

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 at https://odc.disability.qld.gov.au/help_resources/resources_ext.aspx



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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: ProviderReporting@communities.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

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

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The Online Data Collection System

Help Print | Logout

Service User
Online Data Collection > Service User > Restrictive Practice Summary

Restrictive Practice Summary

Service User Details

BIS Client ID: 0000-0123
First Name: Test
Date of Birth: 26 Aug 1980
Surname: User
Gender: Male

Service Outlet Details

Service Outlet: 123456 - Test Outlet

Monthly Summary - Episodic Restrictive Practice Usage

[Add Episodic Restrictive Practice Usage](#)

Restrictive Practice Type	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	
Chemical Restraint As Required - Olanzapine 5 milligrams (mg)	0	0	0	0	0	0	0	Un-expire

Monthly Summary - Routine Restrictive Practice Usage

[Add Routine Restrictive Practice Usage](#)

Restrictive Practice Type	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	
Chemical Restraint Fixed Dose - Olanzapine 5 milligrams (mg), 1 per day	✓	✓	✓	✓	✓	✓		Expire

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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

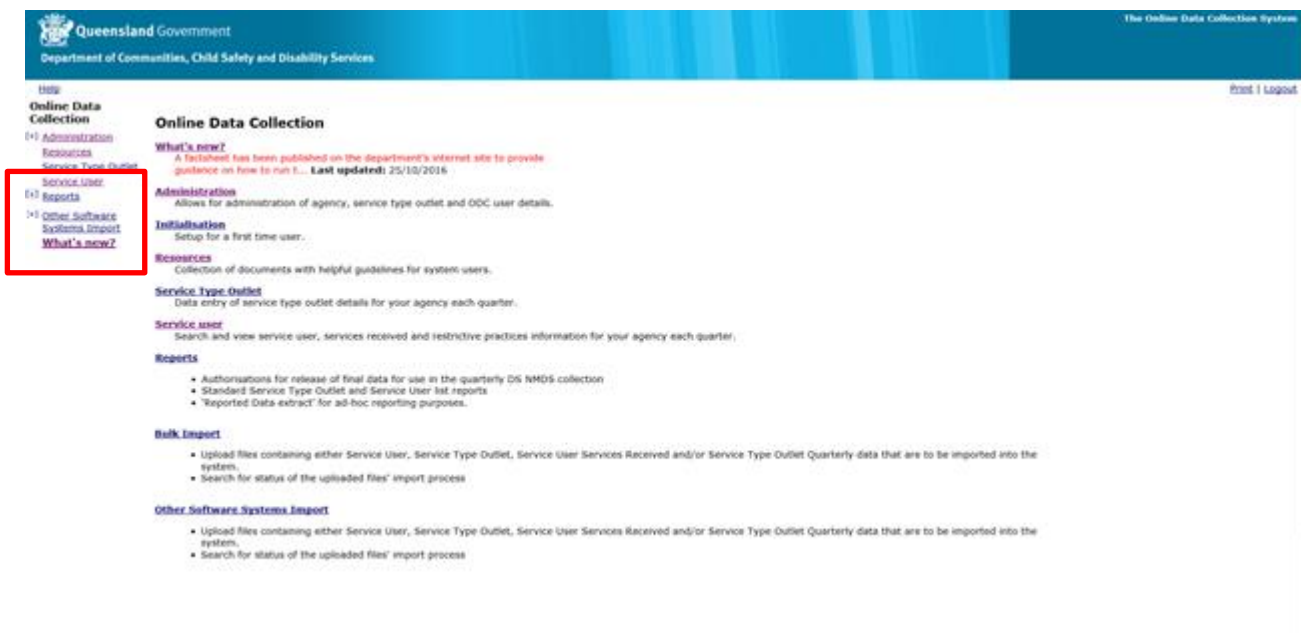
- Search and view Service User.
- Record and view Restrictive Practice information for a Service User.

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.

Other Software Systems Import

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



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 14 Page 21
5	If reporting – Routine Restrictive Practice Type: New Restrictive Practice Usage Existing Restrictive Practice Usage	Page 24 Page 29
6.	Select add Usage and enter details for Usage and Save.	As per Step 4 or 5 above
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.	Page 35
11	Authorise Restrictive Practice reporting when all the data entry is completed.	Page 36



6. Search a Service User and Display Service User Details

Search Service User

From the *Online Data Collection* page:

1. Select Service User

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The Online Data Collection System

Help Print | Logout

Online Data Collection

- Administration
- Resources
- Service Type Outlet
- Service User
- Reports
- What's new?

Online Data Collection

What's new?
A factsheet has been published on the department's internet site to provide guidance on how to run t... **Last updated:** 25/10/2016

Administration
Allows for administration of agency, service type outlet and ODC user details.

Initialisation
Setup for a first time user.

Resources
Collection of documents with helpful guidelines for system users.

Service Type Outlet
Data entry of service type outlet details for your agency each quarter.

Service user
Search and view service user, services received and restrictive practices information for your agency each quarter.

Reports

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

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Displays the *Search Service User* page.

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

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The Online Data Collection System

Help Print | Logout

Online Data Collection

- Administration
- Resources
- Service Type Outlet
- Service User
- Reports
- What's new?

