



# GUIDE: How to authorise a Restrictive Practice declaration

1. Login into **ODC** with the provided **Authorising Agency Officer** username and password at <https://secure.disability.qld.gov.au/ngo>
2. On the **Reports** link in the left hand menu, click on **[+]** to expand the options and then click on **[+] Restrictive Practices** to expand the options, then click on **Restrictive Practice Declarations**.

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## Online Data Collection

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## 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.

3. Click on the drop-down list and select a declaration type to review.  
Note: The number (3) next to the declaration type indicates the number of types that need to be reviewed and declared or rejected.

Online Data Collection > Restrictive Practice Declarations

## Restrictive Practice Declarations

**Filtering Options**

Declaration Type:

- Service Outlet Details
- Service User Details (3)
- Form 6-4 Submission (2)
- Form 6-5 Submission (1)

4. Select **Form 6-4 Submission**, then click **Display** to view a list of awaiting declarations in the **Form 6-4 Submission** details box.

- Click on the **Surname** hyperlink to view the details to ensure it is 'true and correct'. Enter in the mandatory fields in the Declaration Details and select:
  - Declare** if the details are correct or,
  - Reject** if the details are incorrect.

Online Data Collection > Restrictive Practice Declarations

### Restrictive Practice Declarations

**Filtering Options**

Declaration Type:  
Form 6-4 Submission (2) ▼

Display

### Form 6-4 Submission Details

Select	Surname	First Name	NDIS ID	Approval Type	Approval Date	Expiry Date	Approval/Consent By	Declaration Status
<input type="checkbox"/>				Positive Behaviour Support Plan			Guardian for a restrictive practice (general) matter	Submitted
<input type="checkbox"/>				Positive Behaviour Support Plan			Guardian for a restrictive practice (general) matter	Submitted

### Declaration Details

Declared Date: 12 Oct 2021

Declared By Name: \*

Declared By Position: \*

Email Address: \*

Declare Reject

- If the declaration is correct, click on **Declare**. This will now appear as Declared in the Restrictive Practice Approvals/Consent table.

### Restrictive Practice Approvals/Consent

Include deleted records

Approval Type	Plan Date	Approval/Consent By	Approval Date	Expiry Date	Cessation Date	Declaration Status
<a href="#">PBSP/Respite/CAS Plan</a>		Guardian for a restrictive practice (general) matter				Declared

- If the data needs to be updated, click on **Reject** and a notification will be sent to the user who submitted the form to edit and re-submit.  
Note: You cannot edit information that has been declared.

### 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
<a href="#">Positive Behaviour Support Plan</a>		Guardian for a restrictive practice (general) matter				Rejected <a href="#">Edit</a> <a href="#">Delete</a>

*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.*