

RECORDING RESTRICTIVE PRACTICE APPROVALS QUICK INFORMATION GUIDE

Reporting periods

Restrictive Practice Approvals must be notified to the department within 14 days of receiving a Short Term Approval or 21 days for a Positive Behaviour Support Plan approval.

How to notify of your restrictive practice approval

Online Data Collection (ODC): <https://odc.disability.qld.gov.au>

Information and reference materials

ODC Resources page:	https://odc.disability.qld.gov.au/main_index.aspx
Restrictive Practice Approvals guides Online:	<ul style="list-style-type: none">◆ How to access Restrictive Practice Service User Details◆ How to create a new Restrictive Practice Service User◆ How to notify the department of a Restrictive Practice Approval (Form 6-4)◆ How to notify change of details to an existing Restrictive Practice Approval (Form 6-5)◆ How to add guardian details to an existing Restrictive Practice Approval◆ How to create a new Restrictive Practice Service Outlet◆ How to authorise a Restrictive Practice declaration

Help available

Enquiries are best directed to the restrictive practice enquiries mailbox for a member of the Positive Behaviour Support and Restrictive Practices team provide support
Assistance with urgent matters is available from the Positive Behaviour Support and Restrictive Practices team on 1800 902 006*.

* Calls from mobile phones are charged at applicable rates.

Email: enquiries_DSA_RP@communities.qld.gov.au

For assistance with the creation and maintenance of ODC logins, please contact the Community Services and State-wide Operations Data and Analysis team.

Support is available to:	Andrew Barr David Portsmouth	07 3035 4572 07 3035 4574
a. Set up of new agency users in ODC, where requested and remove users as they leave;		
b. Assist users with ODC log in issues; and		
c. Assign users to restrictive practice usage providers in ODC.		