

USER GUIDE

AUTHORISATION OF RESTRICTIVE PRACTICE INFORMATION USING ONLINE DATA COLLECTION (ODC)

Reference Guide to Authorising Restrictive Practice Usage Information in ODC.

This is a guide to common operations in ODC for Authorising Restrictive Practice Information for a Service User, Service Outlet and Reporting Month.



Table of Contents

1. About This Package	3
Authorising Officer Access in ODC	3
Monthly Reporting Timeline	3
Help Available	3
Notify the Department of Changes to the Service User Details	3
2. Main Menu	4
Service User	4
Reports	4
Bulk Import	4
3. Restrictive Practice Monthly Reporting Checklist	5
Display Restricted Practice Monthly Reporting Checklist for a Reporting Year/Month	5
4. Authorise Restrictive Practice Monthly Data	9
Display Restricted Practice Usage Information Recorded for the Reporting Year/Month	9
Reporting Status	11
Selecting Service User's Restrictive Practice Information to be Authorised	12
No Results Found	13
5. Unauthorise Restrictive Practice Monthly Data	14
Display Restricted Practice Usage Information Recorded for the Reporting Year/Month	14
Reporting Status	16
Selecting Service User's Restrictive Practice Information to be Unauthorised	17
No Results Found	18

1. About This Package

Organisations are required to report the use of Restrictive Practice that occurred during the month to the Department. The reporting of usage can occur any time during the month, or once the end of the month has been reached.

Once the data entry of the Restrictive Practice Usage information has occurred for a Service User and Service Outlet, this information is to be “authorised”. The authorisation step indicates that Restrictive Practice Usage submission is complete for Service Outlet, Service User and reporting month.

The authorisation sets the reporting status for a Service User and Service Outlet for the month.

This authorisation step is needed to:

- Identify whether all usage been reported for a Service User and Service Outlet for the month.
- Differentiate between a Service User with no Restrictive Practice Usage in the month vs unknown usage due to non-reporting.

The authorisation process will allow for multiple Service Users to be authorised, irrespective of whether usage was reported through the online ODC screens or through the bulk upload functionality in ODC.

Authorising Officer Access in ODC

The process of Authorising is to be undertaken by an Officer with the access of Authorising Agency Officer role for that Organisation.

Monthly Reporting Timeline

The relevant Service Provider must give the information to the Chief Executive—

- (a) on the second Friday of the calendar month immediately after the calendar month in which the restrictive practice is used; and
- (b) at other times if the Chief Executive, by written notice, requires the relevant service provider to do so.

Help Available

Publications and Resources:

<http://www.communities.qld.gov.au/disability/key-projects/positive-behaviour-support/publications-and-resources>

Email help: enquiries_DSA_RP@communities.qld.gov.au

Phone help: 1800 902 006*

* Calls from mobile phones are charged at applicable rates.

Notify the Department of Changes to the Service User Details

Email :

cstdanmdshelp@disability.qld.gov.au

2. Main Menu

Queensland Government
Department of Communities, Child Safety and Disability Services

Help

Online Data Collection

- [Administration](#)
- [Resources](#)
- [Service User](#)
- [Reports](#)
- [Bulk Import](#)
- [Other Software Systems Import](#)

Join ID: HelenSPDP
Role: SPDP Data Entry
Agency: Multi Limited

Online Data Collection

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.

Reports

- Authorisations for release of final data for use in the quarterly DS NMDS collection
- Standard Service Type Outlet and Service User list reports
- 'Data dump' for ad-hoc reporting purposes.

Internal Reports

- Standard Service Type Outlet and Service User list reports
- List of Online Data Collection users who accessed the reports

Bulk Import

- Upload files containing either Service User, Service Type Outlet, Service User Services Received and/or Service Type Outlet Quarterly data that are to be imported into the system.
- Search for status of the uploaded files' import process

Other Software Systems Import

- Upload files containing either Service User, Service Type Outlet, Service User Services Received and/or Service Type Outlet Quarterly data that are to be imported into the system.
- Search for status of the uploaded files' import process

Last updated: Thursday 27 November, 2014
Application Version: 2.8.5444

[Copyright](#) | [Disclaimer](#) | [Privacy](#) | [Access keys](#) | [Other languages](#)
© The State of Queensland 2006.
[Queensland Government Gateway](#)

On the main menu on the *Online Data Collection* page the three sub-menus utilised for Restrictive Practice information are:

Service User

- Search and view Service User.
- Record and view Restrictive Practice information for a Service User.

Reports

- Authorisation for release of final data for use in the monthly Restrictive Practice collection.
- Links for:
 - Restrictive Practice Monthly Reporting Checklist;
 - Restrictive Practice Usage Report;
 - Client Record of Restrictive Practice Usage.

Bulk Import

- Upload files containing Service User's Restrictive Practice Usage for import into ODC. Organisations with a large number of clients may use the Bulk Import functionality to assist in the data entry of Restrictive Practice Usage information.
- Search the status of an uploaded file.

