

RECORDING RESTRICTIVE PRACTICE USAGE QUICK INFORMATION GUIDE

Reporting periods

Restrictive Practice Usage recording and authorisation must be done by the second Friday of the calendar month immediately following the month of usage.

How to report your restrictive practice usage data to Disability Services

Online Data Collection (ODC): <https://odc.disability.qld.gov.au>

Information and reference materials

ODC Resources page:	https://odc.disability.qld.gov.au/main_index.aspx
Restrictive Practice Usage Resources Online:	<ul style="list-style-type: none"> ◆ ODC related documentation ◆ Restrictive Practice Collection using ODC – Quick Reference Guide ◆ Restrictive Practice Authorisation Guide ◆ Restrictive Practice Factsheets

Help available

Enquiries are best directed to the restrictive practice enquiries mailbox. Centre of Excellence staff:

- a. Provide specialist support for all restrictive practice usage recording and processes; and
- b. Provide restrictive practice usage ODC recording training.

Assistance with urgent matters is available from the Centre of Excellence on 1800 902 006*.

* Calls from mobile phones are charged at applicable rates.

Email: enquiries_DSA_RP@communities.qld.gov.au

For assistance with the creation and maintenance of ODC logins, please contact your Regional Data Support Officer.

Regional Data Support Officers are available to:	Brisbane	Martin Abbott	07 3097 0095
	North Coast	Chris Hemingway	07 5431 2247
	Far North Queensland	Andrew Barr	07 3035 4572
	North Queensland Central Queensland South West South East	David Portsmouth	07 3035 4574
<ol style="list-style-type: none"> a. Set up of new agency users in ODC, where requested and remove users as they leave; b. Assist users with ODC log in issues; and c. Assign users to restrictive practice usage providers in ODC. 			