# **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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## 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/positivebehaviour-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 : <u>cstdanmdshelp@disability.qld.gov.au</u>

#### **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

and a second	d Government nunities, Child Safety and Disabi	ility Services										
Help												
ervice User	Online Data Collection > Service User	r > Restrictive Practice Summary										
Service User Service User Details	Restrictive Practice Summary											
Restrictive Practice Summary	Service User Details											
Return	BIS Client ID: 0001-1355 First Name: Elizabeth Date of Birth: 18 Mar 1993		Surname: Gender:	Bo Female								
	Service Outlet Details											
	Service Outlet:	550568 - Queensland - Support Service										Ŧ
	Monthly Summary - Episodic Restrictive Practice Usage											
	Add Episodic Restrictive Practice Usage											
	Restrictive Practice Type				<u>Jun</u> 2014	<u>Jul</u> 2014	<u>Auq</u> 2014	<u>Sep</u> 2014	<u>Oct</u> 2014	<u>Nov</u> 2014	Dec 2014	
	Chemical Restraint As Required - C	Dlanzapine .75 millilitres (ml) (doc)			0	1	0	0	0	0	0	Expire
	Monthly Summary - Rout	tine Restrictive Practice Usage										
	Add Routine Restrictive Practice L	Usage										
	Restrictive Practice Type				<u>Jun</u> 2014	<u>Jul</u> 2014	Auq 2014	<u>Sep</u> 2014	<u>Oct</u> 2014	<u>Nov</u> 2014	<u>Dec</u> 2014	
	Chemical Restraint Fixed Dose - In	nsulin Aspart .5 milligrams (mg), 3 per day (doc)						~				Expire

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







## 4. Main Menu

2 Miles		The Online Data Collection System
Queensla		
Department of Con	munities, Child Safety and Disability Services	
Help		Print   Logout
Online Data Collection	Online Data Collection	
[+] Administration Resources	Administration Allows for administration of agency, service type outlet and ODC user details.	
Service User (*) Reports	Initialisation Setup for a first time user.	
<ul> <li>+) Bulk Import</li> <li>+) Other Software</li> </ul>	Resources Collection of documents with helpful guidelines for system users.	
Systems Import	Service Type Outlet Data entry of service type outlet details for your agency each quarter.	
Jser ID: HelenSPPP Role: SPPP Data Entry	Search and view service user, services received and restrictive practices information for your agency each quarter.	
Agency: Multi Limited	Reports  Authorisations for release of final data for use in the quarterly DS NMDS collection  Standard Service Type Outlet and Service User list reports  Data dump for ad-hor ceptoring purposes.	
	Internal Reports • Standard Service Type Outlet and Service User list reports • List of Online Data Collection users who accessed the reports	
	Bulk Imount  • Updoad 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 of ther 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	
	Laet updated: Thursday 27 November, 2014 Application Version: 2.8.5444	
	Copyright   Disclaimer   Privacy   Access. Keys   <sup>475</sup> Other Languages © The State of Queensland 2006. Queensland Government Stateway	

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:
  - o Restrictive Practice Monthly Reporting Checklist;
  - o 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.





Step	Торіс	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	Page 13
	Existing Restrictive Practice Usage	Page 22
5	If reporting –	
	Routine Restrictive Practice Type:	
	New Restrictive Practice Usage	Page 26
	Existing Restrictive Practice Usage	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.	

## 5. Summary of Steps for Manual Data Entry







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

#### Search Service User

From the Online Data Collection page:

1. Select Service User

<u>OLD</u>	d Government unities, Child Safety and Disability Services
Help	
Online Data Collection	Online Data Collection
[+] Administration Resources	Administration Allows for administration of agency, service type outlet and ODC user details.
Service Type Outlet Service User	Initialisation Setup for a first time user.
[+] <u>Reports</u>	Resources Collection of documents with helpful guidelines for system users.
User ID: HMDataEntry Role: Data Entry Operator	Service Type Outlet Data entry of service type outlet details for your agency each quarter.
Agency: Mimited	Search and view service user, services received and restrictive practices information for your agency each quarter.
	Reports           • Authorisations for release of final data for use in the quarterly DS NMDS collection           • Standard Service Type Outlet and Service User list reports           • 'Data dump' for ad-hoc reporting purposes.
	Last updated: Monday 08 December, 2014 Application Version: 2.8.5456
	Copyright   <u>Disclaimer</u>   <u>Privacy</u>   <u>Access keys</u>   <mark><sup>Ave</sup>Other languages</mark> © The State of Queensland 2006. <u>Queensland Government Gateway</u>

Displays the Search Service User page.

- 2. **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
- 3. Press 'Search' button. Displays the Search Service User page with a search result.

Calculat	d Government nunities, Child Safety and Disability Services
Help	
Online Data Collection	<u>Online Data Collection</u> > Service User
[+] Administration Resources	Search Service User
Service Type Outlet Service User	Sumame:
[+] <u>Reports</u>	First Name:
	OR
User ID: HMDataEntry Role: Data Entry Operator	BIS Client Id: -
Agency: Mimited	Search
	Please use the search by BIS Client ID (format 9999-8888) in the first instance. If your search does not return the expected client details please notify the Department by email: <u>cstdanmdshelp@disabilitv.qld.qov.au</u>
	Last updated: Monday 08 December, 2014 Application Version: 2.8.5456
	Copyright   Disclaimer   Privacy   Access keys   🏧 Other languages © The State of Queensland 2006. Queensland Government Gateway

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.

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#### **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.