Search Service User

BIS Client Id: - OR NDIA Id:

OR

Surname:

First Name:

Please use the search by BIS Client ID (format 9999-8888) in the first instance. You must at a minimum enter a surname or first name (or part thereof) or an NDIA Id or '0' as the BIS ID to search for a service user.

If your search does not return the expected client details please notify the Department by email: ProviderReporting@Communities.qld.gov.au

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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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Online Data Collection System

Help | Print | Logout

Online Data Collection > Service User

Search Service User

Search for: BIS Client Id: 0000-0123

Search again

Include expired items ☐

Surname	First Name	BIS Client Id	DOB	Gender	Post Code	Services Received	Status
Test	User	0000-0123	26 Aug 1980	MALE		Services Received	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: ProviderReporting@Communities.qld.gov.au

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Restrictive Practice type	2015	2016	2017	2018	2019	2020	2021	2022	Expiry
Chemical Restraint Fixed Dose - Olanzapine 5 milligrams (mg), 1 per day	✓	✓	✓	✓	✓	✓	✓	✓	Expiry
Chemical Restraint Fixed Dose - Other - Andisour 100 milligrams (mg), 1 per day	✓	✓	✓	✓	✓	✓	✓	✓	Expiry

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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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Online Data Collection System

Help | Print | Logout

Online Data Collection > Service User > Service User Details

Service User Details

Please email: ProviderReporting@Communities.qld.gov.au to notify the Department of changes to the Service User details

Service User Details

BIS Client Id: 0000-0123

First Name: Test

Surname: User

Date of Birth: 26 Aug 1980

Date of Birth Estimate: 26 Aug 1980

Date of Death: 26 Aug 1980

Indigenous Origin: Aboriginal but not Torres Strait Islander origin

Country of Birth: Australia

NDIS Access Status: 36

NDIS Access Effective Date: 36

Gender: Male

Agency and Service Outlet Details [+]

Communication Details [+]

Living Arrangements [+]

Disabilities [+]

Support Needs [+]

Informal Carer [+]

Other [+]

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

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The Online Data Collection System

Help Print | Logout

Service User
Service User Details
Restrictive Practice Summary
Return

Online Data Collection > Service User > Restrictive Practice Summary

Restrictive Practice Summary

Service User Details

BIS Client ID: 0000-0123
First Name: Test
Date of Birth: 26 Aug 1980
Date of Death:

Surname: User
Gender: Male

Service Outlet Details

Service Outlet: 123456 - Test 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

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If there are multiple outlets linked to the client, select the outlet where the actual usage of the Restrictive Practice occurred.



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.

[Help](#)

Service User

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

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

Restrictive Practice Summary

Service User Details

BIS Client ID: [9999-6666](#)
 First Name: RP
 Date of Birth: 01 Jan 1960

Surname: Client 6
 Gender: Male

Service Outlet Details

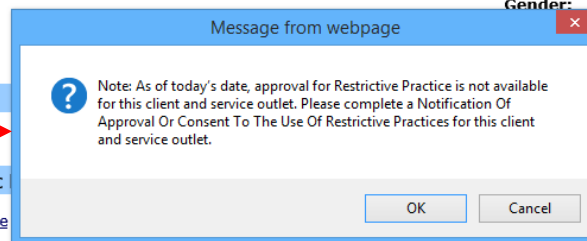
Service Outlet:

Monthly Summary - Episodic

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

Monthly Summary - Routine Restrictive Practice Usage

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



As the legislation requires any and all instances of use of Restrictive Practices be recorded, this message **does not** prohibit the data being entered, but serves as a warning to the data entry operator that there is no linked approval between the specific client and outlet combination selected. If this is correct (in the case of a once off recording), click "OK" and continue to add the recording.

When Recording the first:

- Episodic Restrictive Practice Usage go to [Episodic Restrictive Practice – Add a New Restrictive Practice Type](#) on page 14.
- Routine Restrictive Practice Usage go to [Routine Restrictive Practice – Add a New Restrictive Practice Type](#) on page 24.

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

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 a New Restrictive Practice Type](#) on page 14.
- Add Usage to an existing Episodic Restrictive Practice Type go to [Episodic Restrictive Practice - Add Usage To An Existing Restrictive Practice Type](#) on page 21.
- Add Usage to a new Routine Restrictive Practice Type go to [Routine Restrictive Practice – Add a New Restrictive Practice Type](#) on page 24.
- Add Usage to an existing Routine Restrictive Practice Type go to [Routine Restrictive Practice - Add Usage To An Existing Restrictive Practice Type](#) on page 29.

