

# **USER GUIDE**

## **REPORTING**

### **RESTRICTIVE PRACTICE INFORMATION**

#### **USING**

##### **ONLINE DATA COLLECTION (ODC)**

#### **Reference Guide to Key Links in ODC to Record Restrictive Practice Usage.**

This is a guide to common operations in ODC for recording Restrictive Practice Usage. More detailed information about recording Restrictive Practice Usage for a particular Restrictive Practice Type can be obtained from the relevant Factsheets on Recording Restrictive Practice Usage in ODC.

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Date: March 2015  
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## 1. About This Package

This package has been designed to assist Service Providers who are reporting using ODC to collect Restrictive Practice information. It summarises the key links a Service Provider will need to access to input their data, and it can be used as a reminder each month.

### 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](mailto:cstdanmdshelp@disability.qld.gov.au)

### 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.



## 2. Types Of Access

### System Administrator

- Can add, edit or delete ODC system users for Restrictive Practice for their own organisation.
- Allocate roles and Service Outlets and Service Type Outlets to user accounts.
- Can run Restrictive Practice Monthly Reporting Checklist, Restrictive Practice Usage Report and Client Record of Restrictive Practice Usage.
- Can submit requests to the Department for changes to existing Service Users, Service outlet and Service Type Outlet information.

### Authorising Agency Officer

- Can add, edit or delete Restrictive Practice information.
- Can authorise Restrictive Practice Monthly Data.
- Can upload Restrictive Practice files and search Import Status.
- Can run Restrictive Practice Monthly Reporting Checklist, Restrictive Practice Usage Report and Client Record of Restrictive Practice Usage.
- Can submit requests to the Department for changes to existing Service Users, Service outlet and Service Type Outlet information.

### Data Entry Operator

- Can add, edit or delete Restrictive Practice information.
- Can run Restrictive Practice Monthly Reporting Checklist, Restrictive Practice Usage Report and Client Record of Restrictive Practice Usage.
- Can submit requests to the Department for changes to existing Service Users, Service outlet and Service Type Outlet information.

### 3. Types Of Restrictive Practice Reporting

ODC allows for two types of Restrictive Practice reporting for a Service User.

- Episodic Restrictive Practice Usage
- Routine Restrictive Practice Usage.

Episodic Restrictive Practice usage refers to Restrictive Practice that is used in response to behaviour that is causing harm to self or others. Usage is reported for each instance of Restrictive Practice used, i.e. on date x, Restrictive practice y was used.

Routine Restrictive Practice refers to Restrictive Practice that is constantly used or applied each day, for example, medications given each day (chemical restraint) or headgear worn during awake hours (mechanical restraint).

Examples of reporting Routine Restrictive Practice Usage:

- At the commencement of the use through to the end of use for the month
- From start of reporting month to end of reporting month if used each and every day
- For part of the month due to Service User transitioning in and out of care
- Change of circumstances

The screenshot shows the 'Restrictive Practice Summary' page for a Service User. The page is titled 'Restrictive Practice Summary' and includes sections for 'Service User Details', 'Service Outlet Details', and two 'Monthly Summary' tables for Episodic and Routine Restrictive Practice Usage.

**Service User Details:**

BIS Client ID: 0001-1355  
 First Name: Elizabeth  
 Date of Birth: 18 Mar 1995  
 Surname: Bo  
 Gender: Female

**Service Outlet Details:**

Service Outlet: 550568 - Queensland - Support Service

**Monthly Summary - Episodic Restrictive Practice Usage**

Add Episodic Restrictive Practice Usage

Restrictive Practice Type	Jun 2014	Jul 2014	Aug 2014	Sep 2014	Oct 2014	Nov 2014	Dec 2014	Expire
Chemical Restraint As Required - Olanzapine .75 millilitres (ml) (doc)	0	1	0	0	0	0	0	Expire

**Monthly Summary - Routine Restrictive Practice Usage**

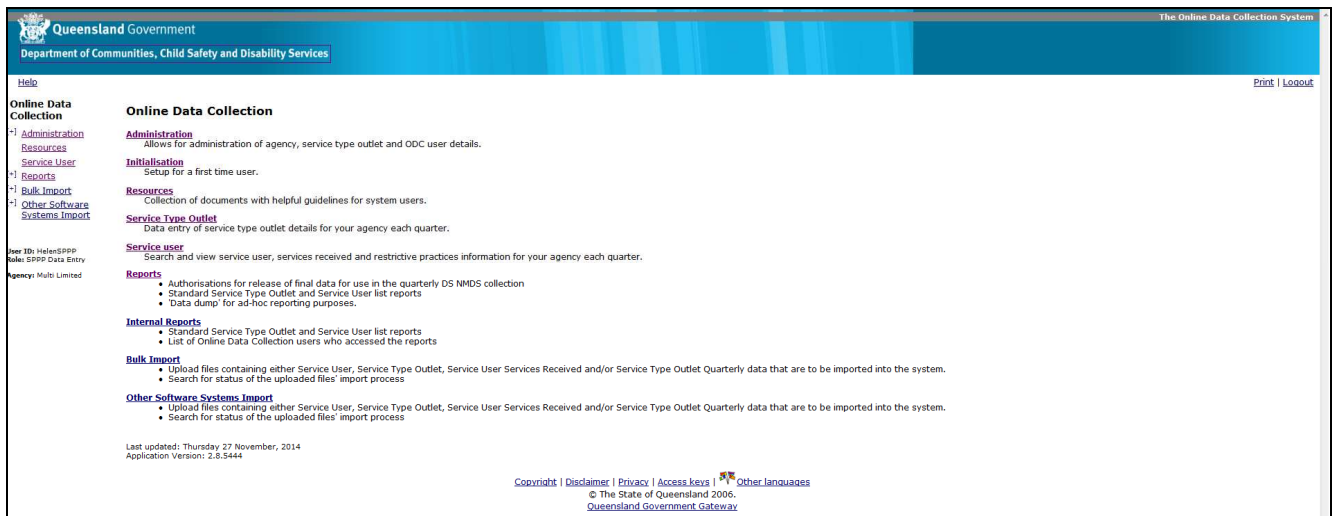
Add Routine Restrictive Practice Usage

Restrictive Practice Type	Jun 2014	Jul 2014	Aug 2014	Sep 2014	Oct 2014	Nov 2014	Dec 2014	Expire
Chemical Restraint Fixed Dose - Insulin Aspart .5 milligrams (mg), 3 per day (doc)				✓				Expire

Last updated: Monday 08 December, 2014  
 Application Version: 2.8.5456

Example of a Service User's *Restrictive Practice Summary* page detailing Episodic and Routine Usage.

## 4. 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.

### 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.

## 5. Summary of Steps for Manual Data Entry

Step	Topic	Reference
1	Find the Service User.	Section 2 Page 9
2	Display Service Users Details.	Section 4 Page 10
3	Selecting the Restrictive Practice Summary hyperlink to display the summary screen.	Page 11
4	If reporting –  Episodic Restrictive Practice Type:  New Restrictive Practice Usage  Existing Restrictive Practice Usage	Page 13  Page 22
5	If reporting –  Routine Restrictive Practice Type:  New Restrictive Practice Usage  Existing Restrictive Practice Usage	Page 26  Page 32
6.	Select add Usage and enter details for Usage and Save.	
7.	Repeat step 6 until all Usage is added for the Restrictive Practice Type has been entered for the Service User and Service Outlet for the month.	
8.	Return to Step 4 and repeat Steps 4 to 7 to add Usage for any other Types of Restrictive Practice used in the month.	
9	Return to Step 1 and repeat Steps for next Service User.	
10	Review Restrictive Practice Monthly Checklist to ensure reporting for all Service Outlets is complete.	
11	Authorise Restrictive Practice reporting when all the data entry is completed.	





