

Positive Behaviour Support and Restrictive Practices
Disability Connect Queensland

GUIDE: How to access Service User Details

Online Data Collection (ODC): Restrictive Practice Approvals

1. Login to **ODC** with the provided username and password at <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:

[Forgotten your password](#)

2. There is a **Restrictive Practice** section in the left-hand navigation menu. This is where all information, including data entry and other functions relating to restrictive practices, is located.

Queensland Government
Department of Communities, Disability Services and Seniors

[Help](#)

Online Data Collection

- [+] [Administration](#)
- [Resources](#)
- [Service User](#)
- [+] [Restrictive Practice](#)**
 - [Restrictive Practice Service User](#)
 - [Restrictive Practice Service Outlets](#)
- [+] [Reports](#)
- [+] [Internal Reports](#)
- [+] [Bulk Import](#)
- [+] [Other Software Systems Import](#)
- [What's new?](#)

Online Data Collection

What's new?
Notifying the department of an Approval for restrictive practices - Important changes from 01 July 2... **Last updated:** 01/07/2019

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.

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

Queensland Government
Department of Communities, Disability Services

[Help](#)

Online Data Collection

- [+] [Administration](#)
- [Resources](#)
- [Service User](#)
- [-] [Restrictive Practice](#)
 - [Restrictive Practice Service User](#)**
 - [Restrictive Practice Service Outlets](#)
- [+] [Reports](#)
- [+] [Internal Reports](#)
- [+] [Bulk Import](#)
- [+] [Other Software Systems Import](#)
- [What's new?](#)

Online Data Collection

What's new?
Notifying the department of changes from 01 July

Administration
Allows for administration

Initialisation
Setup for a first time

Resources
Collection of documents

Service Type Outlet
Data entry of service user

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

Queensland Government
Department of Communities, Disability Services and Seniors

[Help](#)

Online Data Collection

- [+] [Administration](#)
- [Resources](#)
- [Service User](#)
- [-] [Restrictive Practice](#)
 - [Restrictive Practice Service User](#)
 - [Restrictive Practice Service Outlets](#)
- [+] [Reports](#)
- [What's new?](#)

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

Search Restrictive Practice Service User

NDIS Id:

OR

Surname:

First Name:

Note: You do not need to enter all fields to run a search. You can enter either the NDIS ID, Surname or First Name.

5. Your search result will appear.

The screenshot shows the Queensland Government Online Data Collection interface. At the top, there is a green header with the Queensland Government logo and the text "The Online Data Collection". Below the header, there is a navigation menu with links for "Help" and "Privacy". The main content area is titled "Search Restrictive Practice Service User" and includes a search bar with the text "Search for: NDIA Id: 4308xxxxx". Below the search bar, there 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 the value "XXXX" in the Surname column. Below the table, there is a link to "Add new Restrictive Practice Service User".

Queensland Government
Department of Communities, Disability Services and Seniors

The Online Data Collection

[Help](#) [Privacy](#)

Online Data Collection

[Administration](#)
[Resources](#)
[Service User](#)

[Restrictive Practice](#)
[Restrictive Practice Service User](#)
[Restrictive Practice Service Outlets](#)

[Reports](#)
[What's new?](#)

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

Search Restrictive Practice Service User

Search for: NDIA Id: 4308xxxxx

[Search again](#)

Surname	First Name	NDIS ID	ID (formerly BIS ID)	DOB	Gender	Postcode	Agency
XXXX							

[Add new Restrictive Practice Service User](#)

Please note, if your search returns no results, this could possibly mean that the service user is not linked to your organisation, and you will need to add the service user as a new restrictive practice service user.

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/Guardianship history:
 - Form 6-4 Notification of Approval or Consent to the Use of Restrictive Practices
 - Form 6-5 Notification of change to a Restrictive Practice Approval (includes cessation).
- Add Guardian (for Positive Behaviour Support Plan, or Respite/Community Access Services Plan)

[Help](#)[Print](#)**Service User**[Online Data Collection](#) > [Service User](#) > Service User Details

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

Service User Details**Service User Details**

Agency: Primary Disability:

NDIS Id: Indigenous Status:

ID (formerly BIS ID): Culturally and Linguistically Diversified:

First Name:

Surname:

Date of Birth:

Age:

Gender:

Service User Declaration Status:

[Update Service User Details](#)[Enter Date of Death](#)**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	
							Declared	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	
Positive Behaviour Support Plan		Guardian for a restrictive practice (general) matter				Declared	Form 6-5
Short Term Approval		Chief Executive delegate, Disability Services				Declared	

Use Form 6-5 *Notification of change to a restrictive practice approval (includes cessation)* if the details of an existing restrictive practice approval as 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
Public Guardian	Guardian for RP (General)				Declared

Note: Implementing providers registered with the NDIS Commission are required to submit monthly reports to the NDIS Commission on the use of restrictive practices against the participant's current/ active positive behaviour support plan.

