

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

Recording the use of Physical Restraint in ODC

Each use of Physical Restraint is to be recorded as a separate Restrictive Practice instance of use in ODC. Physical Restraint is recorded as episodic usage only.

An example of Physical Restraint

Janice is 18 years of age and is supported by staff from an accommodation service to live in her own apartment. Three days per week she works at a plant nursery and is supported by a community access service provider. Janice is not legally able to make decisions for herself and her parents make these for her.

At work Janice has started to pinch her support worker. This was something she has done in the past at school with teachers and fellow students and occasionally at home with her sister. The advice from her parents has been to hold her hand to prevent Janice from pinching you and say "no" and then guide her hand back to the task she is doing. This is the action staff have been using.

Reporting Episodic Physical 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 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 Physical Restraint for the Service User and Service Outlet is to be entered. Every other time an instance of use is added to the existing "Physical 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.

Queensland Government
Department of Communities, Child Safety and Disability Services

Help

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

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

Restrictive Practice Summary

Service User Details

BIS Client ID: [0107-1611](#)
 First Name: Janice
 Date of Birth: 18 Jan 1996
 Surname: Henricks
 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** Physical Restraint for the Add a new Restrictive Practice type.
9. **Select** One person guiding for the Physical Restraint Type.
10. **Select** [Add new instance of use](#) hyperlink.
11. **Enter** the following details:
 - Start Date – 03/12/2014.
 - Start Time – 09:10.
 - End Date – 03/12/2014.
 - End Time – 09:15.
 - Location – Yard/Garden/Driveway. (If not listed, select Other from the drop list and provide the details in the adjoining field - *If Other, please specify.*)
 - Behaviour Posing Risk of Harm to Self Or Others – Pinching.
(Record this as the main behaviour that was presented and the behaviour led to the use of the Restricted Practice.)
 - Injury – Harm to others.
(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.

Service User

Add Episodic Restrictive Practice Usage

Service User Details

BIS Client ID: 0107-1611
 First Name: Janice
 Date of Birth: 18 Jan 1996
 Surname: Henricks
 Gender: Female

Service Outlet Details

Service Outlet: 555555 - Helping Care Services

Episodic Restrictive Practice Usage

• Add a new Restrictive Practice type
 Physical Restraint

Add Episodic Restrictive Practice Usage - Physical Restraint

Physical Restraint Type: One person guiding
 If other, please specify:

Start Date	Start Time	End Date	End Time	Location	Behaviour Posing Risk of Harm To Self Or Others	Injury	Include deleted items
03/12/2014	09:10	03/12/2014	09:15	Yard / Garden / Driveway If other, please specify:	Pinching	Select from the list below if this RP usage resulted in injury Harm to others	Save Cancel

[Cancel](#)

