

# **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/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 : [ProviderReporting@communities.qld.gov.au](mailto:ProviderReporting@communities.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;
  - 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.

Queensland Government  
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The Online Data Collection System

Help Print | Logout

**Online Data Collection**

[+] Administration  
Resources  
Service Type Outlet  
Service User  
[-] Reports  
[-] Bulk Import  
[-] Other Software Systems Import  
[What's new?](#)

**Online Data Collection**

**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

**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
- "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:

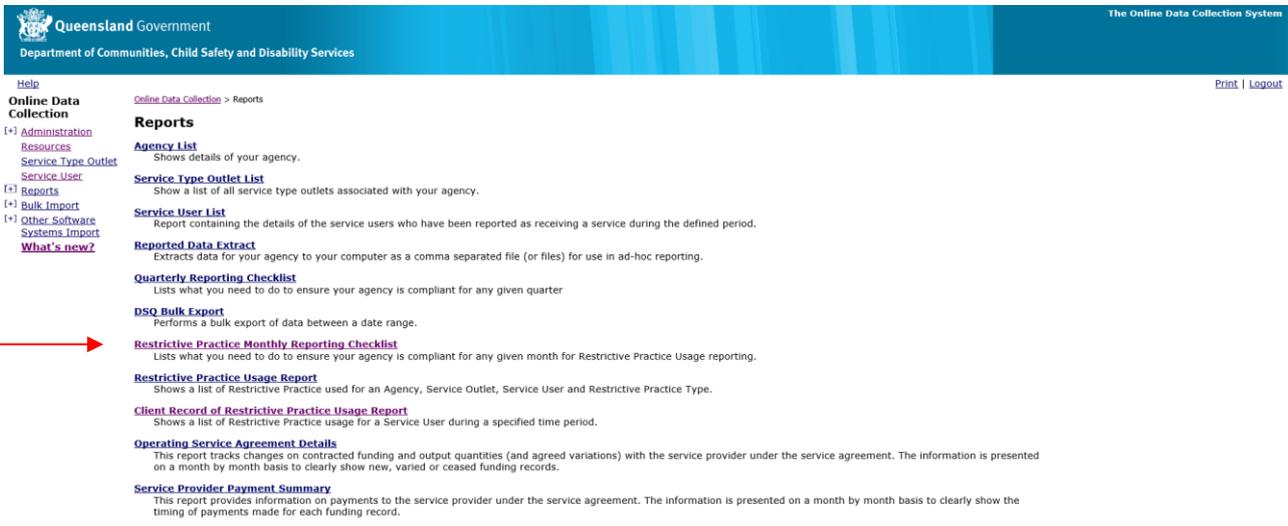
1. Select [Reports](#) hyperlink from the *Main Menu*, to display the *Reports* page.

The screenshot shows the 'Online Data Collection' page of the Queensland Government. The page has a blue header with the Queensland Government logo and the text 'Department of Communities, Child Safety and Disability Services'. The main content area is divided into several sections:

- Online Data Collection**: A section with a 'What's new?' notice and a 'Last updated: 25/10/2016' date.
- Administration**: A section for agency, service type outlet and ODC user details.
- Initialisation**: A section for first-time user setup.
- Resources**: A section for helpful guidelines for system users.
- Service Type Outlet**: A section for data entry of service type outlet details.
- Service user**: A section for searching and viewing service user, services received and restrictive practices information.
- Reports**: A section with a list of 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**: A section for uploading files containing either Service User, Service Type Outlet, Service User Services Received and/or Service Type Outlet Quarterly data.
- Other Software Systems Import**: A section for uploading files containing either Service User, Service Type Outlet, Service User Services Received and/or Service Type Outlet Quarterly data.

