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**.

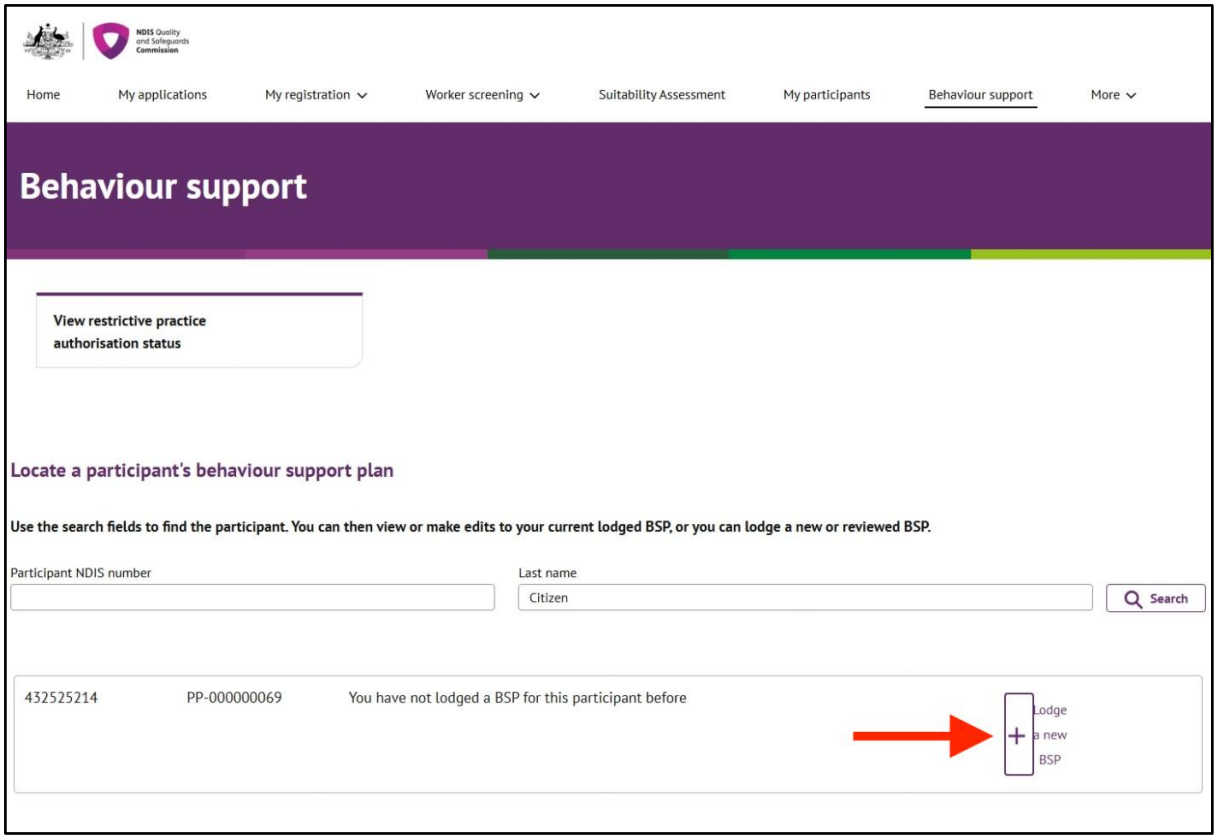
   Note: You must have an existing participant record for the participant. If you see the message 'Participant record not found or not complete', select 'My participants' from the top menu bar to create the participant record. See the instructions in Add or Manage participant details.

   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.