## 6. Search a Service User and Display Service User Details

### Search Service User

From the *Online Data Collection* page:

#### 1. Select Service User

Displays the *Search Service User* page.

- Enter** Service User's last name in the Surname field OR enter Service User's first name in the First Name field OR enter Service User's BIS reference number in the BIS Client Id field
- Press** 'Search' button. Displays the *Search Service User* page with a search result.

#### Tip:

- At least one search field must be entered.
- Enter two or three consecutive characters in the Surname field. The result returned will display service users with the characters in that sequence anywhere in the surname. The same can be done in the First Name field.

## View Service User

With the Search Service User search result on the screen:

4. **Select** the Service User's surname hyperlink. Displays the *Service User Details* page.

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Department of Communities, Child Safety and Disability Services

Help

Online Data Collection > Service User

**Search Service User**

Search for: Surname: user, First Name: test,

[Search again](#)

Include expired items ☐

Surname	First Name	BIS Client Id	DOB	Gender	Post Code	Services Received	Status
<a href="#">User</a>	Test	0203-4189	06 Jul 1989	MALE	4887	<a href="#">Services Received</a>	Active

Please enter services received by the client by selecting the Services received link.

If your search does not return the expected client details please notify the Department by email: [cstdanmdshelp@disability.qld.gov.au](mailto:cstdanmdshelp@disability.qld.gov.au)

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Application Version: 2.8.5441

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### Tip:

- Another search can be actioned by selecting the Search again hyperlink.
- Return to the Main Menu by selecting Online Data Collection hyperlink.

## Service User Details

The *Service User Details* page lists a Service User menu (on the left side) with a hyperlink to Restrictive Practice Summary.

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Help

Online Data Collection > Service User > Service User Details

**Service User**

[Service User](#)

[Service User Details](#)

[Restrictive Practice Summary](#)

[Return](#)

**Service User Details**

Please email: [cstdanmdshelp@disability.qld.gov.au](mailto:cstdanmdshelp@disability.qld.gov.au) to notify the Department of changes to the Service User details

**Service User Details**

BIS Client Id: 0203-4189

First Name: Test

Date of Birth: 06 Jul 1989

Date of Birth Estimate:

Indigenous Origin:

Country of Birth:

Surname: User

Age: 25

Gender: Male

**Agency and Service Outlet Details** [ + ]

**Communication Details** [ + ]

**Living Arrangements** [ + ]

**Disabilities** [ + ]

**Support Needs** [ + ]

**Informal Carer** [ + ]

**Other** [ + ]

Please email: [cstdanmdshelp@disability.qld.gov.au](mailto:cstdanmdshelp@disability.qld.gov.au) to notify the Department of changes to the Service User details

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## Display Restrictive Practice Summary

Selecting the Restrictive Practice Summary hyperlink on the *Service User Details* page displays the *Restrictive Practice Summary* page. Episodic and Routine Restrictive Practice Usage can be recorded from this page.

If no previous Usage has been recorded, the Monthly Summary for Episodic Restrictive Practice Usage or Routine Restrictive Practice Usage displays **No records found**.

## Adding New Restrictive Practice Usage for a Service User

The screenshot shows the 'Restrictive Practice Summary' page for a service user. The page header includes the Queensland Government logo and the Department of Communities, Child Safety and Disability Services. A breadcrumb trail indicates the path: Online Data Collection > Service User > Restrictive Practice Summary. The left sidebar contains links for Service User, Service User Details, Restrictive Practice Summary, and Return. The main content area is titled 'Restrictive Practice Summary' and contains three sections: 'Service User Details', 'Service Outlet Details', and two 'Monthly Summary' sections. The 'Service User Details' section shows BIS Client ID: 0203-4189, First Name: Test, Date of Birth: 06 Jul 1989, Surname: User, and Gender: Male. The 'Service Outlet Details' section shows a dropdown menu for Service Outlet with the value '999999 - Test Service Outlet Placeholder'. The 'Monthly Summary - Episodic Restrictive Practice Usage' section has a link 'Add Episodic Restrictive Practice Usage' and a red box containing 'No records found'. The 'Monthly Summary - Routine Restrictive Practice Usage' section has a link 'Add Routine Restrictive Practice Usage' and a red box containing 'No records found'. At the bottom, it states 'Last updated: Monday 24 November, 2014' and 'Application Version: 2.8.5441'.

When Recording the first:

- Episodic Restrictive Practice Usage go to [Episodic Restrictive Practice – Add a New Restrictive Practice Type](#) on page [13](#).
- Routine Restrictive Practice Usage go to [Routine Restrictive Practice – Add a New Restrictive Practice Type](#) on page [26](#).

## Adding Usage to an Existing Restrictive Practice Type for a Service User

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Help

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

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

### Restrictive Practice Summary

#### Service User Details

BIS Client ID: 0203-4189  
First Name: Test  
Date of Birth: 06 Jul 1989  
Surname: User  
Gender: Male

#### Service Outlet Details

Service Outlet: 999999 - Test Service Outlet Placeholder

#### Monthly Summary - Episodic Restrictive Practice Usage

[Add Episodic Restrictive Practice Usage](#)

Restrictive Practice Type	Jun 2014	Jul 2014	Aug 2014	Sep 2014	Oct 2014	Nov 2014	Dec 2014	
Chemical Restraint As Required - Quetiapine 25 milligrams (mg) (Doctor Smith)	0	0	0	0	0	1	0	Expire

#### Monthly Summary - Routine Restrictive Practice Usage

[Add Routine Restrictive Practice Usage](#)

Restrictive Practice Type	Jun 2014	Jul 2014	Aug 2014	Sep 2014	Oct 2014	Nov 2014	Dec 2014	
Mechanical Restraint - Gloves / Mittens						✓		Expire

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Restrictive Practice Usage previously recorded displays under the “Monthly Summary for Episodic Restrictive Practice Usage” or “Monthly Summary for Routine Restrictive Practice Usage”.

If Usage has previously been recorded the options available are:

- Add Usage to a new Episodic Restrictive Practice Type go to [Episodic Restrictive Practice - Add Usage To An Existing Restrictive Practice Type](#) on page 22.
- Add Usage to an existing Episodic Restrictive Practice Type go to [Episodic Restrictive Practice - Add Usage To An Existing Restrictive Practice Type](#) on page 22.
- Add Usage to a new Routine Restrictive Practice Type go to [Routine Restrictive Practice – Add a New Restrictive Practice Type](#) on page 26.
- Add Usage to an existing Routine Restrictive Practice Type go to [Routine Restrictive Practice - Add Usage To An Existing Restrictive Practice Type](#) on page 32.

## 7. Episodic Restrictive Practice – Add a New Restrictive Practice Type

With the *Restrictive Practice Summary* page on display for the Service User:

1. **Select** the Service Outlet where the Restrictive Practice occurred.
2. **Select** the Add Episodic Restrictive Practice Usage hyperlink, to display the *Add Episodic Restrictive Practice Usage* page.

