

Online Data Collection (ODC): Restrictive Practice Approvals

How to add guardian details to an existing Restrictive Practice Approval

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

2. Service providers can update guardian details for a 6-4 Positive Behaviour support plan or respite /CAS plan, when the guardian is not known for the entire 12 months of the approval as the plan can only be entered up to the end date of guardian appointment.
3. When a new guardian is known, go the **Service User Details** section and click on the **Add Guardian** link in the **Restrictive Practice Approvals/Consent** box.

Service User Details

Agency: XXX
 NDIS ID: XXX
 ID (formerly BIS 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

Residential Address Line 1	Residential Address Line 2	Suburb	State	Postcode	From Date	To Date	Declaration Status	Delete
1 George Street		XX	QLD	XX	15 Dec 2015		Declared	

Restrictive Practice Approvals/Consent

Approval Type	Plan Date	Approval/Consent By	Approval Date	Expiry Date	Cessation Date	Declaration Status	Declaration Status
Positive Behaviour Support Plan	19 Jun 2019	Guardian for a restrictive practice (general) matter	14 Jun 2019	31 Dec 2019		Declared	Public Guardian
ESSP/Respite/CAS Plan	30 Jun 2019	QCAT	25 Feb 2019	16 Jun 2019		Declared	
ESSP/Respite/CAS Plan	26 Feb 2018	QCAT	26 Feb 2018	25 Feb 2019	24 Feb 2018	Declared	
ESSP/Respite/CAS Plan	23 Feb 2017	QCAT	27 Feb 2017	28 Feb 2018		Declared	
ESSP/Respite/CAS Plan	22 Jan 2016	QCAT	29 Feb 2016	28 Feb 2017	26 Feb 2017	Declared	
ESSP/Respite/CAS Plan	06 Feb 2015	QCAT	02 Mar 2015	01 Mar 2016	28 Feb 2016	Declared	

Guardianship Appointment History

Guardian Name	Guardian Type	Appointed From	Appointed To	Cessation Date	Declaration Status
Public Guardian	Guardian for RP (General)	01 Jun 2019	31 Dec 2019		Declared

- This allows you to edit the **Expiry Date** on Form 6-4 under the **Approvals/Consent Details** box, then click on **Next**.

Note: The Expiry Date is the only detail that can be modified.

Approval/Consent details

An asterisk (*) indicates that an answer is required.

Select the approval type*

- Short Term Approval
- Positive Behaviour Support Plan
- Respite/Community Access Services Plan
- Chemical Restraint (Fixed Dose) as the only Restrictive Practice - Applicable only for Respite.

Plan Date: *

19 Jun 2019

Who approved or gave consent to the use of Restrictive practice(s)

Approval/Consent By: *

Guardian for a restrictive practice (general) matter

Enter the period of Approval/Consent

Approval Date: *

14 Jun 2019

Expiry Date: *

31 Dec 2019

Next Cancel

- Enter the new guardian details and click on **Next**.

Appointment of a Guardian for Restrictive Practices (general or respite)

The entire period of the Approval/Consent must be covered by one or more Guardian Appointments. If the existing Guardian Appointments do not cover the entire period, you may enter the new Guardian details below. If you proceed without entering new Guardian details, the dates of the Approval/Consent will be modified to align with the existing Guardian Appointment.

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

Enter new Guardian Appointment details if required

Guardian Name:

Guardian Type:

Appointed From:

Appointed To:

The Guardian Appointment must cover the entire period of the Restrictive Practice Approval

The Guardian Appointment period cannot exceed two years

When a new Guardian Appointment is entered, if there is an existing Guardian Appointment that extends beyond the Appointed From date of the new appointment, the existing record will be updated with a Cessation Date of the day before the new Appointed From date.

Next Cancel

6. Form 6-4 will be displayed. Click on **Submit**.

Queensland Government
Department of Communities, Disability Services and Seniors

Help

Service User
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[Service User Details](#)
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Online Data Collector > Service User > Service User Details > Form 6-4

Form 6-4

Service User Details

Agency: XXX
 NDIS Id: XXX
 ID (formerly BIS ID): XXX
 First Name: XXX
 Surname: XXX
 Date of Birth: XXX
 Age: XXX
 Gender: XXX
 Service User Declaration Status: XXX

Approval/Consent details

Approval Type: XXX
 Plan Date: XXX
 Approval/Consent By: XXX
 Approval Date: XXX
 Expiry Date: XXX

Appointment of Guardian Details

Guardian Name	Guardian Type	Appointed From	Appointed To	Cessation Date
Public Guardian	Guardian for RP (General)	14 May 2019	13 May 2021	
Public Guardian		14 May 2018	13 May 2019	

Service Outlet and Restrictive Practice Details

Service Outlet	Restrictive Practice	Additional Details (if applicable)
	Containment	
	Mechanical Restraint	Bed Restraint
	Restricted Access to Objects	Test object

Submit Cancel

7. The declaration process will now commence and a notification will be emailed to the authorising officer.

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