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The Online Data Collection System

Help Print | Logout

Service User
Online Data Collection > Service User > Restrictive Practice Summary

Service User Details
Restrictive Practice Summary
Return

Restrictive Practice Summary

Service User Details

BIS Client ID: 0000-0123
First Name: Test
Date of Birth: 26 Aug 1980
Date of Death:
Surname: User
Gender: Male

Service Outlet Details

Service Outlet: 123456 – Test Outlet

Monthly Summary - Episodic Restrictive Practice Usage

Add Episodic Restrictive Practice Usage

Restrictive Practice Type	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	
Chemical Restraint As Required - Olanzapine 5 milligrams (mg)	0	0	0	0	0	0	0	Un-expire

Monthly Summary - Routine Restrictive Practice Usage

Add Routine Restrictive Practice Usage

Restrictive Practice Type	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	
Chemical Restraint Fixed Dose - Olanzapine 5 milligrams (mg), 1 per day	✓	✓	✓	✓	✓	✓		Expire

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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The Online Data Collection System

Help Print | Logout

Service User
Online Data Collection > Service User > Restrictive Practice Summary

Service User Details
Restrictive Practice Summary
Return

Restrictive Practice Summary

Service User Details

BIS Client ID: 0000-0123
First Name: Test Surname: User
Date of Birth: 26 Aug 1980 Gender: Male
Date of Death:

Service Outlet Details

Service Outlet: 123456 – Test 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

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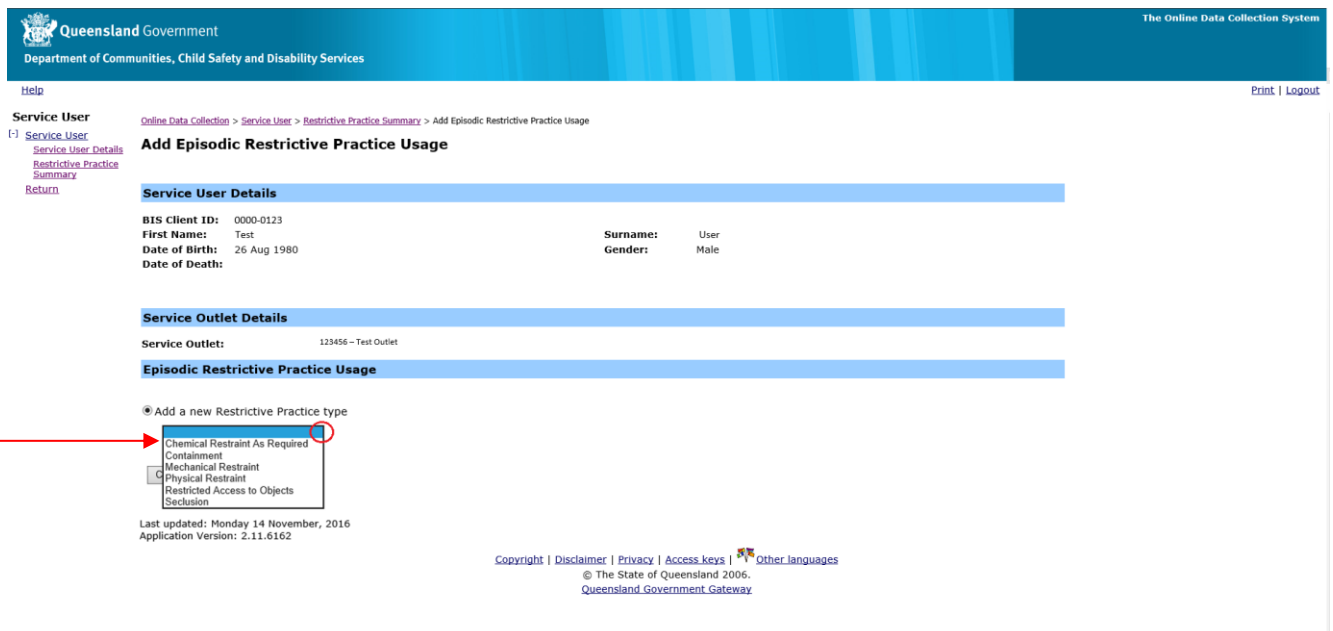
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Note: If no Episodic Usage has been entered for the Service User, the only option is to add a new Restrictive Practice Type.



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 Print | Logout

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

Add Episodic Restrictive Practice Usage

Service User Details

BIS Client ID: 0000-0123
First Name: Test Surname: User
Date of Birth: 26 Aug 1980 Gender: Male
Date of Death:

Service Outlet Details

Service Outlet: 123456 – Test Outlet

Episodic Restrictive Practice Usage

• Add a new Restrictive Practice type

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

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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 20 for details.

6. **Enter** the following information:

- Medication
- Medication Amount
- Prescribed by

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

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The Online Data Collection System

Help Print | Logout

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

Add Episodic Restrictive Practice Usage

Service User Details

BIS Client ID: 0000-0123
First Name: Test Surname: User
Date of Birth: 26 Aug 1980 Gender: Male
Date of Death:

Service Outlet Details

Service Outlet: 123456 - Test Outlet

Add Episodic Restrictive Practice Usage - Chemical Restraint Fixed Dose

Medication:*
Olanzapine If other, please specify:

Medication Amount:*
25 Milligrams (n v)

Prescribed by:*
Doctor Test

[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 – **this is the primary behaviour of concern**
- Injury – **only if the usage of the Restrictive Practice resulted in an 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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The Online Data Collection System

Help Print | Logout

Service User
Service User Details
Restrictive Practice Summary
Return

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

Add Episodic Restrictive Practice Usage

Service User Details

BIS Client ID: 0000-0123
First Name: Test Surname: User
Date of Birth: 26 Aug 1980 Gender: Male
Date of Death:

Service Outlet Details

Service Outlet: 123456 – Test Outlet

Episodic Restrictive Practice Usage

• Add a new Restrictive Practice type
Chemical Restraint As Required

Add Episodic Restrictive Practice Usage - Chemical Restraint Fixed Dose

Medication: * Olanzapine If other, please specify:

Medication Amount: * 25 Milligrams (n)

Prescribed by: *
Doctor Test

Date	Time	Behaviour Posing Risk of Harm To Self Or Others	Injury	
23/11/2016	09:00am	Pinching If other, please specify: <input type="text"/>	Select from the list below If this RP usage resulted in injury: Harm to client and others	Save Cancel

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

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 – **this is the primary behaviour of concern**
- Injury – **only if the usage of the Restrictive Practice resulted in an injury**



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The Online Data Collection System

Help Print | Logout

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

Add Episodic Restrictive Practice Usage

Service User Details

BIS Client ID: 0000-0123
First Name: Test
Date of Birth: 26 Aug 1980
Date of Death:

Surname: User
Gender: Male

Service Outlet Details

Service Outlet: 123456 - Test Outlet

Episodic Restrictive Practice Usage

* Add a new Restrictive Practice type
Containment

Add Episodic Restrictive Practice Usage - Containment

Start Date	Start Time	End Date	End Time	Location	Behaviour Posing Risk of Harm To Self Or Others	Injury
23/11/2016	09:00	23/11/2016	09:30	Bedroom	Pinching If other, please specify:	Select from the list below if this RP usage resulted in injury. Harm to others

Include deleted items

Save Cancel

Cancel

Mechanical Restraint

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 – **this is the primary behaviour of concern**
- Injury – **only if the usage of the Restrictive Practice resulted in an injury**

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The Online Data Collection System

Help Print | Logout

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

Add Episodic Restrictive Practice Usage

Service User Details

BIS Client ID: 0000-0123
First Name: Test
Date of Birth: 26 Aug 1980
Date of Death:

Surname: User
Gender: Male

Service Outlet Details

Service Outlet: 123456 - Test Outlet

Episodic Restrictive Practice Usage

* Add a new Restrictive Practice type
Mechanical Restraint

Add Episodic Restrictive Practice Usage - Mechanical Restraint

Device: *
Gloves / Mittens If other, please specify:

Start Date	Start Time	End Date	End Time	Location	Behaviour Posing Risk of Harm To Self Or Others	Injury
23/11/2016	09:00	23/11/2016	09:30	Bedroom	Pinching If other, please specify:	Select from the list below if this RP usage resulted in injury. Harm to client

Include deleted items

Save Cancel

Cancel

Physical Restraint

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 – **this is the primary behaviour of concern**
- Injury – **only if the usage of the Restrictive Practice resulted in an injury**

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The Online Data Collection System

Help Print | Logout

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

Add Episodic Restrictive Practice Usage

Service User Details

BIS Client ID: 0000-0123
First Name: Test Surname: User
Date of Birth: 26 Aug 1980 Gender: Male
Date of Death:

Service Outlet Details

Service Outlet: 123456 – Test Outlet

Episodic Restrictive Practice Usage

* Add a new Restrictive Practice type
Physical Restraint

Add Episodic Restrictive Practice Usage - Physical Restraint

Physical Restraint Type: Two hands held If other, please specify:

Start Date	Start Time	End Date	End Time	Location	Behaviour Posing Risk of Harm To Self Or Others	Injury
23/11/2016	09:00	23/11/2016	09:30	Bedroom	Pinching If other, please specify:	Select from the list below if this RP usage resulted in injury: Harm to client and others

Save Cancel

Cancel

Restricted Access to Objects

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 – **this is the primary behaviour of concern**
- Injury – **only if the usage of the Restrictive Practice resulted in an injury**

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The Online Data Collection System

Help Print | Logout

Service User
Service User Details
Restrictive Practice Summary
Return

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

Add Episodic Restrictive Practice Usage

Service User Details

BIS Client ID: 0000-0123
First Name: Test
Date of Birth: 26 Aug 1980
Date of Death:

Surname: User
Gender: Male

Service Outlet Details

Service Outlet: 123456 – Test Outlet

Episodic Restrictive Practice Usage

* Add a new Restrictive Practice type
Restricted Access to Objects

Add Episodic Restrictive Practice Usage - Restricted Access to Objects

Restricted Object/s: *

Start Date	Start Time	End Date	End Time	Behaviour Posing Risk of Harm To Self Or Others	Injury	Include deleted items
				If other, please specify: <input type="text"/>	Select from the list below if this RP usage resulted in injury <input type="text"/>	Save Cancel

Seclusion

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 – **this is the primary behaviour of concern**
- Injury – **only if the usage of the Restrictive Practice resulted in an injury**

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Help Print | Logout

Service User
Service User Details
Restrictive Practice Summary
Return

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

Add Episodic Restrictive Practice Usage

Service User Details

BIS Client ID: 0000-0123
First Name: Test
Date of Birth: 26 Aug 1980
Date of Death:

Surname: User
Gender: Male

Service Outlet Details

Service Outlet: 123456 – Test Outlet

Episodic Restrictive Practice Usage

* Add a new Restrictive Practice type
Seclusion

Add Episodic Restrictive Practice Usage - Seclusion

Start Date	Start Time	End Date	End Time	Location	Behaviour Posing Risk of Harm To Self Or Others	Injury	Include deleted items
23/11/2016	09:00	23/11/2016	09:30	Bedroom	Hitting If other, please specify: <input type="text"/>	Select from the list below if this RP usage resulted in injury Harm to client and others <input type="text"/>	Save Cancel