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Help

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

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

### Restrictive Practice Summary

#### Service User Details

BIS Client ID: 0203-4189  
First Name: Test  
Date of Birth: 06 Jul 1989  
Surname: User  
Gender: Male

#### Service Outlet Details

Service Outlet: 999999 - Test Service Outlet Placeholder

#### Monthly Summary - Episodic Restrictive Practice Usage

[Add Episodic Restrictive Practice Usage](#)  
No records found

#### Monthly Summary - Routine Restrictive Practice Usage

[Add Routine Restrictive Practice Usage](#)  
No records found

Note: If no Episodic Usage has been entered for the Service User, the only option is to add a new Restrictive Practice Type.

## Chemical Restraint As Required

3. **Select** the drop down list for Add a new Restrictive Practice type.
4. The list displays the Restrictive Practice types:
  - Chemical Restraint As Required
  - Containment
  - Mechanical Restraint
  - Physical Restraint
  - Restricted Access to Objects
  - Seclusion
5. **Select** the Restrictive Practice type.

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Help

Service User

Online Data Collection > Service User > Restrictive Practice Summary > Add Episodic Restrictive Practice Usage

Service User Details

BIS Client ID: 0203-4189  
First Name: Test  
Date of Birth: 06 Jul 1989  
Surname: User  
Gender: Male

Service Outlet Details

Service Outlet: 999999 - Test Service Outlet Placeholder

Episodic Restrictive Practice Usage

Add a new Restrictive Practice type

- Chemical Restraint As Required
- Containment
- Mechanical Restraint
- Physical Restraint
- Restricted Access to Objects
- Seclusion

Note: In this example Chemical Restraint As Required is selected, the details will change for each different Restrictive Practice Type. Refer to pages 17 to 21 for details.

6. **Enter** the following information:

- Medication
- Medication Amount
- Prescribed by

7. **Select** Add new instance of use hyperlink.

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[Help](#)

**Service User** [Online Data Collection](#) > [Service User](#) > [Restrictive Practice Summary](#) > Add Episodic Restrictive Practice Usage

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

### Add Episodic Restrictive Practice Usage

#### Service User Details

BIS Client ID: 0203-4189  
First Name: Test Surname: User  
Date of Birth: 06 Jul 1989 Gender: Male

#### Service Outlet Details

Service Outlet: 999999 - Test Service Outlet Placeholder

#### Episodic Restrictive Practice Usage

☒ Add a new Restrictive Practice type  
Chemical Restraint As Required

#### Add Episodic Restrictive Practice Usage - Chemical Restraint Fixed Dose

Medication: \*  
Quetiapine If other, please specify:

Medication Amount: \*  
25 Milligrams (m)

Prescribed by: \*  
Doctor Smith

[Add new instance of use](#) Include deleted items ☐

[Cancel](#)

## 8. Enter the following information:

- Date
- Time

## 9. Select from the drop list the following information:

- Behaviour Posing Risk to Harm To Self Or Others
- Injury

## 10. Select Save.

Upon saving, the user may continue to add instances of use to the Restrictive Practice Type by selecting the [Add new instance of use](#) hyperlink. Alternatively, select the 'Cancel' button to return to the *Restrictive Practice Summary* page for the Service User.

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[Help](#)

**Service User** [Online Data Collection > Service User > Restrictive Practice Summary > Add Episodic Restrictive Practice Usage](#)

[Service User](#)  
-1 [Service User Details](#)  
[Restrictive Practice Summary](#)  
[Return](#)

### Add Episodic Restrictive Practice Usage

#### Service User Details

BIS Client ID: 0203-4189  
First Name: Test  
Date of Birth: 06 Jul 1989  
Surname: User  
Gender: Male

#### Service Outlet Details

Service Outlet: 999999 - Test Service Outlet Placeholder

#### Episodic Restrictive Practice Usage

☒ Add a new Restrictive Practice type  
Chemical Restraint As Required ▼

#### Add Episodic Restrictive Practice Usage - Chemical Restraint Fixed Dose

Medication:  If other, please specify:

Medication Amount:  Milligrams (m ▼)

Prescribed by:

Date	Time	Behaviour Posing Risk of Harm To Self Or Others	Injury	
<input type="text" value="24/11/2914"/>	<input type="text" value="9:00"/>	<input type="text" value="Unusual or Repetitive Habits ▼"/>	<input type="text" value="Select from the list below if this RP usage resulted in injury Harm to self and others ▼"/>	<a href="#">Save</a> <a href="#">Cancel</a>

[Cancel](#)

[Include deleted items](#)

## Tip:

- Dates are entered in the following format dd/mm/yyyy
- Start Time is entered in the following format hh:mm
- End Time is entered in the following format hh:mm
- Total use in typical 24-hour period is entered in the following format hh.mm (For example 14.50 for 14 Hours and 30 minutes. The value cannot be greater than 24.00.)



## Containment

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[Help](#)

**Service User** [Online Data Collection > Service User > Restrictive Practice Summary > Add Episodic Restrictive Practice Usage](#)

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

### Add Episodic Restrictive Practice Usage

**Service User Details**

BIS Client ID: 0203-4189  
 First Name: Test  
 Date of Birth: 06 Jul 1989  
 Surname: User  
 Gender: Male

**Service Outlet Details**

Service Outlet: 999999 - Test Service Outlet Placeholder

**Episodic Restrictive Practice Usage**

☒ Add a new Restrictive Practice type  
 Containment

**Add Episodic Restrictive Practice Usage - Containment**

Include deleted items

Start Date	Start Time	End Date	End Time	Location	Behaviour Posing Risk of Harm To Self Or Others	Injury	
24/11/2014	11:00	24/11/2014	13:00	Bedroom If other, please specify:	Punching	Select from the list below if this RP usage resulted in injury Harm to others	<a href="#">Save</a> <a href="#">Cancel</a>

[Cancel](#)

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The information captured for Episodic Restrictive Practice Usage for Containment includes:

- Start Date
- Start Time
- End Date
- End Time
- Location
- Behaviour Posing Risk of Harm To Self Or Others
- Injury

## Mechanical Restraint

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[Help](#)

**Service User** [Online Data Collection > Service User > Restrictive Practice Summary > Add Episodic Restrictive Practice Usage](#)

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

### Add Episodic Restrictive Practice Usage

**Service User Details**

BIS Client ID: 0203-4189  
First Name: Test  
Date of Birth: 06 Jul 1989  
Surname: User  
Gender: Male

**Service Outlet Details**

Service Outlet: 999999 - Test Service Outlet Placeholder

**Episodic Restrictive Practice Usage**

☒ Add a new Restrictive Practice type  
Mechanical Restraint

**Add Episodic Restrictive Practice Usage - Mechanical Restraint**

Device:  If other, please specify:

Include deleted items

Start Date	Start Time	End Date	End Time	Location	Behaviour Posing Risk of Harm To Self Or Others	Injury	
24/11/2014	9:00	24/11/2014	11:00	Lounge If other, please specify: <input type="text"/>	Scratching	Select from the list below if this RP usage resulted in injury Harm to self	<a href="#">Save</a> <a href="#">Cancel</a>

[Cancel](#)

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The information captured for Episodic Restrictive Practice Usage for Mechanical Restraint includes:

- Device
- Start Date
- Start Time
- End Date
- End Time
- Location
- Behaviour Posing Risk of harm To Self Or Others
- Injury

