

Recording Restrictive Practice Usage in ODC for Mechanical Restraint

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 Mechanical Restraint. Restrictive Practice usage information is required to be reported to the Department each month. Details about the use of Mechanical Restraint are to be recorded in ODC for each time that Mechanical Restraint is used as a Restrictive Practice within the month.

Recording the use of Mechanical Restraint in ODC

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

An example of Mechanical Restraint

Rory is 25 years of age and has started to scratch his arms, legs and face until they bleed. He has many scars on his body due to scratching in the past. He rents a house with three other adults and they have 24 hours support from staff of a service. When Rory's parents could no longer provide support to Rory, Rory's brother became his formal guardian for decisions by the Queensland Civil and Administrative Tribunal.

To prevent Rory from scratching, his brother tells staff that in the past his parents and school placed Rory in gloves. The gloves had Velcro that held the gloves around his wrist making it impossible for Rory to remove them. This seems the only option to prevent Rory from harming himself.

Reporting Routine Mechanical Restraint 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 Mechanical Restraint for the Service User and Service Outlet is to be entered. Every other time an instance of use is added to the existing "Mechanical Restraint" 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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Online Data Collection > Service User > Restrictive Practice Summary

Restrictive Practice Summary

Service User Details

BIS Client ID: 0172-4960
First Name: Rory
Date of Birth: 27 Jun 1989
Surname: Davon
Gender: Male

Service Outlet Details

Service Outlet: 555555 - Helping Care Services


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** Mechanical Restraint for the Add a new Restrictive Practice type.
9. **Enter** the following details:
 - a. Device – Gloves/Mittens. (If not listed, select Other from the drop list and provide the details in the adjoining field - *If Other, please specify.*)
 - b. Location – Other. (If not listed, select Other from the drop list and provide the details in the adjoining field - *If Other, please specify.*)
 - c. Start Date – 01/12/2014.
 - d. End Date – 31/12/2014.
 - e. Total use in typical 24-hour period – 10.00 (e.g.: 14.50 for 14 Hours and 30 minutes).
 - 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 self. (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: 0172-4960 | Surname: Davon |
| First Name: Rory | Gender: Male |
| Date of Birth: 27 Jun 1989 | |

Service Outlet Details

Service Outlet: 555555 - Helping Care Services

Routine Restrictive Practice Usage

Add a new Restrictive Practice type

Mechanical Restraint

Add Routine Restrictive Practice Usage - Mechanical Restraint

Device:*
 Gloves / Mittens If other, please specify:

Location:*
 Other If other, please specify:

Start Date:*

End Date:*

Total use in typical 24-hour period:*

Behaviour Posing Risk of Harm To Self Or Others:
 Scratching

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

An example of Mechanical Restraint

Rebecca is a 22-year-old woman with an intellectual disability. Rebecca has a soft toy she carries with her at all times. If the soft toy is misplaced Rebecca becomes distressed and starts to suck on her hands. This has led to significant injury to her hands. In order to prevent her from sucking on her hands, Rebecca wears gloves on her hands until the soft toy is located.

Reporting Episodic Mechanical Restraint 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 Restrictive 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 Mechanical Restraint for the Service User and Service Outlet is to be entered. Every other time an instance of use is added to the existing "Mechanical Restraint" 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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Online Data Collection > Service User > Restrictive Practice Summary

Restrictive Practice Summary

Service User Details

BIS Client ID: [0187-6730](#)
 First Name: Rebecca
 Date of Birth: 22 Feb 1992
 Surname: Walsh
 Gender: Female

Service Outlet Details

Service Outlet: 557444 - Beenleigh Street

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** Mechanical Restraint for the Add a new Restrictive Practice type.
9. **Select** Gloves/Mittens for the Device. (If not listed, select Other from the drop list and provide the details in the adjoining field - *If Other, please specify.*)
10. Select [Add new instance of use](#) hyperlink
11. **Enter** the following details:
 - a. Start Date – 18/12/2014.
 - b. Start Time – 13:00.
 - c. End Date – 18/12/2014.
 - d. End Time – 15:30.
 - e. Location – Lounge. (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 self.
(Injury is only required to be entered when an injury was sustained as a result of using the Restrictive Practice.)
12. Select the [Save](#) hyperlink.

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Service User [Online Data Collection > Service User > Restrictive Practice Summary > Add Episodic Restrictive Practice Usage](#)

Service User

[Service User Details](#) **Add Episodic Restrictive Practice Usage**

[Restrictive Practice Summary](#)

[Return](#)

Service User Details

BIS Client ID: [0187-6730](#)
 First Name: Rebecca Surname: Walsh
 Date of Birth: 22 Feb 1992 Gender: Female

Service Outlet Details

Service Outlet: 557444 - Beenleigh Street

Episodic Restrictive Practice Usage

Add a new Restrictive Practice type
 Mechanical Restraint

Add Episodic Restrictive Practice Usage - Mechanical Restraint

Device: *
 Gloves / Mittens If other, please specify:

Include deleted items

| Start Date | Start Time | End Date | End Time | Location | Behaviour Posing Risk of Harm To Self Or Others | Injury | |
|------------|------------|------------|----------|----------------------------------------------------------|-------------------------------------------------|--------------------------------------------------------------------------------|-------------|
| 18/12/2014 | 13:00 | 18/12/2014 | 15:30 | Lounge If other, please specify: <input type="text"/> | Scratching | Select from the list below if this RP usage resulted in injury Harm to self | Save Cancel |