3. Restrictive Practice Monthly Reporting Checklist

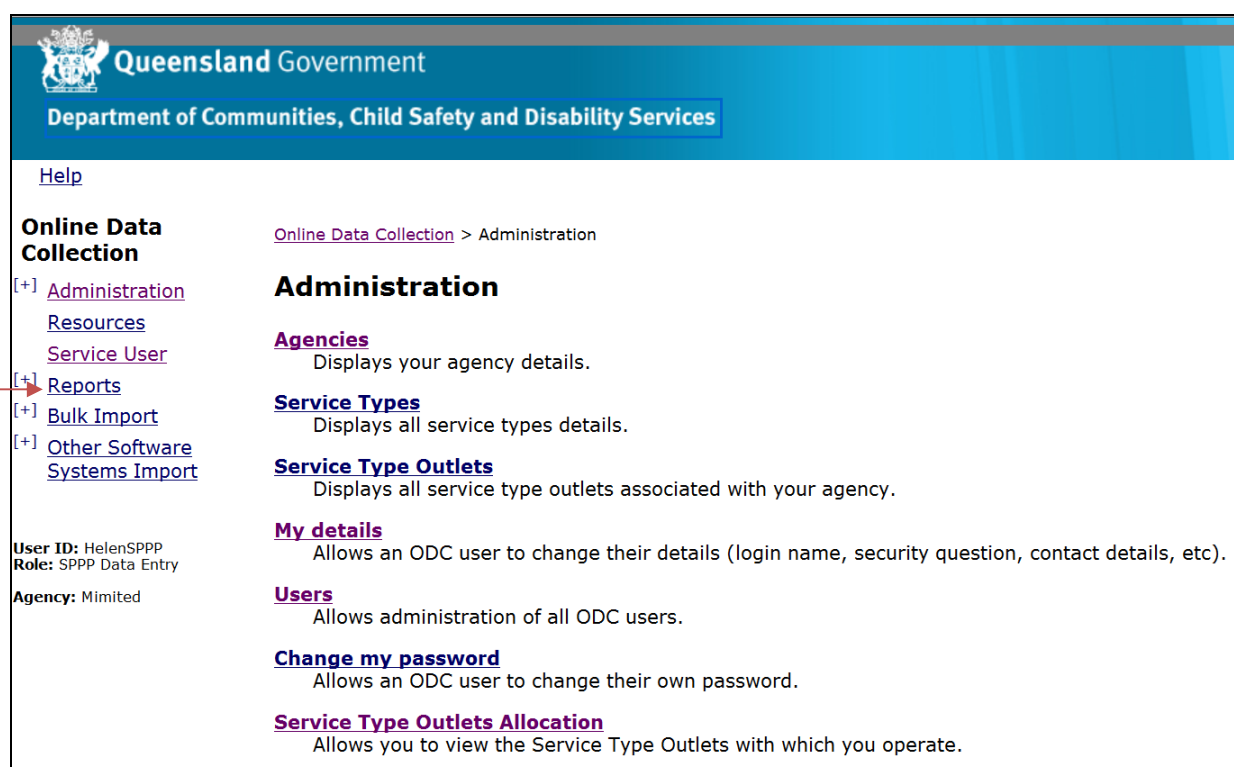
The Monthly Reporting Checklist will provide an overview of the reporting status for each Service Outlet. Utilise the Monthly Reporting Checklist prior to Authorisation as the summary will indicate:

- Service Outlets with nothing more to do – i.e. no reporting is expected, or alternatively reporting has been finalised for each Service User associated with the Service Outlet.
- Service Outlets that have Service Users that have not yet been authorised. The system will prompt the user to authorise the Restrictive Practice Usage information.
- Service Outlets that have Service Users that were expected to report, but have not yet reported. The system will prompt the user to enter the Restrictive Practice Usage information.

Display Restricted Practice Monthly Reporting Checklist for a Reporting Year/Month

From the *Online Data Collection* page:

1. Select [Reports](#) hyperlink from the *Main Menu*, to display the *Reports* page.



Queensland Government
Department of Communities, Child Safety and Disability Services

[Help](#)

Online Data Collection

[Administration](#)
[Resources](#)
[Service User](#)
[Reports](#)
[Bulk Import](#)
[Other Software Systems Import](#)

Administration

[Online Data Collection](#) > Administration

Agencies
Displays your agency details.

Service Types
Displays all service types details.

Service Type Outlets
Displays all service type outlets associated with your agency.

My details
Allows an ODC user to change their details (login name, security question, contact details, etc).

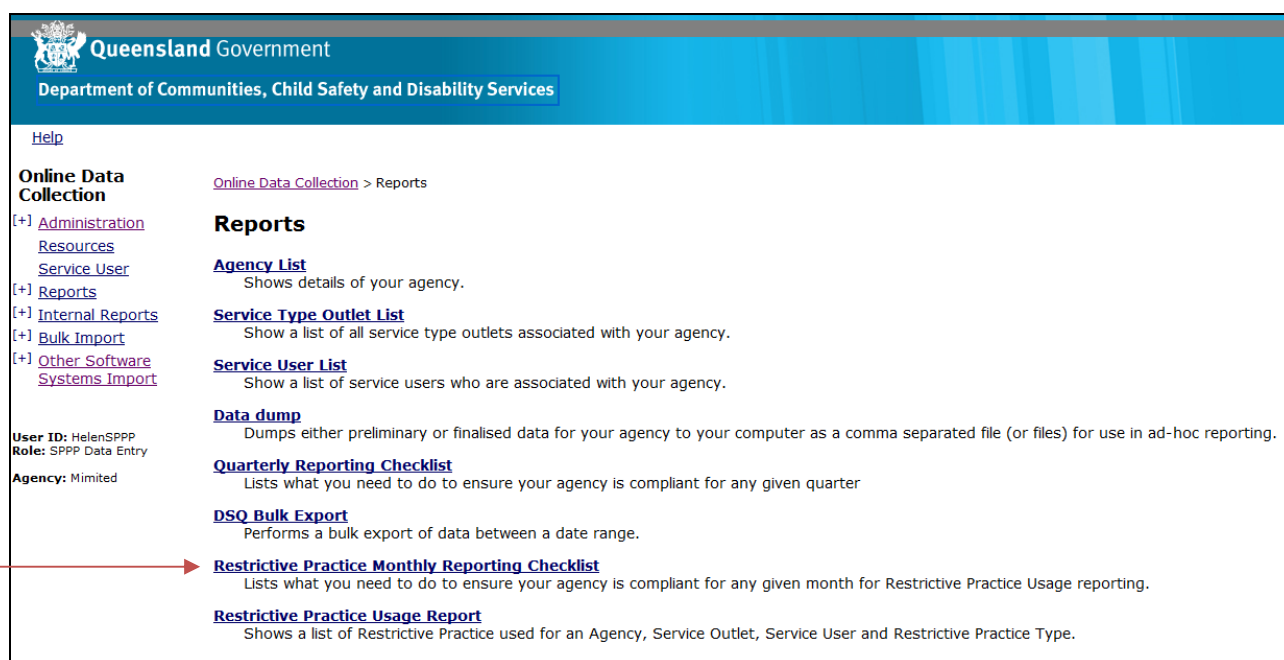
Users
Allows administration of all ODC users.

