



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:

[Resources | Department of Families, Seniors, Disability Services and Child Safety](#) OR [Online Data Collection Help](#)

Email help: enquiries_rp@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: compliance_rp@qld.gov.au

Monthly Reporting Timeline

The relevant Service Provider must give the information to the Chief Executive—

- (a) by 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 Compliance Report, Restrictive Practice Usage Report and Client Record of Restrictive Practice Usage Report.
- 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 usage 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 Compliance Report, Restrictive Practice Usage Report and Client Record of Restrictive Practice Usage Report.
- 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 Usage information.
- Can run Restrictive Practice Monthly Reporting Checklist, Restrictive Practice Compliance Report, Restrictive Practice Usage Report and Client Record of Restrictive Practice Usage Report.
- Can submit requests to the Department for changes to existing Service Users, Service outlet and Service Type Outlet information.

3. Types of Restrictive Practice usage Reporting

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

- Episodic Restrictive Practice Usage.
- Routine Restrictive Practice Usage.

Episodic Restrictive Practice usage refers to each instance of use of Restrictive Practice which is used in response to behaviour that causes 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 usage, which is consistently 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.

[Help](#) [Print](#) | [Logout](#)

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

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

Restrictive Practice Summary

Note: There have been changes to certain fields within the Restrictive Practices entry areas from October 2015. Please take the time to review these, which can be found [here](#).

Service User Details

BIS Client
 ID:
 First Name: Surname:
 Date of Birth: Gender:
 Date of Death:

Service Outlet Details

Service Outlet:

Monthly Summary - Episodic Restrictive Practice Usage

[Add Episodic Restrictive Practice Usage](#)

Restrictive Practice Type	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025

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

4. Main Menu

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Online Data Collection

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

Online Data Collection

What's new?
 Notifying the department of an Approval for restrictive practices - Important changes from 01 July 2... **Last updated:** 01/07/2019

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.

Internal Reports

- Standard Service Type Outlet and Service User list reports
- List of Online Data Collection users who accessed the reports

Bulk Import

- Upload files containing either Service User, Service Type Outlet, Service User Services Received and/or Service Type Outlet Quarterly data that are to be imported into the system.
- Search for status of the uploaded files' import process

Other Software Systems Import

- Upload files containing either Service User, Service Type Outlet, Service User Services Received and/or Service Type Outlet Quarterly data that are to be imported into the system.
- Search for status of the uploaded files' import process

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 Compliance Report;
 - Restrictive Practice Usage Report;
 - Client Record of Restrictive Practice Usage Report.

Bulk Import

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

5. Summary of Steps for Manual Data Entry

Step	Topic	Reference
1.	Search a Service User.	Step 1 Page 9
2.	Display Service Users Details.	Step 4 Page 10
3.	Selecting the Restrictive Practice Summary hyperlink to display the summary screen.	Page 11
4.	If reporting – Episodic Restrictive Practice Type: New Restrictive Practice Usage Existing Restrictive Practice Usage	 Page 13 Page 22
5.	If reporting – Routine Restrictive Practice Type: New Restrictive Practice Usage Existing Restrictive Practice Usage	 Page 26 Page 32
6.	Select add Usage and enter details for Usage and Save.	Page 23
7.	Repeat step 6 until all Usage for the Restrictive Practice Type has been entered for the Service User and Service Outlet for the month.	Page 23
8.	Return to Step 4 and repeat Steps 4 to 7 to add Usage for any other Types of Episodic Restrictive Practice used in the month.	Page 23 Page 24
9.	Return to Step 5 and repeat Steps 5 to 7 to add Usage for any other Types of Routine Restrictive Practice used in the month.	Page 23 Page 24
10.	Return to Step 1 and repeat Steps for next Service User.	Page 9
11.	Review Restrictive Practice Monthly Checklist to ensure reporting for all Service Outlets is complete.	Page 34
12.	Authorise Restrictive Practice reporting when all the data entries have been made. This is required to be completed by the Authorising Agency Officer.	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

Online Data Collection

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



Online Data Collection

What's new?

Notifying the department of an Approval for restrictive practices - Important changes from 01 July 2... **Last updated:** 01/07/2019

Administration

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

Initialisation

Setup for a first time user.

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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.

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.