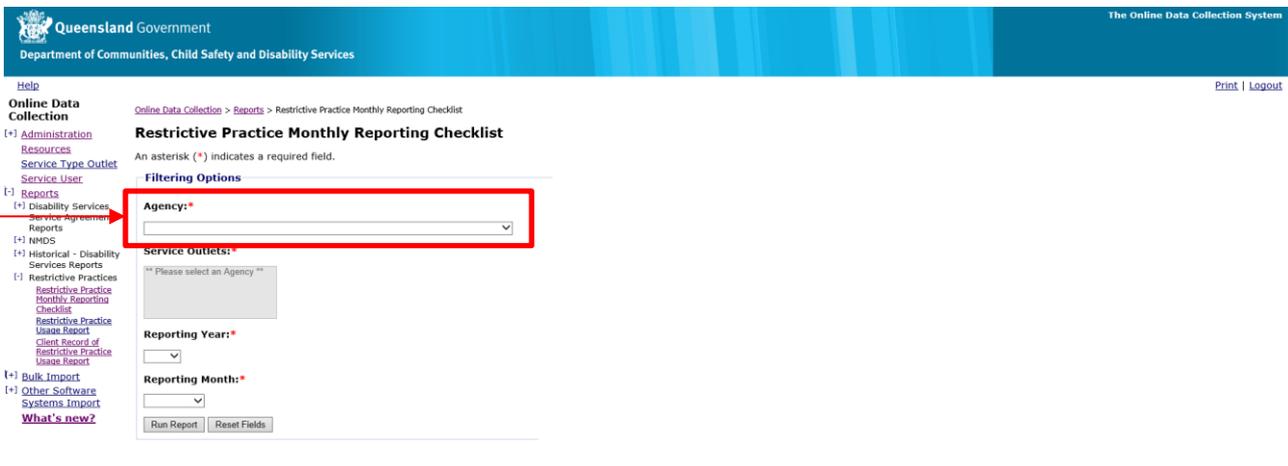
A red arrow points from the 'Reports' link in the left-hand navigation menu to the 'Reports' section in the main content area.

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



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



**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.

The screenshot shows the 'Restrictive Practice Monthly Reporting Checklist' form. The 'Run Report' button is highlighted with a red box. The form includes the following fields:

- Agency: (Dropdown menu)
- Service Outlets: (Text area with a note: "\*\* Please select an Agency \*\*")
- Reporting Year: (Dropdown menu)
- Reporting Month: (Dropdown menu)

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.

The screenshot shows the 'Restrictive Practice Monthly Reporting Checklist for August 2017' report. The report displays a table with the following columns:

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

**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: Friday 25 August, 2017  
Application Version: 2.8.5497

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[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' system interface. The left-hand navigation menu includes links for 'Administration', 'Resources', 'Service Type Outlet', 'Service User', 'Reports', 'Bulk Import', 'Other Software Systems Import', and 'What's new?'. The 'Reports' link is highlighted with a red arrow. The main content area displays the following sections:

- 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
- 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
  - '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

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

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The Online Data Collection System

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**Online Data Collection** [Online Data Collection > Reports](#)

**Reports**

- [Service Type Outlet List](#)  
Show a list of all service type outlets associated with your agency.
- [Service User List](#)  
Report containing the details of the service users who have been reported as receiving a service during the defined period.
- [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.
- [Client Record of Restrictive Practice Usage Report](#)  
Shows a list of Restrictive Practice usage for a Service User during a specified time period.

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

**Authorise Restrictive Practice Monthly Data**

An asterisk (\*) indicates a required field.

**Filtering Options**

**Reporting Year:\***

**Reporting Month:\***

To be authorised  Already authorised

Last updated: Monday 14 November, 2016  
Application Version: 2.11.6171

## 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 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 [Not Reported](#) 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.

The screenshot displays the 'Authorise Restrictive Practice Monthly Data' page. It features a table with the following data:

Selected	Surname	First Name	DOB	Gender	Service Outlet	Restrictive Practice Last Usage Date	Reporting Status
<input type="checkbox"/>	User	Test	28 Apr 1998	Male	123456 - Test Outlet		Not Reported
<input type="checkbox"/>	User1	Test	29 Dec 1987	Male	123456 - Test Outlet		Not Reported
<input type="checkbox"/>	User2	Test	17 Jan 1982	Male	123456 - Test Outlet		Not Reported
<input type="checkbox"/>	User3	Test	19 Jan 1977	Male	123456 - Test Outlet		Not Reported
<input type="checkbox"/>	User4	Test	21 Mar 1979	Male	123456 - Test Outlet		Not Reported
<input type="checkbox"/>	User5	Test	26 Aug 1980	Male	123456 - Test Outlet	23 Nov 2016 09:11	Draft

