

Online Data Collection (ODC): Restrictive Practice Approvals

How to create a new Restrictive Practice Service User

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 User** in the left nav menu.
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**.

Queensland Government
 Department of Communities, Disability Services and Seniors

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Search Restrictive Practice Service User

Search for: NDIA Id: 1234567

[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 confirmed they have not already been entered.

5. Add **Service User** details and **Address** details, press **Submit**. This will go to authorising officer for declaration.
6. A new **Service User Details** section will be created.

Service User Details

Agency: XXX
 NDIS ID: XXX
 ID (formerly BIS ID): XXX
 First Name: XXX
 Surname: XXX
 Date of Birth: XXX
 Age: XXX
 Gender: XXX
 Service User Declaration Status: XXX
[Update Service User Details](#) XXX
[Enter Date of Death](#) XXX

Addresses

[Add New Address](#)
 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	
			QLD					Delete

Restrictive Practice Approvals/Consent

Form 6-4: Notification of Approval or Consent to the Use of Restrictive Practices

Include deleted records

Approval Type	Plan Date	Approval/Consent By	Approval Date	Expiry Date	Cessation Date	Declaration Status	
PRSP/Respite/CAS Plan		Guardian for a restrictive practice (general) matter				Declared	Form 6.5
Short Term Approval		Public Guardian (or delegate)				Declared	

Use Form 6-5 Notification of change to a restrictive practice approval (includes cessation) if the details of an existing restrictive practice approval as changed from those previously notified or if a Guardianship Appointment must be ceased prematurely.

Guardianship Appointment History

Guardian Name	Guardian Type	Appointed From	Appointed To	Cessation Date	Declaration Status
					Declared

Note: When a new user is created, ODC will generate a unique ID (formerly known as the BIS ID) as this ID will need to be used in Restrictive Practice Usage reporting data with the NDIS.

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