

Recording Restrictive Practice Usage in ODC for Restricted Access to Objects

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

Recording the use of Restricted Access to Objects in ODC

Each use of Restricted Access to Objects is to be recorded as a separate Restrictive Practice instance of use in ODC. Restricted Access to Objects is recorded as routine usage only.

An example of Restricted Access to Objects

Monica is 33 years of age and lives with another woman in a rented home. They are both supported in their home by paid staff. When Monica was a child she drank washing up detergent and had to go to hospital. Her parents also said they kept the refrigerator locked as she would drink all the milk and water kept in the refrigerator. The staff have seen her try to drink the washing liquid and stopped her in time and she has been taking all the milk from the refrigerator. Monica also drinks quickly and can cough from choking if staff do not remind her to slow down. Staff are worried they will not be able to stop her from drinking something dangerous and want to lock away anything that Monica may drink when they are not around. Staff who support her feel that locking these away is the only way to keep her safe. They cannot be with Monica every moment of the day or night to support both Monica and her flat mate. Monica's friend Lorna helps Monica with decisions. Monica does not have any other behaviours of concern.

Reporting Routine Restricted Access to Objects 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 Restricted Access to Objects for the Service User and Service Outlet is to be entered. Every other time an instance of use is added to the existing "Restricted Access to Objects" 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

Online Data Collection > Service User > Restrictive Practice Summary

Restrictive Practice Summary

Service User Details

BIS Client ID:	0001-4491	Surname:	Schrot
First Name:	Monica	Gender:	Female
Date of Birth:	02 Jul 1981		

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

Last updated: Sunday 30 November, 2014
Application Version: 2.8.5448

8. **Select** Restricted Access to Objects for the Add a new Restrictive Practice type.
9. **Enter** the following details:
 - a. Restricted Object/s – cupboards under the sink in the kitchen and refrigerator (text field with 100 character limit).
 - b. Start Date – 01/12/2014.
 - c. End Date – 31/12/2014.
 - d. Total use in typical 24-hour period – 24.00. (For example 14 hours and 30 minutes would be recorded as 14.50.)
 - e. Behaviour Posing Risk of Harm to Self Or Others – Other.
 - f. Injury – Harm to self.
10. **Select** the 'Add' button.

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

Service User Details

Add Routine Restrictive Practice Usage

[Restrictive Practice Summary](#)

[Return](#)

Service User Details

BIS Client ID: [0001-4491](#)
 First Name: Monica
 Date of Birth: 02 Jul 1981
 Surname: Schrot
 Gender: Female

Service Outlet Details

Service Outlet: 555555 - Helping Care Services

Routine Restrictive Practice Usage

Add a new Restrictive Practice type
 Restricted Access to Objects

Add Routine Restrictive Practice Usage - Restricted Access to Objects

Restricted Object/s: *
 cupboards under the sink in kitchen and refrigerator

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 self