Help Dnline Data Collection	Online Data Collecti	on > Service User							
Administration	Search Serv	vice User							
Resources	Search for: Surpa	me: user, First Name:	test						
Service User Pl Reports		me: user, mist warne:	test,						
Bulk Import	Search again								
<sup>1</sup> Other Software Systems Import	/						Include e	kpired items	
	Surname	First Name	BIS Client Id	DOB	Gender	Post Code	Services Received	Status	
ser ID: HelenSPPP ole: SPPP Data Entry	User	Test	0203-4189	06 Jul 1989	MALE	4887	Services Received	Active	
gency: Multi Limited	Please enter servi	ces received by the clie	nt by selecting the Service	s received link.					
	If your search doe	es not return the expe	ted client details please no	otify the Department by en	nail: <u>cstdanmdsh</u> e	lp@disability.qld.gov.a	<u>u</u>		
	Last updated: Mon Application Version	day 24 November, 2014 : 2.8.5441							
				C	er   <u>Privacy</u>   <u>Acc</u> The State of Que eensland Govern		nguages		

#### 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.

Help					
ervice User	Online Data Collection > Service User > S	Service User Details			
Service User Service User Details	Service User Details				
Restrictive Practice	Please email: cstdanmdshelp@disab	ility.gld.gov.au to notify the Department of chang	es to the Service User details		
<u>Summary</u> <u>Return</u>	Service User Details				
	BIS Client Id:	0203-4189			
	First Name:	Test	Surname:	User	
	Date of Birth	06 Jul 1989	Age	25	
	Date of Birth Estimate:		Gender:	Male	
	Indigenous Origin:				
	Country of Birth:				
	Agency and Service Outlet I	Details			
	Communication Details				[+]
	Living Arrangements				[+]
	Disabilities				[+]
	Disabilities				[+]
	Support Needs				[+]
	Informal Carer				
	Other				[+]
					[+]

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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

Department of Comm	d Government nunities, Child Safety and Disabi	lity Services									
Help Service User <sup>3</sup> <u>Service User Details</u> <u>Restrictive Practice</u> <u>Summary</u> <u>Return</u>	Online Data Collection > Service User > Restrictive Practice Summary         Restrictive Practice Summary         Service User Details         BIS Client ID:       0203-4189         First Name:       Test         Date of Birth:       06 Jul 1989         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 I [No records found] Last updated: Monday 24 Novembe Application Version: 2.8.5441	Isage									

When Recording the first:

- Episodic Restrictive Practice Usage go to Episodic Restrictive Practice Add a New <u>Restrictive Practice Type</u> on page <u>13</u>.
- Routine Restrictive Practice Usage go to <u>Routine Restrictive Practice Add a New Restrictive</u> <u>Practice Type</u> on page <u>26</u>.



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

Citerita	I Government unities, Child Safety and Disability Services												
Help													
Service User	Online Data Collection > Service User > Restrictive Practice Summary												
[-] <u>Service User</u> <u>Service User Details</u>	Restrictive Practice Summary												
Restrictive Practice Summary	Service User Details												
<u>Return</u>	BIS Client ID:         0203-4189           First Name:         Test         Surname:         User           Date of Birth:         06 Jul 1989         Gender:         Male												
	Service Outlet Details												
	Service Outlet: 9999999 - Test Service Outlet Placeholder							•					
	Monthly Summary - Episodic Restrictive Practice Usage												
	Add Episodic Restrictive Practice Usage												
	Restrictive Practice Type	<u>Jun</u> 2014	<u>Jul</u> 2014	Aug 2	ep <u>Oct</u> 014 201	<u>Nov</u> 4 2014	Dec 2014						
	Chemical Restraint As Required - Quetiapine 25 milligrams (mg) (Doctor Smith)	0	0		0 0	1	0	Expire					
	Monthly Summary - Routine Restrictive Practice Usage												
	Add Routine Restrictive Practice Usage												
	Restrictive Practice Type	<u>Jun</u> 2014	<u>Jul</u> 2014	Aug 2 2014 2	ep <u>Oc</u> 014 201	4 2014	<u>Dec</u> 2014						
	Mechanical Restraint - Gloves / Mittens					~		Expire					
	Last updated: Monday 08 December, 2014 Application Version: 2.8.5456												

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 <u>Routine Restrictive Practice –</u> <u>Add a New Restrictive Practice Type</u> on page <u>26</u>.
- Add Usage to an existing Routine Restrictive Practice Type go to <u>Routine Restrictive Practice -</u> <u>Add Usage To An Existing Restrictive Practice Type</u> on page <u>32</u>.



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## 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.

	d Government nunities, Child Safety and Disabil	ity Services					
Help Service User <sup>-]</sup> Service User Service User Details Restrictive Practice	Online Data Collection > Service User Restrictive Practice S						
Summary <u>Return</u>	Service User Details         BIS Client ID:       0203-4189         First Name:       Test         Date of Birth:       06 Jul 1989			Surname: Gender:	User Male		
<b></b>	Service Outlet Details	999999 - Test Service Outlet Placeholder					•
<b></b>	Monthly Summary - Epis Add Episodic Restrictive Practice U No records found	odic Restrictive Practice Usag	je				
	Monthly Summary - Rout Add Routine Restrictive Practice U No records found	ine Restrictive Practice Usag	e				

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.

Department of Comm	d Government nunities, Child Saf	fety and Disabil	ity Services					
Service User           Service User           Service User           Service User Details           Restrictive Practice	Add Episod	lic Restrict	> <u>Restrictive Practice Summary</u> > Add I ive Practice Usage	Episodic Restrictive Practic	e Usage			
<u>Summary</u> <u>Return</u>	Service User BIS Client ID: First Name: Date of Birth:	0203-4189 Test 06 Jul 1989			Surname: Gender:	User Male		
	Service Outle Service Outlet:	et Details	999999 - Test Service Outlet	Placeholder				
	Episodic Res							
	Add a new Res     Chemical Restr     Containment     Mechanical Res     Physical Restra     Restrictive Acc     Seclusion	aint As Required straint aint						

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.

	d Government nunities, Child Safety and Disability Services	
Help Service User -) <u>Service User</u> Service User Details Restrictive Practice Summary	Online Data Collection > Service User > Restrictive Practice Summary > Add Episodic Restrictive Practice Usage Add Episodic Restrictive Practice Usage Service User Details	
Return	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:* Quetapine If other, please specify:	
	Medication Amount:* 25 Milligrams (n  Prescribed by:* Doctor Smith	
	Add new instance of use Cancel	Include deleted items 🔳







- 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 <u>Add new instance of use</u> hyperlink. Alternatively, select the 'Cancel' button to return to the *Restrictive Practice Summary* page for the Service User.

