



Specialist Behaviour Support Providers: How to lodge a Behaviour Support Plan

Quick Reference Guide

This guide outlines how to use the **NDIS Quality and Safeguards Commission (NDIS Commission) Portal** to lodge a behaviour support plan.

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Accessing the NDIS Commission Portal (the Portal)

Step 1: Obtain a PRODA account

To access the Portal, you will need a PRODA account. For instructions, see the [Quick Reference Guide: Getting access to NDIS Commission Portal](#).

Step 2: Are you considered suitable as a NDIS behaviour support practitioner?

Under the National Disability Insurance Scheme (NDIS), a specialist behaviour support provider must engage behaviour support practitioners, who are persons that the NDIS Commissioner of the NDIS Quality and Safeguards Commission (NDIS Commission) considers suitable to undertake behaviour support assessments and to develop behaviour support plans that may contain the use of restrictive practices. There is [information about this requirement](#) on our website.

If you have not been considered suitable as an NDIS behaviour support practitioner, your access request will be rejected.

Step 3 – Self request access role for the Portal

Behaviour Support Practitioner role

Once you have your PRODA account and have been considered suitable as a NDIS behaviour support practitioner, log in to the Portal and request access for '**Behaviour Support Practitioner**'. This role is approved by the NDIS Commission. You will be notified via email if your access has been approved within approximately two business days.



***Tip:** if you are requesting multiple user roles, ensure the behaviour support practitioner role is requested separately from any other roles. Do not request multiple roles at the same time as this may result in your request for the behaviour support practitioner role being rejected.*

Behaviour Support Practitioner Admin role

An administrative staff member or other non-behaviour support practitioner can assist in the lodging of behaviour support plans for the specialist behaviour support provider. However, a behaviour support practitioner must be added to the behaviour support plan in the Portal and is responsible for the information entered on the Portal and contained in the behaviour support plan.

The Behaviour Support Practitioner Admin can complete all steps required for lodgement; however, the behaviour support practitioner must complete the final step of clicking the 'Send draft' button.

When is the behaviour support plan lodged?

The behaviour support plan is lodged when the 'send draft' button is pressed and the status of the plan changes to 'pending'.

General tips when lodging a behaviour support plan



Tip: Complete mandatory fields when entering information.

These are identified by a red asterisk (*). Fields that are not marked with a red asterisk are not essential to complete the lodgement.



Tip: When searching for providers, always use the provider's ABN only. If you mistype the provider's name, the Portal may return zero results, as it looks for an exact match. Using the ABN as the only search term is the most reliable way of finding providers in the Portal quickly.



Tip: Ensure you add the implementing providers' service location/outlet after adding the implementing provider. This is required to add the behaviours of concern and restrictive practices.

Getting ready to lodge

Prior to lodgement, it is a good idea to have the following items easily available and accessible:

1. **A completed behaviour support plan** in a document that contains at least one regulated restrictive practice. The plan can be written on your own template or on the NDIS Commission template. **Note - if there are no restrictive practices in the plan, lodgement is not required.**
2. **Implementing provider details:**
 - a. Each Implementing provider's ABN
 - b. Service location outlet ID number or outlet name or outlet address
3. **Medication details** (if chemical restraint is included in the plan) e.g., medication chart with the names of the medications, dosage and frequency.
4. **A functional behaviour assessment**, if a comprehensive behaviour support plan is being lodged, as this must also be attached to the Portal.

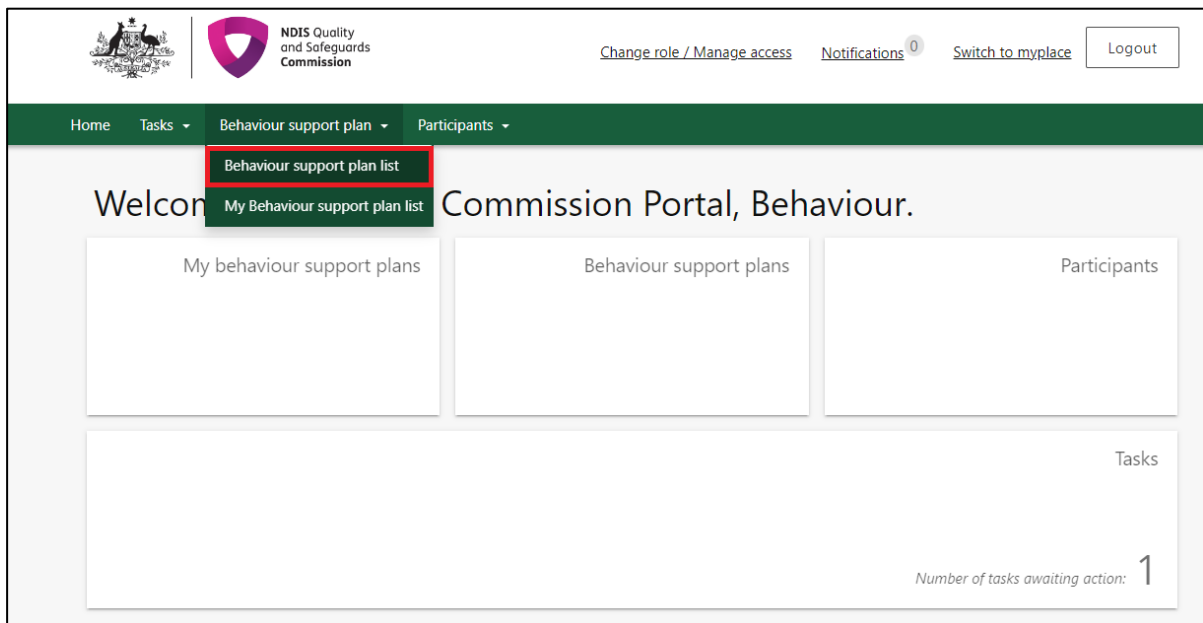


Tip: Select 'Functional Behaviour Assessment' as the document type when uploading.

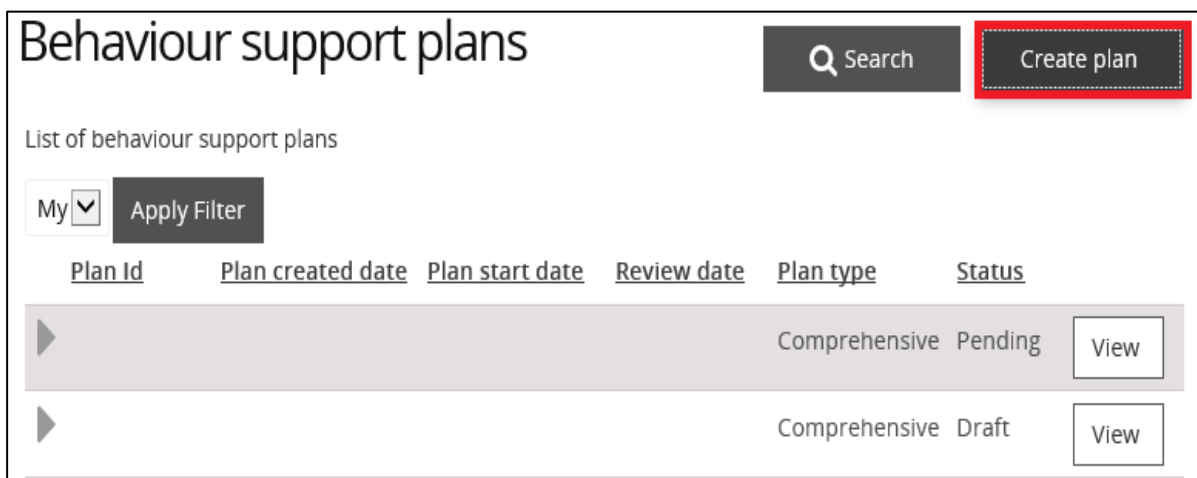
If you have multiple access roles, ensure you are logged in as behaviour support practitioner or Behaviour Support Practitioner Admin role.

1. Create behaviour support plan identification number (plan ID)

1.1. Click on the behaviour support plan drop down menu and select **Behaviour support plan list**.



1.2. Click **Create plan**.



1.3. Select *Interim* or *Comprehensive* and then select **Save and continue**.

Only select *Comprehensive* if you have a completed a functional behaviour assessment ready to upload. Once you select either *Interim* or *Comprehensive*, a plan identification number (plan ID) is created for this plan type and cannot be changed. If you select the wrong plan type, you will need to go back to step 1.2 and create another plan.



Tip: Do not select 'RP record (no BSP)' plan type. If you are a practitioner uploading a behaviour support plan, then you should only choose between an interim plan and a comprehensive plan.



Tip: If the wrong plan type is selected, go to step 15 to close the plan and select 'created in error' as reason for closure.

Behaviour support ▾

Create a behaviour support plan * required

Plan type:*

- Comprehensive
- Comprehensive
- Interim
- RP Record (no BSP)

[Discard changes and return](#) **Save and continue**

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[Accessibility](#) | [Copyright & Disclaimer](#) | [Privacy information](#) | [User access request form](#)

You have now created a draft behaviour support plan in the Portal.

Note: NSW/ACT practitioners need to provide the plan ID to implementing providers for the authorisation submission.