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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The Online Data Collection System

Help Print | Logout

Service User
Online Data Collection > Service User > Restrictive Practice Summary

Service User Details
Service User Details
Restrictive Practice Summary
Return

Restrictive Practice Summary

Service User Details

BIS Client ID: 0000-0123
First Name: Test Surname: User
Date of Birth: 26 Aug 1980 Gender: Male
Date of Death:

Service Outlet Details

Service Outlet: 123456 - Test Outlet

Monthly Summary - Episodic Restrictive Practice Usage

[Add Episodic Restrictive Practice Usage](#)

Restrictive Practice Type	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	
Chemical Restraint As Required - Olanzapine 5 milligrams (mg)	0	0	0	0	0	0	0	Un-expire

Monthly Summary - Routine Restrictive Practice Usage

[Add Routine Restrictive Practice Usage](#)

Restrictive Practice Type	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	
Chemical Restraint Fixed Dose - Olanzapine 5 milligrams (mg), 1 per day	✓	✓	✓	✓	✓	✓		Expire



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 20 for details.

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Help Print | Logout

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

Service User Details
Restrictive Practice Summary
Return

Add Episodic Restrictive Practice Usage

Service User Details

BIS Client ID: 0000-0123
First Name: Test
Date of Birth: 26 Aug 1980
Date of Death:
Surname: User
Gender: Male

Service Outlet Details

Service Outlet: 123456 - Test Outlet

Episodic Restrictive Practice Usage

☒ Select a previously reported Restrictive Practice type
☒ Chemical Restraint As Required - Olanzapine 5 milligrams (mg)
☐ Add a new Restrictive Practice type

Add Episodic Restrictive Practice Usage - Chemical Restraint Fixed Dose

Medication: Olanzapine
Medication Amount: 5.00 milligrams (mg)
Prescribed by:

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

Date	Time	Behaviour Posing Risk of Harm To Self Or Others	Injury
28 Oct 2015	23:00	Other - Suicidal talk	Delete



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

- Start Date
- Start Time
- Behaviour Posing Risk of harm To Self Or Others – **this is the primary behaviour of concern**
- Injury – **only if the usage of the Restrictive Practice resulted in an 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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The Online Data Collection System

Help Print | Logout

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

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

Add Episodic Restrictive Practice Usage

Service User Details

BIS Client ID: 0000-0123
First Name: Test Surname: User
Date of Birth: 26 Aug 1980 Gender: Male
Date of Death:

Service Outlet Details

Service Outlet: 123456 – Test Outlet

Episodic Restrictive Practice Usage

☒ Select a previously reported Restrictive Practice type
☒ Chemical Restraint As Required - Olanzapine 5 milligrams (mg)
☐ Add a new Restrictive Practice type

Add Episodic Restrictive Practice Usage - Chemical Restraint Fixed Dose

Medication: Olanzapine
Medication Amount: 5.00 milligrams (mg)
Prescribed by:

Date	Time	Behaviour Posing Risk of Harm To Self Or Others	Injury
23/11/2016	09:00	Pinching If other, please specify:	Select from the list below if this RP usage resulted in injury Harm to client and others

[Save](#) [Cancel](#)

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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The Online Data Collection System

Help Print | Logout

Service User
Online Data Collection > Service User > Restrictive Practice Summary

Service User Details
BIS Client ID: 0000-0123
First Name: Test Surname: User
Date of Birth: 26 Aug 1980 Gender: Male
Date of Death:

Service Outlet Details
Service Outlet: 123456 - Test Outlet

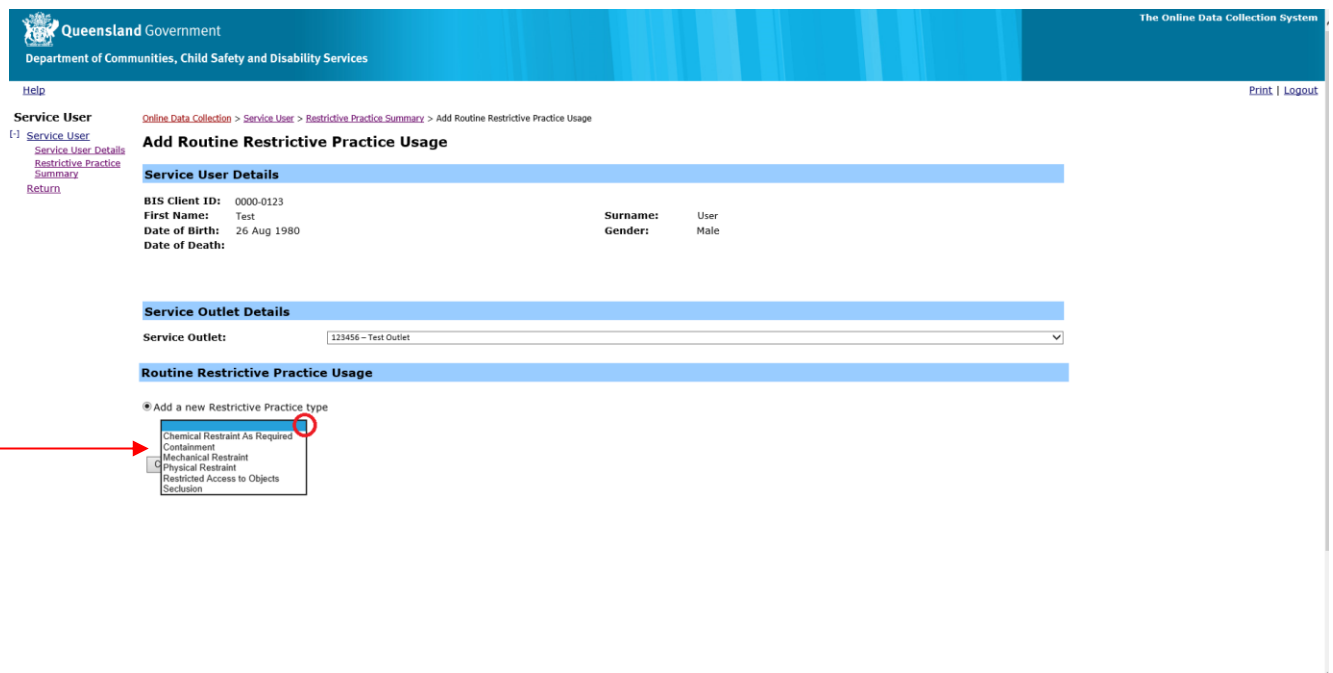
Monthly Summary - Episodic Restrictive Practice Usage
[Add Episodic Restrictive Practice Usage](#)
No records found