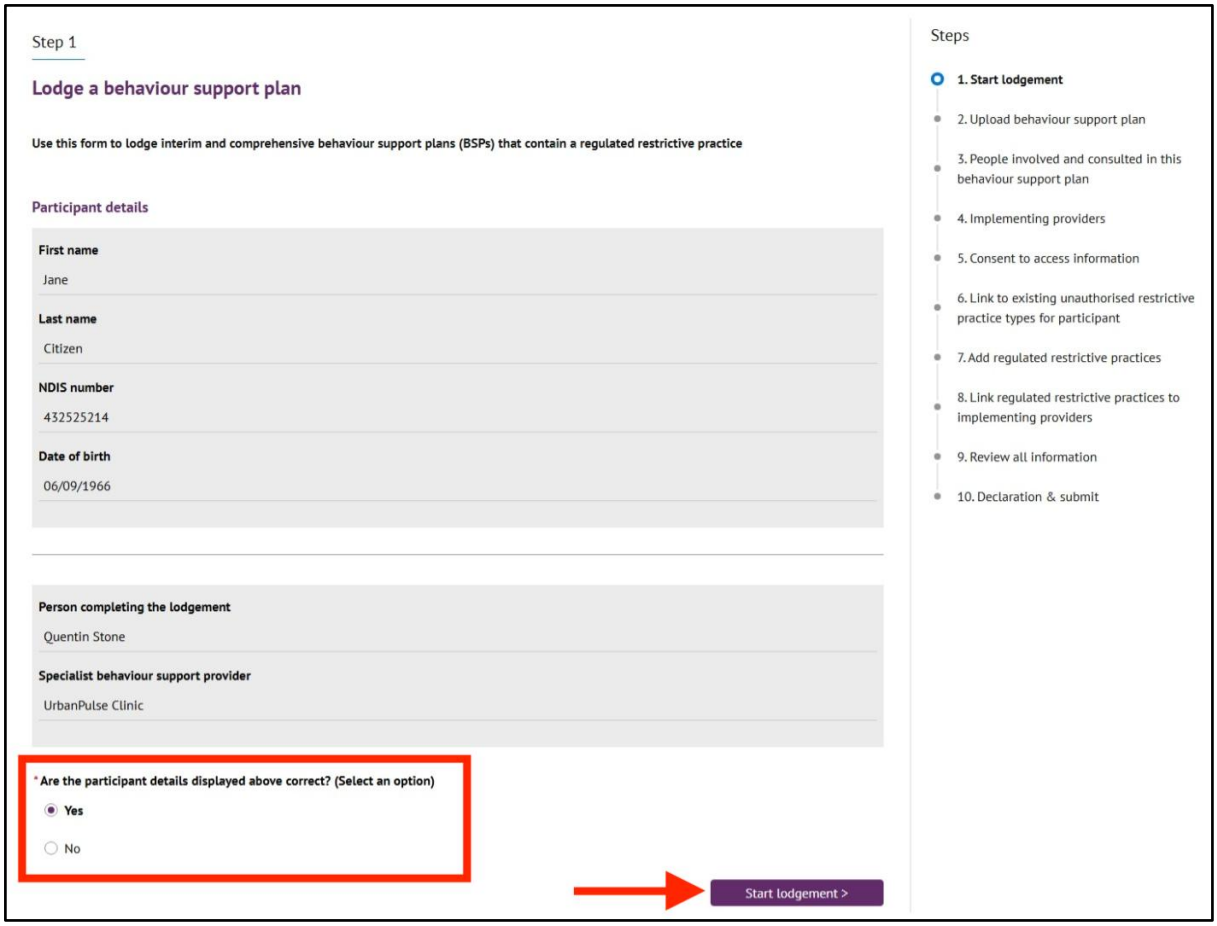


Step 1: Start lodgement

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 2: Upload behaviour support plan

1. Choose the plan type (**Interim** or **Comprehensive**).

- For **Interim plans**:
    1. Upload a copy of the **BSP file**.
    2. Type in the **Engagement date**:
       This is the date you were engaged to develop the BSP, as specified in your service agreement.
    3. 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.
    4. 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**.