CSCC .	<b>d</b> Government					
Department of Comn	nunities, Child Sa	fety and Disability Services				
Help						
Service User <sup>[-]</sup> <u>Service User</u> <u>Service User Details</u>		tion > <u>Service User</u> > <u>Restrictive Practice S</u>	ummary > Add Episodic Restrictive Practice Usage Usage			
Restrictive Practice Summary	Service User	Details				
Return						
	BIS Client ID: First Name:	0203-4189 Test	Surnam	e: User		
	Date of Birth:	06 Jul 1989	Gender:	Male		
	Service Outl	et Details				
	Service Outlet:	999999 - Test S	ervice Outlet Placeholder			
	Episodic Res	strictive Practice Usage				
	Chemical Rest	strictive Practice type traint As Required 🔹				
	Add Episodi	c Restrictive Practice Usage	- Chemical Restraint Fixed Dose			
	Medication:* Quetiapine	<ul> <li>If other.</li> </ul>	please specify:			
			picase specify.			
	Medication Amou 25 Mil	Int:* ligrams (rr 🔻				
	Prescribed by:*					
	Doctor Smith					
	Date	Time	Behaviour Posing Risk of Harm To Self Or O	thers Injury		ude deleted items
	24/11/2914	9:00	Unusual or Repetitive Habits -	and a second	from the list below if this RP usage resulted in injury	Save Cancel
	E-#/11/2314	9.00			o self and others ▼	
1						
ĺ	Cancel					

Tip:

- o Dates are entered in the following format dd/mm/yyyy
- o Start Time is entered in the following format hh:mm
- o 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.)

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#### Containment

Queenslan	<b>d</b> Governmen	t													
Department of Com	nunities, Child S	Safety and Di	sability Services												
Help															
ervice User	Online Data Cell	ation & Convins	Llees & Restrictive D	nation Commons	> Add Episodic Restrictive Practice	llanas									
Service User						osage									
Service User Details	Add Episo	Add Episodic Restrictive Practice Usage													
Restrictive Practice Summary	Service Us	er Details													
Return	BIS Client ID	: 0203-4189													
	First Name:	Test				Surname:	User								
	Date of Birth:	Date of Birth: 06 Jul 1989 Gender: Male													
	Service Ou	Service Outlet Details													
	Service Outle		000000	Tost Conviso	Outlet Placeholder										
	Service Outle		999999 -	Test Service	Juliet Placeholder										
	Episodic R	estrictive F	Practice Usage	3											
	Add a new F	Pestrictive Prac	tice type												
	Containmen		*												
	Containment														
	Add Episod	lic Restrict	ive Practice U	Isage - Cor	Itainment										
									ide deleted item						
	Start Date	Start Time	End Date	End Time	Location	Self Or Othe	Posing Risk of Harm To ers	Injury							
	24/11/2014	11:00	24/11/2014	13:00	Bedroom	Punching	Ŧ	Select from the list below if this RP	Save Cancel						
					If other, please specify:			usage resulted in injury Harm to others							
	Cancel														
	Last updated: N Application Vers	ionday 24 Nove	ember, 2014												
					Considerate L Directori		cess keys   🎊 Other lar								
						) The State of Que		nguages							
						ueensland Govern									

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**

	munities, Child Sa	afety and Disa	bility Services												
Help															
ervice User	Online Data Collec	tion > <u>Service Us</u>	ser > <u>Restrictive Pr</u>	actice Summary	> Add Episodic Restrictive Practice	Usage									
Service User Service User Details	Add Episo	Add Episodic Restrictive Practice Usage													
Restrictive Practice Summary Return	Service Use	r Details													
<u>Rectarn</u>	BIS Client ID: First Name: Date of Birth:	0203-4189 Test 06 Jul 1989				Surname: Gender:	User Male								
	Service Outlet Details														
	Service Outlet:		999999 -	Test Service	Dutlet Placeholder										
	Episodic Re	strictive Pr	actice Usage												
				•											
			<b>g</b> -	•											
	Add a new Re		_												
		estrictive Praction	_												
	Add a new Re     Mechanical R	estrictive Praction estraint	ce type		chanical Restraint										
	Add a new Re Mechanical R Add Episodi	estrictive Praction estraint	ce type		chanical Restraint										
	Add a new Re     Mechanical R	estrictive Praction estraint	ve Practice U												
	Add a new Re Mechanical R Add Episodi Device:*	estrictive Praction estraint	ve Practice U	sage - Mee				Incl	ide deleted ite						
	Add a new Re Mechanical R Add Episodi Device:*	estrictive Praction estraint	ve Practice U	sage - Mee		Behaviour I Self Or Oth	Posing Risk of Harm To ers	Indu	ide deleted ite						
	Add a new Re Mechanical R Add Episodi Device:* Gloves / Mittens	estrictive Practic estraint ic Restrictiv	ve Practice U	sage - Mee other, please End	specify:	Behaviour I Self Or Oth	Posing Risk of Harm To ars		ide deleted ite						
	Add a new Re Mechanical R Add Episodi Device: Gloves / Mittens Start Date 24/11/2014	estrictive Practic estraint ic Restrictiv Start Time	ve Practice U	sage - Med other, please End Time	specify:	Self Or Oth	ers	Injury Select from the list below if this RP usage resulted in injury							
	<ul> <li>Add a new Re Mechanical R</li> <li>Add Episodi</li> <li>Device:*</li> <li>Gloves / Mittens</li> <li>Start Date</li> </ul>	estrictive Practic estraint ic Restrictiv Start Time	ve Practice U	sage - Med other, please End Time	specify:	Self Or Oth	ers	Injury Select from the list below if this RP usage resulted in injury							
	Add a new Re Mechanical R Add Episodi Device: Gloves / Mittens Start Date 24/11/2014	strictive Practile estraint ic Restrictive Start Time 9:00	ve Practice U Ve Practice U Ve Practice U Ve If End Date 24/11/2014	sage - Med other, please End Time	specify:	Self Or Oth	ers	Injury Select from the list below if this RP usage resulted in injury							

