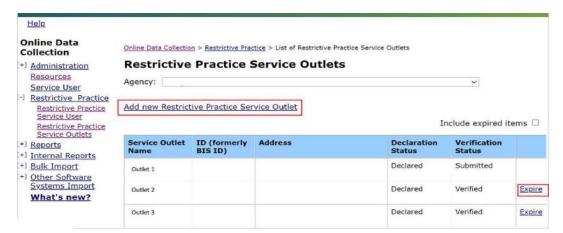# GUIDE: How to create a Restrictive Practice Service Outlet

1. Login to **ODC with** the provided **Data Entry Operator** username and password.
   https://secure.disability.qld.gov.au/ngo

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

3. Click on **Add new Restrictive Practice Service Outlet**.
   From this page you can also expire service outlets when they are no longer operational

4. A pop-up window will be displayed. Enter the details and **Submit**.

Create a Restrictive Practice Service Outlet

Service Outlet Name:*	Outlet 3
Business Address Line 1:*	123 ABC St
Business Address Line 2:	
Suburb:*	Brisbane
State:*	QLD ⌄
Postcode:*	4000

Please note, a private dwelling house is not deemed a visitable site and therefore cannot be created as a Service Outlet.
After submitting the information above, and once declared, the created Service Outlet will need to be verified by the regional Principal Clinician.

[Submit] [Cancel]

5. The declaration process will now commence, and a notification will be emailed to the **Authorising Agency Officer**.

   Once the new outlet is declared it is sent to Department to verify if the outlet address is appropriate for use for restrictive practices (Only applicable to Accommodation Support and Respite Services (AS&RS)).

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.