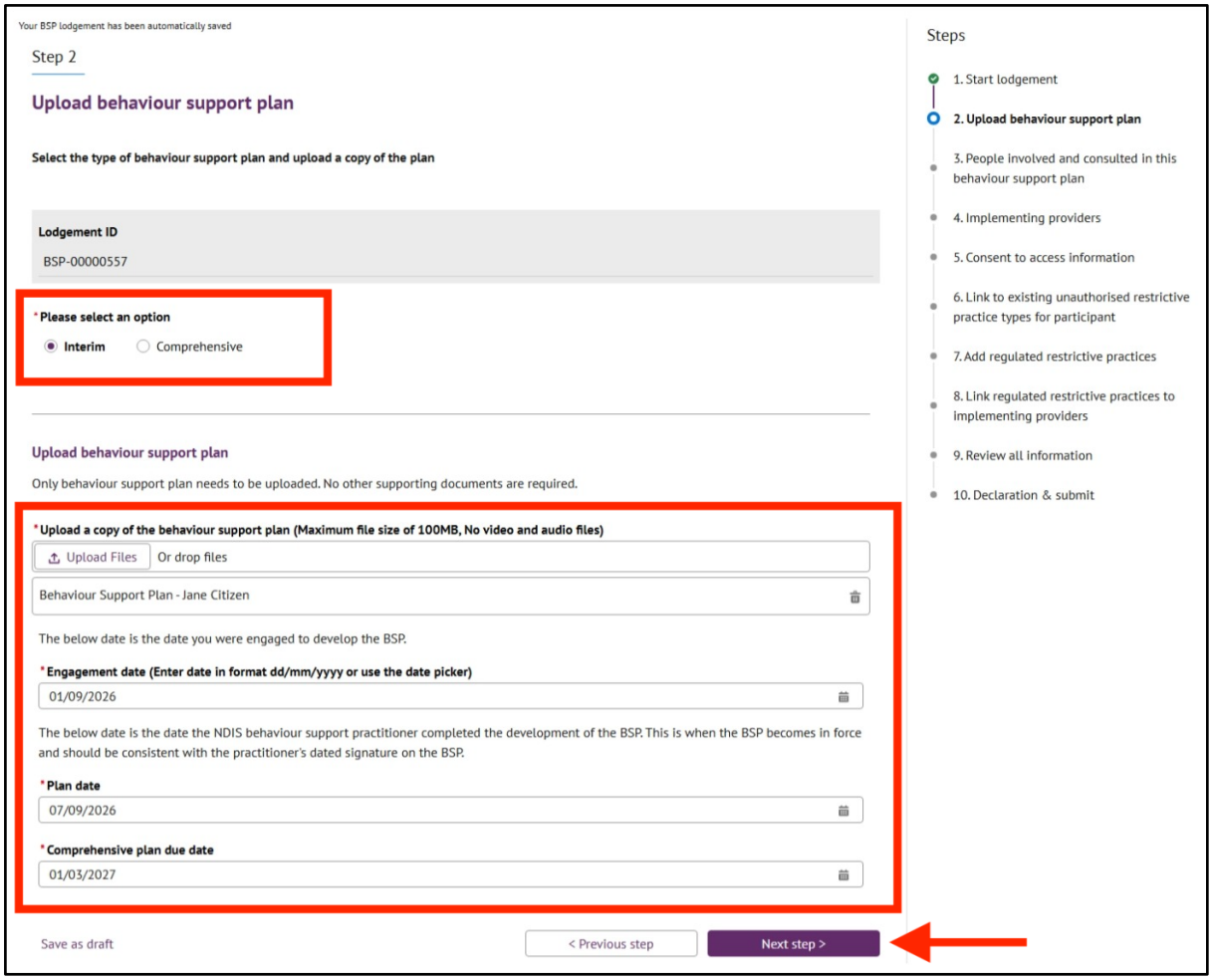
6. Enter the **Engagement date**.
   This is the date you were engaged to develop the BSP, as specified in your service agreement.

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**.

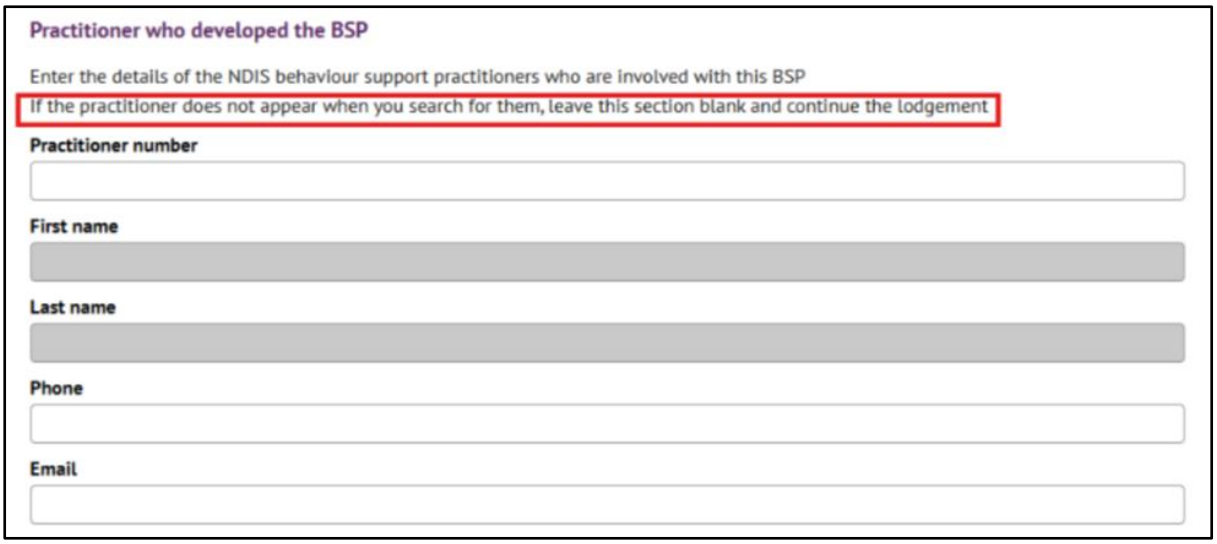
Note on uploading PDFs: PDFs with embedded files or other active elements can't be accepted by the system. Only flat file PDF's can be attached. Use 'print to PDF' to reformat an existing PDF into a flat file PDF.