Behaviour support plan

Person: TEST TEST
Type: Comprehensive
Status: Draft
Behaviour support practitioner: Behaviour Support

Overview

Person details

Key contacts

Details

Implementing providers

Overview

Notifications

- More than 3 providers: N
- More than 3 restraints: N
- Report due: Report due in 8 days

Provider list

There are no providers

Overview

- Id: 4-7QF2Y1F**
- Created date: dd/mm/yyyy 23/08/2023
- Behaviour support practitioner: Behaviour Support
- RP authorisation status:



Tip: The **plan ID** is located in the 'Behaviour support plan overview' section on the right-hand side of the screen.

2. Add participant details

2.1. Click the **Person details** from the left-hand side menu then click **Select Add**.

Home Tasks Behaviour support plan Participants

Behaviour support plan

Person details * required

Person

There are no participants recorded.

Add

Person details

2.2. On the 'Participant Search' screen, enter the participant details and click **Search**.

Participant search

NDIS number: COS participant Id:

First name: Middle name: Last name:

Date of birth: dd/mm/yyyy Gender: Please Select Email address:

[Clear search](#) [Cancel search](#)

2.3. Select a **Participant record** to add then click **Select**.

Results

First name	Last name	NDIS number	Date of birth	Email address	Status
TEST	TEST	777777	30/10/1997		Active

Select

- 2.4. Check the participant details for accuracy. If they are incorrect, update the **person's details**. Go to step 3.1.



Tip: If numerous entries appear, cross check against the Date of Birth (DOB) on the behaviour support plan and NDIS participant number.

Create/update participant * required

Date created: 28/10/2022 Last updated: 28/10/2022 Last updated by: CallCentre03 CallCentre03
COS participant id: 4-7HB0P68

NDIS number:
7777777

First name:* TEST	Middle name: 	Last name:* TEST
Title:* Mr	Gender:* Indeterminate	Country of birth: Please Select
Aboriginal or Torres Strait Islander (ATSI) origin: Please Select	Date of birth:* dd/mm/yyyy 30/10/1997	Age: 25 Years 9 Months



Tip: If you select an existing participant, this will auto populate their details in the plan, so you can move to the next section.

- 2.5. If no participant records appear after searching, click **Create participant** and go to step 2.6.

Results

No records were found matching your search criteria. Please refine your search and try again.

Create participant

2.6. Enter the participant details and go to step 3.1.

NDIS number: <input type="text"/>		
First name:*	Middle name:	Last name:*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Title:*	Gender:*	Country of birth:
<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>	<input type="text" value="Please Select"/>
Aboriginal or Torres Strait Islander (ATSI) origin:	Date of birth: * dd/mm/yyyy	Age:
<input type="text" value="Please Select"/>	<input type="text"/>	Years Months



Tip: Once you have created the participant record for the first behaviour support plan, it will be available to use for any subsequent behaviour support plans for that participant.



Tip: When lodging a behaviour support plan for a person that is funded under the Disability Supports for Older Australians (DSOA) Program, enter their health ID number under the section for NDIS participant number. If you do not know their health ID number put "COS". The NDIS Commission Portal will accept any number entered if the letters COS are placed in front.

3. Add disability details

3.1. Scroll down to the **Disability details** tile then click **Add/update disability**.



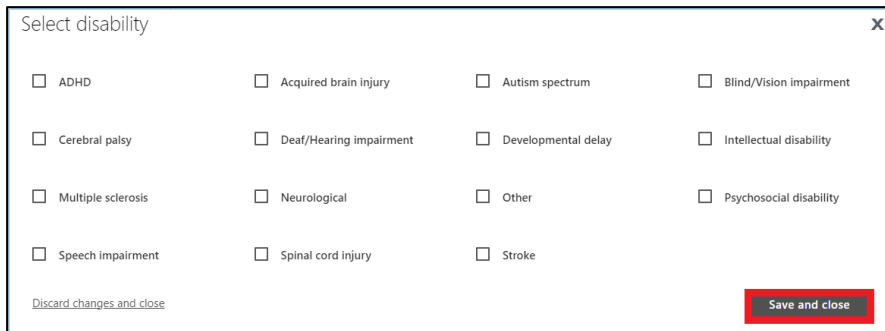
▼ Disability details

Add disability details.

No disabilities recorded.

Add/update disability

3.2. Select the **Disability type/s**, then click **Save and close**.



Select disability X

ADHD Acquired brain injury Autism spectrum Blind/Vision impairment

Cerebral palsy Deaf/Hearing impairment Developmental delay Intellectual disability

Multiple sclerosis Neurological Other Psychosocial disability

Speech impairment Spinal cord injury Stroke

[Discard changes and close](#) Save and close

4. Add address details

4.1. Scroll down to the **Addresses** tile then click **Add address**.



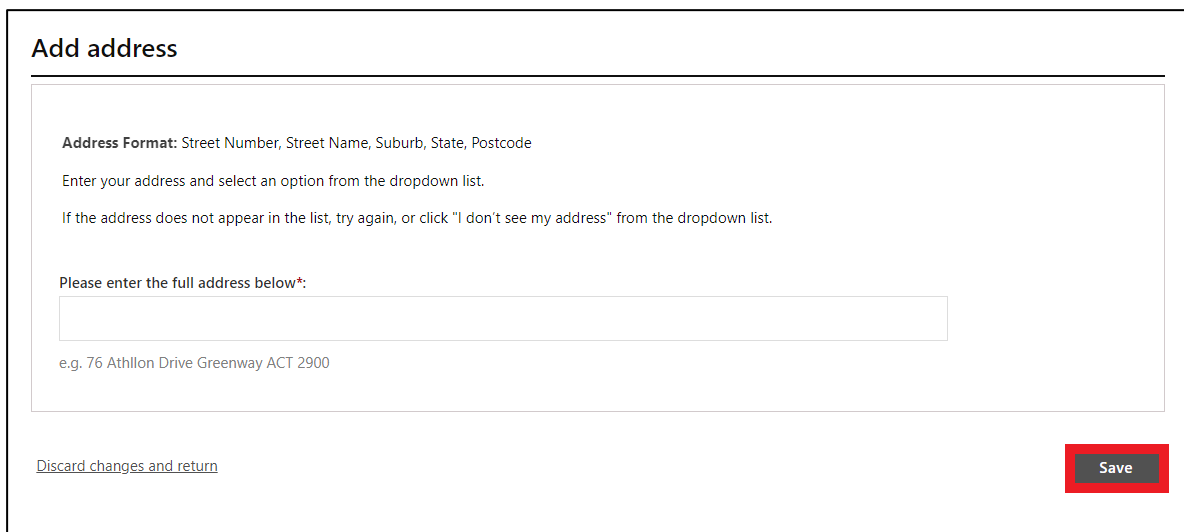
Addresses

Add current participant address.

[Add address](#)

No addresses recorded.

4.2. Type the **Address details** using no punctuation, then click **Save**.



Add address

Address Format: Street Number, Street Name, Suburb, State, Postcode

Enter your address and select an option from the dropdown list.

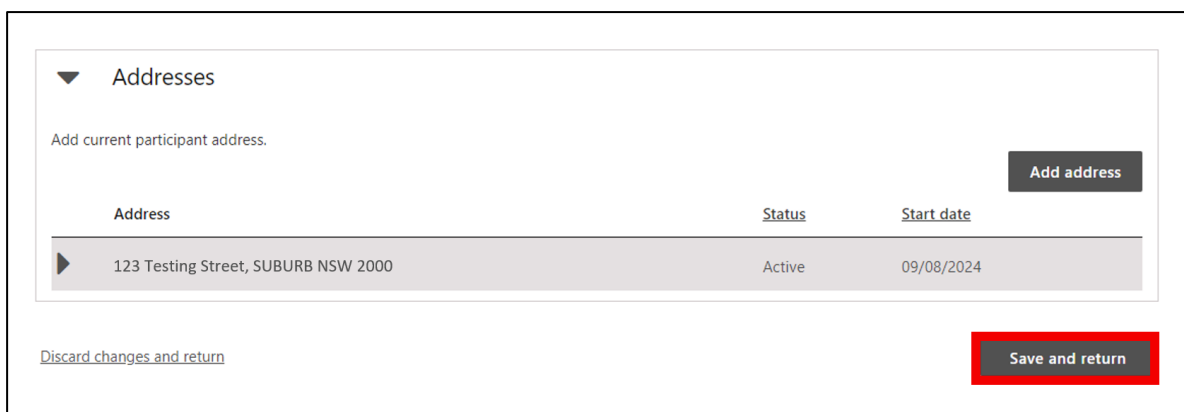
If the address does not appear in the list, try again, or click "I don't see my address" from the dropdown list.

Please enter the full address below*:

e.g. 76 Athllon Drive Greenway ACT 2900

[Discard changes and return](#) [Save](#)

4.3. Then scroll down and click, **save and return**.



Addresses

Add current participant address.

[Add address](#)

Address	Status	Start date
▶ 123 Testing Street, SUBURB NSW 2000	Active	09/08/2024

[Discard changes and return](#) [Save and return](#)

5. Consent to share information

- 5.1. The consent to share information section is not mandatory. Only complete this section if you have a copy of evidence of consent from the participant (or someone authorised to do so on their behalf). Click **update**. If you do not have a copy, go to step **6.1**.

