

# Recording Restrictive Practice Usage in ODC for Containment

This information sheet provides practitioners, service providers and disability support workers with information about reporting of Restrictive Practice usage in the Online Data Collection system (ODC) for Containment. Restrictive Practice usage information is required to be reported to the Department each month. Details about the use of Containment are to be recorded in ODC for each time that Containment is used as a Restrictive Practice within the month.

## Recording the use of Containment in ODC

Each use of Containment is to be recorded as a separate Restrictive Practice instance of use in ODC. Containment can be recorded for both episodic and routine usage.

## An example of Containment

*Mary is 41 years of age and had a car accident when she was 30 years of age. Mary had brain injury as a result of the accident and is no longer able to make decisions, she needs help to look after herself and someone to manage her money. Her parents have died so Mary moved in to a house with 24 hour support by a supported accommodation service. The Queensland Civil and Administrative Tribunal made the Public Guardian her guardian for personal decisions and the Public Trust to assist with her money.*

*Mary has left the house and visited neighbours' houses and she asked for cigarettes. She became upset when the neighbours said no and she broke their window. After this the staff have made sure that Mary cannot leave the house without staff, so the doors are locked. She yells and swears at the staff when she cannot leave but after about an hour she calms and they can talk with her and she does other things.*

*Staff have cigarettes for Mary and give them to her. The doctor has asked Mary to cut back on her cigarettes because of her health. The staff have tried a number of things to take her mind off cigarettes but she is still trying to leave the house. The staff are concerned about what she will do so keep the doors locked.*

## Reporting Routine Containment in ODC

Logon to ODC to display the *Online Data Collection* page:

1. **Select** [Service user](#) hyperlink to display the *Search Service User* page.
2. **Enter** the Service User's details.
3. **Select** 'Search' button.
4. **Select** from the search result the Service User's [Surname](#) hyperlink to display the *Service Users Details* page.
5. **Select** Restrictive Practice Summary from the Service User menu to display the *Restricted Practice Summary* page.
6. **Select** the Service Outlet where the Restricted Practice occurred.
7. **Select** [Add Routine Restrictive Practice Usage](#) hyperlink.

Note this example shows no previous recording of Restrictive Practice Usage and this is the first Usage recorded for the Service User and the Service Outlet. This is the only time that Containment for the Service User and Service Outlet is to be entered. Every other time an instance of use is added to the existing "Containment" Restrictive Practice Type, so that all Usage is reported under the same Restrictive Practice Type. This allows trending of usage so it can be determined if this Restrictive Practice is being eliminated or reduced in Usage.

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**Service User** [Online Data Collection > Service User > Restrictive Practice Summary](#)

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[Service User Details](#)  
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### Restrictive Practice Summary

#### Service User Details

BIS Client ID: [0098-3009](#)  
 First Name: Mary Surname: TU  
 Date of Birth: 27 Jan 1973 Gender: Female

#### Service Outlet Details

Service Outlet:

#### Monthly Summary - Episodic Restrictive Practice Usage

[Add Episodic Restrictive Practice Usage](#)  
 No records found

#### Monthly Summary - Routine Restrictive Practice Usage

[Add Routine Restrictive Practice Usage](#)  
 No records found

8. **Select** Containment for the Add a new Restrictive Practice type.
9. **Enter** the following details:
  - a. Location – Other.
  - b. If Other, please specify – Doors are kept locked on the house.
  - c. Start Date – 01/12/2014.
  - d. End Date – 31/12/2014.
  - e. Total use in typical 24-hour period – 24.00 (For example 14 hours and 30 minutes would be recorded as 14.50.)
  - f. Behaviour Posing Risk of Harm to Self Or Others – Other.  
(Record this as the main behaviour that was presented and the behaviour that led to the use of the Restricted Practice.)
  - g. Injury – Harm to others.  
(Injury is only required to be entered when an injury was sustained as a result of using the Restrictive Practice.)
10. **Select** the 'Add' button.