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).



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.

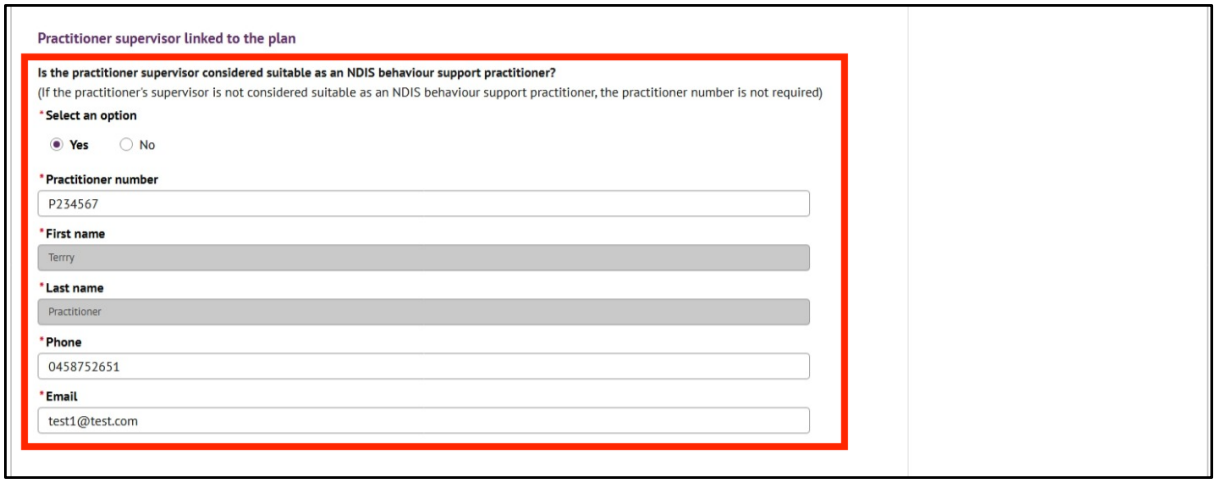
- Select **Yes** if:
  - The practitioner's supervisor is engaged by your provider and is also a suitable NDIS behaviour support practitioner.
  - The practitioner's supervisor reviewed and endorsed the BSP.

- 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.

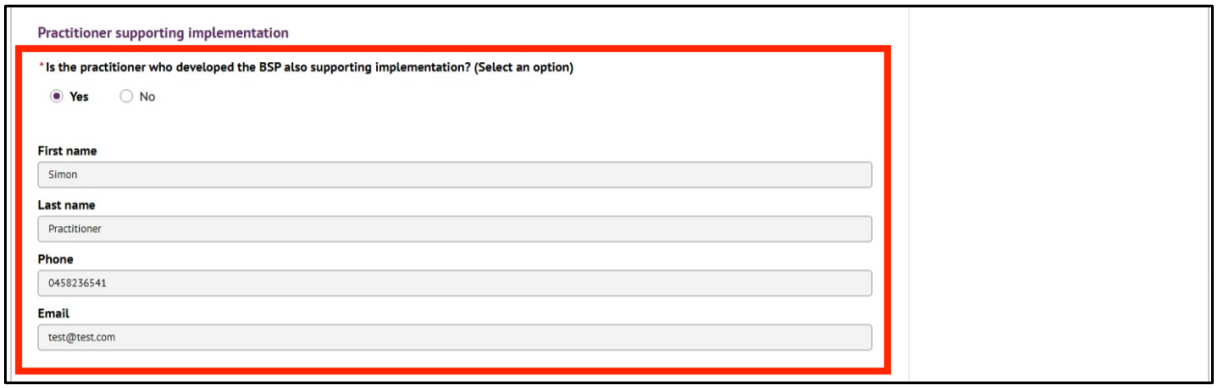


3. **Practitioner supporting implementation**:

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.

