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.





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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/publicationsand-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 : ProviderReporting@communties.qld.gov.au







2. Main Menu

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;
 - o Client Record of Restrictive Practice Usage.

Other Software Systems 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.

Queenslan	nd Government	Online Data Collection System
Department of Comm	munities, Child Safety and Disability Services	
Help Opline Data		Print Logout
Collection	Online Data Collection	
[+] Administration Resources Service Type Outlet	What's new? A factsheet has been published on the department's internet site to provide guidance on how to run t Last updated: 25/10/2016	
[+] Reports [+] Bulk Import	Administration Allows for administration of agency, service type outlet and ODC user details.	
(+) Other Software Systems Import	Initialisation Setup for a first time user.	
<u>What's new?</u>	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.	
	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 Dutlet and Service User list reports 'Reported Data extract' for ad-hoc reporting purposes.	
	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 	







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 <u>Reports</u> hyperlink from the *Main Menu*, to display the *Reports* page.







2. Select <u>Restrictive Practice Monthly Reporting Checklist</u> hyperlink on the *Reports* page to display the *Restrictive Practice Monthly Reporting Checklist* page.

Queenslan	d Government	The Online Data Collection System
Department of Comm		
Help Online Data	Creline Data Collection > Reports	Print Logout
Collection [+] Administration	Reports	
Resources Service Type Outlet	Agency List Shows details of your agency.	
Service User [+] Reports	Service Type Outlet List Show a list of all service type outlets associated with your agency.	
[+] Bulk Import [+] Other Software Systems Import	Service User List Report containing the details of the service users who have been reported as receiving a service during the defined period.	
What's new?	Reported Data Extract Extracts 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.	
	Client Record of Restrictive Practice Usage Report Shows a list of Restrictive Practice usage for a Service User during a specified time period.	
	Operating Service Agreement Details This report tracks changes on contracted funding and output quantities (and agreed variations) with the service provider under the service agreement. The information is presented on a month by month basis to clearly show new, varied or ceased funding records.	
	Service Provider Payment Summary This report provides information on payments to the service provider under the service agreement. The information is presented on a month by month basis to clearly show the timing of payments made for each funding record.	

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:
 - o 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

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es, Child Safety and Disability Services
Print I Logout
e Data Collection > Reports > Restrictive Practice Monthly Reporting Checklist
strictive Practice Monthly Reporting Checklist
sterisk (*) indicates a required field.
Itering Options
ency:*
v
rvice Outlets:*
Please select an Agency "
porting Year:*
v v
porting Month:
tun Report Reset Fields

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

Tip:

• Highlight more than one Outlet 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.

