PBS Plan approval and registration process

**Step One:**
**Development of PBS plans**
- Provider develops PBS plans for all individuals who have behaviours of concern.
- Provider and PBS Plan developer consult with the person, their family, carers, guardians or advocates, and all other service providers in the development of the PBS plan.
- If the PBS plan contains any restrictive practice, the PBS plan must be approved by a PBS Panel and registered by the Senior Practitioner.

**Step Two:**
**Submission to a PBS Panel/Plan approval**
- Provider applies to a PBS Panel and completes application form, including consent for information sharing.
- Provider gives the PBS plan to the PBS Panel plus all supporting documentation, including evidence of collaboration in step one.
- Provider (plus other service providers, the person, family, guardians, advocates, as applicable) meet with PBS Panel to discuss PBS Plan.
- Provider demonstrates that the Plan meets PBS Plan Guidelines, including that the restrictive practice is necessary to prevent harm to the person or others, is used as a last resort and is the least restrictive approach.
- Provider receives written notice of the PBS Panel’s decision.

**Step Three:**
**Plan Registration**
- Provider gives consent to PBS Panel to forward approved plan to Senior practitioner to apply for registration.
- The Senior Practitioner deems the Plan meets the requirements of the Senior Practitioner Act 2018.
- Provider receives written notice of the Senior Practitioner’s decision to register the plan for 12 months.

**Step Four:**
**Administrative review**
- Provider gives a copy of the registered plan to the person who is subject of the plan, and if applicable, the person’s guardian and the person with parental responsibility; and the Public Advocate.
- The person or the provider can appeal to ACAT for a review if they are dissatisfied with the registration process.

**Step Five:**
**Reporting and monitoring**
- Provider gives monthly reports to the Senior Practitioner on any use of a restrictive practice within a registered PBS plan.
- Provider reports to the Senior Practitioner within 5 days on the use of a restrictive practice that is not in a registered PBS plan.
- Provider monitors the use of restrictive practice/s monthly.
- Provider reviews a PBS Plan at least every 12 months, then if a restrictive practice is still deemed as necessary, returns to Step One.