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

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





#### **Physical Restraint**

	<b>d</b> Government														
Department of Comm	nunities, Child Sa	fety and Disa	bility Services												
Help															
ervice User	Online Data Collect	ion > <u>Service Us</u>	er > <u>Restrictive Pra</u>	ctice Summary :	> Add Episodic Restrictive Practice Us	age									
Service User Service User Details Restrictive Practice	Add Episod	Add Episodic Restrictive Practice Usage													
Summary	Service User	Details													
Return	BIS Client ID: First Name: Date of Birth:	0203-4189 Test 06 Jul 1989				Surname: Gender:	User Male								
	Service Outl	Service Outlet Details													
	Service Outlet:		999999 - 1	est Service O	utlet Placeholder										
	Episodic Res	strictive Pra	actice Usage												
	Add a new Res Physical Restr		e type												
	Add Episodi	c Restrictiv	e Practice Us	age - Phys	sical Restraint										
	Physical Restraint	t Type:*													
	Two hands		▼ If	other, please :	specify:										
		Test at						125-02-01	ide deleted iter						
	Start Date	Start Time	End Date	End Time	Location	Behaviour P Self Or Othe	osing Risk of Harm To rs	Injury							
	24/11/2014	10:00	24/11/2014	10:20	Dining Room	Pinching	*	Select from the list below if this RP usage resulted in injury Harm to others	Save Cance						
	Cancel	1	1	1				1							
	Last updated: Mo Application Version	nday 24 Novem	ber, 2014												
	Application version	11. 2.0.3441					~								
					Copyright   Disclaimer	Privacy   Acc	ess keys   🎊 Other lan	quages							

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**

Queenslan	<b>d</b> Government							
Department of Comm	nunities, Child Safety	and Disability Service	25					
Help								
ervice User	Online Data Collection >	Service User > Restrictive	Practice Summary > Add Ep	isodic Restrictive Practice U	sage			
Service User Service User Details Restrictive Practice	Add Episodic	Restrictive Pra	ictice Usage					
Summary Return	Service User De	tails						
Keturn	First Name: Te	03-4189 st Jul 1989			Surname: Gender:	User Male		
	Service Outlet D	Details						
	Service Outlet:	999999	9 - Test Service Outlet Pla	aceholder				
	Episodic Restric	tive Practice Usa	ge					
	Add a new Restrict	ive Practice type						
	Restrictive Access to							
	Add Enisodic Pe	strictive Practice	Usage - Restricted	d Access to Object	•			
			osuge Restricted		3			
	Restricted Object/s:*							
							Includ	e deleted item
	Start Date	Start Time	End Date	End Time	Behavi Self Or	iour Posing Risk of Harm To Others	Injury	
						•	Select from the list below if this RP usage resulted in injury	<u>Save</u> Cancel
	Cancel	1					<u>'</u>	
	Last updated: Monday Application Version: 2.8							

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

Department of Comm	d Government nunities, Child Sa	ifety and Disa	bility Services											
Help Service User [-] <u>Service User</u> Service User Details Restrictive Practice	Add Episod	Online Data Collection > Service User > Restrictive Practice Summary > Add Episodic Restrictive Practice Usage Add Episodic Restrictive Practice Usage												
Summary Return	Service User Details													
Return	BIS Client ID: First Name: Date of Birth:	0203-4189 Test 06 Jul 1989				Surname: Gender:	User Male							
	Service Outlet Details													
	Service Outlet:		9999999 - 1	Fest Service Out	let Placeholder									
	Episodic Res	strictive Pr	actice Usage											
	Add a new Re	strictive Praction	ce type											
	Seclusion		•											
	Add Enisodi	c Destrictiv	ve Practice Us	ane - Seclu	sion									
		1			1				de deleted items					
	Start Date	Start Time	End Date	End Time	Location	Self Or Other	osing Risk of Harm To 's	Injury						
	24/11/2014	13:00	24/11/2014	14:30	Bedroom - If other, please specify:	Hitting	T	Select from the list below if this RP usage resulted in injury Harm to others	Save Cancel					
	Cancel													
	Last updated: Mo Application Versio		ber, 2014											

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.

	d Government nunities, Child Safety and Disabilit	y Services									
<u>Help</u>											
Service User	Online Data Collection > Service User >	Restrictive Practice Summary									
<sup>1</sup> <u>Service User</u> <u>Service User Details</u> Restrictive Practice	Restrictive Practice Su	mmary									
Summary	Service User Details										
Return	BIS Client ID:         0203-4189           First Name:         Test           Date of Birth:         06 Jul 1989		Surname: Gender:	User Male							
	Service Outlet Details										
<b>├</b>	Service Outlet:	999999 - Test Service Outlet Placeholder									•
	Monthly Summary - Episo	lic Restrictive Practice Usage									
<b>├</b>	Add Episodic Restrictive Practice Us	age									
	Restrictive Practice Type				<u>May</u> 2014	<u>Jun</u> 2014	<u>Jul</u> <u>4</u> 2014 2	ug <u>Se</u> 014 20	ep <u>Oct</u> 14 2014	<u>Nov</u> 2014	
	Chemical Restraint As Required - Que	tiapine 25 milligrams (mg) (Doctor Smith)			0	0	0	0 0	0 0	1	Expire
	Monthly Summary - Routin	ne Restrictive Practice Usage									
	Add Routine Restrictive Practice Usa No records found	ge									

Great state. Great opportunity.





