



Behaviour Support Providers: Update the Status of a Behaviour Support Plan

For Behaviour Support Providers: Use this guide to change the status of a Behaviour Support Plan (BSP).

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](#).

Find the plan

1. To find the plan:

- Select **Behaviour support** from the top menu bar.
- Scroll down to the Manage behaviour support plans section.
- Find the BSP in the list:
 - Search using the **BSP ID, Participant name, NDIS number** or **Plan type**.
 - Click on the **BSP ID** to open it.

Manage behaviour support plans

43

My BSPs

11

Draft BSPs

4

Lodged BSPs

1

BSPs due for review

Behaviour support plans status filter

Lodged

Search

BSP ID	Participant name	NDIS number	Plan type	Plan status	Plan date	Due for review date
BSP-00000189	Erica Foster	NDIS83712049	Comprehensive	Lodged	2/8/2026	3/8/2027
BSP-00000217	Piper Participant	NDIS98230471	Interim	Lodged	6/8/2026	
BSP-00000346	Felix Gomez	NDIS90928374	Interim	Lodged	19/8/2026	
BSP-00000557	PP-000000069	432525214	Interim	Lodged	7/9/2026	

<

1

>

Update the plan status

1. Click **Edit plan status**.

The screenshot shows the 'Behaviour Support Plan Details' page for plan ID BSP-00000189. The page has a purple header and a white body. On the right side, there is a section for 'Plan status' with a red arrow pointing to the 'Edit plan status' button. The plan details include: Provider participant: Erica Foster, Plan type: Comprehensive, Plan date: 02/08/2026. The 'Plan status' section shows: Plan status: Lodged, Lodgement date: 3/8/2026, NDIS Number: NDIS83712049.

Behaviour support plan ID	Plan status
BSP-00000189	Lodged

Behaviour support provider	Lodgement date
UrbanPulse Clinic	3/8/2026

Provider participant	NDIS Number
Erica Foster	NDIS83712049

2. Select the correct plan status.

3. Click **Confirm status change**.

The screenshot shows the 'Behaviour Support Plan Details' page with a 'Plan Status' modal open. The modal has a red border and contains the following text: 'Update status of plan (Select an option)', 'RRP eliminated' (selected), 'Service provision ceased', and a caution message: 'Caution: this status change is permanent and cannot be undone. Are you sure you want to proceed?'. There are 'Cancel' and 'Confirm status change' buttons. A red arrow points to the 'Confirm status change' button. The background page shows the same plan details as the previous screenshot.

Update status of plan (Select an option)
☒ RRP eliminated
☐ Service provision ceased

Caution: this status change is permanent and cannot be undone. Are you sure you want to proceed?

Cancel Confirm status change

Note: this change cannot be undone. If the participant's circumstances change, a new BSP can be lodged.