Consent to share information

The participant (or someone authorised to do so on their behalf) consents to the Commission sharing the following records with any government department or authority responsible for authorisation of restrictive practices concerning the participant in order to help it exercise that responsibility:

(a) this plan

(b) any report that the Commission receives about the use of restrictive practices concerning the participant.

Update

I attach a copy of evidence of the consent:

No

- 5.2. Select Yes, enter the details of the consent and click **save**.

Update consent to share information

i If you have a copy of evidence of the consent, you will need to add this to attachments in the left hand navigation before updating the information here.

The participant (or someone authorised to do so on their behalf) consents to the Commission sharing the following records with any government department or authority responsible for authorisation of restrictive practices concerning the participant in order to help it exercise that responsibility:

(a) this plan

(b) any report that the Commission receives about the use of restrictive practices concerning the participant.

* required

I attach a copy of evidence of the consent:*	Consent received date: * dd/mm/yyyy	Consent provided by:*
Yes		

[Discard changes and close](#) **Save**

- 5.3. Go to the attachments tab on the left-hand side menu. **Click Add attachments.** Then upload a copy of the consent. Make sure you select **consent to share information** as the 'document type' from the drop-down options and click **save and close.**

Add/update attachment details X

* required

Name:*

Document type:*

Description: Maximum of 250 characters

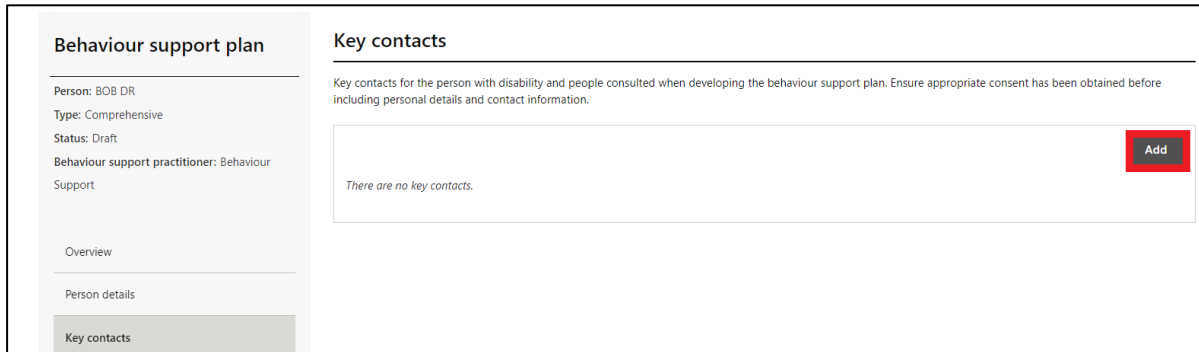
[Discard changes and close](#) **Save and close**



Tip: If you select 'Yes' to 'attaching a copy of the consent', and you do not add evidence of the consent in the attachments tab, it will not let you send the draft plan to **'pending'** status.

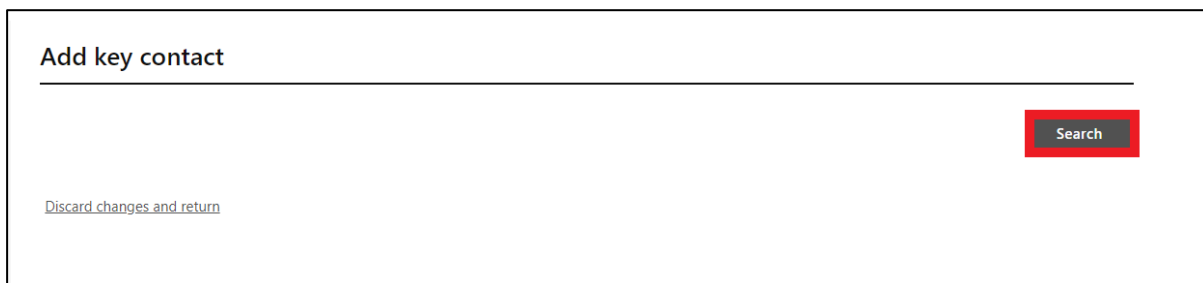
6. Add key contacts

6.1. Click the **Key contacts** from left hand side menu then click **Add**.



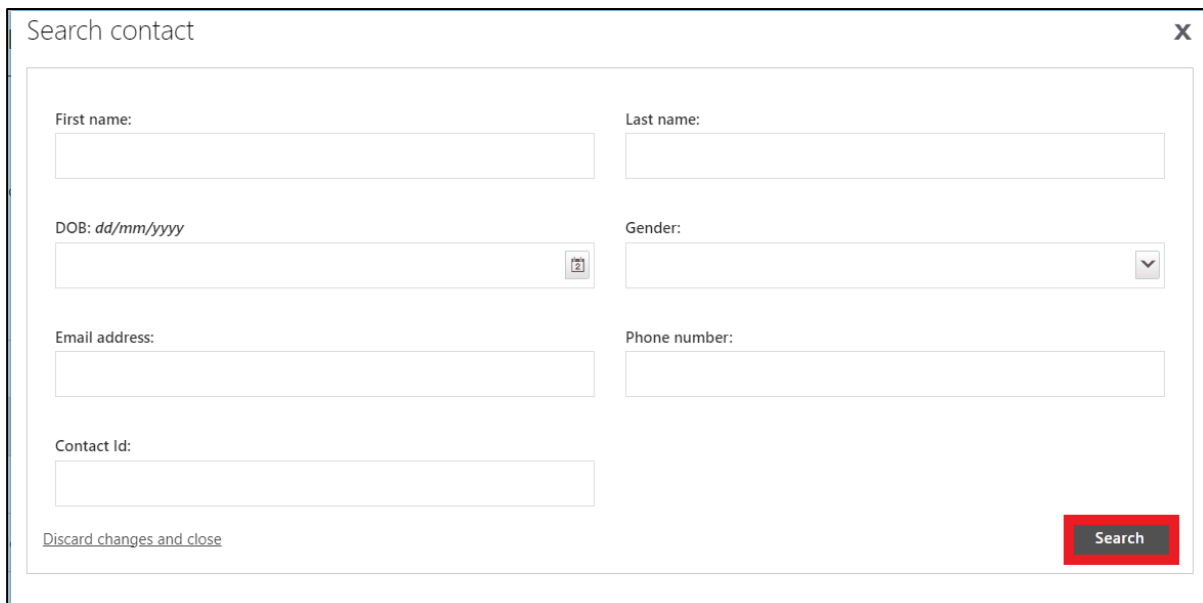
The screenshot shows a web interface for a 'Behaviour support plan'. On the left, a sidebar menu includes 'Overview', 'Person details', and 'Key contacts' (which is highlighted). The main content area is titled 'Key contacts' and contains a text box with the message 'There are no key contacts.' and a red 'Add' button in the top right corner. A descriptive note above the text box states: 'Key contacts for the person with disability and people consulted when developing the behaviour support plan. Ensure appropriate consent has been obtained before including personal details and contact information.'

6.2. Click **Search**.



The screenshot shows a form titled 'Add key contact'. It features a large empty text input field and a red 'Search' button on the right. At the bottom left, there is a link that says 'Discard changes and return'.

6.3. Type the key contact's search details then click **Search**.



The screenshot shows a 'Search contact' form with a close button (X) in the top right corner. The form contains several input fields: 'First name:', 'Last name:', 'DOB: dd/mm/yyyy' (with a calendar icon), 'Gender:' (with a dropdown arrow), 'Email address:', 'Phone number:', and 'Contact Id:'. A red 'Search' button is located at the bottom right, and a link 'Discard changes and close' is at the bottom left.

6.4. Select a Key contact record to add then click **Select and close**.

Add contact X

[Search again](#)

	<u>Last name</u>	<u>First name</u>	<u>DOB</u>	<u>Mobile</u>	<u>Email address</u>	<u>Gender</u>	<u>Contact Id</u>
<input checked="" type="radio"/>	SINGH	BEE	01/01/1988	02 6161 6161	bee.singh@emai	Unspecified	4-3RMT9WX
<input type="radio"/>	SINGH	GIL		02 6161 6161	gil.singh@email.		4-3SD0P06

[Discard changes and close](#) **Create** **Select and close**

6.5. If the key contact you are searching for is not there, click on the **Create** button and enter their details.

6.6. Check the **Key contact's details** for accuracy.

6.7. Update **Key contact's details** if they are incorrect.

6.8. Click **Save**.

Key contact * required

Title:* <input type="text"/>	First name:* <input type="text"/>	Last name:* <input type="text"/>
Person type:* <input type="text"/>	Person consulted, if other: <input type="text"/>	Consulted date:* dd/mm/yyyy <input type="text"/>
Email address: <input type="text"/>	Phone number: <input type="text"/>	

[Discard changes and return](#) **Save**

7. Enter details about the behaviour support plan

- 7.1. Click **Details** from the left-hand side menu.
Click **Update**.
Click the **select** button next to the behaviour support practitioner box to select the practitioner that you are uploading the plan for.
- 7.2. Enter the **start date**, **end date** and **review date**. The review date should be at least one month before the end date.



Tip: Plan start dates in the portal should align with the dates on the attached behaviour support plan.



Interim behaviour support plans are developed within 1 month and comprehensive behaviour support plans are developed with 6 months of being engaged.