Water statue cover interview Department of Communities, Child Safety and Disability Services Halo Online Data Callection > Reaction	Queenclan	nd Gevenement	ta Collection Syste
Hale Print Online Data Online Data Collection Collection Particle Practice Monthly Reporting Checklist Resources An asterisk (*) indicates a required field. Service Type Data Filtering Options 12 Reports Iftering Options 13 Restrictive Practice Agency:* I Datability Services Iftering Options 14 Restrictive Practice Reporting Veneration I Pause select an Agency * Iftering Options I Pause select an Agency * Iftering Options Restrictive Practice Reporting Veneration I Pause select an Agency * Iftering Options Restrictive Practice Reporting Veneration I Pause select an Agency * Iftering Options Restrictive Practice Iftering Options Restrictive Practice Iftering Options Restrictive Practice Iftering Options Restrictive Practice Reporting Veneration I Pause select an Agency * Iftering Options Restrictive Practice Iftering Options Restrictive Practice Iftering Options Restrictive Practice Iftering Options <	Queenstan		
Help Print Online Data	Department of Comn	imunities, Child Satety and Disability Services	
Online Data Online Data Callection > Restrictive Practice Monthly Reporting Checklist administration Restrictive Practice Monthly Reporting Checklist Restrictive Practice Monthly Reporting Checklist An asterisk (*) indicates a required field. Service Type Outer Filtering Options Service Type Outer An asterisk (*) indicates a required field. Service Type Outer Filtering Options Service Type Outer Service Type Outer Beaports Filtering Options Service Reports Service Outers:* Particity Practice Monthly Reporting Checklist Service Outers:* Particity Practice Monthly Report Service Outers:* Particity Practice Monthly Report Service Outers:* Particity Practice Monthly Report Service Outers:* Service Report Service Outers:* Particity Practice Monthly Report Service Outers:* Service Report Service Report Particity Practice Monthly Report Service Report Service Report Service Report Service Report Service Report Service Report Service Report Service Report </th <th>Help</th> <th></th> <th>Print Log</th>	Help		Print Log
* Administration Resourced Service Type Outlet Service Type Out	Online Data Collection	Online Data Collection > Reports > Restrictive Practice Monthly Reporting Checklist	
Resources An asterisk (*) indicates a required field. Service Type (Type) Filtering Options Service Type (Type) Agency:* (*) Disability Services Service Type (Type) Service Type (Type) Service Type (Type) <td< td=""><td>+] Administration</td><td>Restrictive Practice Monthly Reporting Checklist</td><td></td></td<>	+] Administration	Restrictive Practice Monthly Reporting Checklist	
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1 Indicate Disability Service Outlets: * Service Outlets: * Places Reports Peatricity Practice Reporting Practice Details: Reporting Practice Ideat Report Reporting Vear: * Outlets: * Places select an Agency ** Places select an Agency **<	Reports	v	
Services Reports ** Please select an Agency ** Restricture Practices ** Please select an Agency ** Restricture Practices **	[+] Historical - Disability	y Service Outlets:*	
Restrictive Practice Latace Resort Reporting Year:* Cleff Resort Image: State Cleff C	Services Reports Restrictive Practices Restrictive Practice Monthly Reporting Checklist	** Please select an Agency **	
Client Record of Restriction Practice Image: Client Practice P Built Amport Image: Client Practice P Built Amport Reporting Months* P Client Practice Image: Client Practice P Built Amport Reporting Months* P Client Practice Image: Client Practice	Restrictive Practice Usage Report	Reporting Years	
¹³ Bulk Impatt Reporting Month: 10 the fadware Impact Impact Systems more Impact Impact What's new? Run Report	Client Record of Restrictive Practice		
0 the software Systems move What's new? Run Report	1] Bulk Import	Reporting Month:*	
What's new? Run Report Reset Fields	+] Other Software Systems Import		
	What's new?	Run Report	

The Restrictive Practice Monthly Reporting Checklist Report results are displayed. The example below shows a sample of different results. Use the <u>click here</u> hyperlink to navigate to resolve any outstanding detailed actions.

Help	mmunities, Child Safety a	and Disability Services									
nline Data pllection	Online Data Collection >	Reports > Restrictive Practice Monthly Reportin	ig Checklist								
Administration	Restrictive Pr	actice Monthly Reporting C	Checklist								
Resources Service User	Search again	Search again									
^{+]} NMDS	Restrictive Pract	Restrictive Practice Monthly Reporting Checklist for August 2017									
[+] Disability Services [-] Restrictive Practices Restrictive Practice	es Service Outlet Reference	Service Outlet Name	What you need to do								
Monthly Reporting	555555	Grove Drive Highfields	Nothing more to do								
Restrictive Practic	<u>e</u> 555556	Campbell Drive Highfields	Nothing more to do								
Internal Reports	555557	Ford Drive Highfields	You have not provided any Restrictive Practice data for your Service Users. o If this is correct, please contact your Authorising Officer to authorise the Restrictive Practice data for the month. o Otherwise, click here to enter Restrictive Practice data for the Month								
Bulk Import Other Software		Service Drive Highfields	 You have Restrictive Practice records which have not been authorised. You may <u>click here</u> to authorise your Restrictive Practice data for the month. 								
Bulk Import Other Software Systems Import r ID: HelenSPPP	555559										
Bulk Import Other Software Systems Import ID: HelenSPPP SPPP Data Entry	555559										

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

Last updated: Friday 25 August, 2017 Application Version: 2.8.5497

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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.
 - \circ $\,$ 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 <u>Reported</u> 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 <u>Reports</u> hyperlink from the *Main Menu*, to display the *Reports* page.