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
 - Physical Restraint
 - Restricted Access to Objects
 - Seclusion
5. **Select** the Restrictive Practice type.



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Help Print | Logout

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

Add Routine Restrictive Practice Usage

Service User Details

BIS Client ID: 0000-0123
First Name: Test Surname: User
Date of Birth: 26 Aug 1980 Gender: Male
Date of Death:

Service Outlet Details

Service Outlet: 123456 - Test Outlet

Routine 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 following, Chemical Restraint Fixed Dose is selected, the details will change for each different Restrictive Practice Type. Refer to pages 27 to 28 for details.

6. **Enter** the following information:

- Medication
- Medication Amount
- Medication Frequency
- Prescribed by
- Start Date
- End Date
- Behaviour Posing Risk of harm To Self Or Others – **this is the primary behaviour of concern**
- Injury – **only if the usage of the Restrictive Practice resulted in an 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.

Routine Restrictive Practice Usage

● Add a new Restrictive Practice type

Chemical Restraint Fixed Dose ▼

Add Routine Restrictive Practice Usage - Chemical Restraint Fixed Dose

Medication:*	<input type="text" value="Olanzapine"/>	If other, please specify: <input type="text"/>
Medication Amount:*	<input type="text" value="2"/> <input type="text" value="Milligrams (n)"/>	
Medication Frequency:*	<input type="text" value="1"/> times per: <input type="text" value="Day"/>	
Prescribed by:*	<input type="text" value="Doctor Test"/>	
Start Date:*	<input type="text" value="23/11/2016"/>	
End Date:*	<input type="text" value="23/11/2016"/>	
Behaviour Posing Risk of Harm To Self Or Others:*	<input type="text" value=""/>	If other, please specify: <input type="text"/>
Injury:	Select from the list below if this RP usage resulted in injury	
	<input type="text" value=""/>	
<input type="button" value="Add"/> <input type="button" value="Cancel"/>		

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

Routine Restrictive Practice Usage

● Add a new Restrictive Practice type

Containment

Add Routine Restrictive Practice Usage - Containment

Location:*

Start Date:*

End Date:*

Total use in typical 24-hour period:*
 hours

Behaviour Posing Risk of Harm To Self Or Others:*
 If other, please specify:

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

Add Cancel

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 – **this is the primary behaviour of concern**
- Injury – **only if the usage of the Restrictive Practice resulted in an injury**

Mechanical Restraint

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:*

Start Date:*

End Date:*

Total use in typical 24-hour period:*
 hours

Behaviour Posing Risk of Harm To Self Or Others:*
 If other, please specify:

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

Add Cancel



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 – **this is the primary behaviour of concern**
- Injury – **only if the usage of the Restrictive Practice resulted in an injury**

Restricted Access to Objects

Routine Restrictive Practice Usage

● Add a new Restrictive Practice type
 Restricted 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:*

hours

Behaviour Posing Risk of Harm To Self Or Others:*

▼ If other, please specify:

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

Add Cancel

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 – **this is the primary behaviour of concern**
- Injury – **only if the usage of the Restrictive Practice resulted in an 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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The Online Data Collection System

Help Print | Logout

Service User
Online Data Collection > Service User > Restrictive Practice Summary

Service User Details
BIS Client ID: 0000-0123
First Name: Test
Date of Birth: 26 Aug 1980
Surname: User
Gender: Male
Date of Death:

Service Outlet Details
Service Outlet: 123456 - Test 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](#)

Restrictive Practice Type	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	
Chemical Restraint Fixed Dose - Olanzapine 5 milligrams (mg), 1 per day	✓	✓	✓	✓	✓	✓		Expire