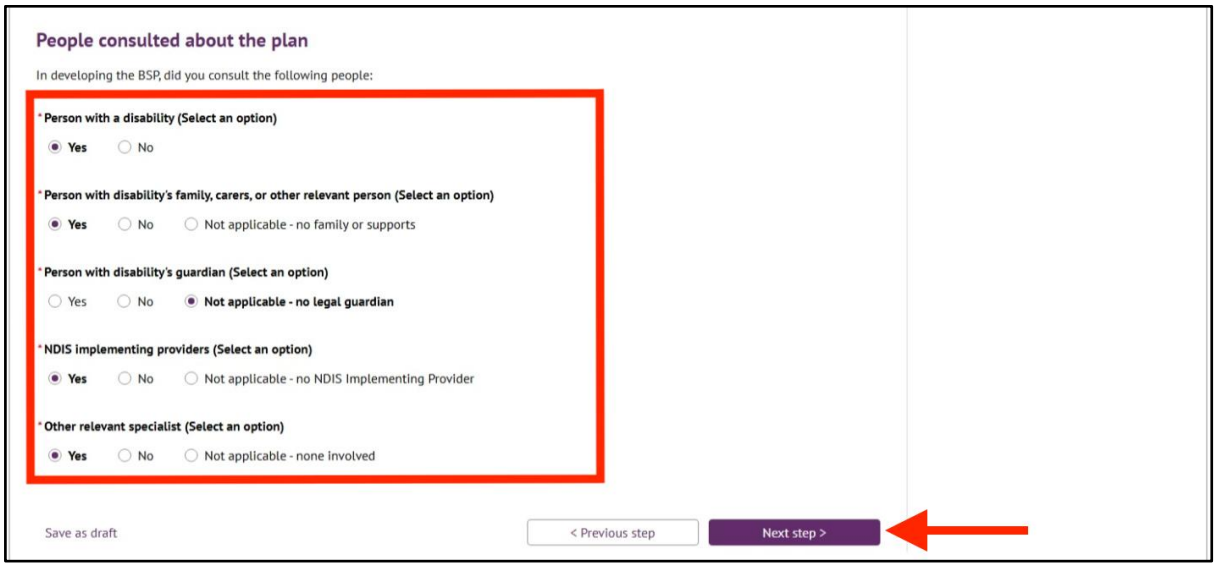


4. **People consulted about the plan**:

- 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**.



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).

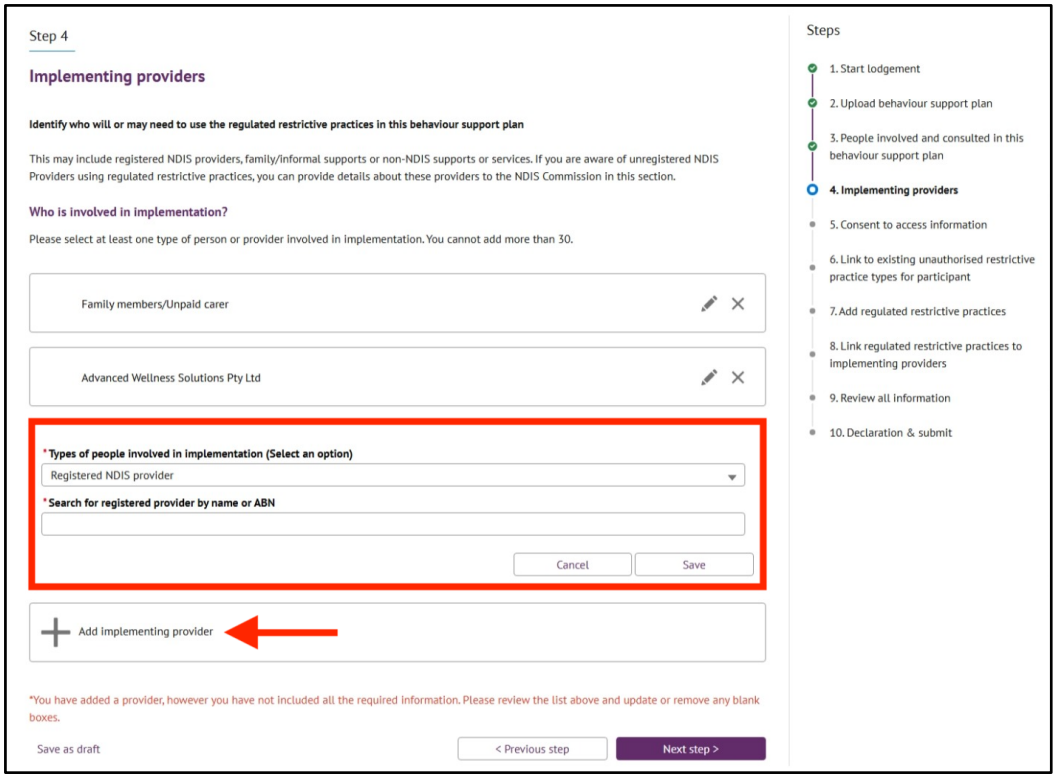
1. Click **+ Add implementing provider**.

