

# Online Data Collection (ODC): Restrictive Practice Approvals

## How to create a Restrictive Practice Service Outlet

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

Queensland Government  
 Department of Communities, Disability Services and Seniors  
 Department of Child Safety, Youth and Women

**Secure Services Gateway**

Welcome to the Secure Services Gateway for the Department of Communities, Disability Services and Seniors and the Department of Child Safety, Youth Justice and Women.

The Secure Service Gateway manages your access to various web based systems. All Login on the systems are monitored and logged. Unauthorised attempts to access the web based systems are monitored. Any person found to be an unauthorised user may be prosecuted

**Login**

Username:

Password:

[Forgotten your password](#)

2. Click on **Restrictive Practice Service Outlets** in the left nav menu.

Queensland Government  
 Department of Communities, Disability Services and Seniors

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Online Data Collection > Restrictive Practice > List of Restrictive Practice Service Outlets

**Restrictive Practice Service Outlets**

Agency: The Corporation of the Trustees of the Roman Catholic Archdiocese of Brisbane

[Add new Restrictive Practice Service Outlet](#)

Include expired items

Service Outlet Name	ID (formerly BIS ID)	Address	Verification Status	
Provider Name	123456	1 Smith Street	Verified	<a href="#">Expire</a>
Provider Name	123456	2 Brown Road	Verified	<a href="#">Expire</a>

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

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

**Create a Restrictive Practice Service Outlet**

**Service Outlet Name:\***

**Business Address Line 1:\***

**Business Address Line 2:**

**Suburb:\***

**State:\***

**Postcode:\***

6. The authorising officer must then declare the new outlet. Once the new outlet is declared it is sent to Department to verify if the outlet address is appropriate for use for restrictive practices.

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