### 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.

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Online Data Collection > Reports > Authorise Restrictive Practice Monthly Data

**Authorise Restrictive Practice Monthly Data**  
An asterisk (\*) indicates a required field.

**Filtering Options**

Reporting Year: \*  
2016

Reporting Month: \*  
November

To be authorised  Already authorised

Display Users

Select All	Select None	Selected	Surname	First Name	DOB	Gender	Service Outlet	Restrictive Practice Last Usage Date	Reporting Status
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	User	Test	28 Apr 1998	Male	123456 - Test Outlet		Not Reported
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	User1	Test	29 Dec 1987	Male	123456 - Test Outlet		Not Reported
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	User2	Test	17 Jan 1982	Male	123456 - Test Outlet		Not Reported
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	User3	Test	19 Jan 1977	Male	123456 - Test Outlet		Not Reported
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	User4	Test	21 Mar 1979	Male	123456 - Test Outlet		Not Reported
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	User5	Test	26 Aug 1980	Male	123456 - Test Outlet	23 Nov 2016 09:11	Draft

Authorise

**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.

**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.

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Online Data Collection > Reports > Authorise Restrictive Practice Monthly Data

**Authorise Restrictive Practice Monthly Data**  
An asterisk (\*) indicates a required field.

**Filtering Options**

Reporting Year: \*  
2016

Reporting Month: \*  
November

To be authorised  **Already authorised**

Display Users

Select All	Select None	Selected	Surname	First Name	DOB	Gender	Service Outlet	Restrictive Practice Last Usage Date	Reporting Status
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	User	Test	28 Apr 1998	Male	123456 - Test Outlet		Reported
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	User1	Test	29 Dec 1987	Male	123456 - Test Outlet		Reported
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	User2	Test	17 Jan 1982	Male	123456 - Test Outlet		Reported
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	User3	Test	19 Jan 1977	Male	123456 - Test Outlet		Reported
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	User4	Test	21 Mar 1979	Male	123456 - Test Outlet		Reported
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	User5	Test	26 Aug 1980	Male	123456 - Test Outlet	23 Nov 2016 09:11	Reported

Unauthorise

## 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.

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[Help](#)

**Online Data Collection**

- [+] [Administration](#)
  - [Resources](#)
  - [Service Type Outlet](#)
  - [Service User](#)
- [-] [Reports](#)
  - [+] NMDs
    - [-] Restrictive Practices
      - [Authorise Restrictive Practice Monthly data](#)
      - [Restrictive Practice Monthly Reporting Checklist](#)
      - [Restrictive Practice Usage Report](#)
      - [Client Record of Restrictive Practice Usage Report](#)
    - [+] [Other Software Systems Import](#)
    - [What's new?](#)

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

### Authorise Restrictive Practice Monthly Data

An asterisk (\*) indicates a required field.

