

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.

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 > Restrictive Practice > List of Restrictive Practice Service Outlets

Restrictive Practice Service Outlets

Agency:

Add new Restrictive Practice Service Outlet

Include expired items ☐

Service Outlet Name	ID (formerly BIS ID)	Address	Declaration Status	Verification Status	
Outlet 1			Declared	Submitted	
Outlet 2			Declared	Verified	Expire
Outlet 3			Declared	Verified	Expire

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

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

Create a Restrictive Practice Service Outlet

Service Outlet Name:*	<input type="text" value="Outlet 3"/>
Business Address Line 1:*	<input type="text" value="123 ABC St"/>
Business Address Line 2:	<input type="text"/>
Suburb:*	<input type="text" value="Brisbane"/>
State:*	<input type="text" value="QLD"/>
Postcode:*	<input type="text" value="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.

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.