[Help](#)

[Print](#) | [Logout](#)

Online Data Collection

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

[Online Data Collection](#) > [Service User](#)

Search Service User

Agency:

BIS Client Id: - OR NDIA Id:

OR

Surname:

First Name:

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:

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

Online Data Collection

- [+] [Administration](#)
- [Resources](#)
- [Service User](#)
- [-] [Restrictive Practice](#)
 - [Restrictive Practice Service User](#)
 - [Restrictive Practice Service Outlets](#)
- [+] [Reports](#)
- [+] [Internal Reports](#)
- [+] [Bulk Import](#)
- [+] [Other Software](#)
- [Systems Import](#)
- [What's new?](#)

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

Search Restrictive Practice Service User

Search for: Surname: test

[Search again](#)

Surname	First Name	NDIS ID	ID (formerly BIS ID)	DOB	Gender	Postcode	Agency
test							
test	test						
TEST							
Test	Test						
TEST 123	Test						

[Add new Restrictive Practice Service User](#)

Before adding a new Restrictive Practice Service User, please ensure you have searched by NDIS ID or by the name and confirmed they have not already been entered.

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.

Service User

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

[Online Data Collection](#) > [Service User](#) > Service User Details

Service User Details

Service User Details

Agency:		Primary Disability:	Intellectual
NDIS Id:		Indigenous Status:	Does not identify with specified groups
ID (formerly BIS ID):		Culturally and Linguistically Diversed:	No
First Name:	Test		
Surname:	TEST		
Date of Birth:			
Age:			
Gender:			
Service User Declaration Status:	Submitted		

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

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

Note: There have been changes to certain fields within the Restrictive Practices entry areas from October 2015. Please take the time to review these, which can be found [here](#).

Service User Details

BIS Client

ID:

First Name: Test

Surname: TEST

Date of Birth:

Gender:

Date of Death:

Service Outlet Details

Service Outlet:

Monthly Summary - Episodic Restrictive Practice Usage

[Add Episodic Restrictive Practice Usage](#)

Restrictive Practice Type	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	
Physical Restraint - Other - tech 1	0	0	0	0	0	0	0	Expire
Physical Restraint - Other - tech 2	0	0	0	0	0	0	0	Expire
Physical Restraint - Other - tech 3	0	0	0	0	0	0	0	Expire

Monthly Summary - Routine Restrictive Practice Usage

[Add Routine Restrictive Practice Usage](#)

No records found

When recording the first:

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

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

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

Note: There have been changes to certain fields within the Restrictive Practices entry areas from October 2015. Please take the time to review these, which can be found [here](#).

Service User Details

BIS Client

ID:

First Name: Test

Surname: TEST

Date of Birth:

Gender:

Date of Death:

Service Outlet Details

Service Outlet:

Monthly Summary - Episodic Restrictive Practice Usage

[Add Episodic Restrictive Practice Usage](#)

Restrictive Practice Type	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	
Physical Restraint - Other - tech 1	0	0	0	0	0	0	0	Expire
Physical Restraint - Other - tech 2	0	0	0	0	0	0	0	Expire
Physical Restraint - Other - tech 3	0	0	0	0	0	0	0	Expire

Monthly Summary - Routine Restrictive Practice Usage

[Add Routine Restrictive Practice Usage](#)

No records found

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 11.
- Add Usage to an existing Episodic Restrictive Practice Type go to: [Episodic Restrictive Practice - Add Usage To An Existing Restrictive Practice Type](#) on page 22.
- Add Usage to a new Routine Restrictive Practice Type go to: [Routine Restrictive Practice – Add a New Restrictive Practice Type](#) on page 26.
- Add Usage to an existing Routine Restrictive Practice Type go to: [Routine Restrictive Practice - Add Usage To An Existing Restrictive Practice Type](#) on page 32.

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

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

1. **Select** the Service Outlet where the Restrictive Practice usage occurred¹
2. **Select** the Add Episodic Restrictive Practice Usage hyperlink, to display the *Add Episodic Restrictive Practice Usage* page.

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

Note: There have been changes to certain fields within the Restrictive Practices entry areas from October 2015. Please take the time to review these, which can be found [here](#).