**Filtering Options**

**Reporting Year:\***  
2014

**Reporting Month:\***  
January

To be authorised  Already authorised

There were no results found for the provided parameters

## 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.

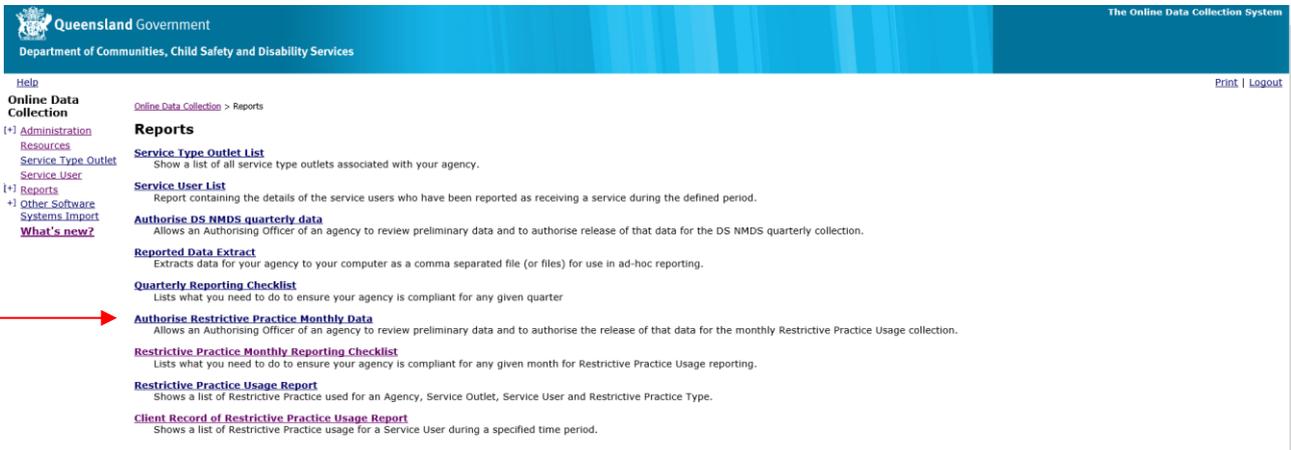
### Display Restricted Practice Usage Information Recorded for the Reporting Year/Month

From the *Online Data Collection* page:

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

The screenshot shows the 'Online Data Collection' system interface. The top navigation bar includes the Queensland Government logo and the text 'Department of Communities, Child Safety and Disability Services'. The page title is 'Online Data Collection' and the breadcrumb trail is 'Home > Online Data Collection > Reports'. The left-hand navigation menu is expanded to show 'Reports' selected, with a red arrow pointing to it. The main content area displays a 'What's new?' section with a red alert: 'A factsheet has been published on the department's internet site to provide guidance on how to run t... Last updated: 25/10/2016'. Below this are sections for 'Administration', 'Initialisation', 'Resources', 'Service Type Outlet', 'Service user', 'Bulk Import', and 'Other Software Systems Import'.

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

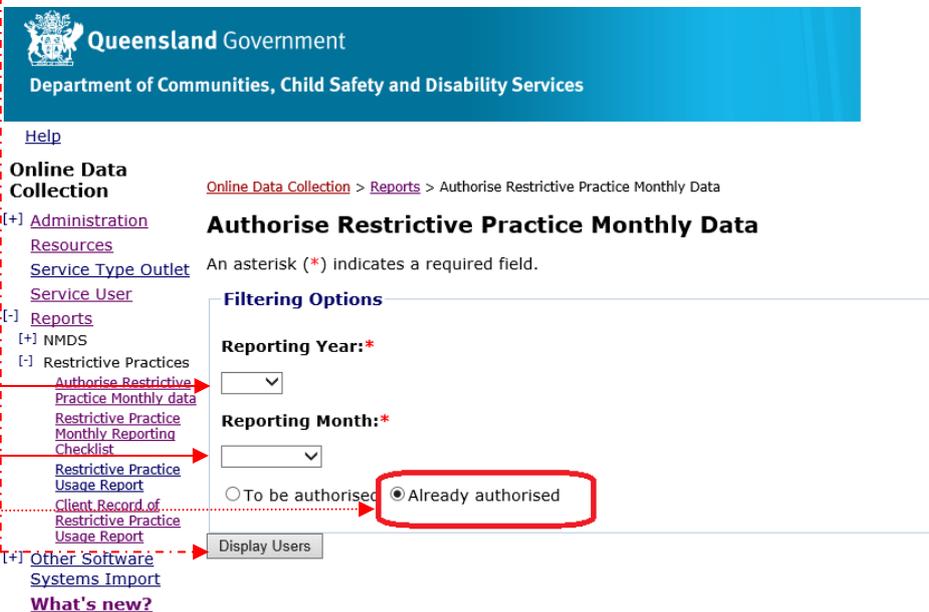


3. **Select** from the drop list the following information:

- **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 [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.