## Physical Restraint

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[Help](#)

**Service User** [Online Data Collection > Service User > Restrictive Practice Summary > Add Episodic Restrictive Practice Usage](#)

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

### Add Episodic Restrictive Practice Usage

**Service User Details**

BIS Client ID: 0203-4189  
First Name: Test  
Date of Birth: 06 Jul 1989  
Surname: User  
Gender: Male

**Service Outlet Details**

Service Outlet: 999999 - Test Service Outlet Placeholder

**Episodic Restrictive Practice Usage**

☒ Add a new Restrictive Practice type  
Physical Restraint

**Add Episodic Restrictive Practice Usage - Physical Restraint**

Physical Restraint Type:  If other, please specify:

Include deleted items

Start Date	Start Time	End Date	End Time	Location	Behaviour Posing Risk of Harm To Self Or Others	Injury	
<input type="text" value="24/11/2014"/>	<input type="text" value="10:00"/>	<input type="text" value="24/11/2014"/>	<input type="text" value="10:20"/>	<input type="text" value="Dining Room"/> If other, please specify: <input type="text"/>	<input type="text" value="Pinching"/>	Select from the list below if this RP usage resulted in injury. <input type="text" value="Harm to others"/>	<a href="#">Save</a> <a href="#">Cancel</a>

[Cancel](#)


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The information captured for Episodic Restrictive Practice Usage for Physical Restraint includes:

- Physical Restraint Type
- Start Date
- Start Time
- End Date
- End Time
- Location
- Behaviour Posing Risk of harm To Self Or Others
- Injury

## Restricted Access to Objects

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[Help](#)

**Service User** [Online Data Collection > Service User > Restrictive Practice Summary > Add Episodic Restrictive Practice Usage](#)

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

### Add Episodic Restrictive Practice Usage

**Service User Details**

BIS Client ID: 0203-4189  
First Name: Test  
Date of Birth: 06 Jul 1989  
Surname: User  
Gender: Male

**Service Outlet Details**

Service Outlet: 999999 - Test Service Outlet Placeholder

**Episodic Restrictive Practice Usage**

☒ Add a new Restrictive Practice type  
Restrictive Access to Objects

**Add Episodic Restrictive Practice Usage - Restricted Access to Objects**

Restricted Object/s:\*

Include deleted items

Start Date	Start Time	End Date	End Time	Behaviour Posing Risk of Harm To Self Or Others	Injury	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select from the list below if this RP usage resulted in injury	<a href="#">Save</a> <a href="#">Cancel</a>

[Cancel](#)

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Application Version: 2.8.5441

The information captured for Episodic Restrictive Practice Usage for Restricted Access to Objects includes:

- Restricted Object/s
- Start Date
- Start Time
- End Date
- End Time
- Behaviour Posing Risk of Harm To Self Or Others
- Injury

## Seclusion

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[Help](#)

**Service User** [Online Data Collection > Service User > Restrictive Practice Summary > Add Episodic Restrictive Practice Usage](#)

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

### Add Episodic Restrictive Practice Usage

#### Service User Details

**BIS Client ID:** 0203-4189  
**First Name:** Test  
**Date of Birth:** 06 Jul 1989  
**Surname:** User  
**Gender:** Male

#### Service Outlet Details

**Service Outlet:** 999999 - Test Service Outlet Placeholder

#### Episodic Restrictive Practice Usage

☒ Add a new Restrictive Practice type  
Seclusion

#### Add Episodic Restrictive Practice Usage - Seclusion

Include deleted items

Start Date	Start Time	End Date	End Time	Location	Behaviour Posing Risk of Harm To Self Or Others	Injury	
24/11/2014	13:00	24/11/2014	14:30	Bedroom If other, please specify:	Hitting	Select from the list below if this RP usage resulted in injury Harm to others	<a href="#">Save</a> <a href="#">Cancel</a>

[Cancel](#)

Last updated: Monday 24 November, 2014  
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The information captured for Episodic Restrictive Practice Usage for Seclusion includes:

- Start Date
- Start Time
- End Date
- End Time
- Location
- Behaviour Posing Risk of harm To Self Or Others
- Injury

## 8. Episodic Restrictive Practice - Add Usage To An Existing Restrictive Practice Type

With the *Restrictive Practice Summary* page on display for the Service User:

1. **Select** the Service Outlet where the Restricted Practice occurred.
2. **Select** the [Add Episodic Restrictive Practice Usage](#) hyperlink.

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[Help](#)

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

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

### Restrictive Practice Summary

#### Service User Details

BIS Client ID: 0203-4189  
First Name: Test  
Date of Birth: 06 Jul 1989  
Surname: User  
Gender: Male

#### Service Outlet Details

Service Outlet: 999999 - Test Service Outlet Placeholder

#### Monthly Summary - Episodic Restrictive Practice Usage

[Add Episodic Restrictive Practice Usage](#)

Restrictive Practice Type	May 2014	Jun 2014	Jul 2014	Aug 2014	Sep 2014	Oct 2014	Nov 2014	
Chemical Restraint As Required - Quetiapine 25 milligrams (mg) (Doctor Smith)	0	0	0	0	0	0	1	Expire

#### Monthly Summary - Routine Restrictive Practice Usage

[Add Routine Restrictive Practice Usage](#)  
No records found

3. **Choose** Select a previously reported Restrictive Practice type and select the relevant Restrictive Practice Type from the list.

4. **Select** Add new instance of use hyperlink.

Note: In this example the previously reported Chemical Restraint As Required is selected, the details will change for each different Restrictive Practice Type. Refer to pages 17 to 21 for details.

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[Help](#)

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

Online Data Collection > Service User > Restrictive Practice Summary > Episodic Restrictive Practice Usage > Add Episodic Restrictive Practice Usage

### Add Episodic Restrictive Practice Usage

**Service User Details**

BIS Client ID: 0203-4189  
 First Name: Test  
 Date of Birth: 06 Jul 1989  
 Surname: User  
 Gender: Male

**Service Outlet Details**

Service Outlet: 999999 - Test Service Outlet Placeholder

**Episodic Restrictive Practice Usage**

☒ Select a previously reported Restrictive Practice type  
☐ Chemical Restraint As Required - Quetiapine 25 milligrams (mg) (Doctor Smith)  
☐ Add a new Restrictive Practice type

**Add Episodic Restrictive Practice Usage - Chemical Restraint Fixed Dose**

Medication: Quetiapine  
 Medication Amount: 25.00 milligrams (mg)  
 Prescribed by: Doctor Smith

[Add new instance of use](#) Include deleted items ☐

Date	Time	Behaviour Posing Risk of Harm To Self Or Others	Injury	
24 Nov 2014	09:00	Unusual or Repetitive Habits	Harm to self and others	<a href="#">Delete</a>

[Cancel](#)

Last updated: Monday 24 November, 2014  
 Application Version: 2.6.5441

5. **Enter** the details of the Episodic Restrictive Practice Usage.

- Start Date
- Start Time
- Behaviour Posing Risk of harm To Self Or Others
- Injury

6. Select **Save**.

Upon saving the new Restrictive Practice Type and summary of Usage display on the Service User's *Add Episodic Restrictive Practice Usage* page. Alternatively, select the [Cancel](#) hyperlink to return to the Restrictive Practice Summary page for the Service User.