Last updated: Monday 14 November, 2016
Application Version: 2.11.6162

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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 27 to 28 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 – **this is the primary behaviour of concern**
- Injury – **only if the usage of the Restrictive Practice resulted in an 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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The Online Data Collection System

Help Print | Logout

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

Add Routine Restrictive Practice Usage

Service User Details

BIS Client ID: 0000-0123
First Name: Test Surname: User
Date of Birth: 26 Aug 1980 Gender: Male
Date of Death:

Service Outlet Details

Service Outlet: 123456 - Test Outlet

Routine Restrictive Practice Usage

☒ Select a previously reported Restrictive Practice type
☒ Chemical Restraint Fixed Dose - Olanzapine 5 milligrams (mg), 1 per day
☐ Add a new Restrictive Practice type

Add Routine Restrictive Practice Usage - Chemical Restraint Fixed Dose

Medication: Olanzapine
Medication Amount: 5.00 milligrams (mg)
Frequency: 1.00 per day
Prescribed by:

Start Date: 23/11/2016
End Date: 23/11/2016
Behaviour Posing Risk of Harm To Self Or Others:
If other, please specify:
Injury:
Select from the list below if this RP usage resulted in injury

Add Cancel

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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Help Print | Logout

Service User
Online Data Collection > Service User > Restrictive Practice Summary

Restrictive Practice Summary

Service User Details

BIS Client ID: 0000-0123
First Name: Test
Date of Birth: 26 Aug 1980
Surname: User
Gender: Male
Date of Death:

Service Outlet Details

Service Outlet: 123456 - Test 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

Restrictive Practice Type	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	Expire
Chemical Restraint Fixed Dose - Olanzapine 5 milligrams (mg), 1 per day	✓	✓	✓	✓	✓	✓	✓	Expire
Chemical Restraint Fixed Dose - Other - Androcur 100 milligrams (mg), 1 per day	✓	✓	✓	✓	✓	✓		Expire

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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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Help

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

Routine Restrictive Practice Usage

Service User Details

BIS Client ID: 0000-0123
First Name: Test
Date of Birth: 26 Aug 1980
Surname: User
Gender: Male

Service Outlet Details

Service Outlet: 550235 - Learning and Lifestyle

Routine Restrictive Practice Usage

Reporting Year: 2014
Reporting Month: Nov

Add Routine Restrictive Practice Usage

Start Date	End Date	Restrictive Practice Used	Location	Behaviour Putting Risk or Harm To Self Or Other	Injury	Delete
17 Nov 2014	30 Nov 2014	Chemical Restraint Fixed Dose - Oxazepam 2 milligrams (mg), 1 per day				Delete
01 Nov 2014	08 Nov 2014	Chemical Restraint Fixed Dose - Oxazepam 2 milligrams (mg), 1 per day				Delete

Application Version: 2.5.9441

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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The Online Data Collection System

Help Print | Logout

Service User
Online Data Collection > Service User > Restrictive Practice Summary

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

Restrictive Practice Summary

Service User Details

BIS Client ID: 0000-0123
First Name: Test
Date of Birth: 26 Aug 1980
Surname: User
Gender: Male

Service Outlet Details

Service Outlet: 123456 - Test Outlet

Monthly Summary - Episodic Restrictive Practice Usage

[Add Episodic Restrictive Practice Usage](#)

Restrictive Practice Type	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	
Chemical Restraint As Required - Olanzapine 5 milligrams (mg)	0	0	0	0	0	0	0	Un-expire

Monthly Summary - Routine Restrictive Practice Usage

[Add Routine Restrictive Practice Usage](#)

Restrictive Practice Type	May 2016	Jun 2016	Jul 2016	Aug 2016	Sep 2016	Oct 2016	Nov 2016	
Chemical Restraint Fixed Dose - Olanzapine 5 milligrams (mg), 1 per day	✓	✓	✓	✓	✓	✓		Expire

Last updated: Monday 14 November, 2016
Application Version: 2.11.6162

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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.

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: [9999-5555](#)
 First Name: RP Surname: Client
 Date of Birth: 01 Jan 1960 Gender: Male
 Date of Death:

Service Outlet Details

Service Outlet: [590338 - RP Provider](#)

Episodic Restrictive Practice Usage

Reporting Year: [2016](#)
 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 2016 09:00		Chemical Restraint As Required - Benztropine 20 micrograms (µg)		Unusual or Repetitive Habits		Delete

Last updated: Monday 28 November, 2016
 Application Version: 2.11.6176

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

Once a record has been deleted, it cannot be 'un-deleted'. If the entry is meant to be in the recorded usage details, it will need to be re-entered.

11. Restrictive Practice Monthly checklist

The monthly reporting checklist provides an overview of the reporting status for each Service Outlet. The summary indicates:

- 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 Outlet Reference	Service Outlet Name	What you need to do
590338	RP Provider	<ul style="list-style-type: none"> Nothing more to do

- 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 Outlet Reference	Service Outlet Name	What you need to do
590338	RP Provider	<ul style="list-style-type: none"> You have Restrictive Practice records which have not been authorised. Please contact your Authorising Officer to authorise the Restrictive Practice data for the month.

- 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.