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 5: Consent to access information

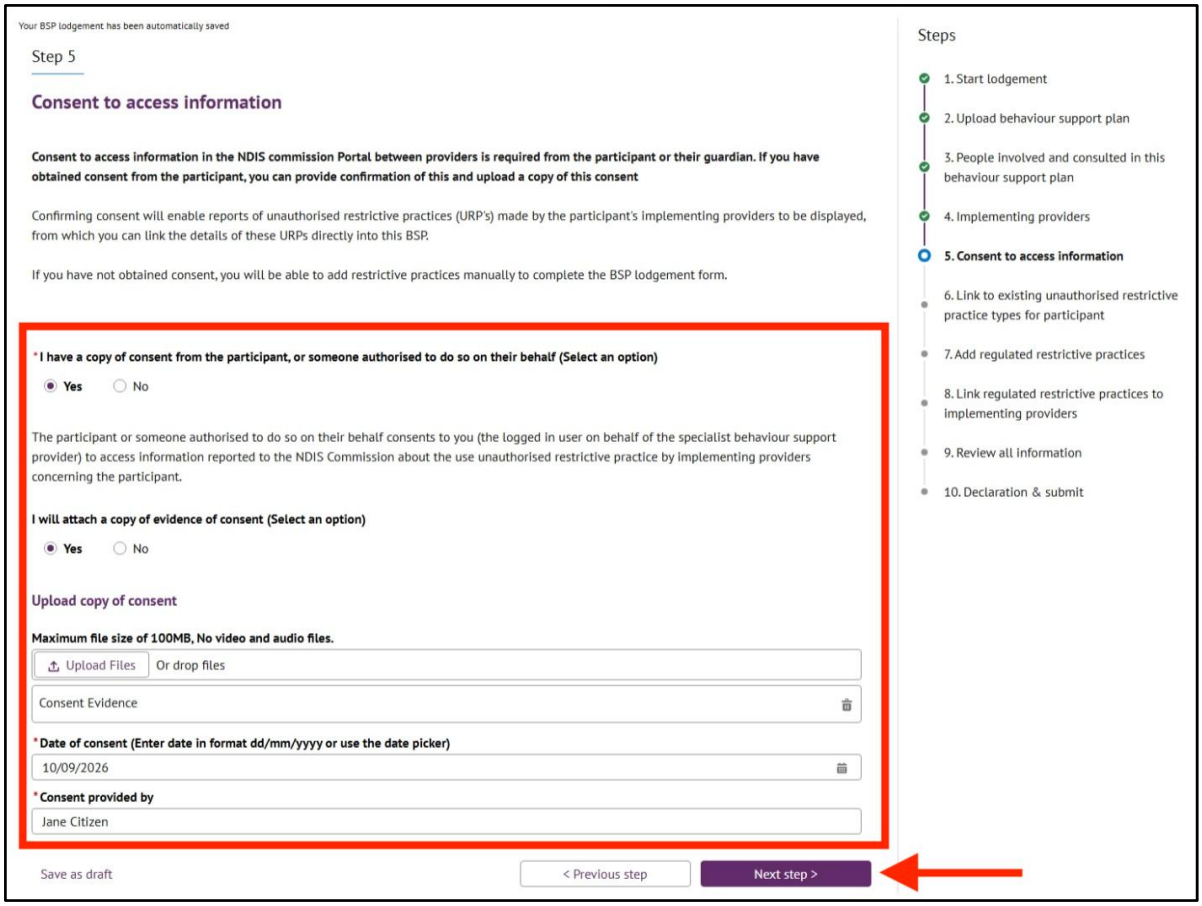
Confirming consent will enable reports of unauthorised restrictive practices (URP's) made by the participant's registered implementing providers to be displayed, from which you can link the details of these URPs directly into this BSP.

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**.



Step 6: Link to existing unauthorised restrictive practices types for participant

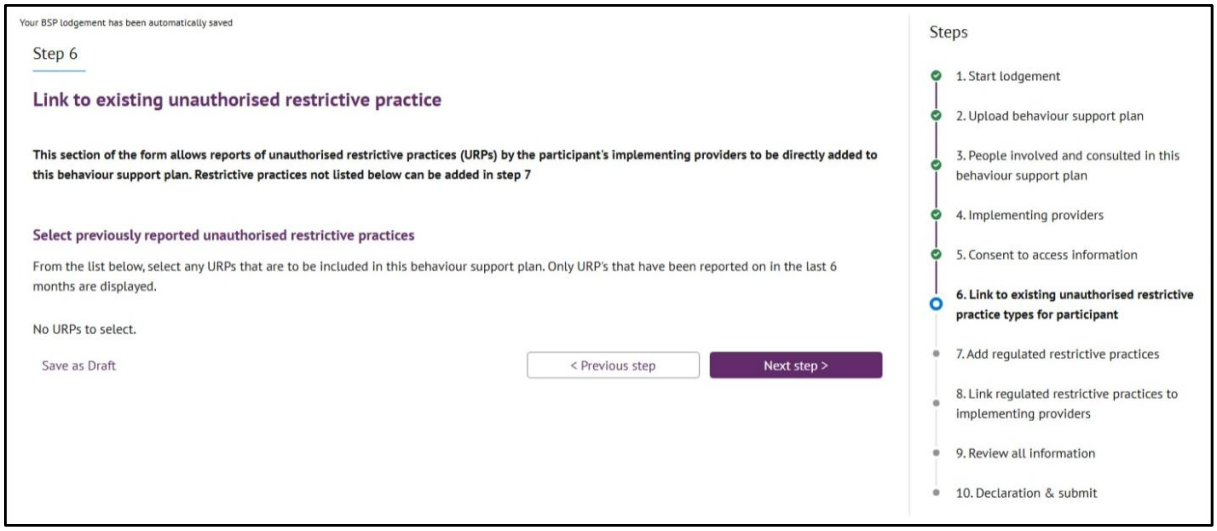
If you selected **Yes** to have consent in step 5, URPs reported in the last six months will be displayed. Select any of the URP details where that restrictive practice is going to be included in the BSP.

