

Using the Behaviour Support Practitioner Admin role to lodge behaviour support plans

The **'Behaviour Support Practitioner Admin'** has been created to support specialist behaviour support providers to lodge behaviour support plans in the NDIS Commission Portal.

What does the Behaviour Support Practitioner Admin role do?

The new Behaviour Support Practitioner Admin role allows an admin staff member or other nonbehaviour support practitioner staff member to lodge behaviour support plans on behalf of the specialist behaviour support practitioner.

However, a behaviour support practitioner must be added to the behaviour support plan in the NDIS Commission Portal, and remains responsible for the information entered into 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 verifying that the plan has been entered correctly and clicking the **Send draft** button.

Using the Behaviour Support Practitioner Admin role

The first step is to request access for the 'Behaviour Support Practitioner Admin' role. The authorised access delegate can approve access for this role.

Step-by-step guide to using the Behaviour Support Practitioner Admin role

Below are instructions with screen shots to assist you to use the Behaviour Support Practitioner Admin role. These steps should be read in conjunction with the <u>NDIS Commission Portal User Guide</u> for Behaviour Support.

1. Click on the Behaviour support plan drop-down menu and select *Behaviour support plan list*.

Home Tasks - E	Behaviour support plan 👻		
Welcome	Behaviour support plan list	mission Por	rtal, Registrant.
		Tasks	Behaviour Support Plan
	Number of tasks awa	iting action: 4	

2. Click Create plan.

Behaviou	ur support plans		Q Search	Create plan
List of behaviour	support plans			
My 🖌 Apply	Filter			
<u>Plan Id</u>	Plan created date Plan start date	<u>Review date</u>	<u>Plan type</u>	<u>Status</u>
Plan Id	Plan created date Plan start date	<u>Review date</u>	<u>Plan type</u> Comprehensive	Status Pending View

3. Continue to enter the plan information as per the <u>NDIS Commission Portal User Guide for</u> <u>Behaviour Support.</u>

Behaviour support plan	Overview	
Person Type: Comprehensive Souther: Dark	Notifications	Overview
Behaviour support practitioner:	More than 3 providers:	ld:
	More than 3 restraints:	Created date: dd/mm/yyyy
Person details	Report due:	Behaviour support practitioner:
Key contacts		RP authorisation status
Details	(
Implementing providers	Provider list	
Assessments	There are no providers.	
Behaviours of concern	Quick links	
Schedule of restrictive practices	Behandour, support plan templates (?	
Monthly reporting of restrictive practices	Liter guides 17	
Authorised reporting officer	Regulated restriction position definitions (P	
report submission	Positive Behaviour Support Capability Framewo	<u>n</u> a
Actions	Resources for Positive Deheviour Support (7	
Tasks		
Attachments		
Notes		

4. Select the **Details** page and click **Update**. This will then allow you to update any information on that page.

Behaviour support	Details		
Person:			Validate Copy Uodate
Type: Comprehensive Status: Draft	14	Created date: dd/mm/www	Type

5. Link the plan to the behaviour support practitioner who wrote it by clicking the **Select** button. Then search by name and select the practitioner. Once selected, this will populate the relevant fields. Add the plan start and end dates on this screen.

Behaviour support plan	Details			* require
Person:		Created date: dd/mm/www	Type	
Type: Comprehensive Status: Draft		06/05/2020	Comprehensive	
Behaviour support practitioner:	Behaviour support practitioner:	Behaviour support practitioner's organisation:	RP authorisation status:	
Overview				
Person details	Start date:* dd/mm/yyyy	End date:* dd/mm/yyyy	Review date:* dd/mm/yyy	y
Key contacts	2	1		1
Details	State:*	Is short term approval in place?		
Implementing providers	~	No		

6. Once you have entered all the plan information, go to the **Details** page on the left hand side navigation menu, and click **Validate**. If there are any mandatory fields not completed, an error message will be displayed.

Behaviour support plan	Details		
Person: Type: Comprehensive Status: Draft Behaviour support practitioner:	id:	Created date: dd/mm/yyyy	Validate Copy Update
Overview	Behaviour support practitioner:	Behaviour support practitioner's organisation:	RP authorisation status: Fully Authorised
Person details Key contacts Details	Start date: dd/mm/yyyy	End date: <i>dd/mm/yyyy</i>	Review date: <i>dd/mm/yyyy</i>
Implementing providers	State	is short term approval in place?	

7. When all the required information has been completed and the validate button is clicked, the "Validations successful" message will be displayed.

iome Tasks + Behaviour support plan +			
Behaviour	Details		
Person: Type: Comprehensive Status: Draft	✓ Validations successful. This plan is now ready to be reviewed by the Behaviour Support Practitioner.		

The plan has now been saved and is ready for the behaviour support practitioner to review.

8. The behaviour support practitioner should log in and verify that the plan has been entered correctly. They should also ensure that a copy of the plan is attached.

They can then click the **Send draft** button, which is located at the top right hand side of the **Details** view and is displayed when the user is logged in as Behaviour Support Practitioner.

Person:	Detaile		
ype: Comprehensive	Details		
t atus: Draft			
ehaviour support			Company Company
ractitioner:			Copy Send draft Opdate
	ld:	Created date: dd/mm/yyyy	Туре:
Overview		13/06/2019	Comprehensive
Person details	Behaviour support practitioner:	Behaviour support practitioner's organisation:	RP authorisation status:
Key contacts		n - marti - tanàna - manana dia mandri - mandritra - manana dia mandritra - tanàna - tanàna - tanàna - tanàna -	Fully Authorised
Details	Start date: <i>dd/mm/yyyy</i>	End date: <i>dd/mm/yyyy</i>	Review date: <i>dd/mm/yyyy</i>
Providers	13/06/2019	07/06/2020	08/05/2020
Assessments	State:	Is short term approval in place?	
Behaviours of concern	NSW	No	
Plan description	Overall status:	Reason for closure:	Status change date: dd/mm/yyyy
Schedule of restrictive practices	Draft		

This will change the plan status to 'pending' and allow the implementing provider to accept the plan and commence monthly reporting.

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: contactcentre@ndiscommission.gov.au

Website: www.ndiscommission.gov.au