A provider is considered 'engaged' from either the date of the service agreement, or the date specified in the service agreement (i.e. where a date is specified in the agreement by which the provider is to commence developing the plan)

- 7.3. Enter the **State** the participant is living in.

For Queensland only, indicate whether a short-term approval is in place.



Tip: After saving, check that the dates you have entered are correct. If they are incorrect, update and save again.

8. Add implementing provider details



The NDIS (Provider Registration and Practice Standards) Rules 2018 state “a person must be registered under section 73E of the Act to provide a class of supports to a participant if, during the provision of the supports, there is, or is likely to be, an interim or ongoing need to use a regulated restrictive practice in relation to the participant.”

This means any NDIS funded provider who implements (or is likely to implement) restrictive practices is required to be registered with the NDIS Commission for the type of support they are providing. This includes completing audit against Module 2A: Implementing Behaviour Support Plans. They do not need to be registered specifically for behaviour support registration group 0110.

Unregistered implementing provider



If you are developing a behaviour support plan for a participant who is engaging unregistered providers and implementing regulated restrictive practices, please contact the NDIS Commission.

No implementing provider

When there is no NDIS funded implementing provider using the regulated restrictive practice (e.g., family members, school) you will not be able to enter the behaviours of concern or regulated restrictive practices in the plan. The delivery of services to NDIS participants funded by the State or Territory Government, is an example of a non-NDIS provider and may include Forensic, Health and Mental Health Services or child protection agencies.

For these behaviour support plans:

- complete [step 9](#) if it is a comprehensive plan - adding a functional behaviour assessment.
- complete [step 12](#) – attach a copy of the plan.
- then go to [step 15](#) and close the plan. Select the appropriate reason for closure e.g. **implemented by family** or **implemented by non-NDIS provider**.

For a behaviour support plan that is implemented by a registered NDIS provider(s), continue to follow each step in this guide.

8.1. Select **Implementing providers** and click **Add**.



Tip: Only add in NDIS providers who are implementing the restrictive practices. Do not add other providers to this section. Any other providers involved who are not implementing any restrictive practices can be added under **Key contacts** (see section 6).



Tip: As the practitioner and the specialist behaviour support provider, you are automatically displayed on the **'details'** view and do not need to be re-added here.

Behaviour support plan

Person:
Type: Comprehensive
Status: Draft
Behaviour support practitioner:

Overview

Person details

Key contacts

Details

Implementing providers

Assessments

Behaviours of concern

Schedule of restrictive practices

Monthly reporting of restrictive practices

Authorised reporting officer report submission

Implementing providers

Select provider to view details.

Approve
Add

There are no providers.

Service locations (outlets)

Add an implementing provider's service location (outlet) to this plan.

Add

There are no service locations (outlets) selected.

8.2. Type the **implementing provider ABN** then click **Search**.

You can also search by name, however it is easier to find the correct provider by using the ABN only. You should also verify both the ABN and provider name to ensure you have not selected another provider that is not involved with the participant.

Search provider ✕

Name:

Phone:

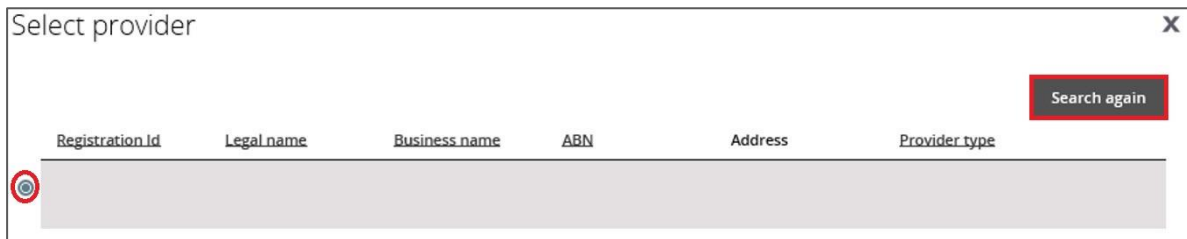
Email:

ABN:

State: ▼

[Discard changes and close](#) Search

8.3. Select an **Implementing provider record** to add then click **Confirm**.



If there are more providers to add, **repeat steps 8.1 – 8.3**.

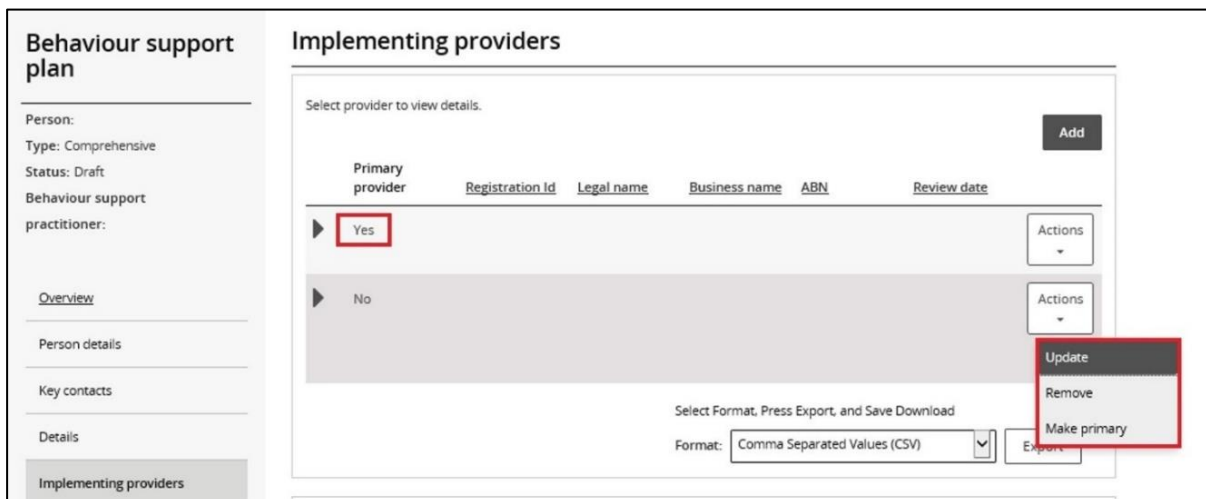
8.4. Where there are multiple providers, select a **primary provider**. This is the provider likely to be using the restrictive practices the most. Click the **Actions** button to change a primary provider.



Tip: When the plan status is in draft, the **Remove** button is available. If a provider is added in error, ensure it is not the primary provider, click the **Actions** button and click **Remove**.



Tip: The primary provider cannot be removed. Add the correct provider first, make them the primary provider by clicking the **make primary** button, and then remove the incorrect provider. *Note: This will also remove any behaviours of concern or restrictive practices that have been attached to this provider.*



8.5. Click on the Provider name and, on the 'Service locations (outlets) screen, click **Add**.



8.6. Type the **Service location (outlet) name or ID** then click **Add**.

If you are unsure of what outlet address to add, confirm with the implementing provider. You can also leave the fields blank, and click on the **Search locations** button. This will bring up a list of all available service locations to select from.

Outlet Id	Outlet name	Outlet type	Address	Status
<input type="checkbox"/>				Active

8.7. Select a **Service location record** to add then click **Confirm**.



Tip: You will not be able to add any behaviours of concern or regulated restrictive practices if a service location is not added.



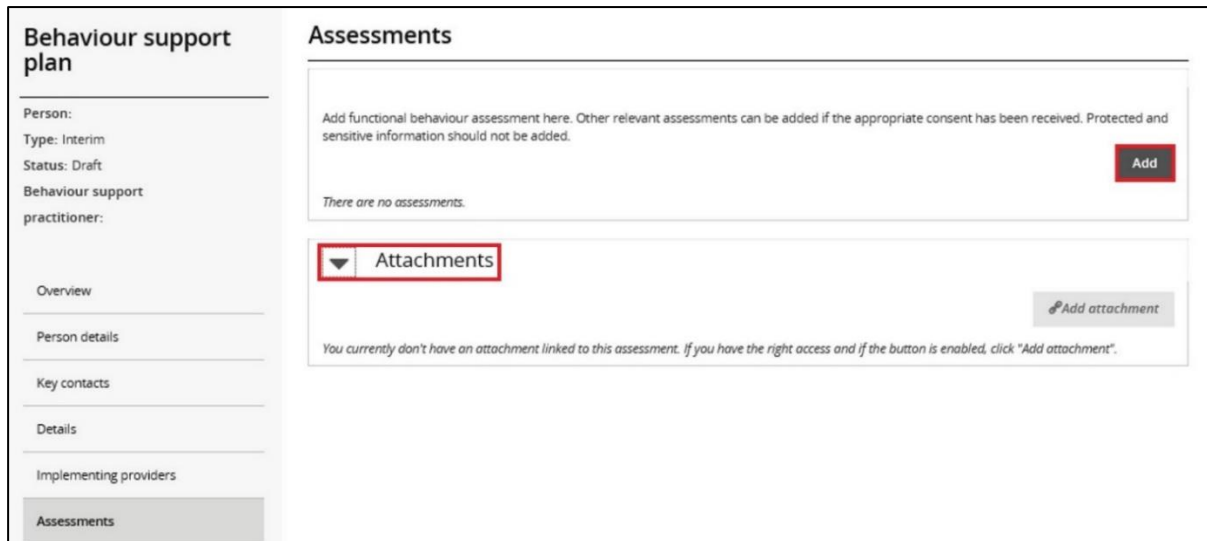
Tip: If there is more than one provider, you need to add a service location for each provider by **repeating steps 8.5 – 8.7**.