Service Outlet Reference	Service Outlet Name	What you need to do
590338	RP Provider	<ul style="list-style-type: none"> You have not provided any Restrictive Practice data for your Service Users. <ul style="list-style-type: none"> If this is correct, please contact your Authorising Officer to authorise the Restrictive Practice data for the month. Otherwise, click here to enter Restrictive Practice data for the Month



12. 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.

There are three (3) stages of Restrictive Practice Usage information in the system:

- Not Reported – the system is expecting recording of Restrictive Practice/s, but no entry has been made
- Draft – Restrictive Practice Usage information has been entered but is yet to be “authorised”
- Reported – the Restrictive Practice Usage information entered has been “authorised”

The Authorising step is required and must be completed to finalise the recording of any entries made in the system.

Authorise Restrictive Practice Monthly Data

An asterisk (*) indicates a required field.

Filtering Options

Reporting Year:*
2016 ▼

Reporting Month:*
November ▼

☒ To be authorised ☐ Already authorised

Display Users

Select All Select None

Selected	Surname	First Name	DOB	Gender	Service Outlet	Restrictive Practice Last Usage Date	Reporting Status
<input type="checkbox"/>	CLIENT	RP	01 Jan 1960	Male	590338 - RP Provider	28 Nov 2016 00:11	Draft

Authorise

Last updated: Monday 28 November, 2016
Application Version: 2.11.6176

Similarly, if there has been a legitimate ‘Nil’ usage of Restrictive Practices for the month (or part thereof), no actual data entry would be made in the system, but the Authorising step is required to confirm that the ‘Nil’ usage is correct.

Authorise Restrictive Practice Monthly Data

An asterisk (*) indicates a required field.

Filtering Options

Reporting Year:*
2016 ▼

Reporting Month:*
December ▼

☒ To be authorised ☐ Already authorised

Display Users

Select All Select None

Selected	Surname	First Name	DOB	Gender	Service Outlet	Restrictive Practice Last Usage Date	Reporting Status
<input type="checkbox"/>	CLIENT	RP	01 Jan 1960	Male	590338 - RP Provider		Not Reported

Authorise

Last updated: Monday 28 November, 2016
Application Version: 2.11.6176

13. Client Record of Restrictive Practice Usage Report

This report brings together all instances of use of any recorded Restrictive Practices, by any linked Service Providers and outlets for a client, during the date range specified. This document, is in PDF format to ensure that it can't be changed, but is to be attached as supporting documentation to new and review approval requests for QCAT.

This report allows 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

Client Record of Restrictive Practice Usage Report

An asterisk (*) indicates a required field.

Please ensure that all Restrictive Practice Usage information has been entered before running this report.

Filtering Options

BIS Client Id:*
 -

Agency*

From Date:*

To Date:*

N.B. The Agency field defaults to your agency, but will change to “All Agency” if multiple agencies are have recorded usage of Restrictive Practices.

After completeing the details relating to the client, and the date range for the data to be returned within the report, click “Run Report”.

If data is available during the date range, a hyperlink to the report is generated below the action buttons of the Client Record of Restrictive Practice Usage Report screen.

[RestrictivePracticeUsage 9999-5555 2016122](#)

14. Restrictive Practice Usage Report

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

The extracted '.txt' files can be imported into MS Excel, for the creation of pivot tables and charts as required.

The report can be run down to the "Restrictive Practice type" level, through the cascading menu options, or left at the highest level, "Agency" for a fuller data set.

Note - The Agency field will default to your agency and cannot be changed.

After entering the date range the data is to cover, click "Run Report".

Restrictive Practice Usage Report

An asterisk (*) indicates a required field.

Please ensure that all Restrictive Practice Usage information has been entered before running this report.

Filtering Options

Report by:

☒ Agency ☐ Service Outlet ☐ Service User ☐ Restrictive Practice Type

Agency:

RP Provider Group

From Date:*

To Date:*

If data is available during the date range, a hyperlink to two (2) text files are generated below the action buttons of the Record of Restrictive Practice Usage Report screen.

[RP_RoutineUsage_20161202122848.txt](#)
[RP_EpisodicUsage_20161202122849.txt](#)

The name of the file generated indicates when the file was generated, down to the seconds.

Subsequent generation of these files, will allow for chronological ordering of these files when saved locally.

It is suggested that these files be imported into MS Excel (or similar software) for Table and Chart creation.

15. Upload Restrictive Practice Files

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

This functionality is only available to the Authorising Agency Officer role.

The link to the Upload Restrictive Practice Files can be found under the Other Software Systems Import hyperlink in the Menu on the left hand side of the screen.

Online Data Collection

- [Administration](#)
- [Resources](#)
- [Service User](#)
- [Reports](#)
- [Other Software Systems Import](#)
- [Upload Restrictive Practice Files](#)
- [Search Import Status](#)
- [What's new?](#)

User ID: TonyAO_RPPG
Role: Authorising Agency Officer

Agency: RP Provider Group

[Online Data Collection](#) > [Other Software Systems Import](#) > Upload Restrictive Practice Files

Upload Restrictive Practice Files

An asterisk (*) indicates that an answer is required. Note that all 2 CSV files must be submitted each month.

Reporting Period

Reporting Year: *

2016 ▼

Reporting Month: *

▼

Upload Files

Restrictive Practice Routine Usage:

Restrictive Practice Episodic Usage:

Last updated: Monday 28 November, 2016
Application Version: 2.11.6176