Service User Details

BIS Client

ID:

First Name: Test

Surname: TEST

Date of Birth:

Gender:

Date of Death:

Service Outlet Details

Service Outlet:

Monthly Summary - Episodic Restrictive Practice Usage

[Add Episodic Restrictive Practice Usage](#)

Restrictive Practice Type	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	
Physical Restraint - Other - tech 1	0	0	0	0	0	0	0	Expire
Physical Restraint - Other - tech 2	0	0	0	0	0	0	0	Expire
Physical Restraint - Other - tech 3	0	0	0	0	0	0	0	Expire

Monthly Summary - Routine Restrictive Practice Usage

[Add Routine Restrictive Practice Usage](#)

No records found

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

¹ In the cases of in-home respite or Community Access Supports, this would be the outlet where the staff providing the service are deployed / administered from. This must also be the same outlet number as submitted per the Form 6-4 Notification of Approval or Consent to the use of Restrictive Practices.

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.

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

Add Episodic Restrictive Practice Usage

Service User Details

BIS Client

ID:

First Name: Test

Surname: TEST

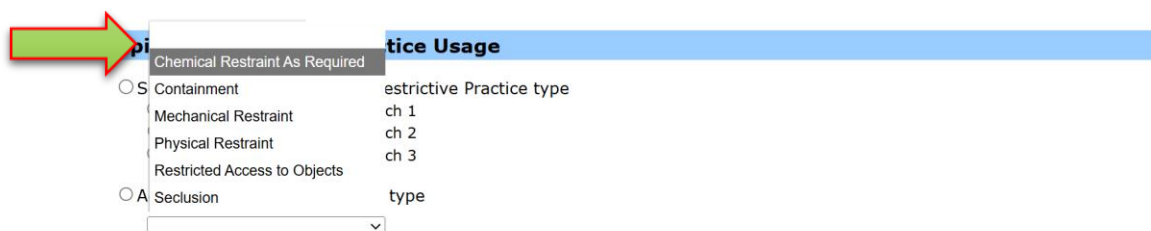
Date of Birth:

Gender:

Date of Death:

Service Outlet Details

Service Outlet:



Restrictive Practice Usage

☒ Chemical Restraint As Required

☐ Containment

☐ Mechanical Restraint

☐ Physical Restraint

☐ Restricted Access to Objects

☐ Seclusion

Restrictive Practice type

ch 1

ch 2

ch 3

type

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:

- Medication²
- Medication Amount
- Prescribed by

7. Select Add new instance of use hyperlink.

First Name: Test
Date of Birth:
Date of Death:

Surname: TEST

Gender:

Service Outlet Details

Service Outlet:

Episodic Restrictive Practice Usage

- ☐ Select a previously reported Restrictive Practice type
- ☐ Physical Restraint - Other - tech 1
 - ☐ Physical Restraint - Other - tech 2
 - ☐ Physical Restraint - Other - tech 3

- ☒ Add a new Restrictive Practice type

Chemical Restraint As Required ▾

Add Episodic Restrictive Practice Usage - Chemical Restraint Fixed Dose

Medication:*

Quetiapine ▾

If other, please specify:

Medication Amount:*

25 ▾ Milligrams (m ▾)

Prescribed by:*

Dr John Smith

[Add new instance of use](#)

Include deleted items ☐

Cancel

² This is the generic name of the medication.

8. Enter the following information:

- Date
- Time

9. Select from the drop list the following information:

- Primary Behaviour Posing Risk to Harm to Self or Others
- Injury – **only if the use of the restrictive practice resulted in an injury, not the behaviour of concern**

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.

Service Outlet Details

Service Outlet:

Episodic Restrictive Practice Usage

- ☐ Select a previously reported Restrictive Practice type
- ☐ Physical Restraint - Other - tech 1
 - ☐ Physical Restraint - Other - tech 2
 - ☐ Physical Restraint - Other - tech 3

- ☒ Add a new Restrictive Practice type

Chemical Restraint As Required ▾

Add Episodic Restrictive Practice Usage - Chemical Restraint Fixed Dose

Medication:*

Quetiapine ▾

If other, please specify:

Medication Amount:*

25

Milligrams (m ▾)

Prescribed by:*

Dr John Smith

Include deleted items ☐

Date	Time	Behaviour Posing Risk of Harm To Self Or Others	Injury	
10/07/2025	13:00	Unusual or Repetitive Habits ▾ If other, please specify:	Select from the list below if this RP usage resulted in injury Harm to client and others ▾	Save Cancel

[Cancel](#)**Tip:**

- Dates can be entered in the format dd/mm/yy
- Start Time is entered in the following format hhmm (note there is no “.”)
- End Time is entered in the following format hhmm (note there is no “.”)