9. Add a functional behaviour assessment

This is a mandatory field for comprehensive behaviour support plans. It is not required for interim plans.

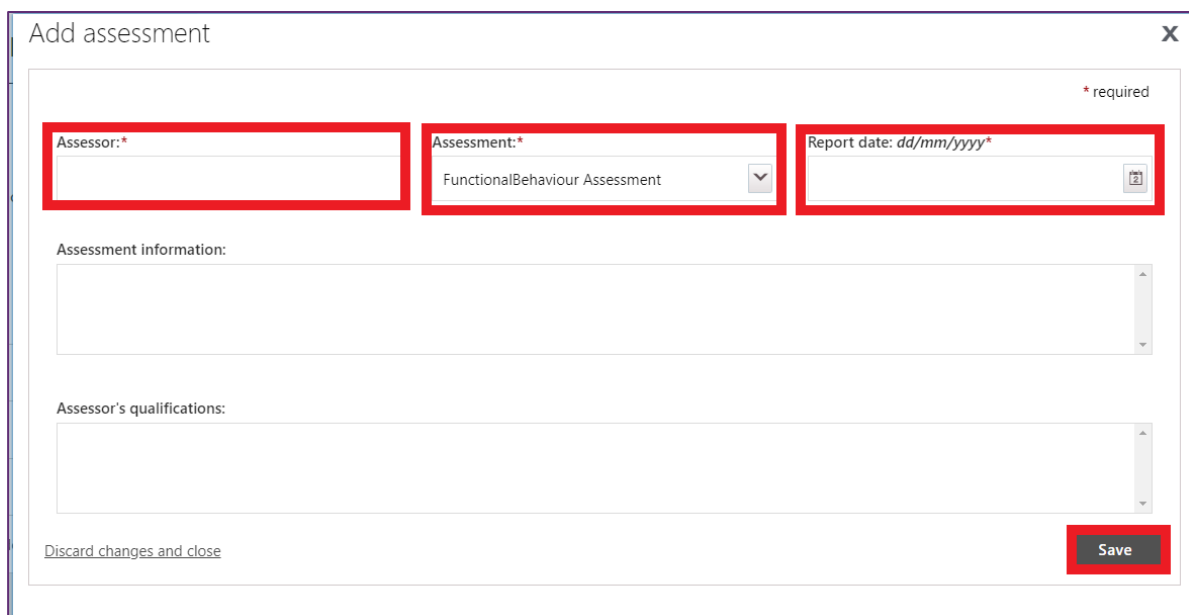
9.1. Select **Assessments** and click **Add**.

This is a two-step process – first create a record of the assessment by clicking **Add**. Then upload a copy of the assessment under **Attachments**.



The screenshot shows the 'Behaviour support plan' interface. On the left is a sidebar with navigation options: Overview, Person details, Key contacts, Details, Implementing providers, and Assessments (highlighted). The main content area is titled 'Assessments' and contains a text box for adding a functional behaviour assessment, an 'Add' button, and a section for 'Attachments' with an 'Add attachment' button. The 'Assessments' section is highlighted with a red box.

9.2. Enter the assessor's name and report date and select *Functional Behaviour Assessment* then click **Save**.



The screenshot shows the 'Add assessment' form. It has a title bar with a close button (X). The form contains three required fields: 'Assessor:*', 'Assessment:*' (a dropdown menu with 'FunctionalBehaviour Assessment' selected), and 'Report date: dd/mm/yyyy*' (with a calendar icon). Below these are two text areas: 'Assessment information:' and 'Assessor's qualifications:'. At the bottom left is a link 'Discard changes and close' and at the bottom right is a 'Save' button. The 'Assessor:*', 'Assessment:*', and 'Report date: dd/mm/yyyy*' fields are highlighted with red boxes.

Note: **Assessment information** and **Assessor's qualifications** are not mandatory fields.



Tip: Only the functional behaviour assessment is required to be attached. Other assessments do not need to be lodged with the NDIS Commission, but practitioners can attach other reports if useful.

9.3. Click on the name of the assessment, then select the **Attachments** tile and click **Expand**.

Assessments * required

Add functional behaviour assessment here. Other relevant assessments can be added if the appropriate consent has been received. Protected and sensitive information should not be added.

Add

<u>Assessor</u>	<u>Assessment</u>	<u>Report date</u>	<u>Assessment information</u>	<u>Assessor's qualifications</u>
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Update

Attachments

9.4. Click **Add attachment**.

Attachments

Add attachment

You currently don't have an attachment linked to this assessment. If you have the right access and if the button is enabled, click "Add attachment".

9.5. Choose a **File to Upload (attach)** then click **Open**.

Choose File to Upload

This PC > Desktop

Organise New folder

Name	Date modified	Type	Size
11/07/2018 4:26 PM	11/07/2018 4:26 PM	PNG File	20 KB

File name:

Custom Files (*.bmp;*.gif;*.jfif;*)

Open Cancel

9.6. Select *Functional Behaviour Assessment* as the **Document type** then click **Save and close**.

Add attachment details X

Name: * * required

Document type: *

FunctionalBehaviour Assessment
▼

Description: You have 218 of 250 characters remaining

This assessment will provide....

[Discard changes and close](#)

Save and close

- Tip:** If the functional behaviour assessment is contained within the behaviour support plan, attach the behaviour support plan here as well as attaching it under **attachments**.
- Tip:** Ensure that you have Functional Behaviour Assessment showing on the screen in two places, both at the top and underneath **Attachments**.

Behaviour support plan

Person:
Type: Comprehensive
Status: Draft
Behaviour support practitioner: User1
BVT

Overview

Person details

Key contacts

Details

Implementing providers

Assessments

Behaviours of concern

Schedule of restrictive practices

Monthly reporting of restrictive practices

Assessments * required

Add functional behaviour assessment here. Other relevant assessments can be added if the appropriate consent has been received. Protected and sensitive information should not be added. Add

Assessor	Assessment	Report date	Assessment information	Assessor's qualifications
John Smith	FunctionalBehaviour Assessment	02/06/2020		

Update

Attachments Add attachment

Name	Type	Document type	Size	Date uploaded	Uploaded by
Participant Functional behaviour assessment	docx	FunctionalBehaviour Assessment	73	02/06/2020	User1 BVT

10. Add behaviours of concern

10.1. Click **Behaviours of concern** from left-hand side menu and click **Add**.



Person:
Plan type: Comprehensive
Plan status: Draft
Behaviour support practitioner:
Overview
Person details
Providers
Behaviours of concern

Behaviours of concern

Below is a list of behaviours of concern for all providers. Click view to see full details.

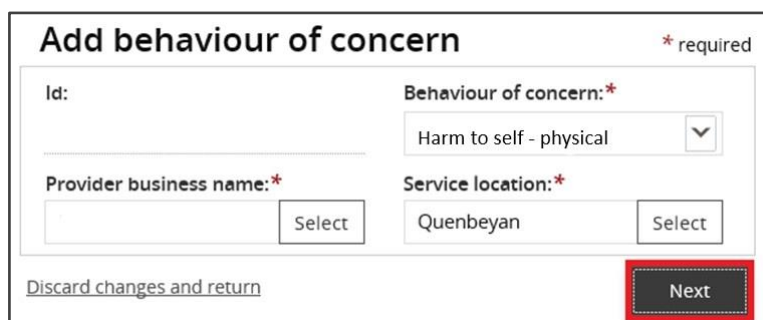
Find: Please Select

Search: Run Search

Add

There are no behaviour of concern records.

10.2. Select a Behaviour of concern from the **Behaviour of concern** drop down field. Select the **Provider Business name** and **Service location**, then click **Next**.



Add behaviour of concern * required

Id: _____

Behaviour of concern:*
Harm to self - physical

Provider business name:*
Select

Service location:*
Quenbeyan Select

[Discard changes and return](#) **Next**

10.3. Do not enter the behaviour of concern details. Scroll down and Click **Save and return**.

The screenshot shows a form with four text input fields, each with a 'Maximum of 2000 characters' limit. The fields are labeled: 'Triggers:', 'Low risk scenarios:', 'High risk scenarios:', and 'Function of behaviour:'. At the bottom left is a link 'Discard changes and return'. At the bottom right is a button 'Save and return' which is highlighted with a red border.

If there are more behaviours of concern to add, **repeat steps 10.1 – 10.3**.

10.4. If there are multiple providers, the behaviour of concern must be added against each provider where the behaviour occurs. To do this, select the behaviour of concern and click on the **copy** button. Change the **Provider business name** and **Service location** to reflect the different provider.

Behaviours of concern

Below is a list of behaviours of concern for all providers. Click view to see full details.

Find:

Search:

<u>Id</u>	<u>Behaviour of concern</u>	<u>Provider business name</u>	<u>Service location</u>	
	Physical aggression - property			Actions ▼
	Physical aggression - people			View Update
	Verbal aggression - people			Copy ▼

11. Add restrictive practices

11.1. Click **Schedule of restrictive practices** from the left-hand side menu, and then click **Add**.

Person:
Plan type: Comprehensive
Plan status: Draft
Behaviour support practitioner:
Overview
Person details
Behaviours of concern
Schedule of restrictive practices

Restrictive practices

Implementing providers are required to submit a monthly report on restrictive practice use. Select 'Report' for each restrictive practice type below.