Change my password
Allows an ODC user to change their own password.

Service Type Outlets Allocation
Allows you to view the Service Type Outlets with which you operate.

User ID: HelenSPPP
Role: SPPP Data Entry
Agency: Mimited

2. **Select** [Restrictive Practice Monthly Reporting Checklist](#) hyperlink on the *Reports* page to display the *Restrictive Practice Monthly Reporting Checklist* page.



Queensland Government
Department of Communities, Child Safety and Disability Services

[Help](#)

Online Data Collection
[Administration](#)
[Resources](#)
[Service User](#)
[Reports](#)
[Internal Reports](#)
[Bulk Import](#)
[Other Software Systems Import](#)

Reports
[Agency List](#)
 Shows details of your agency.
[Service Type Outlet List](#)
 Show a list of all service type outlets associated with your agency.
[Service User List](#)
 Show a list of service users who are associated with your agency.
[Data dump](#)
 Dumps either preliminary or finalised data for your agency to your computer as a comma separated file (or files) for use in ad-hoc reporting.
[Quarterly Reporting Checklist](#)
 Lists what you need to do to ensure your agency is compliant for any given quarter
[DSQ Bulk Export](#)
 Performs a bulk export of data between a date range.
[Restrictive Practice Monthly Reporting Checklist](#)
 Lists what you need to do to ensure your agency is compliant for any given month for Restrictive Practice Usage reporting.
[Restrictive Practice Usage Report](#)
 Shows a list of Restrictive Practice used for an Agency, Service Outlet, Service User and Restrictive Practice Type.

User ID: HelenSPPP
Role: SPPP Data Entry
Agency: Mimited

Monthly reporting checklist information will only be displayed for the Service Outlets that user has security access to view. The screen is used to review a summary of the monthly reporting for a selected Agency and one or more Service Outlets associated with the selected Agency.

3. Based on the User's security profile the **Agency List** will either be:
 - Disabled and defaulted with the Agency that has been defined for the user
 - Enabled with no default, to allow the user to select an Agency for review


The screenshot shows the 'Restrictive Practice Monthly Reporting Checklist' page. The header includes the Queensland Government logo and the department name. A left-hand navigation menu lists various sections like Administration, Reports, and Internal Reports. The main content area has a breadcrumb trail: 'Online Data Collection > Reports > Restrictive Practice Monthly Reporting Checklist'. Below this is the title 'Restrictive Practice Monthly Reporting Checklist' and a note: 'An asterisk (*) indicates a required field.' The 'Filtering Options' section contains three required fields: 'Agency:*' (a dropdown menu), 'Service Outlets:*' (a text box with the placeholder '** Please select an Agency **'), and 'Reporting Year:*' (a dropdown menu). Below these is a 'Reporting Month:*' dropdown menu. At the bottom of the filtering options are two buttons: 'Run Report' and 'Reset Fields'. On the left side of the page, user information is displayed: 'User ID: HelenSPPP', 'Role: SPPP Data Entry', and 'Agency: Mimited'.

Service Outlets will display once the Agency List populates (dependant on User security access).

Tip:

- Highlight more than one Agency by using the SHIFT or CTRL keys when selecting. Using CTRL allows selection of non-consecutive Service Outlets in the list and using the SHIFT key allows selection of consecutive Service Outlets in the list.
4. **Select** from the drop list the following information:
 - **Reporting Year**
 - **Reporting Month**
 5. **Select** Run Report.

The Restrictive Practice Monthly Reporting Checklist Report results are displayed. The example below shows a sample of different results. Use the [click here](#) hyperlink to navigate to resolve any outstanding detailed actions.


Queensland Government
 Department of Communities, Child Safety and Disability Services

[Help](#)
Online Data Collection
[Administration](#)
[Resources](#)
[Service User](#)
[Reports](#)
 [-] NMDS
 [-] Disability Services
 [-] Restrictive Practices
 [Restrictive Practice Monthly Reporting Checklist](#)
 [Restrictive Practice Usage Report](#)
 [-] Internal Reports
 [-] Bulk Import
 [-] Other Software
 [Systems Import](#)

[Online Data Collection](#) > [Reports](#) > Restrictive Practice Monthly Reporting Checklist
Restrictive Practice Monthly Reporting Checklist
[Search again](#)
Restrictive Practice Monthly Reporting Checklist for January 2015

Service Outlet Reference	Service Outlet Name	What you need to do
555555	Grove Drive Highfields	<ul style="list-style-type: none"> Nothing more to do
555556	Campbell Drive Highfields	<ul style="list-style-type: none"> Nothing more to do
555557	Ford Drive Highfields	<ul style="list-style-type: none"> You have not provided any Restrictive Practice data for your Service Users. <ul style="list-style-type: none"> If this is correct, please contact your Authorising Officer to authorise the Restrictive Practice data for the month. Otherwise, click here to enter Restrictive Practice data for the Month
555559	Service Drive Highfields	<ul style="list-style-type: none"> You have Restrictive Practice records which have not been authorised. You may click here to authorise your Restrictive Practice data for the month.

User ID: HelenSPPP
Role: SPPP Data Entry
Agency: Mimited

Note:

Please ensure ALL restrictive practices by a service user have been authorised by your ODC Authorising Officer.

You will need to be logged in as an Authorising Officer to "Authorise Restrictive Practice Monthly Data".

Last updated: Monday 19 January, 2015
 Application Version: 2.8.5497

[Copyright](#) | [Disclaimer](#) | [Privacy](#) | [Access keys](#) | [Other languages](#)
 © The State of Queensland 2006.
[Queensland Government Gateway](#)

4. Authorise Restrictive Practice Monthly Data

The Officer responsible for Restrictive Practice Usage reporting in an organisation undertakes the authorising process to confirm and finalise the Restrictive Practice Usage reporting for the month.

