A clearer BSP handover.

Use alongside your agreed procedures. Keep one provider worksheet (page 2) for each receiving team.

Purpose: identify the current plan, who has received and considered it, and what each team still needs. This original NDPRO resource is not an official Commission form, an authorisation or a compliance certificate.

Participant / internal reference

BSP type, version and date

☐ 01 Participant and sharing

Record the participant's communication preferences, involvement, relevant consent and the authorised recipients. Use the agreed secure sharing process.

☐ 02 Current plan

Record the BSP type, version, date, practitioner and current-copy location. Identify superseded copies and the information each team needs.

☐ 03 Each receiving provider

Record the named contact, service context, date sent, receipt acknowledgement, consideration or acceptance, and unresolved questions separately for every provider.

☐ 04 Worker support

Agree the plan-specific training, coaching or guidance needed. Record attendance, workers still needing support, and who will check coverage and understanding.

☐ 05 Restrictive-practice evidence

Where relevant, check the applicable authorisation evidence, scope, conditions and validity separately for each provider. Record missing items and the person following up.

☐ 06 Feedback and follow-up

Agree how participant feedback, observations and changes reach the practitioner. Record each open action, owner and agreed review date. Use incident and urgent escalation processes when required.

Use a status such as **confirmed**, **open** or **not applicable - reason recorded**, and retain the supporting evidence. A tick alone does not establish safe or lawful implementation.

Regulatory reference points: Quality Indicators Guidelines ss40-42 and 48-52; NDIS Commission provider rules and Implementing Provider Checklist. Direct source links are on page 3. Reviewed 23 October 2026.

Which team still needs what?

Duplicate this page for every implementing provider. Use minimal participant details and store completed records securely.

Participant / internal reference

Receiving provider and service context

Named provider contact and role

Specialist practitioner contact

Current BSP type, version and date

Secure copy / evidence location

01 Copy and consideration

Date sent / method / recipient

Receipt acknowledged - by whom and when?

Consideration / acceptance / questions still open

02 Worker support and authorisation evidence

Training / coaching required, attendance, workers still needing support, owner

RRP evidence (where relevant): reference, provider scope, conditions, validity, gaps

03 Open actions and feedback

Action / evidence needed	Owner	Agreed review date

Feedback route / next review / participant involvement

Keep urgent escalation, incident reporting and official portal tasks separate. Plan receipt, a training entry or this worksheet does not grant authorisation for a restrictive practice. Record a reason when an item is not applicable.

One BSP. Two separate handovers.

Maya | Comprehensive BSP v3 | 19 October 2026 | Snapshot: 23 October 2026

Elena is Maya's Behaviour Support Practitioner. Aisha manages Provider A; Luke manages Provider B. Both fictional teams have an RRP to address in their service context. Sarah, the specialist practice's Director, reviews open actions with Elena. Maya's sharing preferences are recorded.

Provider A - Home-support team

RECEIPT

Version 3 receipt confirmed on 20 October.

CONSIDERATION

Aisha recorded the team's consideration and acceptance of version 3 on 21 October.

WORKER SUPPORT

Elena's version 3 briefing recorded on 22 October. Aisha is checking coverage for workers absent from that session.

AUTHORISATION EVIDENCE

An authorisation evidence reference is recorded. Aisha still needs to confirm that its scope and conditions match her provider's proposed use.

Provider B - Community-support team

RECEIPT

Version 3 sent securely on 20 October. Receipt is not yet confirmed.

CONSIDERATION

Luke's team still has a version 2 copy. Consideration and acceptance of version 3 remain open.

WORKER SUPPORT

Version 3 briefing requested. Attendance and worker coverage are not yet confirmed.

AUTHORISATION EVIDENCE

Luke has been asked to provide the current evidence relevant to his provider. The practice has not verified it.

The next agreed checks

26 October: Aisha checks worker coverage and the scope of her evidence. Elena and Luke resolve the version question and arrange the briefing. Sarah and Elena review each open action.

29 October: agreed review of implementation observations and Maya's feedback through approved channels. These are fictional coordination dates, not statutory deadlines. Urgent concerns follow the relevant escalation process without waiting.

No 'ready to implement' conclusion is made: both teams still have specific checks open. Aisha's receipt does not answer for Luke. Handover records do not replace required Commission portal actions.

Sources and scope

S1 - NDIS Commission - provider and practitioner rules

S2 - Quality Indicators Guidelines - sections 40-42 and 48-52

S3 - NDIS Commission - Implementing Provider Checklist

S4 - NDIS Commission - implementing providers engaging contractors

All sample details are fictional. Sources reviewed 23 October 2026. Check current official requirements for the relevant service and jurisdiction.