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[Help](#)

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

[Online Data Collection](#) > [Service User](#) > [Restrictive Practice Summary](#) > [Episodic Restrictive Practice Usage](#) > Add Episodic Restrictive Practice Usage

### Add Episodic Restrictive Practice Usage

**Service User Details**

BIS Client ID: 0203-4189  
 First Name: Test  
 Date of Birth: 06 Jul 1989  
 Surname: User  
 Gender: Male

**Service Outlet Details**

Service Outlet: 999999 - Test Service Outlet Placeholder

**Episodic Restrictive Practice Usage**

☒ Select a previously reported Restrictive Practice type  
☒ Chemical Restraint As Required - Quetiapine 25 milligrams (mg) (Doctor Smith)

☐ Add a new Restrictive Practice type

**Add Episodic Restrictive Practice Usage - Chemical Restraint Fixed Dose**

Medication: Quetiapine  
 Medication Amount: 25.00 milligrams (mg)  
 Prescribed by: Doctor Smith


Include deleted items

Date	Time	Behaviour Posing Risk of Harm To Self Or Others	Injury	
24 Nov 2014	09:00	Unusual or Repetitive Habits	Harm to self and others	<a href="#">Delete</a>
25/11/2014	11:00	Unusual or Repetitive Habits	Select from the list below if this RP usage resulted in injury Harm to self and others	<a href="#">Save</a> <a href="#">Cancel</a>

[Cancel](#)



Displays the *Episodic Restrictive Practice Usage* page with the recorded Usage, see the following example.


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

[Online Data Collection](#) > [Service User](#) > [Restrictive Practice Summary](#) > Episodic Restrictive Practice Usage

### Episodic Restrictive Practice Usage

**Service User Details**  
 BIS Client ID: 0203-4189  
 First Name: Test  
 Date of Birth: 06 Jul 1989  
 Surname: User  
 Gender: Male

**Service Outlet Details**  
 Service Outlet: 999999 - Test Service Outlet Placeholder

**Episodic Restrictive Practice Usage**  
 Reporting Year: 2014  
 Reporting Month: Nov  
[Add Episodic Restrictive Practice Usage](#)
Include deleted items ☐

Start	End	Restrictive Practice Used	Location	Behaviour Posing Risk or Harm To Self Or Other	Injury	
25 Nov 2014 11:00		Chemical Restraint As Required - Quetiapine 25 milligrams (mg) (Doctor Smith)		Unusual or Repetitive Habits	Harm to self and others	<a href="#">Delete</a>
24 Nov 2014 09:00		Chemical Restraint As Required - Quetiapine 25 milligrams (mg) (Doctor Smith)		Unusual or Repetitive Habits	Harm to self and others	<a href="#">Delete</a>

Last updated: Monday 24 November, 2014  
 Application Version: 2.8.5441

## 9. Routine Restrictive Practice – Add a New Restrictive Practice Type

With the *Restrictive Practice Summary* page on display for the Service User:

1. **Select** the Service Outlet where the Restricted Practice occurred.
2. **Select** the [Add Routine Restrictive Practice Usage](#) hyperlink to display the *Add Routine Restrictive Practice Usage* page.

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[Help](#)

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

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

### Restrictive Practice Summary

#### Service User Details

<b>BIS Client ID:</b>	0082-5600	<b>Surname:</b>	Tester
<b>First Name:</b>	Ruth	<b>Gender:</b>	Female
<b>Date of Birth:</b>	05 Apr 1970		

#### Service Outlet Details

**Service Outlet:**

#### Monthly Summary - Episodic Restrictive Practice Usage

[Add Episodic Restrictive Practice Usage](#)  
No records found

#### Monthly Summary - Routine Restrictive Practice Usage

[Add Routine Restrictive Practice Usage](#)  
No records found

Note: If no Routine Usage has been entered for the Service User, the only option is to add a new Restrictive Practice Type.

## Chemical Restraint Fixed Dose

3. **Select** the drop down list for Add a new Restrictive Practice type.
4. The list displays the Restrictive Practice types:
  - Chemical Restraint Fixed Dose
  - Containment
  - Mechanical Restraint
  - Restricted Access to Objects
5. **Select** the Restrictive Practice type.

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Help

Service User [Online Data Collection](#) > [Service User](#) > [Restrictive Practice Summary](#) > Add Routine Restrictive Practice Usage

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

### Add Routine Restrictive Practice Usage

#### Service User Details

BIS Client ID: 0082-5600  
First Name: Ruth  
Date of Birth: 05 Apr 1970  
Surname: Tester  
Gender: Female

#### Service Outlet Details

Service Outlet: 550235 - Learning and Lifestyle

#### Routine Restrictive Practice Usage

⊕ Add a new Restrictive Practice type

- Chemical Restraint Fixed Dose
- Containment
- Mechanical Restraint
- Restrictive Access to Objects

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Note: In this example Chemical Restraint Fixed Dose is selected, the details will change for each different Restrictive Practice Type. Refer to pages 29 to 31 for details.

6. **Enter** the following information:

- Medication
- Medication Amount
- Medication Frequency
- Prescribed by
- Start Date
- End Date
- Behaviour Posing Risk Or Harm To Self Or Others
- Injury

7. **Select** 'Add' button.

Upon adding the new Restrictive Practice Type, the user may continue to add instances of use to the Restrictive Practice Type by selecting the [Add Routine Restrictive Practice Usage](#) hyperlink. Alternatively, select the 'Cancel' button to return to the *Restrictive Practice Summary* page for the Service User.

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Help

Service User

Online Data Collection > Service User > Restrictive Practice Summary > Add Routine Restrictive Practice Usage

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

### Add Routine Restrictive Practice Usage

#### Service User Details

BIS Client ID: 0082-5600  
First Name: Ruth  
Date of Birth: 05 Apr 1970  
Surname: Tester  
Gender: Female

#### Service Outlet Details

Service Outlet: 550235 - Learning and Lifestyle

#### Routine Restrictive Practice Usage

☒ Add a new Restrictive Practice type  
Chemical Restraint Fixed Dose

#### Add Routine Restrictive Practice Usage - Chemical Restraint Fixed Dose

Medication:  If other, please specify:

Medication Amount:  Milligrams (mg)

Medication Frequency:  times per:

Prescribed by:

Start Date:

End Date:

Behaviour Posing Risk of Harm To Self Or Others:

Injury:   
Select from the list below if this RP usage resulted in injury

**Tip:**

- Dates are entered in the following format dd/mm/yyyy
- Start Time is entered in the following format hh:mm
- End Time is entered in the following format hh:mm
- Total use in typical 24-hour period is entered in the following format hh.mm (For example 14.50 for 14 Hours and 30 minutes. The value cannot be greater than 24.00.)