Containment

Service Outlet Details

Service Outlet:

Episodic Restrictive Practice Usage

☐ Select a previously reported Restrictive Practice type

- ☐ Physical Restraint - Other - tech 1
- ☐ Physical Restraint - Other - tech 2
- ☐ Physical Restraint - Other - tech 3

☒ Add a new Restrictive Practice type

Containment

Add Episodic Restrictive Practice Usage - Containment

Include deleted items ☐

Start Date	Start Time	End Date	End Time	Location	Behaviour Posing Risk of Harm To Self Or Others	Injury	
10/07/2025	15:00	10/07/2025	15:15	Dining Room	Punching	Select from the list below if this RP usage resulted in injury Harm to others	Save Cancel
					If other, please specify:		

Cancel

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

- Start Date
- Start Time
- End Date
- End Time
- Location
- Primary Behaviour Posing Risk to Harm to Self Or Others
- Injury – **only if the use of the restrictive practice resulted in an injury, not the behaviour of concern**

Mechanical Restraint

Service Outlet Details

Service Outlet:

Episodic Restrictive Practice Usage

- ☐ Select a previously reported Restrictive Practice type
- ☐ Physical Restraint - Other - tech 1
 - ☐ Physical Restraint - Other - tech 2
 - ☐ Physical Restraint - Other - tech 3

☒ Add a new Restrictive Practice type

Mechanical Restraint

Add Episodic Restrictive Practice Usage - Mechanical Restraint

Device:*

Gloves / Mittens

If other, please specify:

Include deleted items ☐

Start Date	Start Time	End Date	End Time	Location	Behaviour Posing Risk of Harm To Self Or Others	Injury	
10/07/2025	15:15	10/07/2025	15:30	Bathroom / Toilet	Scratching	Select from the list below if this RP usage resulted in injury	Save Cancel
					If other, please specify:	Harm to client	

Cancel

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

- Device
- Start Date
- Start Time
- End Date
- End Time
- Location
- Primary Behaviour Posing Risk to Harm To Self Or Others
- Injury – **only if the use of the restrictive practice resulted in an injury, not the behaviour of concern**

Physical Restraint

Service Outlet Details

Service Outlet:

Episodic Restrictive Practice Usage

☐ Select a previously reported Restrictive Practice type

- ☐ Physical Restraint - Other - tech 1
- ☐ Physical Restraint - Other - tech 2
- ☐ Physical Restraint - Other - tech 3

☒ Add a new Restrictive Practice type

Physical Restraint

Add Episodic Restrictive Practice Usage - Physical Restraint

Physical Restraint Type:*

Physical Redirection

If other, please specify:

Include deleted items ☐

Start Date	Start Time	End Date	End Time	Location	Behaviour Posing Risk of Harm To Self Or Others	Injury	
10/07/2025	15:30	10/07/2025	15:31	Inside whole house	Scratching	Select from the list below if this RP usage resulted in injury	Save Cancel
					If other, please specify:	Harm to client and others	

Cancel

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

- Physical Restraint Type
- Start Date
- Start Time
- End Date
- End Time
- Location
- Primary Behaviour Posing Risk to Harm to Self Or Others
- Injury – **only if the use of the restrictive practice resulted in an injury, not the behaviour of concern**

Restricted Access to Objects (RATO)

Service Outlet Details

Service Outlet:

Episodic Restrictive Practice Usage

- ☐ Select a previously reported Restrictive Practice type
- ☐ Physical Restraint - Other - tech 1
 - ☐ Physical Restraint - Other - tech 2
 - ☐ Physical Restraint - Other - tech 3

- ☒ Add a new Restrictive Practice type

Restricted Access to Objects ▼

Add Episodic Restrictive Practice Usage - Restricted Access to Objects

Restricted Object/s:*

Kitchen utensils

Include deleted items ☐

Start Date	Start Time	End Date	End Time	Behaviour Posing Risk of Harm To Self Or Others	Injury
10/07/2025	15:35	10/07/2025	16:00	Use of weapons ▼	Select from the list below if this RP usage resulted in injury
				If other, please specify:	Harm to client ▼