Officers will only be able to authorise Restrictive Practice Usage information for Service Users that are associated with a Service Outlet that the Officer has security access to.

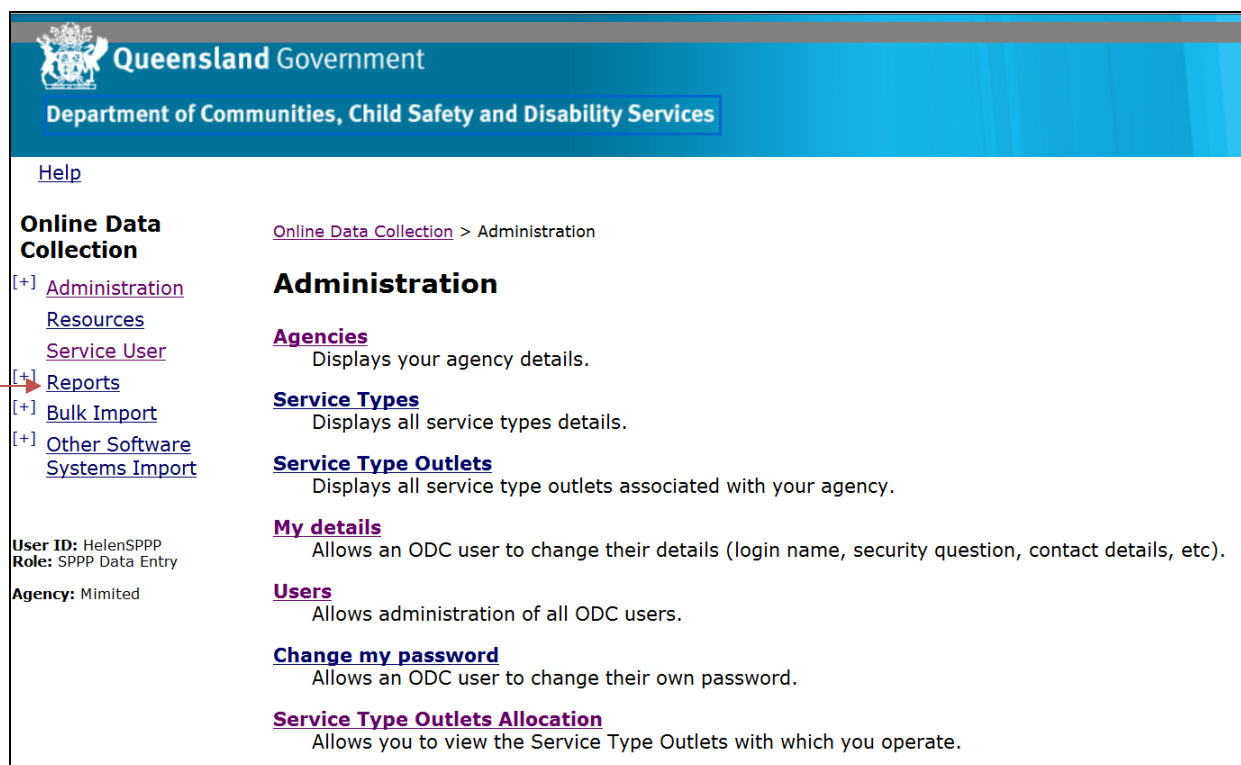
Service Users will not be included in the list to Authorise when:

- Restrictive Practice Reporting is not applicable for the Service User. This is identified when:
 - Service User does not have any Restrictive Practice Approvals for the Service Outlet for the reporting month.
 - Service User has no active Restrictive Practice Usage records for the month.
- Restrictive Practice Reporting has already been authorised for the Service User. This is identified when the Service User has a reporting status of [Reported](#) for the Service Outlet and reporting month.

Display Restricted Practice Usage Information Recorded for the Reporting Year/Month

From the *Online Data Collection* page:

6. Select [Reports](#) hyperlink from the *Main Menu*, to display the *Reports* page.



The screenshot shows the 'Online Data Collection' interface. The header includes the Queensland Government logo and the department name. The left sidebar contains a 'Main Menu' with links: Help, Administration, Resources, Service User, Reports (highlighted with a red arrow), Bulk Import, Other Software, and Systems Import. The main content area is titled 'Administration' and lists several options: Agencies, Service Types, Service Type Outlets, My details, Users, Change my password, and Service Type Outlets Allocation. Each option has a brief description of its function.

Queensland Government
Department of Communities, Child Safety and Disability Services

[Help](#)

Online Data Collection

[Administration](#) [Resources](#) [Service User](#) [Reports](#) [Bulk Import](#) [Other Software](#) [Systems Import](#)

User ID: HelenSPPP
Role: SPPP Data Entry
Agency: Mimited

[Online Data Collection](#) > Administration

Administration

Agencies
Displays your agency details.

Service Types
Displays all service types details.

Service Type Outlets
Displays all service type outlets associated with your agency.

My details
Allows an ODC user to change their details (login name, security question, contact details, etc).

Users
Allows administration of all ODC users.

Change my password
Allows an ODC user to change their own password.

Service Type Outlets Allocation
Allows you to view the Service Type Outlets with which you operate.

7. Select [Authorise Restrictive Practice Monthly Data](#) hyperlink on the *Reports* page to display the *Authorise Restrictive Practice Monthly Data* page.

Queensland Government
Department of Communities, Child Safety and Disability Services

Help | Online Data Collection | Print | Logout

Online Data Collection > Reports

Reports

[Agency List](#)
Shows details of your agency.

[Service Type Outlet List](#)
Show a list of all service type outlets associated with your agency.

[Service User List](#)
Show a list of service users who are associated with your agency.

[Data dump](#)
Dumps either preliminary or finalised data for your agency to your computer as a comma separated file (or files) for use in ad-hoc reporting.

