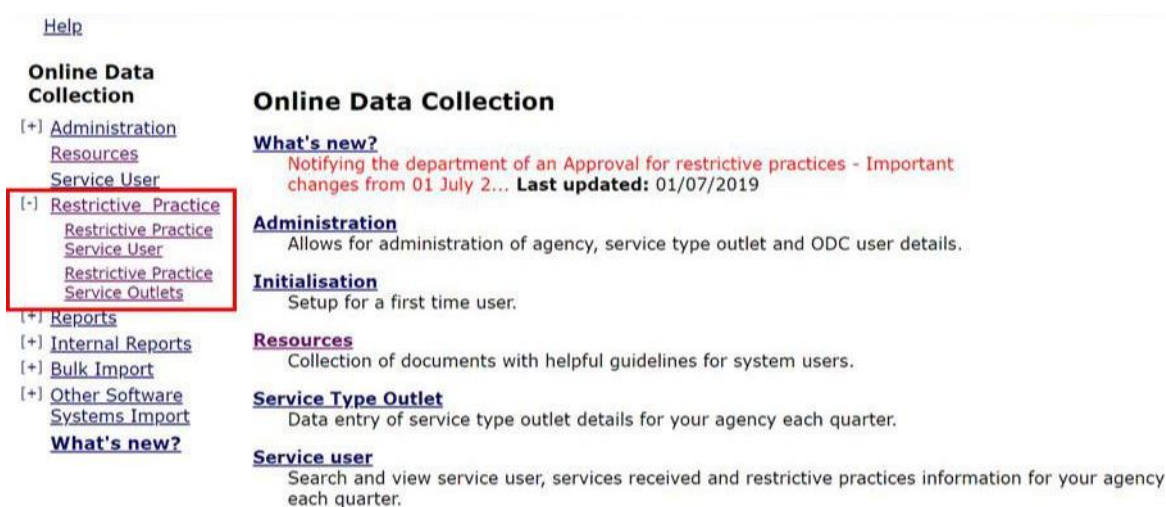


GUIDE: How to access Service User Details

1. Login to **ODC** with the provided username and password at <https://secure.disability.qld.gov.au/ngo>
2. There is a **Restrictive Practice** section in the left-hand navigation menu. This is where all information, including data entry and other functions relating to restrictive practices, is located.



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What's new?
Notifying the department of an Approval for restrictive practices - Important changes from 01 July 2... **Last updated:** 01/07/2019

Administration
Allows for administration of agency, service type outlet and ODC user details.

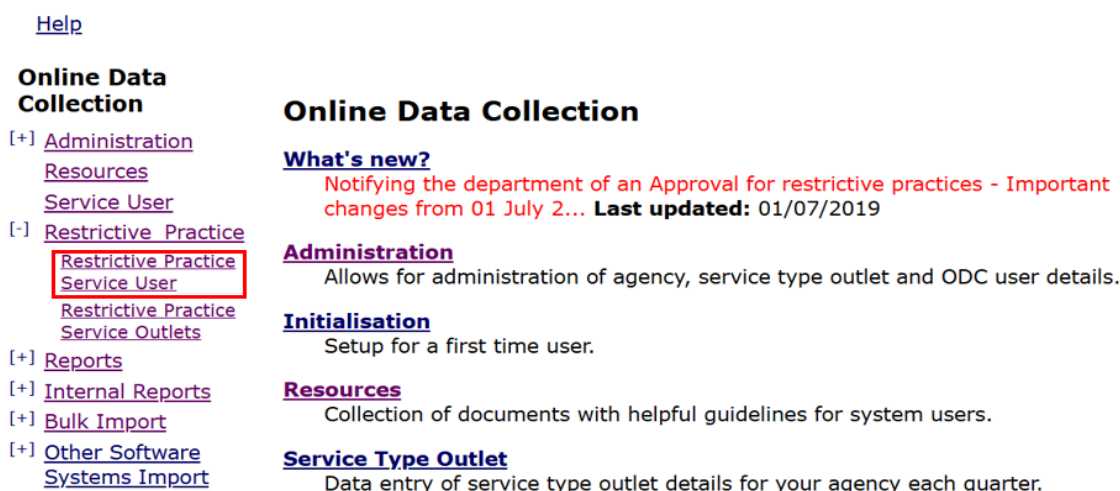
Initialisation
Setup for a first time user.

Resources
Collection of documents with helpful guidelines for system users.

Service Type Outlet
Data entry of service type outlet details for your agency each quarter.

Service user
Search and view service user, services received and restrictive practices information for your agency each quarter.

3. In the **Restrictive Practice** link click on **[+]** to expand the options and then click on **Restrictive Practice Service User** in the left-hand menu to get started.



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- The **Search Restrictive Practice Service User** screen is displayed. Enter details in the fields available and click on **Search**.

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[Online Data Collection](#) > [Restrictive Practice](#) > Search Restrictive Practice Service User

Search Restrictive Practice Service User

Agency:

NDIS Id:

OR

Surname:

First Name:

Note: You do not need to enter all fields to run a search. You can enter either the NDIS ID, Surname or First Name.

- Your search result will appear.

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Search Restrictive Practice Service User

Search for: NDIA Id: 4308xxxxx

[Search again](#)

Surname	First Name	NDIS ID	ID (formerly BIS ID)	DOB	Gender	Postcode	Agency
XXXX							

[Add new Restrictive Practice Service User](#)

Please note, if your search returns no results, this could possibly mean that the service user is not linked to your organisation, and you will need to add the service user as a new restrictive practice service user.

- Click on the **Surname** which has a hyperlink to access **Service User Details**. This section is the main hub for service user details and the history of all existing data will be displayed. From this section, service providers can undertake the following functions:
 - Update Service User Details
 - Enter Date of Death
 - Add new Addresses
 - View Restrictive Practice Approvals/Consent/Guardianship history:
 - Form 6-4 Notification of Approval or Consent to the Use of Restrictive Practices
 - Form 6-5 Notification of change to a Restrictive Practice Approval (includes cessation).
 - Add Guardian (for Positive Behaviour Support Plan, or Respite/Community Access Services Plan)

Service User

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

- [Restrictive Practice](#)
- [Service User](#)
- [Service User Details](#)
- [Restrictive Practice Summary](#)
- [Return](#)

Service User Details

Agency:	Primary Disability:
NDIS ID:	Indigenous Status:
ID (formerly BIS ID):	Culturally and Linguistically Diversed:
First Name:	
Surname:	
Date of Birth:	
Age:	
Gender:	
Service User Declaration Status:	

[Update Service User Details](#)

[Enter Date of Death](#)

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	
							Declared	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	
Positive Behaviour Support Plan		Guardian for a restrictive practice (general) matter				Declared	Form 6-5
Short Term Approval		Chief Executive delegate, Disability Services				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
Public Guardian	Guardian for RP (General)				Declared

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.