Find: Please Select
Search: Run Search
Add

There are no restrictive practices.

11.2. Complete the **restrictive practice** information from drop down fields then click **Next**.

Add restrictive practice * required

Select the type of restrictive practice

Provider business name:* Select
Service location:* Select
Administration type:* Routine
Restrictive practice type:* Environmental Restraint
Restrictive practice sub-type: Restricted access - activity
Sub type, if other:

[Discard changes and return](#) Next

11.3. Enter the **restrictive practice authorisation details**. If you have not received a copy of authorisation select **No** and click **save and return**

Restrictive practice details * required

Provide details for restrictive practice

Attach Evidence of Authorisation. If you are an implementing provider reviewing this plan, attach evidence of authorisation in the attachments section.

Authorisation

Is authorisation and consent required?* Yes	Have authorisation and consent been received?* No	Status: Unauthorised
Authorisation and consent received from: Please Select	Authorisation start date: dd/mm/yyyy	Authorisation end date: dd/mm/yyyy

Attachments

Add attachments, including evidence of authorisation if required.

[Add attachment](#)

You currently don't have an attachment linked to this restrictive practice. If you have the right access and if the button is enabled, click "Add attachment".

[Discard changes and return](#) [Save and return](#)



Tip: It is the role of the Implementing provider(s) to lodge evidence of authorisation. Therefore, if authorisation is not yet obtained, the implementing provider (Authorised Reporting Officer role) can edit these fields and attach evidence of authorisation when they are activating the plan. (See **NDIS Commission Quick Reference Guide – Activating Behaviour Support Plans and Lodging Evidence of Authorisation** for additional information).



Tip: Restrictive Practice authorisation details can be edited, and evidence attached even when the plan is active.

11.4. If you have received evidence of authorisation, record these details under the authorisation section and attach this evidence at the bottom of the restrictive practice details page. Then click **Save and return**.

Restrictive practice details * required

Provide details for restrictive practice

Attach Evidence of Authorisation. If you are an implementing provider reviewing this plan, attach evidence of authorisation in the attachments section.

Authorisation

Is authorisation and consent required?* Yes <input type="button" value="v"/>	Have authorisation and consent been received?* Yes <input type="button" value="v"/>	Status: Authorised
Authorisation and consent received from:* Please Select <input type="button" value="v"/>	Authorisation start date: dd/mm/yyyy* <input type="text" value=""/> <input type="button" value="calendar"/>	Authorisation end date: dd/mm/yyyy* <input type="text" value=""/> <input type="button" value="calendar"/>

Attachments

Add attachments, including evidence of authorisation if required.

You currently don't have an attachment linked to this restrictive practice. If you have the right access and if the button is enabled, click "Add attachment".

[Discard changes and return](#)

Save and return

Note: The 'Authorisation and consent received from' should be **Authorising Body**, not **Guardian**. Queensland is the only exception to this.

11.5. For **chemical restraint**, different dosages or frequencies of the same medication can be combined and entered as a total daily dose. For example, 5mg in the morning and 10mg in the evening of the same medication can be entered in a total daily dose of 15mg. Where the frequency is less than daily, the frequency can be selected from the drop-down options.

Restrictive practice details * required

Provide details for restrictive practice

Attach Evidence of Authorisation. If you are an implementing provider reviewing this plan, attach evidence of authorisation in the [attachments section](#).

Authorisation

Is authorisation and consent required?*

Have authorisation and consent been received?

Status:

Authorisation and consent received from:

Authorisation start date: dd/mm/yyyy

Authorisation end date: dd/mm/yyyy

Medication details

Drug name:*

Frequency:*

Total daily dosage:*

Unit of measurement:*

g (grams)
mg (milligrams)
ml (millilitres)
ug (micrograms)

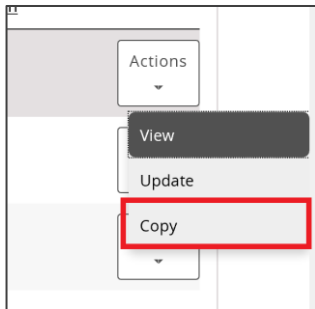
Duration:

Conditions/limits of use:*

Side effects:*

11.6. To enter additional restrictive practices, **repeat steps 11.1 – 11.5.**

11.7. If there are multiple providers, the regulated restrictive practice must be added against each provider that will be using the practice. To do this, select the restrictive practice and click **Copy**. Then change the **Provider business name** and **Service location** to reflect the different provider.



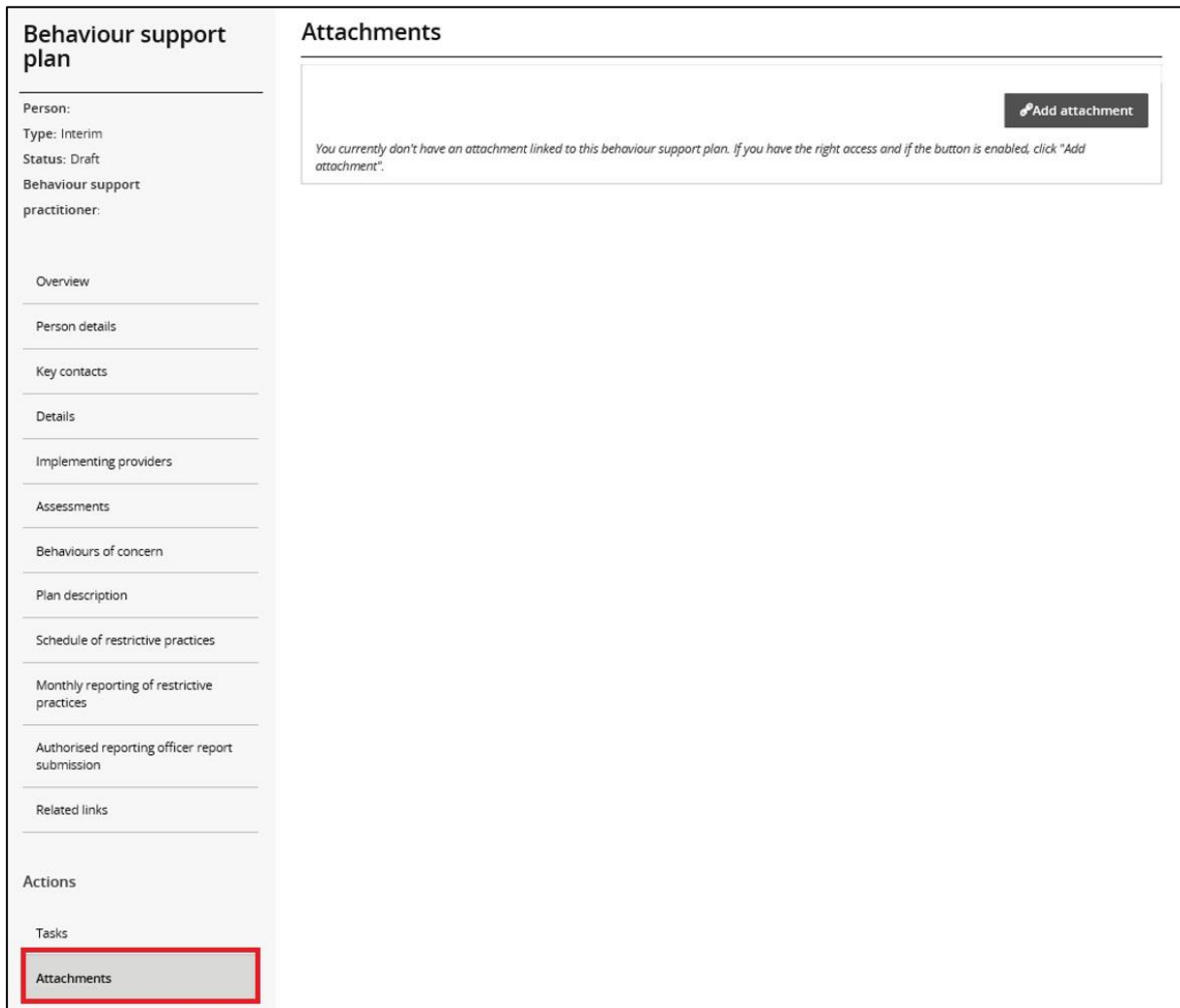
Tip: Each implementing provider must have at least one restrictive practice listed.



Tip: The regulated restrictive practices outlined in the behaviour support plan need to match the regulated restrictive practices entered into the schedule of restrictive practices.