## Containment

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

### Add Routine Restrictive Practice Usage

#### Service User Details

BIS Client ID: 0000-9036  
First Name: Linda  
Date of Birth: 16 Aug 1970  
Surname: Testa  
Gender: Female

#### Service Outlet Details

Service Outlet: 555015 - Accommodation Support

#### Routine Restrictive Practice Usage

☒ Add a new Restrictive Practice type  
Containment

#### Add Routine Restrictive Practice Usage - Containment

Location:  If other, please specify:

Start Date:

End Date:

Total use in typical 24-hour period:

Behaviour Posing Risk of Harm To Self Or Others:

Injury:   
Select from the list below if this RP usage resulted in injury

Last updated: Monday 24 November, 2014  
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The information captured for Routine Restrictive Practice Usage for Containment includes:

- Location
- Start Date
- End Date
- Total use in typical 24-hour period
- Behaviour Posing Risk of Harm To Self Or Others
- Injury

## Mechanical Restraint

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[Help](#)

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

### Add Routine Restrictive Practice Usage

#### Service User Details

BIS Client ID: 0000-9036  
 First Name: Linda  
 Date of Birth: 16 Aug 1970  
 Surname: Testa  
 Gender: Female

#### Service Outlet Details

Service Outlet: 555015 - Accommodation Support

#### Routine Restrictive Practice Usage

☒ Add a new Restrictive Practice type  
 Mechanical Restraint

#### Add Routine Restrictive Practice Usage - Mechanical Restraint

Device:  If other, please specify:

Location:  If other, please specify:

Start Date:

End Date:

Total use in typical 24-hour period:

Behaviour Posing Risk of Harm To Self Or Others:

Injury: Select from the list below if this RP usage resulted in injury

Last updated: Monday 24 November, 2014

The information captured for Routine Restrictive Practice Usage for Mechanical Restraint includes:

- Device
- Location
- Start Date
- End Date
- Total use in typical 24-hour period
- Behaviour Posing Risk of harm To Self Or Others
- Injury

## Restricted Access to Objects

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[Return](#)

### Add Routine Restrictive Practice Usage

#### Service User Details

BIS Client ID: 0000-9036  
First Name: Linda  
Date of Birth: 16 Aug 1970  
Surname: Testa  
Gender: Female

#### Service Outlet Details

Service Outlet: 555015 - Accommodation Support

#### Routine Restrictive Practice Usage

☒ Add a new Restrictive Practice type  
Restrictive Access to Objects

#### Add Routine Restrictive Practice Usage - Restricted Access to Objects

Restricted Object/s:\*

Start Date:\*

End Date:\*

Total use in typical 24-hour period:\*

Behaviour Posing Risk of Harm To Self Or Others:

Injury:  
Select from the list below if this RP usage resulted in injury

[Add](#) [Cancel](#)

Last updated: Monday 24 November, 2014  
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The information captured for Routine Restrictive Practice Usage for Restricted Access to Objects includes:

- Restricted Object/s
- Start Date
- End Date
- Total use in typical 24-hour period
- Behaviour Posing Risk of harm To Self Or Others
- Injury

## 10. Routine Restrictive Practice - Add Usage To An Existing Restrictive Practice Type

With the *Restrictive Practice Summary* page on display for the Service User:

1. **Select** the Service Outlet where the Restricted Practice occurred.
2. **Select** the [Add Routine Restrictive Practice Usage](#) hyperlink.

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[Help](#)

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

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

### Restrictive Practice Summary

#### Service User Details

BIS Client ID: 0082-5600  
First Name: Ruth  
Date of Birth: 05 Apr 1970

Surname: Tester  
Gender: Female

#### Service Outlet Details

Service Outlet: 550235 - Learning and Lifestyle

#### Monthly Summary - Episodic Restrictive Practice Usage

[Add Episodic Restrictive Practice Usage](#)  
No records found

#### Monthly Summary - Routine Restrictive Practice Usage

[Add Routine Restrictive Practice Usage](#)

Restrictive Practice Type	May 2014	Jun 2014	Jul 2014	Aug 2014	Sep 2014	Oct 2014	Nov 2014	
Chemical Restraint Fixed Dose - Oxazepam 2 milligrams (mg), 1 per day (Doctor Smith)							✓	<a href="#">Expire</a>

Last updated: Monday 24 November, 2014  
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### 3. **Choose** Select a previously reported Restrictive Practice type.

Note: In this example the previously reported Chemical Restraint Fixed Dose is selected the details will change for each different Restrictive Practice Type. Refer to pages 29 to 31 for details.

### 4. **Enter** the details of the Routine Restrictive Practice Usage. In this example the previously reported Chemical Restraint Fix Dose is selected and the following details completed.

- Start Date
- End Date
- Behaviour Posing Risk of Harm To Self Or Others
- Injury

### 5. **Select** 'Add' button.

Upon adding the new Restrictive Practice Type, the user may continue to add instances of use to the Restrictive Practice Type by selecting the [Add Routine Restrictive Practice Usage](#) hyperlink. Alternatively, select the 'Cancel' button to return to the *Restrictive Practice Summary* page for the Service User.

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Service User  
Service User Details  
Restrictive Practice Summary  
Return

Online Data Collection > Service User > Restrictive Practice Summary > Add Routine Restrictive Practice Usage

### Add Routine Restrictive Practice Usage

#### Service User Details

BIS Client ID: 0082-5600  
First Name: Ruth  
Date of Birth: 05 Apr 1970  
Surname: Tester  
Gender: Female

#### Service Outlet Details

Service Outlet: 550235 - Learning and Lifestyle

#### Routine Restrictive Practice Usage

☒ Select a previously reported Restrictive Practice type  
☐ Add a new Restrictive Practice type

☒ Chemical Restraint Fixed Dose - Oxazepam 2 milligrams (mg), 1 per day (Doctor Smith)

#### Add Routine Restrictive Practice Usage - Chemical Restraint Fixed Dose

Medication: Oxazepam  
Medication Amount: 2.00 milligrams (mg)  
Frequency: 1.00 per day  
Prescribed by: Doctor Smith

Start Date: 17/11/2014  
End Date: 30/11/2014

Behaviour Posing Risk of Harm To Self Or Others:  
Injury:  
Select from the list below if this RP usage resulted in injury

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Displays the *Routine Restrictive Practice Usage* page with the recorded Restrictive Practice used, see the following example.

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[Restrictive Practice Summary](#)  
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### Routine Restrictive Practice Usage

#### Service User Details

**BIS Client ID:** 0082-5600  
**First Name:** Ruth  
**Date of Birth:** 05 Apr 1970  
**Surname:** Tester  
**Gender:** Female