[Authorise DS NMDS quarterly data](#)
Allows an Authorising Officer of an agency to review preliminary data and to authorise release of that data for the DS NMDS quarterly collection.

[Quarterly Reporting Checklist](#)
Lists what you need to do to ensure your agency is compliant for any given quarter

[DSQ Bulk Export](#)
Performs a bulk export of data between a date range.

[Authorise Restrictive Practice Monthly Data](#)
Allows an Authorising Officer of an agency to review preliminary data and to authorise the release of that data for the monthly Restrictive Practice Usage collection.

[Restrictive Practice Monthly Reporting Checklist](#)
Lists what you need to do to ensure your agency is compliant for any given month for Restrictive Practice Usage reporting.

Last updated: Tuesday 15 July, 2014
Application Version: 2.8.5308

Copyright | Disclaimer | Privacy | Access keys | Other languages
© The State of Queensland 2006.
Queensland Government Gateway

8. Select from the drop list the following information:

- **Reporting Year**
- **Reporting Month**

9. Select To be authorised.

10. Select 'Display Service Users' button to display the Authorise Restrictive Practice Monthly Data page with the Service User Restrictive Practice Details, see following result example.

Queensland Government
Department of Communities, Child Safety and Disability Services

Help | Online Data Collection | Print | Logout

Online Data Collection > Reports > Authorise Restrictive Practice Monthly Data

Authorise Restrictive Practice Monthly Data

An asterisk (*) indicates that a field is required.

Filtering Options

Reporting Year: *
ReportingYearList

Reporting Month: *
ReportingMonthList

☒ To be authorised ☐ Already authorised

Display Service Users

Queensland Government
Department of Communities, Child Safety and Disability Services

The Online Data Collection System

Help Print | Logout

Online Data Collection

[Online Data Collection](#) > [Reports](#) > Authorise Restrictive Practice Monthly Data

Authorise Restrictive Practice Monthly Data

An asterisk (*) indicates that a field is required.

Filtering Options

Reporting Year: *
2015

Reporting Month: *
July

☒ To be authorised ☐ Already authorised

Service User Restrictive Practice Details

[Select All](#) [Select None](#)

Selected	Surname	First Name	DOB	Gender	Service Outlet	Restrictive Practice Last Usage Date	Reporting Status
<input type="checkbox"/>	JONES	Katy	02 May 1973	Female	555555 – Service Outlet Name 1	DD/MM/YYYY HH:MM	Draft
<input type="checkbox"/>	JONES	Katy	02 May 1973	Female	555556 – Service Outlet Name 2		Not Reported
<input type="checkbox"/>	MATTHEWS	Robert	10 Oct 1992	Male	555555 – Service Outlet Name 1	DD/MM/YYYY HH:MM	Draft
<input type="checkbox"/>	SMITH	Harry	19 Jun 1982	Male	555555 – Service Outlet Name 1	DD/MM/YYYY HH:MM	Draft
<input type="checkbox"/>	SMITH	Harry	19 Jun 1982	Male	555556 – Service Outlet Name 2	DD/MM/YYYY HH:MM	Draft
<input type="checkbox"/>	SMITH	Harry	19 Jun 1982	Male	555557 – Service Outlet Name 3	DD/MM/YYYY HH:MM	Draft

Last updated: Tuesday 15 July, 2014
Application Version: 2.8.5308

[Copyright](#) | [Disclaimer](#) | [Privacy](#) | [Access keys](#) | [Other languages](#)
© The State of Queensland 2006.
[Queensland Government Gateway](#)

Reporting Status

On the *Authorise Restrictive Practice Monthly Data* page included in the Service User Restrictive Practice Details the result returned may display the following Reporting Status:

Draft

A Service User is determined as having a [Draft](#) reporting status for the Service Outlet, Reporting Year and Month where:

- At least one restrictive practice usage was recorded and exists with an “Active” (non-deleted) status for the reporting month.

Not Reported

A Service User is determined as having a [Not Reported](#) status for the Service Outlet, Reporting Year and Month where:

- No active restrictive practice usage records exist for the reporting month.

Selecting Service User's Restrictive Practice Information to be Authorised

11. **Select** individual Service Users by ticking the checkbox beside the Service User's surname. (**Unselect** Service Users by ticking the checkbox to remove the tick.)
12. **Select** the 'Authorise' button.

Queensland Government
Department of Communities, Child Safety and Disability Services

The Online Data Collection System

Help Print | Logout

Online Data Collection

Online Data Collection > Reports > Authorise Restrictive Practice Monthly Data

Authorise Restrictive Practice Monthly Data

An asterisk (*) indicates that a field is required.

Filtering Options

Reporting Year: *
2015

Reporting Month: *
July

☒ To be authorised ☐ Already authorised

Display Service Users

Service User Restrictive Practice Details

[Select All](#) [Select None](#)

Selected	Surname	First Name	DOB	Gender	Service Outlet	Restrictive Practice Last Usage Date	Reporting Status
<input type="checkbox"/>	JONES	Katy	02 May 1973	Female	555555 – Service Outlet Name 1	DD/MM/YYYY HH:MM	Draft
<input type="checkbox"/>	JONES	Katy	02 May 1973	Female	555556 – Service Outlet Name 2		Not Reported
<input type="checkbox"/>	MATTHEWS	Robert	10 Oct 1992	Male	555555 – Service Outlet Name 1	DD/MM/YYYY HH:MM	Draft
<input type="checkbox"/>	SMITH	Harry	19 Jun 1982	Male	555555 – Service Outlet Name 1	DD/MM/YYYY HH:MM	Draft
<input type="checkbox"/>	SMITH	Harry	19 Jun 1982	Male	555556 – Service Outlet Name 2	DD/MM/YYYY HH:MM	Draft
<input type="checkbox"/>	SMITH	Harry	19 Jun 1982	Male	555557 – Service Outlet Name 3	DD/MM/YYYY HH:MM	Draft

[Authorise](#) [Unauthorise](#)

Last updated: Tuesday 15 July, 2014
Application Version: 2.8.5308

[Copyright](#) | [Disclaimer](#) | [Privacy](#) | [Access keys](#) | [Other languages](#)
© The State of Queensland 2006.
[Queensland Government Gateway](#)

Tip:

- Use the [Select All](#) hyperlink to select all Service Users listed under the Service User Restrictive Practice Details in one step.
- Use the [Select None](#) hyperlink to deselect all selected Service Users listed under the Service User Restrictive Practice Details in one step.
- Selecting the [Draft](#) and [Not Reported](#) hyperlink will display the Restrictive Practice Summary screen for the selected Service User and Service Outlet.