- 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.

Queensland			Disability Services					
Help								
Service User	Online Data Col	lection > Servi	e User > <u>Restrictive Practice Summary</u> > <u>Episodic Restrictive Practic</u>	e Usage > Add Episodic F	Restrictive Practice	Usage		
-] <u>Service User</u> <u>Service User Details</u>	Add Epis	odic Res	trictive Practice Usage					
Restrictive Practice Summary	Service Us	er Details	:					
Return	BIS Client II	0203-41	98					
	First Name:	Test		Surname:	User			
	Date of Birth	1: 06 Jul 1	989	Gender:	Male			
	Service Ou	utlet Detai	ils					
	Service Outle	et:	999999 - Test Service Outlet Placeholder					
	Episodic R	Restrictive	Practice Usage					
			rted Restrictive Practice type Required - Quetiapine 25 milligrams (mg) (Doctor Smith)					
	Add a new	Restrictive Pr	actice type					
			*					
	Add Episo	dic Restri	ctive Practice Usage - Chemical Restraint Fix	ed Dose				
	Medication: Medication Am Prescribed by:		Quetiapine 25.00 milligrams (mg) Doctor Smith					
<b>&gt;</b>	Add new insta	ance of use					Include del	eted 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		<u>Delete</u>
	Cancel Last updated: Application Ver							







- 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 <u>Cancel</u> hyperlink to return to the Restrictive Practice Summary page for the Service User.

Department of Com	nd Government munities, Child Saf	fety and Disab	ility Services										
1p													
vice User ervice User Service User Details	Online Data Collection				oisodic Restrictive P	Practice Usage >	> Add Episodic Re	strictive Practice	Usage				
testrictive Practice Summary	Service User	Details											
<u>eturn</u>	BIS Client ID: First Name: Date of Birth:	0203-4189 Test 06 Jul 1989					Gurname: Gender:	User Male					
	Service Outle	et Details											
	Service Outlet:		999999 -	Test Service Out	et Placeholder								
	Enine dia Dest	tuintine Due	ation Ileans										
	Episodic Rest © Select a previou © Chemical Res © Add a new Res	usly reported R estraint As Requir strictive Practice	estrictive Pract red - Quetiapine		(Doctor Smith)								
	<ul> <li>Select a previou</li> <li>Chemical Re</li> <li>Add a new Res</li> </ul>	ously reported R estraint As Requir strictive Practice	estrictive Pract red - Quetiapine type	ice type 25 milligrams (mg									
	<ul> <li>Select a previor</li> <li>Chemical Res</li> </ul>	usly reported R estraint As Requin strictive Practice <b>Restrictive</b>	estrictive Pract red - Quetiapine type	ice type 25 milligrams (mg <b>sage - Chem</b> rams (mg)		t Fixed Dos	se						
	Select a previou     Chemical Re     Add a new Res     Add a new Res     Add a chemication     Medication     Medication Amour     Prescribed by:	usly reported R estraint As Requi strictive Practice <b>Restrictive</b> nt:	estrictive Pract red - Quetiapine type Practice U Quetiapine 25.00 millig Doctor Smit	ice type 25 milligrams (mg <b>sage - Chem</b> rams (mg) th	cal Restraint						Include	e deleted ite	ns
	Select a previou     Oremical Re     Add a new Res     Add a new Res     Medication:     Medication Amour	usly reported R estraint As Requi strictive Practice <b>Restrictive</b> nt:	estrictive Pract red - Quetiapine type • • • • • • • • • • • • • • • • • • •	ice type 25 milligrams (mg sage - Chem rams (mg) th Behz		t of Harm To S		Injury Harm to self			Include	e deleted ite	ns







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

elp															
rvice User	Online Data Collect	<u>Online Data Collection &gt; Service User &gt; Restrictive Practice Summary</u> > Episodic Restrictive Practice Usage													
Service User Service User Details	Episodic Re	estrictive Pra	ctice Usage												
Restrictive Practice Summary	Service User	Details													
<u>Return</u>	BIS Client ID: First Name: Date of Birth:	0203-4189 Test 06 Jul 1989	Surname: User Gender: Male												
	Service Outle	et Details													
	Service Outlet:		999999 - Test Service Outlet Placeholder				•								
	Episodic Res	trictive Practice	Usage												
	Reporting Year:* 2014		•												
	Reporting Month: Nov	*	•												
	Add Episodic Res	trictive Practice Usage	<u>e</u>			Include de	eleted items 🔳								
		End	Restrictive Practice Used	Location	Behaviour Posing Risk or Harm To Self Or Other	Injury									
	Start														
	Start 25 Nov 2014 11:00		Chemical Restraint As Required - Quetiapine 25 milligrams (mg) (Doctor Smith)		Unusual or Repetitive Habits	Harm to self and others	<u>Delete</u>								







# 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 <u>Add Routine Restrictive Practice Usage</u> hyperlink to display the *Add Routine Restrictive Practice Usage* page.

Queensland	d Government	ty and Disability Sor	nicos			
Help	unities, cinta sale	ty and Disability Ser	vices			
Service User	Online Data Collectio	n > <u>Service User</u> > Restri	ctive Practice Summary			
<sup>-]</sup> <u>Service User</u> <u>Service User Details</u>	Restrictive P	ractice Summa	ary			
Restrictive Practice Summary	Service User [	)etails				
Return	BIS Client ID: First Name: Date of Birth:	0082-5600 Ruth 05 Apr 1970		Surname: Gender:	Tester Female	
	Service Outlet	Details				
<b>•</b>	Service Outlet:		550235 - Learning and Lifestyle			
	Monthly Summ	nary - Episodic Re	estrictive Practice Usage			
	<u>Add Episodic Restr</u> No records found	ictive Practice Usage				
	Monthly Summ	nary - Routine Re	strictive Practice Usage			
	Add Routine Restri No records found	ctive Practice Usage				

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



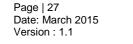


#### **Chemical Restraint Fixed Dose**

- 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.