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Department of Communities, Child Safety and Disability Services
The Online Data Collection System

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

**Administration** **Authorise Restrictive Practice Monthly Data**  
An asterisk (\*) indicates a required field.

**Filtering Options**

**Reporting Year:** \*

**Reporting Month:** \*

To be authorised  Already authorised

Select All	Select None	Selected	Surname	First Name	DOB	Gender	Service Outlet	Restrictive Practice Last Usage Date	Reporting Status
<input type="checkbox"/>		<input type="checkbox"/>	User	Test	28 Apr 1998	Male	123456 - Test Outlet		Reported
<input type="checkbox"/>		<input type="checkbox"/>	User1	Test	29 Dec 1987	Male	123456 - Test Outlet		Reported
<input type="checkbox"/>		<input type="checkbox"/>	User2	Test	17 Jan 1982	Male	123456 - Test Outlet		Reported
<input type="checkbox"/>		<input type="checkbox"/>	User3	Test	19 Jan 1977	Male	123456 - Test Outlet		Reported
<input type="checkbox"/>		<input type="checkbox"/>	User4	Test	21 Mar 1979	Male	123456 - Test Outlet		Reported
<input type="checkbox"/>		<input type="checkbox"/>	User5	Test	26 Aug 1980	Male	123456 - Test Outlet	23 Nov 2016 09:11	Reported

### 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 > Reports > Authorise Restrictive Practice Monthly Data

**Authorise Restrictive Practice Monthly Data**  
An asterisk (\*) indicates a required field.

Filtering Options

Reporting Year: 2016  
Reporting Month: November  
 To be authorised  Already authorised

Display Users

Select All	Select None	Selected	Surname	First Name	DOB	Gender	Service Outlet	Restrictive Practice Last Usage Date	Reporting Status
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	User	Test	28 Apr 1998	Male	123456 - Test Outlet		Reported
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	User1	Test	29 Dec 1987	Male	123456 - Test Outlet		Reported
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	User2	Test	17 Jan 1982	Male	123456 - Test Outlet		Reported
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	User3	Test	19 Jan 1977	Male	123456 - Test Outlet		Reported
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	User4	Test	21 Mar 1979	Male	123456 - Test Outlet		Reported
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	User5	Test	26 Aug 1980	Male	123456 - Test Outlet	23 Nov 2016 09:11	Reported

Unauthorise

**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.

**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.

Queensland Government  
Department of Communities, Child Safety and Disability Services

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Online Data Collection > Reports > Authorise Restrictive Practice Monthly Data

**Authorise Restrictive Practice Monthly Data**  
An asterisk (\*) indicates a required field.

Filtering Options

Reporting Year: 2016  
Reporting Month: November  
 To be authorised  Already authorised

Display Users

Select All	Select None	Selected	Surname	First Name	DOB	Gender	Service Outlet	Restrictive Practice Last Usage Date	Reporting Status
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	User	Test	28 Apr 1998	Male	123456 - Test Outlet		Not Reported
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	User1	Test	29 Dec 1987	Male	123456 - Test Outlet		Not Reported
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	User2	Test	17 Jan 1982	Male	123456 - Test Outlet		Not Reported
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	User3	Test	19 Jan 1977	Male	123456 - Test Outlet		Not Reported
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	User4	Test	21 Mar 1979	Male	123456 - Test Outlet		Not Reported
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	User5	Test	26 Aug 1980	Male	123456 - Test Outlet	23 Nov 2016 09:11	Draft

Authorise

## 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.

The screenshot shows the Queensland Government website header with the logo and text: "Queensland Government Department of Communities, Child Safety and Disability Services". Below the header is a navigation menu with categories like "Online Data Collection", "Administration", "Reports", "Restrictive Practices", "Other Software", and "What's new?". The main content area is titled "Authorise Restrictive Practice Monthly Data" and includes a breadcrumb trail: "Online Data Collection > Reports > Authorise Restrictive Practice Monthly Data". A sub-header "Filtering Options" contains fields for "Reporting Year:" (set to 2014) and "Reporting Month:" (set to January), along with radio buttons for "To be authorised" (selected) and "Already authorised". A "Display Users" button is present. A red box highlights the message: "There were no results found for the provided parameters".