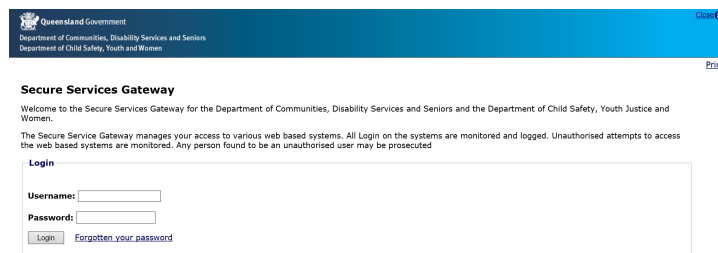


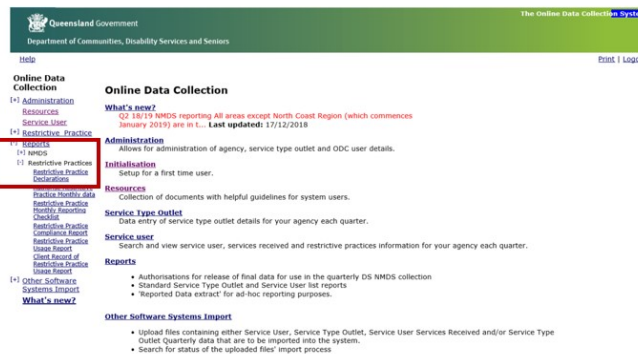
Online Data Collection (ODC): Restrictive Practice Approvals

How to authorise a restrictive practice declaration

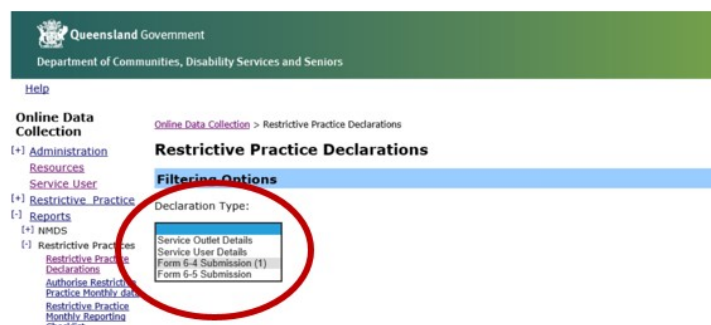
1. Authorising officer to login to **ODC** using the link below with the provided username and password. <https://secure.disability.qld.gov.au/ngo>



2. On the **Reports** link click on **[+]** to expand the options and then click on **[+] Restrictive Practices** to expand the options, then click on **Restrictive Practice Declarations** on the left hand menu.



3. Authorising Officer to select **Declaration Type**.



4. Select **Form 6-4 Submission**.

Note: In the Declaration Type list there is a count (1) beside each type of declaration which shows how many are awaiting declaration.

5. Click on **Display** to view a list of awaiting declarations in the **Form 6-4 Submission Details** box, which may contain multiple declarations.

6. Select the submission details to declare by clicking on the tick box in the **Select** column. Click on the **Surname** hyperlink to view declaration details.

Queensland Government
Department of Communities, Disability Services and Seniors

Online Data Collection > Restrictive Practice Declarations

Restrictive Practice Declarations

Filtering Options
Declaration Type:
Form 6-4 Submission (1)

Form 6-4 Submission Details

| Select | Surname | First Name | NDIS ID | Approval Type | Approval Date | Expiry Date | Approval/Consent By | Declaration Status |
|-------------------------------------|---------------------|------------|---------|---------------|---------------|-------------|---------------------|--------------------|
| <input checked="" type="checkbox"/> | XXX | XXX | XXX | XXX | XXX | XXX | XXX | Submitted |

Declaration Details

Declared Date: 14 Jun 2019
 Declared By Name: Tanya Testing
 Declared By Position: Test
 Email Address: myemail

7. 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 |
|---|-------------|---------------------|---------------|-------------|----------------|--------------------|
| Positive Behaviour Support Plan | 02 Jun 2019 | XXX | 01 Jun 2019 | 31 May 2020 | | Declared |
| PBSP/Respite/CAS Plan | 01 May 2018 | XXX | 27 Aug 2018 | 26 Aug 2019 | | Declared |

8. 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.

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