#### Service Outlet Details

**Service Outlet:** 550235 - Learning and Lifestyle

#### Routine Restrictive Practice Usage

**Reporting Year:** 2014  
**Reporting Month:** Nov

[Add Routine Restrictive Practice Usage](#) Include deleted items ☐

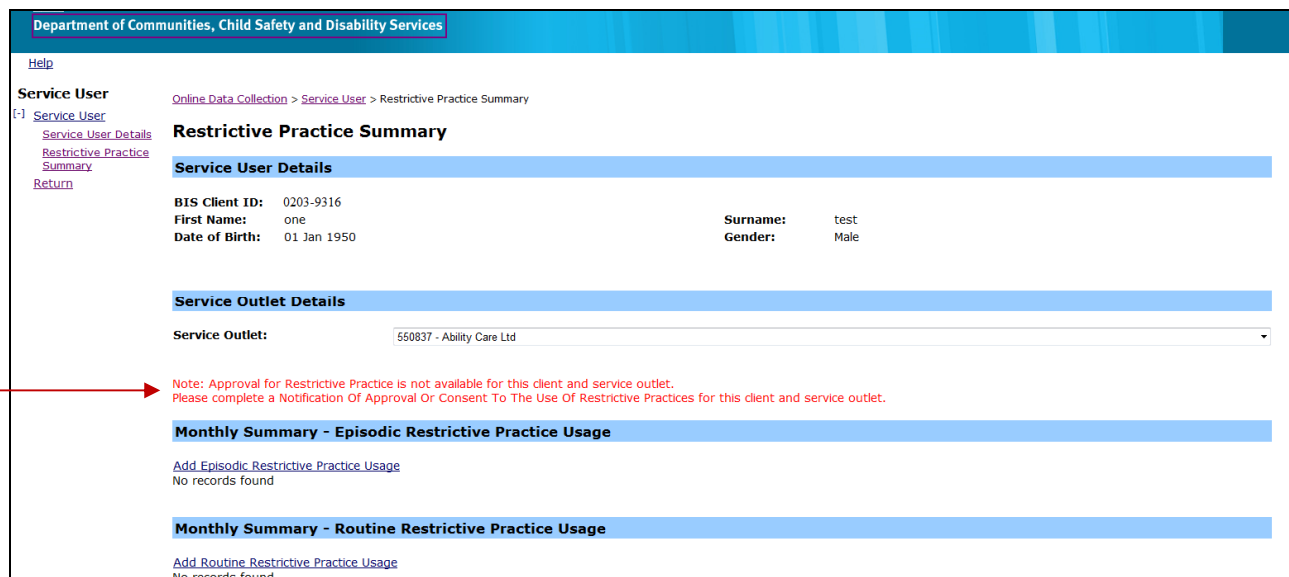
Start Date	End Date	Restrictive Practice Used	Location	Behaviour Posing Risk or Harm To Self Or Other	Injury	
17 Nov 2014	30 Nov 2014	Chemical Restraint Fixed Dose - Oxazepam 2 milligrams (mg), 1 per day (Doctor Smith)				<a href="#">Delete</a>
01 Nov 2014	08 Nov 2014	Chemical Restraint Fixed Dose - Oxazepam 2 milligrams (mg), 1 per day (Doctor Smith)				<a href="#">Delete</a>

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## 11. Housekeeping Tips

### Service User Does Not Have Restrictive Practice Approval

Where the Service User does not have a Restrictive Practice approval for the selected Service Outlet at the current date, a warning will display. Restrictive Practice Usage can still be recorded for the Service User.



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

Service User Details  
Restrictive Practice Summary  
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### Restrictive Practice Summary

#### Service User Details

BIS Client ID: 0203-9316  
First Name: one  
Date of Birth: 01 Jan 1950  
Surname: test  
Gender: Male

#### Service Outlet Details

Service Outlet: 550837 - Ability Care Ltd

Note: Approval for Restrictive Practice is not available for this client and service outlet.  
Please complete a Notification Of Approval Or Consent To The Use Of Restrictive Practices for this client and service outlet.

#### Monthly Summary - Episodic Restrictive Practice Usage

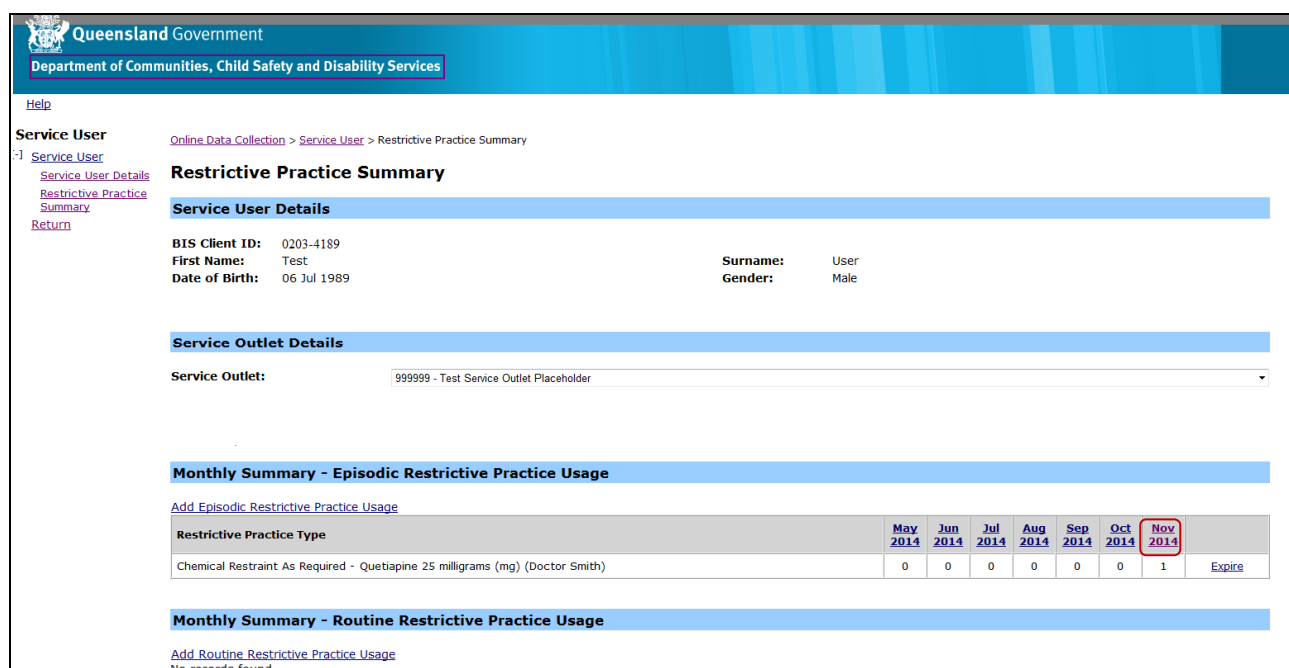
[Add Episodic Restrictive Practice Usage](#)  
No records found

#### Monthly Summary - Routine Restrictive Practice Usage

[Add Routine Restrictive Practice Usage](#)  
No records found

### Monthly Summary

Once a Restrictive Practice usage has been recorded for a Service User, upon saving the entry the *Restrictive Practice Summary* page displays a summary table of Restrictive Practice Usage for the current month and the prior six months. On the following example selecting the [month/year](#) hyperlink the Usage was recorded for will display the detail of the Restrictive Practice Usage for the selected month.



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Service User Details  
Restrictive Practice Summary  
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### Restrictive Practice Summary

#### Service User Details

BIS Client ID: 0203-4189  
First Name: Test  
Date of Birth: 06 Jul 1989  
Surname: User  
Gender: Male

#### Service Outlet Details

Service Outlet: 999999 - Test Service Outlet Placeholder

#### Monthly Summary - Episodic Restrictive Practice Usage

[Add Episodic Restrictive Practice Usage](#)

Restrictive Practice Type	May 2014	Jun 2014	Jul 2014	Aug 2014	Sep 2014	Oct 2014	Nov 2014	
Chemical Restraint As Required - Quetiapine 25 milligrams (mg) (Doctor Smith)	0	0	0	0	0	0	1	<a href="#">Expire</a>

#### Monthly Summary - Routine Restrictive Practice Usage

[Add Routine Restrictive Practice Usage](#)  
No records found



## Expire and Un-Expire a Restrictive Practice Type

On the *Restrictive Practice Summary* page, the summary table of Restrictive Practice Usage for the current month and the prior six months displays each Type recorded for the Service User. The [Expire](#) hyperlink enables the Restrictive Practice Type to be expired and no further Usage can be recorded for that Type. Once a Type has been Expired the summary displays an [Un-expire](#) hyperlink where the Type can be enabled again by selecting the [Un-expire](#) hyperlink.