Queenslan Department of Comm	d Government nunities, Child Safe	ety and Disability S	ervices				
Service User           Service User           Service User			<del>utrictive Practice Summary</del> > Add Routine Restrictive Practice U Practice Usage	sage			
Restrictive Practice Summary	Service User I						
Return	BIS Client ID: First Name: Date of Birth:	0082-5600 Ruth 05 Apr 1970		Surname: Gender:	Tester Female		
	Service Outle	t Details					
	Service Outlet:		550235 - Learning and Lifestyle				
	Routine Restr	ictive Practice U	Isage				
	Chemical Restrair Ce Containment Mechanical Restr Restrictive Acces	aint					

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.



Great state. Great opportunity.





- 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 <u>Add Routine Restrictive Practice Usage</u> hyperlink. Alternatively, select the 'Cancel' button to return to the *Restrictive Practice Summary* page for the Service User.

Department of Comm	d Government unities, Child Safe	ety and Disability S	ervices					
Help								
Service User	Online Data Collection	on > <u>Service User</u> > <u>Res</u>	trictive Practice Summary > Add F	Routine Restrictive Practice Usage				
<sup>1</sup> <u>Service User</u> <u>Service User Details</u>	Add Routine	e Restrictive P	ractice Usage					
Restrictive Practice Summary	Service User I	Details						
<u>Return</u>	BIS Client ID: First Name: Date of Birth:	0082-5600 Ruth 05 Apr 1970			Surname: Gender:	Tester Female		
	Service Outle	t Details						
	Service Outlet:		550235 - Learning and Lif	estyle				
	Routine Restr	rictive Practice U	sage					
	Add a new Resi     Chemical Restrain	trictive Practice type						
	Add Routine F	Restrictive Practi	ce Usage - Chemical R	estraint Fixed Dose				
	Medication:* Oxazepam Medication Amoun		<ul> <li>If other, please specify</li> </ul>	/:				
		rams (mg 🔻						
	Medication Freque 1 times	ency:* s per: Day •						
	Prescribed by:* Doctor Smith							
	Start Date:* 01/11/2014							
	End Date:* 08/11/2014							
	Behaviour Posing	Risk of Harm To Self (	Or Others:					
	Injury: Select from the lis	t below if this RP usa	ge resulted in injury					
	Add Cancel							
Tip								

- o 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.)

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#### Containment

Queenslan								
Department of Comm	nunities, Child Safety a	and Disability Ser	vices					
Help								
Service User	Online Data Collection >	Service User > Restri	ctive Practice Summary > Ad	d Routine Restrictive Practice Us	age			
[*] Service User Service User Details	Add Routine Re	estrictive Pra	actice Usage					
Restrictive Practice Summary	Service User Det	ails						
Return	First Name:	0000-9036 inda .6 Aug 1970			Surname: Gender:	Testa Female		
	Service Outlet De	etails						
	Service Outlet:		555015 - Accommodati	ion Support				
	Routine Restriction	ve Practice Us	age					
	Add a new Restricti Containment	ve Practice type						
	Add Routine Res	trictive Practic	e Usage - Containm	ent				
	Location:*		<ul> <li>If other, please spec</li> </ul>	ify:				
	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 bel •	ow if this RP usage	e resulted in injury					
	Add Cancel							
	Last updated: Monday 24 Application Version: 2.8.							

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**

Queenslan	<b>d</b> Government							
Department of Comm	nunities, Child Saf	ety and Disability	Services					
Help								
Service User	Online Data Collecti	on > <u>Service User</u> > <u>Re</u>	strictive Practice Summary > Add Routine	Restrictive Practice Usage				
[-] <u>Service User</u> <u>Service User Details</u>	Add Routine	e Restrictive I	Practice Usage					
Restrictive Practice Summary	Service User	Details						
<u>Return</u>	BIS Client ID: First Name: Date of Birth:	0000-9036 Linda 16 Aug 1970			Surname: Gender:	Testa Female		
	Service Outle	t Details						
	Service Outlet:		555015 - Accommodation Supp	ort				
	Routine Rest	rictive Practice	Jsage					
	Add a new Res Mechanical Rest	trictive Practice type						
	Add Routine I	Restrictive Prac	tice Usage - Mechanical Rest	traint				
	Device:*		<ul> <li>If other, please specify:</li> </ul>					
	Location:*		<ul> <li>If other, please specify:</li> </ul>					
	Start Date:*		I other, please specify:					
	End Date:*							
	Total use in typica	al 24-hour period:*						
	Behaviour Posing	Risk of Harm To Self	Or Others:					
	Injury: Select from the lis	t below if this RP us	age resulted in injury					
	Add Cancel							
	Last updated: Mond	ay 24 November, 201	4					

The information captured for Routine Restrictive Practice Usage for Mechancial 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** 

Queenslan	<b>d</b> Government							
Department of Comm	nunities, Child Saf	ety and Disability	ervices					
Help								
Service User	Online Data Collecti	on > <u>Service User</u> > <u>Re</u>	strictive Practice Summary > Add Rou	utine Restrictive Practice Usag	•			
[-] <u>Service User</u> <u>Service User Details</u>	Add Routine	e Restrictive I	ractice Usage					
Restrictive Practice Summary	Service User	Details						
<u>Return</u>	BIS Client ID: First Name: Date of Birth:	0000-9036 Linda 16 Aug 1970			Surname: Gender:	Testa Female		
	Service Outle	t Details						
	Service Outlet:		555015 - Accommodation Su	upport)				
	Routine Rest	rictive Practice	lsage					
		strictive Practice type						
	Restrictive Acce							
	Add Routine	Restrictive Prac	ice Usage - Restricted Ac	ccess to Objects				
	Restricted Object,	/s:*						
	Start Date:*							
	End Date:*							
	Total use in tunios	al 24-hour period:*						
	Total use in typica	ar 24-nour penou.						
	Behaviour Posing	Risk of Harm To Self	Or Others:					
	Injury:							
	Select from the lis	t below if this RP us	age resulted in injury					
	Add Cancel							
	Last updated: Mond Application Version	ay 24 November, 201 : 2.8.5441	L .					
				Conversion	kt   Diselsings   Drivers			

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.