Queensland Government
Department of Communities, Child Safety and Disability Services

Help
Online Data Collection

Online Data Collection > Reports > Authorise Restrictive Practice Monthly Data

Print | Logout

Authorise Restrictive Practice Monthly Data

An asterisk (*) indicates that a field is required.

Filtering Options

Reporting Year: *
2015

Reporting Month: *
July

☐ To be authorised ☒ Already authorised

Display Service Users

Service User Restrictive Practice Details

Select All Select None

Selected	Surname	First Name	DOB	Gender	Service Outlet	Restrictive Practice Last Usage Date	Reporting Status
<input type="checkbox"/>	JONES	Katy	02 May 1973	Female	555555 - Service Outlet Name 1	DD/MM/YYYY HH:MM	Reported
<input type="checkbox"/>	JONES	Katy	02 May 1973	Female	555556 - Service Outlet Name 2	DD/MM/YYYY HH:MM	Reported
<input type="checkbox"/>	MATTHEWS	Robert	10 Oct 1992	Male	555555 - Service Outlet Name 1	DD/MM/YYYY HH:MM	Reported
<input type="checkbox"/>	SMITH	Harry	19 Jun 1982	Male	555555 - Service Outlet Name 1	DD/MM/YYYY HH:MM	Reported
<input type="checkbox"/>	SMITH	Harry	19 Jun 1982	Male	555556 - Service Outlet Name 2	DD/MM/YYYY HH:MM	Reported
<input type="checkbox"/>	SMITH	Harry	19 Jun 1982	Male	555557 - Service Outlet Name 3	DD/MM/YYYY HH:MM	Reported

Authorise Unauthorise

NOTE: Once the records have been Authorised the *Authorise Restrictive Practice Monthly Data* page displays a [Reported](#) hyperlink under the Reporting Status, a bullet point against **Already authorised** and an active "Unauthorise" button.

No Results Found

Queensland Government
Department of Communities, Child Safety and Disability Services

Help
Online Data Collection

Online Data Collection > Reports > Authorise Restrictive Practice Monthly Data

Print | Logout

Authorise Restrictive Practice Monthly Data

An asterisk (*) indicates that a field is required.

Filtering Options

Reporting Year: *
2015

Reporting Month: *
July

☒ To be authorised ☐ Already authorised

Display Service Users

Service User Restrictive Practice Details

No results found.

Where a Reporting Year, Month, To be authorised have been selected and the 'Display Service Users' button returns **No results found.**, there are no approved Service Users that match the Filtering Options.

5. Unauthorise Restrictive Practice Monthly Data

The Officer responsible for Restrictive Practice Usage reporting in an Organisation may want to reverse the finalisation of the Restrictive Practice Usage for the month.

Officers will only be able to Unauthorise Restrictive Practice Usage information for Service Users that are associated with a Service Outlet that the Officer has security access to.

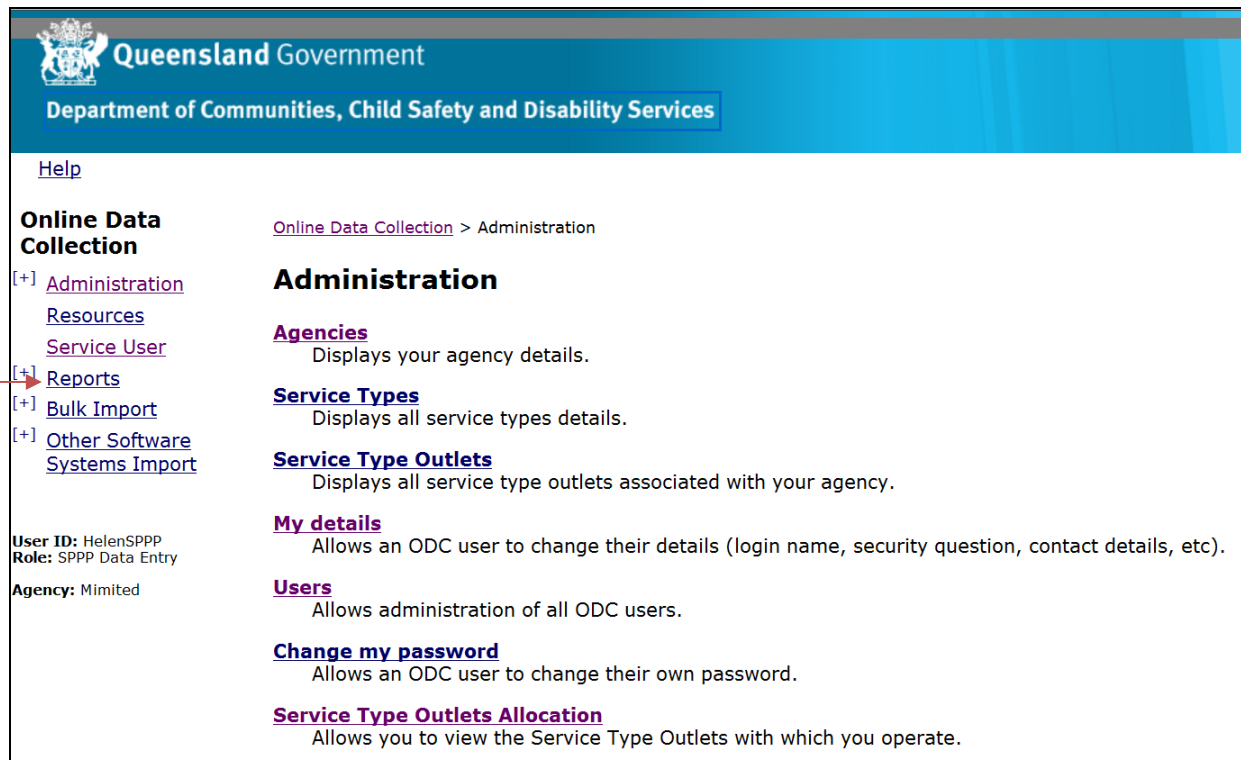
Service Users will not be included in the list to Unauthorise when:

- Restrictive Practice Reporting is not applicable for the Service User. This is identified when:
 - Service User does not have any Restrictive Practice Approvals for the Service Outlet for the reporting month.
 - Service User has no active Restrictive Practice Usage records for the month.
- Restrictive Practice Reporting has not already been authorised for the Service User. This is identified when the Service User has a reporting status of [Not Reported](#) or [Draft](#) for the Service Outlet and reporting month.

Display Restricted Practice Usage Information Recorded for the Reporting Year/Month

From the *Online Data Collection* page:

1. Select [Reports](#) hyperlink from the *Main Menu*, to display the *Reports* page.



Queensland Government
Department of Communities, Child Safety and Disability Services

[Help](#)

Online Data Collection

[Administration](#) [Resources](#) [Service User](#) [Reports](#) [Bulk Import](#) [Other Software](#) [Systems Import](#)

Administration

[Agencies](#)
Displays your agency details.

[Service Types](#)
Displays all service types details.

[Service Type Outlets](#)
Displays all service type outlets associated with your agency.

[My details](#)
Allows an ODC user to change their details (login name, security question, contact details, etc).

[Users](#)
Allows administration of all ODC users.

[Change my password](#)
Allows an ODC user to change their own password.

[Service Type Outlets Allocation](#)
Allows you to view the Service Type Outlets with which you operate.

User ID: HelenSPPP
Role: SPPP Data Entry
Agency: Mimited

2. **Select** [Authorise Restrictive Practice Monthly Data](#) hyperlink on the *Reports* page to display the *Authorise Restrictive Practice Monthly Data* page.

Queensland Government
Department of Communities, Child Safety and Disability Services

Help | Online Data Collection | Online Data Collection > Reports | Print | Logout

Reports

[Agency List](#)
Shows details of your agency.

[Service Type Outlet List](#)
Show a list of all service type outlets associated with your agency.

[Service User List](#)
Show a list of service users who are associated with your agency.

[Data dump](#)
Dumps either preliminary or finalised data for your agency to your computer as a comma separated file (or files) for use in ad-hoc reporting.

[Authorise DS NMDS quarterly data](#)
Allows an Authorising Officer of an agency to review preliminary data and to authorise release of that data for the DS NMDS quarterly collection.

[Quarterly Reporting Checklist](#)
Lists what you need to do to ensure your agency is compliant for any given quarter

[DSQ Bulk Export](#)
Performs a bulk export of data between a date range.

[Authorise Restrictive Practice Monthly Data](#)
Allows an Authorising Officer of an agency to review preliminary data and to authorise the release of that data for the monthly Restrictive Practice Usage collection.

[Restrictive Practice Monthly Reporting Checklist](#)
Lists what you need to do to ensure your agency is compliant for any given month for Restrictive Practice Usage reporting.

Last updated: Tuesday 15 July, 2014
Application Version: 2.8.5308

[Copyright](#) | [Disclaimer](#) | [Privacy](#) | [Access keys](#) | [Other languages](#)
© The State of Queensland 2006.
Queensland Government Gateway

3. **Select** from the drop list the following information:
 - **Reporting Year**
 - **Reporting Month**
4. **Select** Already authorised.
5. **Select** 'Display Service Users' button to display the *Authorise Restrictive Practice Monthly Data* page with the Service User Restrictive Practice Details, see following result example.

Queensland Government
Department of Communities, Child Safety and Disability Services

Help | Online Data Collection | Online Data Collection > Reports > Authorise Restrictive Practice Monthly Data | Print | Logout

Authorise Restrictive Practice Monthly Data

An asterisk (*) indicates that a field is required.

Filtering Options

Reporting Year: *
ReportingYearList

Reporting Month: *
ReportingMonthList

☐ To be authorised ☒ Already authorised

[Display Service Users](#)

Queensland Government
Department of Communities, Child Safety and Disability Services

The Online Data Collection System

Help
Online Data Collection

Online Data Collection > Reports > Authorise Restrictive Practice Monthly Data

Print | Logout

Authorise Restrictive Practice Monthly Data

An asterisk (*) indicates that a field is required.

Filtering Options

Reporting Year: *
2015

Reporting Month: *
July

☐ To be authorised ☒ Already authorised

Display Service Users

Service User Restrictive Practice Details

[Select All](#) [Select None](#)

Selected	Surname	First Name	DOB	Gender	Service Outlet	Restrictive Practice Last Usage Date	Reporting Status
<input type="checkbox"/>	JONES	Katy	02 May 1973	Female	555555 - Service Outlet Name 1	DD/MM/YYYY HH:MM	Reported
<input type="checkbox"/>	JONES	Katy	02 May 1973	Female	555556 - Service Outlet Name 2	DD/MM/YYYY HH:MM	Reported
<input type="checkbox"/>	MATTHEWS	Robert	10 Oct 1992	Male	555555 - Service Outlet Name 1	DD/MM/YYYY HH:MM	Reported
<input type="checkbox"/>	SMITH	Harry	19 Jun 1982	Male	555555 - Service Outlet Name 1	DD/MM/YYYY HH:MM	Reported
<input type="checkbox"/>	SMITH	Harry	19 Jun 1982	Male	555556 - Service Outlet Name 2	DD/MM/YYYY HH:MM	Reported
<input type="checkbox"/>	SMITH	Harry	19 Jun 1982	Male	555557 - Service Outlet Name 3	DD/MM/YYYY HH:MM	Reported

[Authorise](#) [Unauthorise](#)

Last updated: Tuesday 15 July, 2014
Application Version: 2.8.5308

[Copyright](#) | [Disclaimer](#) | [Privacy](#) | [Access keys](#) | [Other languages](#)
© The State of Queensland 2006.
[Queensland Government Gateway](#)

Reporting Status

On the *Authorise Restrictive Practice Monthly Data* page included in the Service User Restrictive Practice Details the result returned displays the following Reporting Status:

Reported

A Service User is determined as having a [Reported](#) status for the Service Outlet, Reporting Year and Month where:

- The Service User has been previously Authorised for the Service Outlet, Reporting Year and Reporting Month.