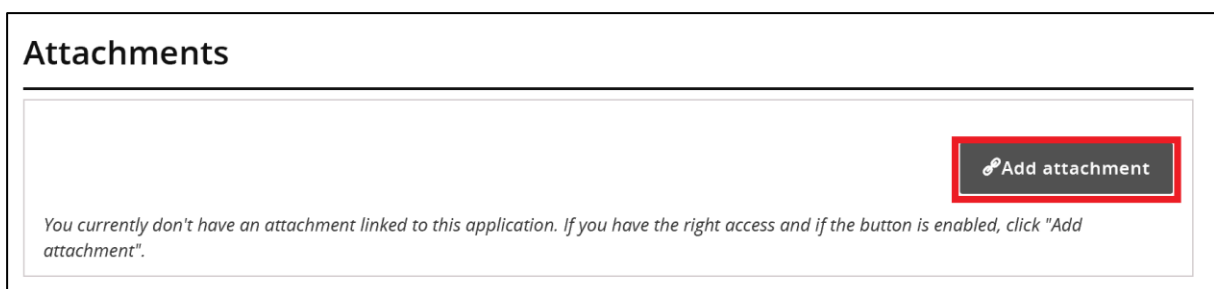
12. Attach the Behaviour Support Plan

12.1. From the left-hand side navigation menu select **Attachments**.



The screenshot shows the 'Behaviour support plan' page. On the left is a navigation menu with the following items: Person, Type: Interim, Status: Draft, Behaviour support practitioner, Overview, Person details, Key contacts, Details, Implementing providers, Assessments, Behaviours of concern, Plan description, Schedule of restrictive practices, Monthly reporting of restrictive practices, Authorised reporting officer report submission, Related links, Actions, Tasks, and Attachments. The 'Attachments' item is highlighted with a red border. The main content area is titled 'Attachments' and contains a message: 'You currently don't have an attachment linked to this behaviour support plan. If you have the right access and if the button is enabled, click "Add attachment".' A dark button with a plus icon and the text 'Add attachment' is visible in the top right corner of the main content area.

12.2. Click on **Add attachment**.



The screenshot shows the 'Attachments' page. The main content area contains a message: 'You currently don't have an attachment linked to this application. If you have the right access and if the button is enabled, click "Add attachment".' A dark button with a plus icon and the text 'Add attachment' is highlighted with a red border in the top right corner of the main content area.

12.3. Once you have selected the file to attach, select *Behaviour support plan* from the document type drop-down list.

12.4. Click **Save and close**.

Add/update attachment details ✕

* required

Name:*

Document type:*

Description: Maximum of 250 characters

[Discard changes and close](#)

Save and close



Tip: *Description is not a mandatory field*

13. Send draft behaviour support plan to implementing provider(s)



Tip: Check all sections listed down the left-hand side menu to ensure that you have completed all the details required.

Behaviour Support Practitioner **Admin** role

13.1. Ensure that a behaviour support practitioner has been linked to the plan. Go to the **Details** view, click **update** and then click **select** to add a behaviour support practitioner.

The screenshot shows the 'Behaviour support plan' details form. The left-hand side menu includes: Person, Type: Comprehensive, Status: Draft, Behaviour support practitioner: ., Overview, Person details, Key contacts, Details, and Implementing providers. The main form area is titled 'Details' and includes the following fields:

- Id:** [Text field]
- Created date:** dd/mm/yyyy (06/05/2020)
- Type:** Comprehensive
- Behaviour support practitioner:** [Text field] with a **Select** button highlighted in a red box.
- Behaviour support practitioner's organisation:** [Text field]
- RP authorisation status:** [Text field]
- Start date:** * dd/mm/yyyy (with calendar icon)
- End date:** * dd/mm/yyyy (with calendar icon)
- Review date:** * dd/mm/yyyy (with calendar icon)
- State:** * [Dropdown menu]
- Is short term approval in place?** [Dropdown menu] (No)

* required

13.2. Click **Validate**. This will check that all mandatory fields have been completed. An error message will display to identify any missing information.

Behaviour support plan

Person:
Type: Comprehensive
Status: Draft
Behaviour support practitioner:

Overview

Person details

Key contacts

Details

Implementing providers

Assessments

Behaviours of concern

Schedule of restrictive practices

Monthly reporting of restrictive practices

Details

Validate
Copy
Update

Id:	Created date: <i>dd/mm/yyyy</i>	Type:
Behaviour support practitioner:	Behaviour support practitioner's organisation:	RP authorisation status: Fully Authorised
Start date: <i>dd/mm/yyyy</i>	End date: <i>dd/mm/yyyy</i>	Review date: <i>dd/mm/yyyy</i>
State:	Is short term approval in place?	
Overall status:	Reason for closure:	Status change date: <i>dd/mm/yyyy</i>
Closure description:		


Behaviour Support Practitioner role

Only this role can send the plan to the implementing provider by clicking the **Send draft** button. This sends the plan to the implementing providers to activate it and commence monthly reporting.


The behaviour support practitioner is responsible for the information contained in the behaviour support plan and entered into the Portal. The practitioner should verify that the information has been entered correctly.

- 13.3. From the menu, select **Details**. Click **Send draft**. Please note, after you have clicked **Send draft**, the **Overall status** of the plan changes from **Draft** to **Pending**.

<p>Person: Type: Comprehensive Status: Draft Behaviour support practitioner:</p> <p>Overview</p> <p>Person details</p> <p>Key contacts</p> <p>Details</p> <p>Providers</p> <p>Assessments</p> <p>Behaviours of concern</p> <p>Plan description</p> <p>Schedule of restrictive practices</p>	<h2>Details</h2> <div style="text-align: right;"> Copy Send draft Update </div> <table border="1"> <tr> <td>Id:</td> <td>Created date: <i>dd/mm/yyyy</i> 13/06/2019</td> <td>Type: Comprehensive</td> </tr> <tr> <td>Behaviour support practitioner:</td> <td>Behaviour support practitioner's organisation:</td> <td>RP authorisation status: Fully Authorised</td> </tr> <tr> <td>Start date: <i>dd/mm/yyyy</i> 13/06/2019</td> <td>End date: <i>dd/mm/yyyy</i> 07/06/2020</td> <td>Review date: <i>dd/mm/yyyy</i> 08/05/2020</td> </tr> <tr> <td>State: NSW</td> <td>Is short term approval in place? No</td> <td></td> </tr> <tr> <td>Overall status: Draft</td> <td>Reason for closure:</td> <td>Status change date: <i>dd/mm/yyyy</i></td> </tr> </table>	Id:	Created date: <i>dd/mm/yyyy</i> 13/06/2019	Type: Comprehensive	Behaviour support practitioner:	Behaviour support practitioner's organisation:	RP authorisation status: Fully Authorised	Start date: <i>dd/mm/yyyy</i> 13/06/2019	End date: <i>dd/mm/yyyy</i> 07/06/2020	Review date: <i>dd/mm/yyyy</i> 08/05/2020	State: NSW	Is short term approval in place? No		Overall status: Draft	Reason for closure:	Status change date: <i>dd/mm/yyyy</i>
Id:	Created date: <i>dd/mm/yyyy</i> 13/06/2019	Type: Comprehensive														
Behaviour support practitioner:	Behaviour support practitioner's organisation:	RP authorisation status: Fully Authorised														
Start date: <i>dd/mm/yyyy</i> 13/06/2019	End date: <i>dd/mm/yyyy</i> 07/06/2020	Review date: <i>dd/mm/yyyy</i> 08/05/2020														
State: NSW	Is short term approval in place? No															
Overall status: Draft	Reason for closure:	Status change date: <i>dd/mm/yyyy</i>														

 **Tip:** When the status changes to **pending**, a **task** is allocated to the primary authorised reporting officer (ARO) for the implementing provider. The primary ARO is the first person that became the ARO for the implementing provider. To find out who the primary ARO is, or to change the primary ARO, the provider can email nqsc.ictsupport@ndiscommission.gov.au with their ABN.



 **Tip:** Any ARO can still activate the plan by locating the plan through search, navigating to the implementing provider view, and clicking the **Activate** button (NDIS Commission Portal Quick Reference Guide: Activating Behaviour Support Plans and Lodging Evidence of Authorisation).

Once the implementing provider has activated the plan, the status of the plan will change to 'active'. No changes can be made to the plan once it is active.

Once the end date has passed, the status of the plan will automatically change to 'expired'.

14. Fix an error in a plan

Draft plans

14.1. When the plan status is 'draft', a **Remove** button is available under the **Actions** button.

The screenshot shows the 'Implementing providers' section of a 'Behaviour support plan'. The plan status is 'Draft'. A table lists providers with columns for Primary provider, Registration id, Legal name, Business name, ABN, and Review date. The first row has 'Yes' in the Primary provider column. An 'Actions' dropdown menu is open for the first row, showing options: Update, Remove, and Make primary. The 'Remove' option is highlighted with a red box.

To remove an implementing provider added in error, click **Remove**. This will also remove all associated behaviours of concern and restrictive practices.



Tip: The primary provider cannot be removed. Add the correct provider first and make them the primary by clicking the **make primary** button, and then remove the incorrect provider. For more information, see paragraph 8.4.

The **remove** button is also available under **Behaviours of concern** and **Schedule of restrictive practices**, allowing individual behaviours of concern and restrictive practices to be removed.

Implementing Providers cannot view behaviour support plans when they are in draft status.

Pending plans

14.2. An error identified when the plan status is 'pending' can be fixed by changing the status back to 'draft'.

In draft, edits can be made – see step 14.1 for how to remove providers, behaviours of concern or restrictive practices added in error.

To change the status back to 'draft', go to the **Details** view, click **Update** and then click the **Status** drop-down box and select *Draft*.

A behaviour support plan is considered lodged with the NDIS Commission when the status is 'pending'.