Citality	Government unities, Child Safety and Dis	ability Services						
Help								
Service User	Online Data Collection > Service L	Iser > Restrictive Practice Summary						
[-] <u>Service User</u> <u>Service User Details</u>	<b>Restrictive Practice</b>	Summary						
Restrictive Practice Summary	Service User Details							
Return	BIS Client ID: 0082-56 First Name: Ruth Date of Birth: 05 Apr 1		Surname: Gender:	Tester Female				
	Service Outlet Details							
	Service Outlet:	550235 - Learning and Lifestyle						•
	Monthly Summary - Ep Add Episodic Restrictive Practi No records found	isodic Restrictive Practice Usage						
	Monthly Summary - Ro	utine Restrictive Practice Usage						
	Add Routine Restrictive Practic							
	Restrictive Practice Type			<u>May</u> 2014	<u>Jun</u> <u>Jul</u> 2014 2014	Auq Sep 2014 2014	Oct Nov 2014 2014	4
	Chemical Restraint Fixed Dose	• Oxazepam 2 milligrams (mg), 1 per day (Doctor Smith)					~	Expire
	Last updated: Monday 24 Novem Application Version: 2.8.5441	ber, 2014	<u>Copyright   Disclaimer   Privacy   /</u>	Access keys   🎌 Other lang	lages			
				ueensland 2006. ernment Gateway				







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 <u>Add Routine Restrictive Practice Usage</u> hyperlink. Alternatively, select the 'Cancel' button to return to the *Restrictive Practice Summary* page for the Service User.

Queenslan	<b>d</b> Government							
Department of Comm	nunities, Child Safe	ty and Disability Se	rvices					
Help								
Service User	Online Data Collection	n > <u>Service User</u> > <u>Rest</u> i	ictive Practice Summary > Add Rout	tine Restrictive Practice Usage				
[-] <u>Service User</u> <u>Service User Details</u>	Add Routine	<b>Restrictive Pr</b>	actice Usage					
Restrictive Practice Summary	Service User D	)etail <del>s</del>						
<u>Return</u>	BIS Client ID: First Name: Date of Birth:	0082-5600 Ruth 05 Apr 1970			Surname: Gender:	Tester Female		
	Service Outlet	Details						
	Service Outlet:		550235 - Learning and Lifest	zyle				
	Doutino Doctri	ctive Practice Us	200					
			-					
		sly reported Restrictiv traint Fixed Dose - Oxa	ve Practice type zepam 2 milligrams (mg), 1 per da	ay (Doctor Smith)				
	Add a new Rest	rictive Practice type						
		•						
			e Usage - Chemical Rest	traint Fixed Dose				
	Medication: Medication Amount Frequency: Prescribed by:	: 2.00	zepam 1 milligrams (mg) 1 per day 20r Smith					
	Start Date:* 17/11/2014							
	End Date:* 30/11/2014							
	Behaviour Posing R	tisk of Harm To Self O	r Others:					
	Injury: Select from the list	below if this RP usag +	e resulted in injury					
	Add Cancel							
	Last updated: Monda Application Version:	y 24 November, 2014 2.8.5441						







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

bartment of Com	nunities, Child S	Safety and Di	sability Se	vices								
										11		
ce User	Online Data Colle	ection >Service	Jser > Restri	tive Practice Su	nmary > Routine	Restrictive Practice Us	age					
rice User rvice User Details	Routine R	estrictive	Practic	e Usage								
trictive Practice nmary	Service Use	er Details										
n	BIS Client ID: First Name: Date of Birth:	0082-56 Ruth 05 Apr					Surna Gend	Tester Female				
	Service Out	tlet Details										
	Service Outlet	t:		550235 - Learr	ing and Lifestyle							
	Service Outlet		actice Us		ing and Lifestyle							
	Routine Res	strictive Pr	actice Us	age	ing and Lifestyle							
	Routine Res Reporting Year: 2014	strictive Pr :*	actice Us		ing and Lifestyle							
	Routine Res	strictive Pr :*	actice Us	age	ing and Lifestyle							
	Routine Res Reporting Year: 2014 Reporting Mont	strictive Pr ;* th:*		age •	ing and Lifestyle						Include	deleted ite
	Routine Re: Reporting Year 2014 Reporting Mont Nov Add Routine Re	strictive Pr ;* th:*		age •	ing and Lifestyle	Restrictive	Practice Used		Location	Behaviour Posing Risto or Harm To Self Or Other		deleted its
	Routine Res Reporting Year 2014 Reporting Mont Nov Add Routine Re Start Date	strictive Pr :* th:* estrictive Pract	ice Usage	age			Practice Used per day (Doctor Smith)		Location	Posing Risk or Harm To Self Or		deleted its
	Routine Re: Reporting Year 2014 Reporting Mont Nov Add Routine Re Start Date 17 Nov 2014	strictive Pr := th:= estrictive Pract End Date	ice Usage Chemical R	age	ose - Oxazepam	2 milligrams (mg), 1			Location	Posing Risk or Harm To Self Or		







## 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.

Department of Comm	nunities, Child Safety and Disabi	lity Services				
Help						
Service User	Online Data Collection > Service User	> Restrictive Practice Summary				
[-] <u>Service User</u> <u>Service User Details</u>	Restrictive Practice S	Summary				
Restrictive Practice Summary	Service User Details					
Return	BIS Client ID: 0203-9316 First Name: one Date of Birth: 01 Jan 1950		Surname: Gender:	test Male		
	Service Outlet Details					
	Service Outlet:	550837 - Ability Care Ltd				
<b>•</b>	Please complete a Notification Of	ctice is not available for this client and serv Approval Or Consent To The Use Of Restric	rice outlet. ctive Practices for this client and se	ervice outlet.		
	Monthly Summary - Epis	odic Restrictive Practice Usage				
	Add Episodic Restrictive Practice I No records found	Usage				
	Monthly Summary - Rout	tine Restrictive Practice Usage				
	Add Routine Restrictive Practice L No records found	Isage				

#### **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 <u>month/year</u> hyperlink the Usage was recorded for will display the detail of the Restrictive Practice Usage for the selected month.