Online Data		Print
Collection	Online Data Collection	
Resources Service Type Outlet	What's new? A factsheet has been published on the department's internet site to provide guidance on how to run t Last updatedti 25/10/2016	
Service User + Reports + Bulk Import	Administration Allows for administration of agency, service type outlet and ODC user details.	
[+] Other Software Systems Import	Initialisation Setup for a first time user.	
<u>What's new?</u>	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.	
	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 Reported Data extract [*] for ad-hoc reporting purposes.	
	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. Sorge for status of the uploaded files' import processor. 	





7. Select <u>Authorise Restrictive Practice Monthly Data</u> hyperlink on the *Reports* page to display the *Authorise Restrictive Practice Monthly Data* page.

Iiid Safety and Disability Services
Calaction > Reports IS ype Outlet List a list of all service type outlets associated with your agency. iser_List containing the details of the service users who have been reported as receiving a service during the defined period.
Calledian > Reports S Ype Qutlet List a list of all service type outlets associated with your agency. Iser_List containing the details of the service users who have been reported as receiving a service during the defined period.
S <u>ype Outlet List</u> a list of all service type outlets associated with your agency. Ser List t containing the details of the service users who have been reported as receiving a service during the defined period.
ype Outlet List a list of all service type outlets associated with your agency. Sec List containing the details of the service users who have been reported as receiving a service during the defined period.
iser List containing the details of the service users who have been reported as receiving a service during the defined period.
2 DS NMDS quarterly data an Authorising Officer of an agency to review preliminary data and to authorise release of that data for the DS NMDS quarterly collection.
Data Extract ts data for your agency to your computer as a comma separated file (or files) for use in ad-hoc reporting.
r Reporting Checklist that you need to do to ensure your agency is compliant for any given quarter
2 Restrictive Practice Monthly Data 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.
re Practice Monthly Reporting Checklist shat you need to do to ensure your agency is compliant for any given month for Restrictive Practice Usage reporting.
re Practice Usage Report a list of Restrictive Practice used for an Agency, Service Outlet, Service User and Restrictive Practice Type.

- 8. Select from the drop list the following information:
 - Reporting Year
 - Reporting Month
- 9. **Select** To be authorised.
- 10. **Select** 'Display Users' button to display the Authorise Restrictive Practice Monthly Data page with the Service User Restrictive Practice Details, see following result example.

Online Data Online Data Collection > Reports > Authorise Restrictive Practice Monthly Data Collection [+] Administration Authorise Restrictive Practice Monthly Data **Resources** An asterisk (*) indicates a required field. Service Type Outlet Filtering Options Service User [-] <u>Reports</u> Reporting Year:* [+] NMDS [-] Restrictive Practices $\mathbf{\sim}$ Authorise Restrictive Practice Monthly data Restrictive Practice Monthly Reporting Checklist Reporting Month:* \mathbf{v} Restrictive Practice To be authorised OAlready authorised Client Record of Restrictive Practice Usage Report Display Users [+] Other Software Systems Import Last updated: Monday 14 November, 2016 Application Version: 2.11.6171 What's new?





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 \underline{Draft} reporting status for the Service Outlet, Reporting Year and Month where:

• At least one instance of 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 <u>Not Reported</u> status for the Service Outlet, Reporting Year and Month where:

- No active restrictive practice usage records exist for the reporting month; and
- Where there is an Approval in place.

