



GUIDE: How to create a new Restrictive Practice Service User

1. Login to ODC using the provided **Data Entry Operator** username and password at <https://secure.disability.qld.gov.au/ngo>
2. Click on **Restrictive Practice** in the left navigation menu, then click on **[+]** to expand the options, then click on **Restrictive Practice Service User**.
3. Do a **search** to verify the Service User is not already in ODC.
4. If the user is not in ODC, click on **Add new Restrictive Practice Service User**.

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Search Restrictive Practice Service User

Search for: Surname: NDIA Id:

[Search again](#)

Your search returned no results.

[Add new Restrictive Practice Service User](#)

Before adding a new Restrictive Practice Service User, please ensure you have searched by NDIS ID or by the name and confirmed they have not already been entered.

5. Add **Service User Details** and **Address Details**, press **Submit**. An email notification will go to the **Authorising Agency Officer** advising that the service user details require declaring.

Create Restrictive Practice Service User

An asterisk (*) indicates that an answer is required.

Service User Details

| | |
|--|--|
| Agency:* | <input type="text"/> |
| NDIS ID:* | <input type="text"/> |
| First Name:* | <input type="text" value="xxxx"/> |
| Surname:* | <input type="text" value="xxxx"/> |
| Date of Birth:* | <input type="text" value="xx/xx/xxxx"/> |
| Gender:* | <input type="text" value="MALE"/> |
| Primary Disability:* | <input type="text" value="Intellectual"/> |
| Indigenous Status:* | <input type="text" value="Does not identify with specified groups"/> |
| Culturally and Linguistically Diversed:* | <input checked="" type="checkbox"/> |

Address Details

| | |
|------------------------------|--|
| Residential Address Line 1:* | <input type="text" value="123 ABC St"/> |
| Residential Address Line 2: | <input type="text"/> |
| Suburb:* | <input type="text" value="Brisbane"/> |
| State:* | <input type="text" value="QLD"/> |
| Postcode:* | <input type="text" value="4000"/> |
| From Date:* | <input type="text" value="12 Oct 2021"/> |

6. A new Service User Details section will be created, where you can submit a **Form 6-4**.

[Online Data Collection](#) > [Service User](#) > Service User Details

Service User Details

Service User Details

| | | | |
|----------------------------------|-------------|---|---|
| Agency: | | Primary Disability: | Intellectual |
| NDIS Id: | | Indigenous Status: | Does not identify with specified groups |
| ID (formerly BIS ID): | | Culturally and Linguistically Diversed: | Yes |
| First Name: | xxxxx | | |
| Surname: | xxxxx | | |
| Date of Birth: | 16 Aug 1970 | | |
| Age: | 51 | | |
| Gender: | MALE | | |
| Service User Declaration Status: | Submitted | | |

Addresses

When a new address is declared, the current address will automatically be end-dated the day before the "From Date" of the new address.

Include deleted records

| Residential Address Line 1 | Residential Address Line 2 | Suburb | State | Postcode | From Date | To Date | Declaration Status |
|----------------------------|----------------------------|----------|-------|----------|-----------|---------|--------------------|
| 123 ABC St | | Brisbane | QLD | 4000 | | | Submitted |

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.