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### Add Routine Restrictive Practice Usage

**Service User Details**

**BIS Client ID:** [0098-3009](#)  
**First Name:** Mary  
**Date of Birth:** 27 Jan 1973  
**Surname:** TU  
**Gender:** Female

**Service Outlet Details**

**Service Outlet:** 555555 - Helping Care Services

**Routine Restrictive Practice Usage**

Add a new Restrictive Practice type  
 Containment

**Add Routine Restrictive Practice Usage - Containment**

**Location:\***  
 Other If other, please specify: Doors are kept locked on the house

**Start Date:\***  
 01/12/2014

**End Date:\***  
 31/12/2014

**Total use in typical 24-hour period:\***  
 24.00

**Behaviour Posing Risk of Harm To Self Or Others:**  
 Other

**Injury:**  
 Select from the list below if this RP usage resulted in injury  
 Harm to others

## An example of Containment

Matt is a 41-year-old man with an intellectual disability who lives in his home with support staff. A yard maintenance person attends to the yard usually once every three weeks. Matt has been known to try leave the house and try to use the maintenance equipment. When the maintenance person tries to stop Matt he gets upset and scratches the maintenance person. A support staff member now stays with Matt in the rumpus room with the door locked to stop Matt from freely going out into the yard without support staff and preventing Matt from harming the lawn maintenance person.

## Reporting Episodic Containment in ODC

Logon to ODC to display the *Online Data Collection* page:

1. **Select** [Service user](#) hyperlink to display the *Search Service User* page.
2. **Enter** the Service User's details.
3. **Select** 'Search' button.
4. **Select** from the search result the Service User's [Surname](#) hyperlink to display the *Service Users Details* page.
5. **Select** Restrictive Practice Summary from the Service User menu to display the *Restricted Practice Summary* page.
6. **Select** the Service Outlet where the Restricted Practice occurred.
7. **Select** [Add Episodic Restrictive Practice Usage](#) hyperlink.

Note this example shows no previous recording of Restrictive Practice Usage and this is the first Usage recorded for the Service User and the Service Outlet. This is the only time that Containment for the Service User and Service Outlet is to be entered. Every other time an instance of use is added to the existing "Containment" Restrictive Practice Type, so that all Usage is reported under the same Restrictive Practice Type. This allows trending of usage so it can be determined if this Restrictive Practice is being eliminated or reduced in Usage.

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### Restrictive Practice Summary

#### Service User Details

BIS Client ID: [0001-3500](#)  
 First Name: Matt  
 Date of Birth: 20 May 1973  
 Surname: Smith  
 Gender: Male

#### Service Outlet Details

Service Outlet:

#### Monthly Summary - Episodic Restrictive Practice Usage

[Add Episodic Restrictive Practice Usage](#)  
No records found

#### Monthly Summary - Routine Restrictive Practice Usage

[Add Routine Restrictive Practice Usage](#)  
No records found

11. **Select** Containment for the Add a new Restrictive Practice type.
12. **Select** [Add new instance of use](#) hyperlink.
13. **Enter** the following details:
  - a. Start Date – 18/12/2014.
  - b. Start time – 10:00.
  - c. End Date – 18/12/2014.
  - d. End Time – 11:30.
  - e. Location – Rumpus Room/Sunroom. (If not listed, select Other from the drop list and provide the details in the adjoining field - If Other, please specify.)
  - f. Behaviour Posing Risk of Harm To Self Or Others – Scratching.  
(Record this as the main behaviour that was presented and the behaviour led to the use of the Restricted Practice.)
  - g. Injury – Harm to others  
(Injury is only required to be entered when an injury was sustained as a result of using the Restrictive Practice.)
14. **Select** the [Save](#) hyperlink.

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### Add Episodic Restrictive Practice Usage

**Service User Details**

**BIS Client ID:** 0001-3500  
**First Name:** Matt  
**Date of Birth:** 20 May 1973  
**Surname:** Smith  
**Gender:** Male

**Service Outlet Details**

**Service Outlet:** 551818 - Central Foundation - Barter Street

**Episodic Restrictive Practice Usage**

Add a new Restrictive Practice type  
Containment

**Add Episodic Restrictive Practice Usage - Containment**

Include deleted items

Start Date	Start Time	End Date	End Time	Location	Behaviour Posing Risk of Harm To Self Or Others	Injury	
<input type="text" value="18/12/2014"/>	<input type="text" value="10:00"/>	<input type="text" value="18/12/2014"/>	<input type="text" value="11:30"/>	<span style="border: 1px solid gray; padding: 2px;">Rumpus Room / Sunroom If other, please specify:</span>	<span style="border: 1px solid gray; padding: 2px;">Scratching</span>	<span style="border: 1px solid gray; padding: 2px;">Select from the list below if this RP usage resulted in injury <span style="border: 1px solid gray; padding: 2px;">Harm to others</span></span>	<a href="#">Save</a> <a href="#">Cancel</a>