Queenslan	d Governn	nent							The Online Data Collection System
Department of Comm	unities, Ch	ild Safety an	d Disability !	Services					
Help									Print Logout
Online Data Collection	Online Data (Collection > Repo	orts > Authorise	Restrictive Practi	ce Monthly I	Data			
[+] Administration	Author	ise Resti	rictive Pı	actice M	onthly	Data			
Resources Service Type Outlet	An asteris	An asterisk (*) indicates a required field.							
Service User	Filterin	g Options							
[+] NMDS	Reporti	ng Year:*							
[-] Restrictive Practices Authorise Restrictive									
Practice Monthly data Restrictive Practice	Parcicle Monthly data Bestrictive Proticice Monthly Reporting Month:* November v								
Monthly Reporting Checklist									
Restrictive Practice									
Client Record of	• To be	authorised	Already aut	horised					
Restrictive Practice Usage Report	Display Us	ers							
[+] Other Software Systems Import	Select All	Select None							
What's new?	Selected	Surname	First Name	DOB	Gender	Service Outlet	Restrictive Practice Last Usage Date	Reporting Status	
		User	Test	28 Apr 1998	Male	123456 – Test Outlet		Not Reported	
		User1	Test	29 Dec 1987	Male	123456 – Test Outlet		Not Reported	
		User2	Test	17 Jan 1982	Male	123456 – Test Outlet		Not Reported	
		User3	Test	19 Jan 1977	Male	123456 – Test Outlet		Not Reported	
		User4	Test	21 Mar 1979	Male	123456 - Test Outlet		Not Reported	
		User5	Test	26 Aug 1980	Male	123456 – Test Outlet	23 Nov 2016 09:11	Draft	
	Authorica	1							l

Note

Where there are no instances of restrictive practice usage to record, the Authorising step is still required.

In Authorising, the Authorising Officer is confirming that there were no instances of use of restrictive practice for that service user. No entry is required to be made against the service user and the reporting month to indicate nil usage.







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.

Oueensland	d Governm	nent							The Online Data Collection System
Department of Comm	unities, Chi	ild Safety an	d Disability	Services					
Help									Print Logo
Online Data Collection	Online Data C	Collection > Rep	orts > Authorise	Restrictive Practi	e Monthly [Data			
[+] Administration	Author	ise Rest	rictive P	actice M	onthly	Data			
Resources Service Type Outlet	An asterisk	: (*) indicate	s a required f	ield.					
Service User	Filtering	g Options							
[+] NMDS	Penortir	o Vear:*							
[-] Restrictive Practices Authorise Restrictive	2016 🗸	.,							
Practice Monthly data Restrictive Practice	Reportin	ng Month:*							
Monthly Reporting Checklist	November	~							
Restrictive Practice									
Client Record of	• To be	authorised	Aiready aut	norised					
Usage Report	Display Use	ers							
[+] Other Software Systems Import	Select All	Select None							
What's new?	Selected	Surname	First Name	DOB	Gender	Service Outlet	Restrictive Practice Last Usage Date	Reporting Status	
		User	Test	28 Apr 1998	Male	123456 – Test Outlet		Not Reported	
	V	User1	Test	29 Dec 1987	Male	123456 – Test Outlet		Not Reported	
	•	User2	Test	17 Jan 1982	Male	123456 – Test Outlet		Not Reported	
· · · · ·	V	User3	Test	19 Jan 1977	Male	123456 – Test Outlet		Not Reported	
	V	User4	Test	21 Mar 1979	Male	123456 – Test Outlet		Not Reported	
		User5	Test	26 Aug 1980	Male	123456 – Test Outlet	23 Nov 2016 09:11	Draft	

Tip:

- Use the <u>Select All</u> hyperlink to select all Service Users listed under the Service User Restrictive Practice Details in one step.
- Use the <u>Select None</u> hyperlink to deselect all selected Service Users listed under the Service User Restrictive Practice Details in one step.
- Selecting the <u>Draft</u> and <u>Not Reported</u> hyperlink will display the Restrictive Practice Summary screen for the selected Service User and Service Outlet.

NOTE: Once the records have been Authorised the *Authorise Restrictive Practice Monthly Data* page displays a <u>Reported</u> hyperlink under the Reporting Status.