Selecting Service User's Restrictive Practice Information to be Unauthorised

6. **Select** individual Service Users by ticking the checkbox beside the Service User's surname. (**Unselect** Service Users by ticking the checkbox to remove the tick.)
7. **Select** the 'Unauthorise' button.

Queensland Government
Department of Communities, Child Safety and Disability Services

The Online Data Collection System

Help Online Data Collection

Online Data Collection > Reports > Authorise Restrictive Practice Monthly Data

Print | Logout

Authorise Restrictive Practice Monthly Data

An asterisk (*) indicates that a field is required.

Filtering Options

Reporting Year: *
2015

Reporting Month: *
July

☐ To be authorised ☒ Already authorised

Display Service Users

Service User Restrictive Practice Details

[Select All](#) [Select None](#)

Selected	Surname	First Name	DOB	Gender	Service Outlet	Restrictive Practice Last Usage Date	Reporting Status
<input type="checkbox"/>	JONES	Katy	02 May 1973	Female	555555 - Service Outlet Name 1	DD/MM/YYYY HH:MM	Reported
<input type="checkbox"/>	JONES	Katy	02 May 1973	Female	555556 - Service Outlet Name 2	DD/MM/YYYY HH:MM	Reported
<input type="checkbox"/>	MATTHEWS	Robert	10 Oct 1992	Male	555555 - Service Outlet Name 1	DD/MM/YYYY HH:MM	Reported
<input type="checkbox"/>	SMITH	Harry	19 Jun 1982	Male	555555 - Service Outlet Name 1	DD/MM/YYYY HH:MM	Reported
<input type="checkbox"/>	SMITH	Harry	19 Jun 1982	Male	555556 - Service Outlet Name 2	DD/MM/YYYY HH:MM	Reported
<input type="checkbox"/>	SMITH	Harry	19 Jun 1982	Male	555557 - Service Outlet Name 3	DD/MM/YYYY HH:MM	Reported

[Authorise](#) [Unauthorise](#)

Last updated: Tuesday 15 July, 2014
Application Version: 2.8.5308

[Copyright](#) | [Disclaimer](#) | [Privacy](#) | [Access keys](#) | [Other languages](#)
© The State of Queensland 2006.
[Queensland Government Gateway](#)

Tip:

- Use the [Select All](#) hyperlink to select all Service Users listed under the Service User Restrictive Practice Details in one step.
- Use the [Select None](#) hyperlink to deselect all selected Service Users listed under the Service User Restrictive Practice Details in one step.
- Selecting the [Reported](#) hyperlink will display the Restrictive Practice Summary screen for the selected Service User and Service Outlet.

Queensland Government
Department of Communities, Child Safety and Disability Services

Help Print | Logout

Online Data Collection

Online Data Collection > Reports > Authorise Restrictive Practice Monthly Data

Authorise Restrictive Practice Monthly Data

An asterisk (*) indicates that a field is required.

Filtering Options

Reporting Year: *
2015

Reporting Month: *
July

☒ To be authorised ☐ Already authorised

[Display Service Users](#)

Service User Restrictive Practice Details

[Select All](#) [Select None](#)

Selected	Surname	First Name	DOB	Gender	Service Outlet	Restrictive Practice Last Usage Date	Reporting Status
<input type="checkbox"/>	JONES	Katy	02 May 1973	Female	555555 – Service Outlet Name 1	DD/MM/YYYY HH:MM	Draft
<input type="checkbox"/>	JONES	Katy	02 May 1973	Female	555556 – Service Outlet Name 2		Not Reported
<input type="checkbox"/>	MATTHEWS	Robert	10 Oct 1992	Male	555555 – Service Outlet Name 1	DD/MM/YYYY HH:MM	Draft
<input type="checkbox"/>	SMITH	Harry	19 Jun 1982	Male	555555 – Service Outlet Name 1	DD/MM/YYYY HH:MM	Draft
<input type="checkbox"/>	SMITH	Harry	19 Jun 1982	Male	555556 – Service Outlet Name 2	DD/MM/YYYY HH:MM	Draft
<input type="checkbox"/>	SMITH	Harry	19 Jun 1982	Male	555557 – Service Outlet Name 3	DD/MM/YYYY HH:MM	Draft

[Authorise](#) [Unauthorise](#)

NOTE: Once the records have been Unauthorised the *Authorise Restrictive Practice Monthly Data* page may display [Not Reported](#) or [Draft](#) hyperlink under the Reporting Status, a bullet point against **To be authorised** and an active 'Authorise' button.

No Results Found

Queensland Government
Department of Communities, Child Safety and Disability Services

Help Print | Logout

Online Data Collection

Online Data Collection > Reports > Authorise Restrictive Practice Monthly Data

Authorise Restrictive Practice Monthly Data

An asterisk (*) indicates that a field is required.

Filtering Options

Reporting Year: *
2015

Reporting Month: *
July

☒ To be authorised ☐ Already authorised

[Display Service Users](#)

Service User Restrictive Practice Details

No results found.

Where a Reporting Year, Month, Already authorised have been selected and the 'Display Service Users' button returns **No results found.**, there are no approved Service Users that match the Filtering Options.