Behaviour support plan

Person: [redacted]
 Type: Comprehensive
 Status: Pending
 Behaviour support practitioner: [redacted]

Overview

Person details

Key contacts

Details

Implementing providers

Assessments

Behaviours of concern

Schedule of restrictive practices

Monthly reporting of restrictive practices

Details * require

Copy Send draft Update

Id:	Created date: <i>dd/mm/yyyy</i> 20/04/2020	Type: Comprehensive
Behaviour support practitioner:	Behaviour support practitioner's organisation:	RP authorisation status: Not Authorised
Start date: * <i>dd/mm/yyyy</i> 20/04/2020	End date: * <i>dd/mm/yyyy</i> 15/04/2021	Review date: * <i>dd/mm/yyyy</i> 16/03/2021
State: NSW	Is short term approval in place? No	
Status: Pending	Reason for closure: Please Select	Status changed date: <i>dd/mm/yyyy</i> 20/04/2020

Maximum of 1500 characters

Active Plans



Tip: If there is a small variation in the way a restrictive practice is being used, for example a change in dosage of a medication or change in the way an environmental restraint is being used, the implementing provider can report this variation monthly by selecting **report variation** when they complete the monthly report. The amendments can be made when the behaviour support plan is reviewed.



Tip: If you have lodged a plan that has been activated by the Implementing Provider but have entered the dosage or frequency of a medication incorrectly for a chemical restraint, this can be changed by NDIS Commission Staff. Contact behavioursupport@ndiscommission.gov.au and attach evidence to the Plan ID.



If there is a change in circumstances which requires a plan containing regulated restrictive practices to be amended, a NDIS behaviour support practitioner must review the plan as soon as practicable after the change occurs. In any event, a plan containing regulated restrictive practices should be reviewed every 12 months while the plan is in force.

14.3. When the plan status is active, no changes can be made to the plan.

14.4. A new plan will have to be lodged. To save time, a copy of the plan can be made by going to the **Details** page and clicking the **Copy** button.

This will create a new plan in draft with a new plan ID that will contain some of the existing information in the original plan. The required changes can now be made.

Behaviour support plan

Person:

Type: Comprehensive

Status:

Behaviour support practitioner:

Overview

Person details

Key contacts

Details

Implementing providers

Assessments

Behaviours of concern

Schedule of restrictive practices

Details

Copy
Send draft
Update

Id:	Created date: <i>dd/mm/yyyy</i>	Type:
	01/06/2020	Comprehensive
Behaviour support practitioner:	Behaviour support practitioner's organisation:	RP authorisation status:
Start date: <i>dd/mm/yyyy</i>	End date: <i>dd/mm/yyyy</i>	Review date: <i>dd/mm/yyyy</i>
01/06/2020	27/05/2021	27/04/2021
State:	Is short term approval in place?	
	No	
Overall status:	Reason for closure:	Status change date: <i>dd/mm/yyyy</i>

Before clicking the 'send draft' button and making the new plan 'pending', you will need to close the original active plan. See section 15: closing a plan.

15. Closing a plan



Tip: Specialist Behaviour Support Providers should consult with Implementing Provider(s) before closing plans. Monthly reporting of restrictive practices cannot be submitted once a plan has been closed.



Tip: If a plan has been closed but is being replaced with a new plan and the regulated restrictive practice/s are the same, the Implementing Provider can continue their monthly reporting requirements once the new plan is activated. This is regardless of the start date of the new plan.



Tip: Behaviour Support Plans cannot be re-activated once the status has been changed to closed, even when this has been done in error. If the plan is closed in error, it will need to be re-lodged.



Tip: Behaviour Support Plans with a status of 'active' or 'expired' should not be closed due to the cessation of Specialist Behaviour Support Services. These plans will be superseded (as required) when a new Specialist Behaviour Support provider is engaged. The Implementing Provider(s) is still required to implement and report monthly against an active or expired behaviour support plan.



Tip: A specialist behaviour support provider should only close a plan when:

- The plan has been created in error.
- There is no NDIS funded implementing provider e.g. family.
- An implementing provider is no longer supporting a participant.
- A plan has been superseded due to:
 - A restrictive practice has ceased or been added.
 - A new implementing provider has been engaged.
 - There has been a change of circumstance for the participant.

In all other situations, the behaviour support plan will remain 'active' on the portal until a specialist behaviour support provider registers a new plan with the NDIS Commission, or the existing plan expires.

15.1. In the **Details** view, click **Update**

Behaviour support plan

Person:
Type: Comprehensive
Status: Active
Behaviour support practitioner:

Overview
Person details
Key contacts
Details
Implementing providers
Assessments
Behaviours of concern
Plan description
Schedule of restrictive practices
Monthly reporting of restrictive practices
Authorised reporting officer report

Details

Copy Send draft **Update**

Id: Created date: *dd/mm/yyyy* 26/05/2020 **Type:** Comprehensive

Behaviour support practitioner: Behaviour support practitioner's organisation: RP authorisation status: Fully Authorised

Start date: *dd/mm/yyyy* 27/05/2020 **End date:** *dd/mm/yyyy* 21/05/2021 **Review date:** *dd/mm/yyyy* 21/04/2021

State: Is short term approval in place? Yes

Overall status: Active **Reason for closure:** **Status change date:** *dd/mm/yyyy* 27/05/2020

QA clinician: **QA status:**

Closure description:

15.2. Select *Closed* from the **Status** drop down box

Behaviour support plan

Person:
Type: Comprehensive
Status: Active
Behaviour support practitioner:

Overview
Person details
Key contacts
Details
Implementing providers
Assessments
Behaviours of concern
Plan description
Schedule of restrictive practices
Monthly reporting of restrictive practices

Details * required

Id: Created date: *dd/mm/yyyy* 26/05/2020 **Type:** Comprehensive

Behaviour support practitioner: **Behaviour support practitioner's organisation:** RP authorisation status: Fully Authorised

Start date: *dd/mm/yyyy* 27/05/2020 **End date:** *dd/mm/yyyy* 21/05/2021 **Review date:** *dd/mm/yyyy* 21/04/2021

State: SA **Is short term approval in place?** Yes

Status: Active **Reason for closure:** Please Select **Status changed date:** *dd/mm/yyyy* 27/05/2020

Maximum of 1500 characters

15.3. Select a reason for closure from the **Reason for closure** drop-down menu and then click **Save**.

The screenshot shows a web form with a sidebar on the left containing navigation links: Details, Implementing providers, Assessments, Behaviours of concern, Plan description, Schedule of restrictive practices, Monthly reporting of restrictive practices, Authorised reporting officer report submission, Related links, Actions, Tasks, and Attachments. The main form area includes: State: VIC; Is short term approval in place?: No; Status: Closed; Reason for closure: * (dropdown menu open with options: Created in Error, Deceased, Duplicate, Expired while Pending, Goals achieved, Implemented by family, Legacy Plan, Merged Duplicate, No Longer at Service Setting, Non-NDIS provider, Other); Status changed date: 15/10/2019; Closure description: (text area with 'Maximum of 1500 characters' limit); QA clinician: (text field); and a Save button highlighted with a red box. A 'Discard changes and return' link is also visible.



Tip: If *Other* is selected as a reason for closure, additional information is required in the **Closure description** box.

Plan status definitions

Draft This means that the behaviour support practitioner is developing the plan.

The Implementing Provider cannot view the plan when it is in draft status. When the practitioner clicks 'send draft' from the Details tab on the left-hand side of the page the status will change to 'pending'.

Best practice is for the practitioner to contact the implementing provider/s to advise the plan has been lodged on the Commission portal.

Pending This means that the plan has been lodged by the behaviour support practitioner.

An implementing provider cannot complete monthly reporting when a plan has a status of 'pending'. The plan must be 'active' to complete monthly reporting.

If changes need to be made when a plan has a status of 'pending', the practitioner can change the plan status back to 'draft', make the necessary amendments and then change the status back to 'pending'.

Active This means that the behaviour support plan has been activated by the implementing provider.

No changes can be made to an active plan. A new plan will have to be lodged. To save time, a copy of the plan can be made by going to the **Details** page and clicking the **Copy** button.

Partially Active This means that there is more than one implementing provider.

The status will show as 'partially active' until ALL implementing providers have activated the plan. Implementing Providers that have activated the plan can commence monthly reporting

Closed This means that the behaviour support plan has been closed and no changes can be made to the plan.

Behaviour support plans cannot be re-activated once they have been closed. If a plan has been closed in error, it will need to be re-lodged. A new behaviour support plan will need to be lodged if one is required.

Monthly reporting will also cease against this plan and any further reporting will need to be completed through the reportable incidents function on the portal until a new plan with authorisation is in place.

Expired

This means the end date of the behaviour support plan has been reached.

Monthly reporting can be completed on a plan with an 'expired' status. This function is useful when an implementing provider is awaiting a new plan to be uploaded onto the NDIS Commission Portal.

Comprehensive behaviour support plans must be developed within 6 months of being engaged and comprehensive behaviour support plans must be reviewed every 12 months or if there is a change in circumstances that requires the behaviour support plan to be amended

Contact us

Call: 1800 035 544 (free call from landlines). Our contact centre is open 9.00am to 4.30pm in the NT, 9.00am to 5.00pm in the ACT, NSW, QLD, SA, TAS and VIC Monday to Friday, excluding public holidays.

Email: behavioursupport@ndiscommission.gov.au

Website: www.ndiscommission.gov.au