Department of Commu	Governm nities, Chi	nent ild Safety an	d Disability S	iervices					The Online Data Collection System
Help									Print Logout
Online Data	Online Data C	collection > Reps	orts > Authorise	Restrictive Practi	ce Monthly	Data			
[+] Administration Resources	Authori An asterisk	ise Rest	rictive Pr	actice M	onthly	Data			
Service Type Outlet Service User	Filtering	g Options-							
[-] <u>Reports</u> [+] NMDS	Reportin	ng Year:*							
Authorise Restrictive Practice Monthly data	2016 🗸								
Restrictive Practice Monthly Reporting	Reportin	ng Month:*							
Checklist Restrictive Practice	November	~							
Gient Record of Restrictive Practice	⊖ To be a	authorised	Already auth	iorised					
Usage Report	Display Use	NS							
Systems Import	Select All	Select None							
What's new?	Selected	Surname	First Name	DOB	Gender	Service Outlet	Restrictive Practice Last Usage Date	Reporting Status	
		User	Test	28 Apr 1998	Male	123456 – Test Outlet		Reported	
		User1	Test	29 Dec 1987	Male	123456 – Test Outlet		Reported	
		User2	Test	17 Jan 1982	Male	123456 – Test Outlet		Reported	
		User3	Test	19 Jan 1977	Male	123456 – Test Outlet		Reported	
		User4	Test	21 Mar 1979	Male	123456 – Test Outlet		Reported	
		Hears	Test	26 Aug 1080	Malo	1324466 Test Outlint	22 Nov 2016 00:11	Reported	





No Results Found

Where a Reporting Year, Month, To be authorised have been selected and the 'Display Service Users' button returns "**There were no results found for the provider parameters**", 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.
 - \circ $\,$ 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 <u>Not Reported</u> or <u>Draft</u> 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 <u>Reports</u> hyperlink from the Main Menu, to display the Reports page.

Online Date									
Collection	Online Data Collection								
[+] Administration Resources Service Type Outlet	What's new? A factsheet has been published on the department's internet site to provide guidance on how to run tLast updated: 25/10/2016								
[+] Reports [+] Bulk Import	Administration Allows for administration of agency, service type outlet and ODC user details.								
[+] Other Software Systems Import What's new?	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 'Reported Data extract' for ad-hoc reporting purposes.								
	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 								





2. Select <u>Authorise Restrictive Practice Monthly Data</u> hyperlink on the *Reports* page to display the *Authorise Restrictive Practice Monthly Data* page.

	1 Communit	The Online Data Collection System								
Department of Comm	a Government unities, Child Safety and Disability Services									
Help		Print Logout								
Online Data Collection	Online Data Collection > Reports									
[+] Administration	Reports									
Resources Service Type Outlet	Service Type Outlet List Show a list of all service type outlets associated with your agency.									
(+) Reports +) Other Software	Service User List Report containing the details of the service users who have been reported as receiving a service during the defined period.									
Systems Import What's new?	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.									
	Reported Data Extract Extracts 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									
	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.									
	Restrictive Practice Usage Report Shows a list of Restrictive Practice used for an Agency, Service Outlet, Service User and Restrictive Practice Type.									
	<u>Client Record of Restrictive Practice Usage Report</u> Shows a list of Restrictive Practice usage for a Service User during a specified time period.									

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







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 <u>Reported</u> 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.

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Department of Comr	nunities, Cl	hild Safety a	nd Disability	Services					
Help									
Online Data Collection	Online Data Collection > Reports > Authorise Restrictive Practice Monthly Data								
+] Administration	Author	ise Rest	rictive Pr	actice M	onthly	Data			
Resources Service Type Outlet	An asteris	(*) indicate:	s a required f	ield.					
Service User	Filterin	g Options –							
[+] Reports [+] NMDS	Reporti	ng Year:*							
[-] Restrictive Practices	2016 24	.,							
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Restrictive Practice	Reporti	ng Month:*							
Checklist	November	November V							
Restrictive Practice Usage Report Client Record of	Ото be	○ To be authorised							
Usage Report	Display Us	Display Users							
[+] Other Software Systems Import	Select All	Select None							
What's new?	Selected	Surname	First Name	DOB	Gender	Service Outlet	Restrictive Practice Last Usage Date	Reporting Status	
		User	Test	28 Apr 1998	Male	123456 – Test Outlet		Reported	
		User1	Test	29 Dec 1987	Male	123456 – Test Outlet		Reported	
		User2	Test	17 Jan 1982	Male	123456 – Test Outlet		Reported	
		User3	Test	19 Jan 1977	Male	123456 - Test Outlet		Reported	
		User4	Test	21 Mar 1979	Male	123456 – Test Outlet		Reported	
		User5	Test	26 Aug 1980	Male	123456 – Test Outlet	23 Nov 2016 09:11	Reported	