The Restrictive Practice Type Chemical Restraint as Required displays in the following example as being expired with an [Un-expire](#) hyperlink. When adding Episodic Restrictive Practice Usage Chemical Restraint As Required is not listed as a previously reported Restrictive Practice Type.

Expiring Restrictive Practice Types that are not currently being used can be useful to keep the list of previously reported Restricted Practice Types relevant and to minimise the risk of incorrect data entry.

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### Restrictive Practice Summary

#### Service User Details

BIS Client ID: [0001-6910](#)  
First Name: Bowie Surname: Arrows  
Date of Birth: 04 Mar 1996 Gender: Male

#### Service Outlet Details

Service Outlet: 560560 - BN - Wacol Circuit

#### Monthly Summary - Episodic Restrictive Practice Usage

[Add Episodic Restrictive Practice Usage](#)

Restrictive Practice Type	Jun 2014	Jul 2014	Aug 2014	Sep 2014	Oct 2014	Nov 2014	Dec 2014	
Chemical Restraint As Required - Lamotrigine 1 micrograms (µg) (Dr Smith)	0	0	0	0	0	0	1	<a href="#">Un-expire</a>
Containment	0	0	0	0	1	1	1	<a href="#">Expire</a>
Seclusion	0	0	0	0	0	2	0	<a href="#">Expire</a>

#### Monthly Summary - Routine Restrictive Practice Usage

[Add Routine Restrictive Practice Usage](#)  
No records found

[Restrictive Practice Summary](#)  
[Return](#)

### Service User Details

BIS Client ID: [0001-6910](#)  
First Name: Bowie Surname: Arrows  
Date of Birth: 04 Mar 1990 Gender: Male

### Service Outlet Details

Service Outlet: 560560 - BN - Wacol Circuit

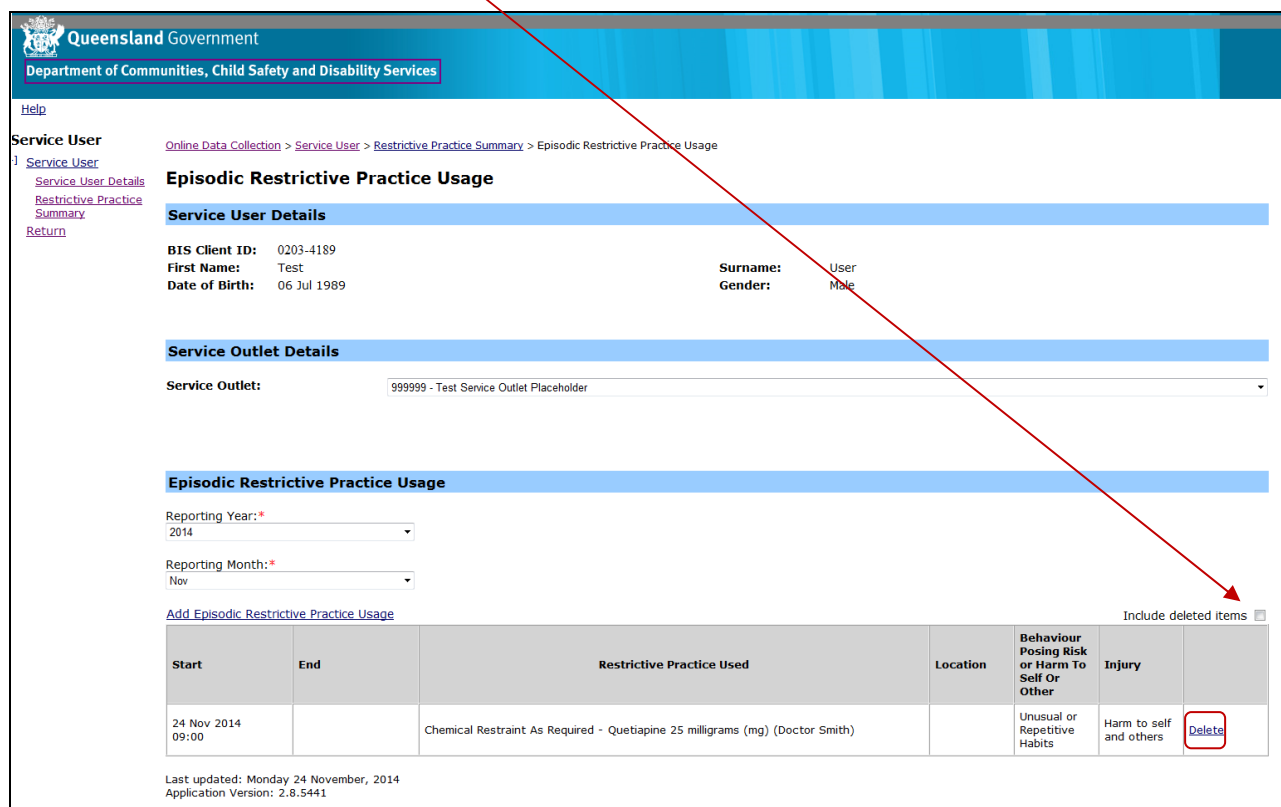
### Episodic Restrictive Practice Usage

- Select a previously reported Restrictive Practice type
  - Containment
  - Seclusion
- Add a new Restrictive Practice type



## Delete Restrictive Practice Usage

A Delete hyperlink displays on each Restrictive Practice Usage record. Selecting the Delete hyperlink will display a dialog box confirming the deletion. Selecting OK will delete the Usage record. Select the checkbox 'Include deleted items' to display Usage records with a Deleted status.



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### Episodic Restrictive Practice Usage

#### Service User Details

BIS Client ID: 0203-4189  
 First Name: Test  
 Date of Birth: 06 Jul 1989  
 Surname: User  
 Gender: Male

#### Service Outlet Details

Service Outlet: 999999 - Test Service Outlet Placeholder

#### Episodic Restrictive Practice Usage

Reporting Year: 2014  
 Reporting Month: Nov

[Add Episodic Restrictive Practice Usage](#) Include deleted items ☐

Start	End	Restrictive Practice Used	Location	Behaviour Posing Risk or Harm To Self Or Other	Injury	
24 Nov 2014 09:00		Chemical Restraint As Required - Quetiapine 25 milligrams (mg) (Doctor Smith)		Unusual or Repetitive Habits	Harm to self and others	<a href="#">Delete</a>

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Deleted Usage records are not included in the reporting for the Service User or in the tallies displayed on the *Restrictive Practice Summary* page.

## 12. Future Release – Scheduled for February 2015

The following functionality will be available in a future release of ODC:

### Restrictive Practice Monthly Checklist

The monthly reporting checklist will provide an overview of the reporting status for each Service Outlet. 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.

### Authorisation

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.

### Client Record of Restrictive Practice Usage Report

For reporting Restrictive Practice Usage to QCAT. This report will allow a Service Provider to generate and export a list of Restrictive Practice Usage information for:

- For one, many or all Service Outlets
- For one, many or all Clients
- For one, many or all Restrictive Practice Types
- For a specified date range

### Restrictive Practice Usage Report

Service Providers will be able to generate and extract data on Restrictive Practice Usage to utilise for their own reporting requirements.

### Bulk Import

Organisations with a large number of clients may use the Bulk Import functionality to assist in the data entry of Restrictive Practice Usage information. This bulk import will be used to record the Restrictive Practice usage details for one or more Service Users and Service Outlets in ODC.