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**.



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 Regulated restrictive practice sub-type definitions guide.
- Select the Admin type

2. Click **Save**. Add more if needed.

3. Click **Next step**.



Step 8: Link regulated restrictive practices to implementing providers

1. This screen shows the people and providers you added for this plan.

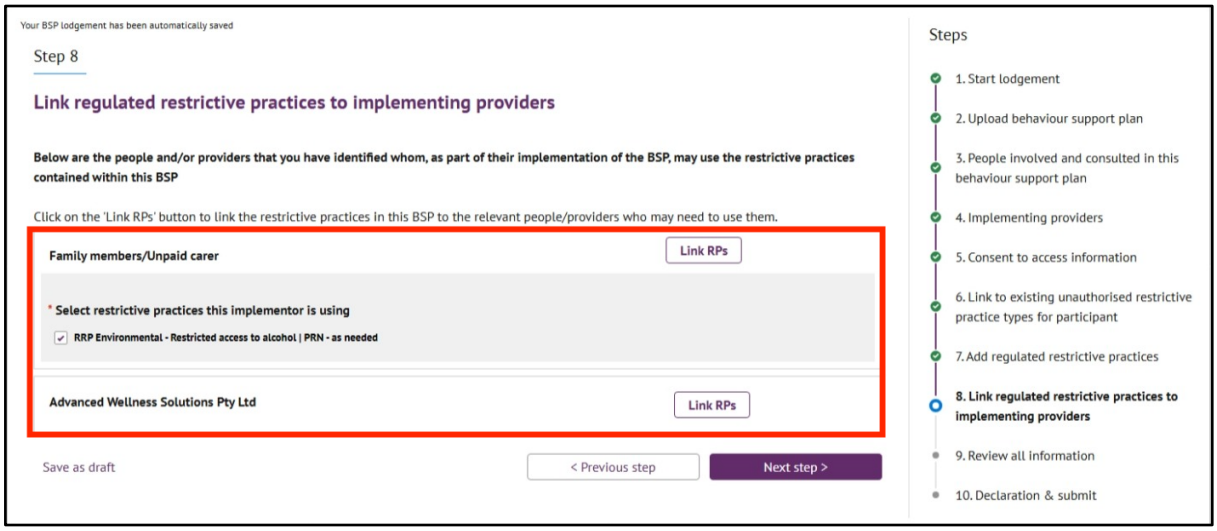
2. Click **Link RPs** and then scroll down the page to view the restrictive practices.

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.



