

RECORDING RESTRICTIVE PRACTICE USAGE QUICK INFORMATION GUIDE

Reporting periods

Restrictive Practice Usage recording and authorisation must be done by the second Friday of the calendar month immediately following the month of usage.

How to report your restrictive practice usage data to Disability Services

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 Usage
Resources Online:**

- ◆ ODC related documentation
- ◆ Restrictive Practice Collection using ODC – Quick Reference Guide
- ◆ Restrictive Practice Authorisation Guide
- ◆ Restrictive Practice Factsheets

Help available

Enquiries are best directed to the restrictive practice enquiries mailbox. Centre of Excellence staff:

- a. Provide specialist support for all restrictive practice usage recording and processes; and
- b. Provide restrictive practice usage ODC recording training.

Assistance with urgent matters is available from the Centre of Excellence on 1800 902 006*.

Email:

enquiries_DSA_RP@communities.qld.gov.au

Regional Data Support Officers

are available to:

- 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.

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|---|-----------------|--------------|
| Brisbane | Morde Thomas | 07 3895 3081 |
| Central Queensland; North Queensland; and Far North Queensland | Nathan Baldock | 07 3227 7636 |
| North Coast | Chris Hemingway | 07 5431 2247 |
| South East | Balqees Azhari | 07 3884 7487 |
| South West | Zoie Andrews | 07 4616 1795 |

* Calls from mobile phones are charged at applicable rates.