Unauthorise







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.

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Online Data Collection	Online Data Collection > Emocts > Authorise Restrictive Practice Monthly Data									
[+] Administration	Author									
Resources Service Type Outlet	An asteris	An asterisk (*) Indicates a required field.								
Service User	Filterin	g Options								
[+] NMDS	Reporti	ng Year:*								
[-] Restrictive Practices	2016 🗸									
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titut a titut t		Surname	First Name	DOB	Gender	service outlet	Restrictive Practice Last Usage Date	Reporting status		
		User	lest	28 Apr 1998	Male	123456 - Test Outlet		Keported		
	2	User1	Test	29 Dec 1987	Male	123456 - Test Outlet		Reported		
		User2	Test	17 Jan 1982	Male	123456 – Test Outlet		Reported		
>	₽	User3	Test	19 Jan 1977	Male	123456 – Test Outlet		Reported		
	•	User4	Test	21 Mar 1979	Male	123456 – Test Outlet		Reported		
							22 Nov. 2016 00-11	Demosteri		

Tip:

- Use the <u>Select All</u> hyperlink to select all Service Users listed under the Service User Restrictive Practice Details in one step.
- Use the <u>Select None</u> hyperlink to deselect all selected Service Users listed under the Service User Restrictive Practice Details in one step.
- Selecting the <u>Reported</u> hyperlink will display the Restrictive Practice Summary screen for the selected Service User and Service Outlet.

NOTE: Once the records have been Unauthorised the *Authorise Restrictive Practice Monthly Data* page may display <u>Not Reported or Draft</u> hyperlink under the Reporting Status, a bullet point against **To be authorised** and an active "Authorise' button.

Department of Comm	d Govern nunities, (nment Child Safety	and Disabilit	y Services					
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Checklist Restrictive Practice	November V								
Client Record o	To be authorised OAIready authorised								
Restrictive Practice Usage Report	Display U	Isers		_					
[+] Other Software Systems Import	Select All	Select None						\frown	
What's new?	Selected	Surname	First Name	DOB	Gender	Service Outlet	Restrictive Practice Last Usage Date	Reporting Status	
		User	Test	28 Apr 1998	Male	123456 - Test Outlet		Not Reported	
		User1	Test	29 Dec 1987	Male	123456 – Test Outlet		Not Reported	
		User2	Test	17 Jan 1982	Male	123456-Jest Outlet		Not Reported	
		User3	Test	19 Jan 1977	Male	123456 – Test Outlet		Not Reported	
-		User4	Test	21 Mar 1979	Male	123456 – Test Outlet		Not Reported	
									4







No Results Found

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

Queenslan	d Government nunities, Child Safety and Disability Services
<u>Help</u>	
Online Data Collection	Online Data Collection > Reports > Authorise Restrictive Practice Monthly Data
[+] Administration	Authorise Restrictive Practice Monthly Data
<u>Resources</u> <u>Service Type Outlet</u>	An asterisk (*) indicates a required field.
Service User	Filtering Options
 [-] <u>Reports</u> [+] NMDS [-] Restrictive Practices Authorise Restrictive Practice Monthly data Restrictive Practice Monthly Reporting Checklist Dedicity 	Reporting Year:* 2014 ~ Reporting Month:* January ~
Restrictive Practice Usage Report Client Record of Restrictive Practice Usage Report	 ● To be authorised ○ Already authorised Display Users
Systems Import	There were no results found for the provided parameters