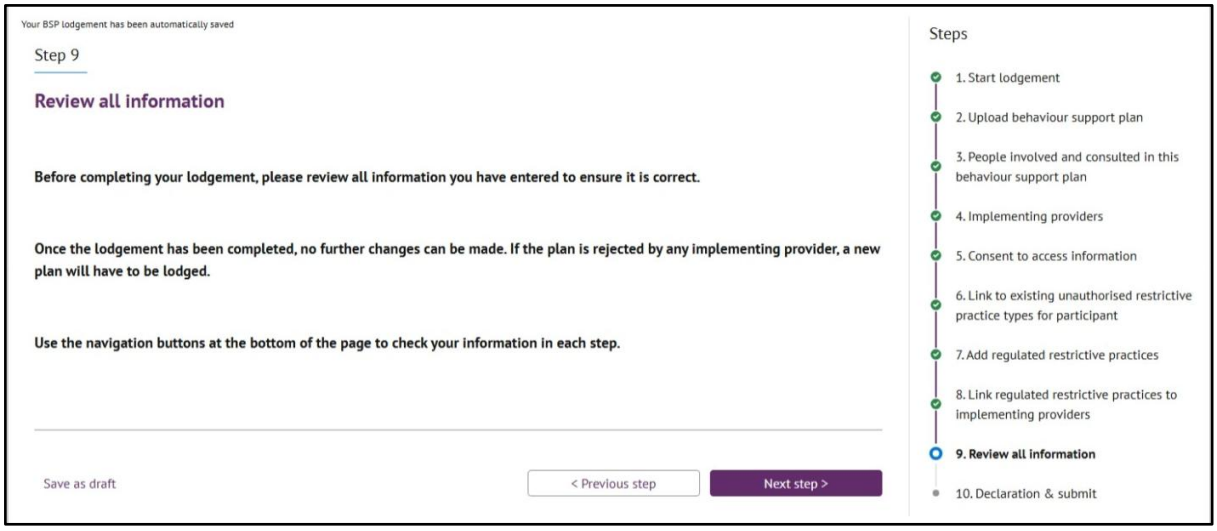
Step 9: Review all information

- 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.

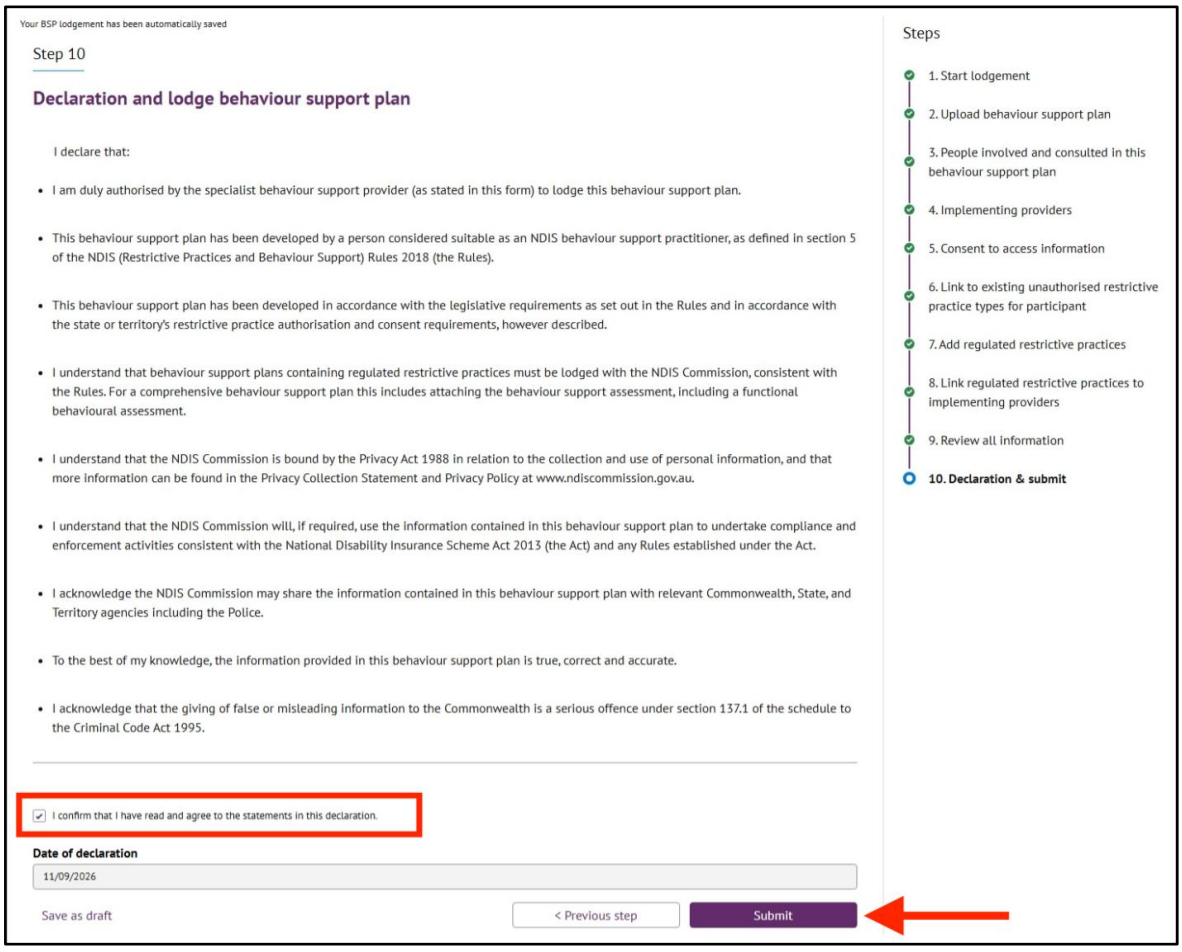
Once you have reviewed all the information provided, click **Next Step**.



Step 10: Declaration & submit

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

2. Click **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.