Queensland Department of Comm	d Government nunities, Child Safety and Disc	ibility Services										
Service User     Service User     Service User Details     Restrictive Practice     Summary	Online Data Collection > Service U Restrictive Practice Service User Details											
Return	BIS Client ID: 0203-4189 First Name: Test Date of Birth: 06 Jul 1989		Surname: Gender:	User Male								
	Service Outlet Details											
	Service Outlet:	999999 - Test Service Outlet Placeholder										•
	Monthly Summary - Fr	isodic Restrictive Practice Usage										
	Add Episodic Restrictive Practic	_										
	Restrictive Practice Type				<u>May</u> 2014	<u>Jun</u> 2014	<u>Jul /</u> 2014 2	<u>Aug</u> <u>S</u> 014 <u>2</u> 0	ep <u>Oct</u>	Nov 2014		
	Chemical Restraint As Required	- Quetiapine 25 milligrams (mg) (Doctor Smith)			0	0	0	0	0 0	1	Expire	
	Monthly Summary - Ro Add Routine Restrictive Practic No records found	outine Restrictive Practice Usage										

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#### 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 <u>Expire</u> 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 <u>Un-expire</u> hyperlink where the Type can be enabled again by selecting the <u>Un-expire</u> hyperlink.

The Restrictive Practice Type Chemical Restraint as Required displays in the following example as being expired with an <u>Un-expire</u> 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.

Department of Comm							8						
<u>Help</u> Service User													
Service User	Online Data Collection > Se Restrictive Prac												
Service User Details Restrictive Practice	-		lial y										
Summary Return	Service User Deta												
	BIS Client ID: 0001 First Name: Bowi Date of Birth: 04 M				Surname: Gender:	Arrows Male							
	Service Outlet De	tails											
	Service Outlet:	56	60560 - BN - Wacol Circuit										
	Monthly Summary	y - Episodic	Restrictive Praction	ce Usage									
	Add Episodic Restrictive						Jun	Jul	Aug Sep	<u>Oct</u>	Nov	Dec	
	Restrictive Practice Ty						<u>2014</u>	<u>2014</u>	2014 2014	<u>2014</u>	<u>2014</u>	<u>2014</u>	$\sim$
	Chemical Restraint As Re	equired - Lamotrig	aine 1 micrograms (µg) (D	r Smith)			0	0	0 0	0	0	1	Un-expir
	Containment			,			0	0	0 0	1	1	1	Expire
Restrictive Practi Summary	Containment Seclusion Monthly Summary Add Routine Restrictive No records found		Restrictive Practic				0	0	0 0	1	1	1	
	Seclusion Monthly Summary Add Routine Restrictive No records found Clee Service BIS Client	Practice Usage	Restrictive Practic					-			-		
Summary	Seclusion Monthly Summary Add Routine Restrictive No records found Cice Service BIS Client ID: First	Practice Usage	Restrictive Practic		Surname:	Arrows	0	-			-		Expire
Summary	Seclusion Monthly Summary Add Routine Restrictive No records found Cice Service BIS Client ID:	Practice Usage User Det 0001-6910	Restrictive Practic		Surname: Gender:	Arrows Male	0	-			-		Expire
Summary	Seclusion Monthly Summary Add Routine Restrictive No records found Cice Service BIS Client ID: First Name: Date of Birth:	Practice Usage User Det 0001-691( Bowie	Restrictive Practic ails				0	-			-		
Summary	Seclusion Monthly Summary Add Routine Restrictive No records found Cice Service BIS Client ID: First Name: Date of Birth:	Practice Usage User Det 0001-6910 Bowie 04 Mar 19 Outlet Do	Restrictive Practic ails	e Usage			0	-			-		
Summary	Seclusion Monthly Summary Add Routine Restrictive No records found  Cice BIS Client ID: First Name: Date of Birth: Service Service On	Practice Usage User Det 0001-6910 Bowie 04 Mar 19 Outlet De utlet:	Restrictive Practic ails 90 etails 560 560 - BN -	e Usage			0	-			-		
Summary	Seclusion Monthly Summary Add Routine Restrictive No records found  Cice BIS Client ID: First Name: Date of Birth: Service Service O Episodic • Select a	Practice Usage User Det 0001-6910 Bowie 04 Mar 19 Outlet Do utlet: c Restrict previously ainment	Restrictive Practic ails	e Usage Wacol Circuit Jsage			0	-			-		

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#### **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.

	munities, Child Safe	ety and Disability	Services				
rvice User							
Service User Service User 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: First Name: Date of Birth:	0203-4189 Test 06 Jul 1989	Surname: Gender:	User Male			
	Service Outle	t Details					
	Service Outlet:		999999 - Test Service Outlet Placeholder	\			
	Episodic Restrictive Practice Usage						
	Reporting Year:* 2014		T				
	Reporting Month:*		•				
	Add Episodic Restrictive Practice Usage Include delete Behaviour					eleted item	
	Start	End	Restrictive Practice Used	Locati	Posing Risk	Injury	
	24 Nov 2014		Chemical Restraint As Required - Quetiapine 25 milligrams (mg) (I	(and an angle in the second seco	Unusual or Repetitive	Harm to self	Delete

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.





