):** Enter details for any regulated restrictive practices in the plan.
8. **Link RRP to Providers:** Link each restrictive practice to the provider who implements it.
9. **Submit:** Complete the declaration, submit, and record your **Lodgement ID**.

4. Updating and Managing Plans

Updating Plan Status:

If a plan changes or ends, you can update its status in the portal:

- Search for the plan in the **Manage behaviour support plans** section.
- Click into the plan.
- Click **Edit plan status**, pick the new status, and click **Confirm status change**.

Behaviour support plan ID

BSP-00000452

Provider participant	Plan type	Plan date
PP-000000054	Comprehensive	11/08/2026

Plan details Upload restrictive practice authorisation Monthly reporting Implementing provider status Attachments

Overview

Behaviour support plan ID
BSP-00000452

Behaviour support provider
Urban Provider

Provider participant
PP-000000054

Plan status
Lodged

Lodgement date
7/9/2026

NDIS Number
NDIS9527

