

Online Data Collection (ODC): Restrictive Practice Approvals

How to access Service User Details

1. Login to **ODC** using the link below with the provided username and password.
<https://secure.disability.qld.gov.au/ngo>

Queensland Government
 Department of Communities, Disability Services and Seniors
 Department of Child Safety, Youth and Women

Secure Services Gateway

Welcome to the Secure Services Gateway for the Department of Communities, Disability Services and Seniors and the Department of Child Safety, Youth Justice and Women.

The Secure Service Gateway manages your access to various web based systems. All Login on the systems are monitored and logged. Unauthorised attempts to access the web based systems are monitored. Any person found to be an unauthorised user may be prosecuted

Login

Username:

Password:

Login [Forgotten your password](#)

2. There is a new **Restrictive Practice** section in the left hand nav. This is the where all information, including data and functions relating to restrictive practices are now located.

Queensland Government
 Department of Communities, Disability Services and Seniors

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Online Data Collection

What's new?
 Q2 18/19 NMDS reporting All areas except North Coast Region (which commences January 2019) are in L... Last updated: 17/12/2018

Administration
 Allows for administration of agency, service type outlet and ODC user details.

Initialisation
 Setup for a first time user.

Resources
 Collection of documents with helpful guidelines for system users.

Service Type Outlet
 Data entry of service type outlet details for your agency each quarter.

Service user
 Search and view service user, services received and restrictive practices information for your agency each quarter.

Reports

- Authorisations for release of final data for use in the quarterly DS NMDS collection
- Standard Service Type Outlet and Service User list reports
- 'Reported Data extract' for ad-hoc reporting purposes.

- On the **Restrictive Practice** link click on **[+]** to expand the options and then click on **Restrictive Practice Service User** on the left hand menu to get started.

Queensland Government
Department of Communities, Disability Services and Seniors

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Online Data Collection

What's new?
Q2 18/19 NMDS reporting All are January 2019) are in t... Last up

Administration
Allows for administration of agen

Initialisation
Setup for a first time user.

Resources
Collection of documents with help

Service Type Outlet
Data entry of service type outlet

Service user

- The **Search Restrictive Practice Service User** screen is displayed. Enter details in the fields available and click on **Search**.

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Department of Communities, Disability Services and Seniors

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

Search Restrictive Practice Service User

NDIS Id:

OR

Surname:

First Name:

5. Your search result will appear.

The screenshot shows the 'Online Data Collection' interface for the Queensland Government. The header includes the Queensland Government logo and the text 'The Online Data'. Below the header, there is a navigation menu with links for 'Help', 'Administration', 'Resources', 'Service User', 'Restrictive Practice', 'Restrictive Practice Service User', 'Restrictive Practice Service Outlets', 'Reports', and 'What's new?'. The main content area is titled 'Search Restrictive Practice Service User' and shows a search for NDIA ID: 123456. Below the search bar is a table with the following columns: Surname, First Name, NDIS ID, ID (formerly BIS ID), DOB, Gender, Postcode, and Agency. The table contains one row with a redacted surname 'XXXX' and empty cells for the other fields. Below the table, there is a link 'Add new Restrictive Practice Service User' and a note: 'Before adding a new Restrictive Practice Service User, please ensure you have searched by NDIS ID or by the name and confirmed they have not already been entered.'

6. Click on the **surname** which has a hyperlink to access **Service User Details**. This section is the main hub for service user details and the history of all existing data will be displayed. From this section, service providers can undertake the following functions:

- Update Service User Details
- Enter Date of Death
- Add new Addresses
- View Restrictive Practice Approvals/Consent history
- Notify Approval or Consent to the Use of Restrictive Practices
- Notify any change of details to an existing Restrictive Practice Approval, including cessation

Queensland Government The Online Data Collector
 Department of Communities, Disability Services and Seniors

Help Print

Service User

Restrictive Practice
 Service User
 Service User Details
 Restrictive Practice Summary
 Return

Online Data Collector > Service User > Service User Details

Service User Details

Service User Details

Agency: XXX
 HACS Id: XXX
 ID (formerly RPS ID): XXX
 First Name: XXX
 Surname: XXX
 Date of Birth: XXX
 Age: XXX
 Gender: XXX
 Service User Declaration Status: XXX
 Update Service User Details: XXX
 Enter Date of Death: XXX

Addresses

Add New Address
 When a new address is declared, the current address will automatically be end-dated the day before the "From Date" of the new address.

Include deleted records

Residential Address Line 1	Residential Address Line 2	Suburb	State	Postcode	From Date	To Date	Declaration Status	
			QLD					Delete

Restrictive Practice Approvals/Consent

Form 6-4: Notification of Approval or Consent to the Use of Restrictive Practices

Include deleted records

Approval Type	Plan Date	Approval/Consent By	Approval Date	Expiry Date	Cessation Date	Declaration Status	
PRSP/Respite/CAS Plan		Guardian for a restrictive practice (general) matter				Declared	Form 6-5
Short Term Approval		Public Guardian (or delegate)				Declared	

Use Form 6-5 Notification of change to a restrictive practice approval (includes cessation) if the details of an existing restrictive practice approval are changed from those previously notified or if a Guardianship Appointment must be ceased prematurely.

Guardianship Appointment History

Guardian Name	Guardian Type	Appointed From	Appointed To	Cessation Date	Declaration Status
					Declared

Note: Changes made in this section will not copy through to NMDS as it is a separate system and service providers (excluding AS&RS) now report their restrictive practice usage directly to NDIS.

For further information, visit [RP Contacts and Quick Information Guide](#) in the ODC help resources.