Cancel

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

- Restricted Object/s – List the specific objects which are restricted
- Start Date
- Start Time
- End Date
- End Time
- Primary Behaviour Posing Risk to Harm To Self Or Others
- Injury – **only if the use of the restrictive practice resulted in an injury, not the behaviour of concern**

Seclusion

Service Outlet Details

Service Outlet:

Episodic Restrictive Practice Usage

- ☐ Select a previously reported Restrictive Practice type
- ☐ Physical Restraint - Other - tech 1
 - ☐ Physical Restraint - Other - tech 2
 - ☐ Physical Restraint - Other - tech 3

- ☒ Add a new Restrictive Practice type

Seclusion

Add Episodic Restrictive Practice Usage - Seclusion

Include deleted items ☐

Start Date	Start Time	End Date	End Time	Location	Behaviour Posing Risk of Harm To Self Or Others	Injury
10/07/2025	16:00	10/07/2025	16:15	Bedroom	Throwing objects	Select from the list below if this RP usage resulted in injury Harm to client and others

Cancel

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

- Start Date
- Start Time
- End Date
- End Time
- Location
- Primary Behaviour Posing Risk to Harm To Self Or Others
- Injury – **only if the use of the restrictive practice resulted in an injury, not the behaviour of concern**

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.

Service User Details

BIS Client ID:

First Name: Test

Surname: TEST

Date of Birth:

Gender:

Date of Death:

Service Outlet Details

Service Outlet:

Monthly Summary - Episodic Restrictive Practice Usage

[Add Episodic Restrictive Practice Usage](#)

Restrictive Practice Type	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	
Physical Restraint - Other - tech 1	0	0	0	0	0	0	0	Expire
Physical Restraint - Other - tech 2	0	0	0	0	0	0	0	Expire
Physical Restraint - Other - tech 3	0	0	0	0	0	0	0	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 Physical Restraint is selected, the details will change for each different Restrictive Practice Type. Refer to pages 17 to 21 for details.

Service Outlet Details

Service Outlet:

Episodic Restrictive Practice Usage

☒ Select a previously reported Restrictive Practice type

- ☒ Physical Restraint - Other - tech 1
- ☐ Physical Restraint - Other - tech 2
- ☐ Physical Restraint - Other - tech 3

☐ Add a new Restrictive Practice type

Add Episodic Restrictive Practice Usage - Physical Restraint

Physical Restraint Type: tech 1

[Add new instance of use](#)

Include deleted items ☐

1

Start Date	Start Time	End Date	End Time	Location	Behaviour Posing Risk of Harm To Self Or Others	Injury	
03 Jan 2022	00:56	04 Jan 2022	01:01	Community	Hitting		Delete
02 Jan 2022	01:06	02 Jan 2022	01:07	Community	Hitting		Delete
01 Jan 2022	01:00	01 Jan 2022	01:02	Community	Hitting		Delete

1

Cancel

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

- Start Date
- Start Time
- Primary Behaviour Posing Risk of Harm to Self or Others
- Injury – **only if the use of the restrictive practice resulted in an injury, not the behaviour of concern.**

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.

Service Outlet Details

Service Outlet:

Episodic Restrictive Practice Usage

☒ Select a previously reported Restrictive Practice type

- ☒ Physical Restraint - Other - tech 1
- ☐ Physical Restraint - Other - tech 2
- ☐ Physical Restraint - Other - tech 3

☐ Add a new Restrictive Practice type

Add Episodic Restrictive Practice Usage - Physical Restraint

Physical Restraint Type: tech 1

Include deleted items ☐

1							
Start Date	Start Time	End Date	End Time	Location	Behaviour Posing Risk of Harm To Self Or Others	Injury	
09/07/2022	16:30	09/07/2022	16:31	Kitchen	Punching	Select from the list below if this RP usage resulted in injury Harm to others	Save Cancel
					If other, please specify:		
03 Jan 2022	00:56	04 Jan 2022	01:01	Community	Hitting		Delete
02 Jan 2022	01:06	02 Jan 2022	01:07	Community	Hitting		Delete
01 Jan 2022	01:00	01 Jan 2022	01:02	Community	Hitting		Delete
1							

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

Service Outlet Details

Service Outlet:

Episodic Restrictive Practice Usage

☒ Select a previously reported Restrictive Practice type

- ☒ Physical Restraint - Other - tech 1
- ☐ Physical Restraint - Other - tech 2
- ☐ Physical Restraint - Other - tech 3

☐ Add a new Restrictive Practice type


Add Episodic Restrictive Practice Usage - Physical Restraint

Physical Restraint Type: tech 1

[Add new instance of use](#)

Include deleted items ☐

1



Start Date	Start Time	End Date	End Time	Location	Behaviour Posing Risk of Harm To Self Or Others	Injury	
09 Jul 2022	16:30	09 Jul 2022	16:31	Kitchen	Punching	Harm to others	Delete
03 Jan 2022	00:56	04 Jan 2022	01:01	Community	Hitting		Delete
02 Jan 2022	01:06	02 Jan 2022	01:07	Community	Hitting		Delete
01 Jan 2022	01:00	01 Jan 2022	01:02	Community	Hitting		Delete

1


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 occurred³.
2. **Select** the Add Routine Restrictive Practice Usage hyperlink to display the *Add Routine Restrictive Practice Usage* page.

Service Outlet Details

 Service Outlet:

Monthly Summary - Episodic Restrictive Practice Usage

[Add Episodic Restrictive Practice Usage](#)

Restrictive Practice Type	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	
Physical Restraint - Other - tech 1	0	0	0	0	0	0	0	Expire
Physical Restraint - Other - tech 2	0	0	0	0	0	0	0	Expire
Physical Restraint - Other - tech 3	0	0	0	0	0	0	0	Expire

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.

³ In the cases of in-home respite or Community Access Supports, this would be the outlet where the staff providing the service are deployed / administered from. This must also be the same outlet number as submitted per the Form 6-4 Notification of Approval or Consent to the use of Restrictive Practices.

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.

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

Service User Details

BIS Client ID:

First Name: Test

Surname: TEST

Date of Birth:

Gender:

Date of Death:

Service Outlet Details

Service Outlet:

Routine Restrictive Practice Usage

☒ Add a new Restrictive Practice type

Chemical Restraint Fixed Dose ▾

Add

Chemical Restraint Fixed Dose

Practice Usage - Chemical Restraint Fixed Dose

Med | Containment

☐ Mechanical Restraint

Med | Restricted Access to Objects

If other, please specify:

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

6. Enter the following information:

- Medication⁴
- Medication Amount
- Medication Frequency
- Prescribed by
- Start Date
- End Date
- Primary Behaviour Posing Risk to Harm To Self Or Others
- Injury – **only if the use of the restrictive practice resulted in an injury, not the behaviour of concern**

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 (Page 32). 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: *
 Quetiapine ▾ If other, please specify:

Medication Amount: *
 25 Milligrams (m ▾)

Medication Frequency: *
 1 times per: Day ▾

Prescribed by: *
 Dr John Smith

Start Date: *
 07/07/2025

End Date: *
 07/07/2026

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

Injury:
 Select from the list below if this RP usage resulted in injury
 Harm to client and others ▾

Tip:

- Dates can be entered in the following format dd/mm/yy
- Start Time is entered in the following format hhmm (note there is no “.”)
- End Time is entered in the following format hhmm (note there is no “.”)

⁴ This is the generic name of the medication.

Containment

Service Outlet Details

Service Outlet:

Routine Restrictive Practice Usage

☒ Add a new Restrictive Practice type

Containment

Add Routine Restrictive Practice Usage - Containment

Location:*

Inside whole house

Start Date:*

08/07/2025

End Date:*

08/07/2025

Total use in typical 24-hour period:*

1 hours

Behaviour Posing Risk of Harm To Self Or Others:*

Hitting

If other, please specify:

Injury:

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

Harm to client and others

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
- Primary Behaviour Posing Risk to Harm To Self Or Others
- Injury – **only if the use of the restrictive practice resulted in an injury, not the behaviour of concern.**

Mechanical Restraint

Service Outlet Details

Service Outlet:

Routine Restrictive Practice Usage

☒ Add a new Restrictive Practice type

Mechanical Restraint

Add Routine Restrictive Practice Usage - Mechanical Restraint

Device:*

Gloves / Mittens

If other, please specify:

Location:*

Bathroom / Toilet

Start Date:*

10/07/2025

End Date:*

10/07/2025

Total use in typical 24-hour period:*

1 hours

Behaviour Posing Risk of Harm To Self Or Others:*

Scratching

If other, please specify:

Injury:

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

Harm to client

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
- Primary Behaviour Posing Risk to Harm to Self or Others
- Injury – **only if the use of the restrictive practice resulted in an injury, not the behaviour of concern.**

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:*

Kitchen utensils

Start Date:*

10/07/2025

End Date:*

10/07/2025

Total use in typical 24-hour period:*

1 hours

Behaviour Posing Risk of Harm To Self Or Others:*

Use of weapons

If other, please specify:

Injury:

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

Harm to client

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
- Primary Behaviour Posing Risk to Harm To Self Or Others
- Injury – **only if the use of the restrictive practice resulted in an injury, not the behaviour of concern.**

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.

Service Outlet Details

Service Outlet:

Monthly Summary - Episodic Restrictive Practice Usage

[Add Episodic Restrictive Practice Usage](#)

Restrictive Practice Type	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	
Physical Restraint - Other - tech 1	0	0	0	0	0	0	0	Expire
Physical Restraint - Other - tech 2	0	0	0	0	0	0	0	Expire
Physical Restraint - Other - tech 3	0	0	0	0	0	0	0	Expire

Monthly Summary - Routine Restrictive Practice Usage

[Add Routine Restrictive Practice Usage](#)

Restrictive Practice Type	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	
Mechanical Restraint - Gloves / Mittens							✓	Expire

3. **Choose** Select a previously reported Restrictive Practice type.

Note: In this example the previously reported Mechanical Restraint is selected the details will change for each different Restrictive Practice Type. Refer to pages 26 to 31 for details.

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

- Start Date
- End Date
- Primary Behaviour Posing Risk to Harm to Self or Others
- Injury – **only if the use of the restrictive practice resulted in an injury, not the behaviour of concern.**

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.

Routine Restrictive Practice Usage

- ☒ Select a previously reported Restrictive Practice type
- ☒ Mechanical Restraint - Gloves / Mittens

- ☐ Add a new Restrictive Practice type

Add Routine Restrictive Practice Usage - Mechanical Restraint

Device: Gloves / Mittens

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

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

Service Outlet Details

Service Outlet:

Routine Restrictive Practice Usage

Reporting Year:*

2025

Reporting Month:*

Jul

[Add Routine Restrictive Practice Usage](#)

Include deleted items ☐

Start Date	End Date	Restrictive Practice Used	Location	Total use in typical 24-hour period	Behaviour Posing Risk or Harm To Self Or Other	Injury	
08 Jul 2025	08 Jul 2025	Mechanical Restraint - Gloves / Mittens	Kitchen	1	Scratching	Harm to client	Delete
07 Jul 2025	07 Jul 2025	Mechanical Restraint - Gloves / Mittens	Bathroom / Toilet	1	Scratching	Harm to client	Delete

Tip:

- To view (or add to) other months / years reporting, change the dropdown values. The screen will automatically refresh, showing any entries which have been made for this combination.

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.

The processing of the *Form 6-4 Notification of Approval or Consent for the use of restrictive practices* is a priority. If you are continuing to receive this message, please contact the region where the Form 6-4 was sent.

Service Outlet Details

Service Outlet:



Monthly Summary - Episodic Restrictive Practice Usage

[Add Episodic Restrictive Practice Usage](#)

Restrictive Practice Type	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	
Chemical Restraint As Required - Quetiapine 25 milligrams (mg) (Dr John Smith)	0	0	0	0	0	0	1	Expire
Physical Restraint - Other - tech 1	0	0	0	0	0	0	0	Expire
Physical Restraint - Other - tech 2	0	0	0	0	0	0	0	Expire
Physical Restraint - Other - tech 3	0	0	0	0	0	0	0	Expire

Monthly Summary - Routine Restrictive Practice Usage

[Add Routine Restrictive Practice Usage](#)

Restrictive Practice Type	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	
Mechanical Restraint - Gloves / Mittens							✓	Expire
Restricted Access to Objects - Kitchen Utensils							✓	Expire

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 (Jul 2025) the Usage recorded will be displayed with detail of the Restrictive Practice Usage for the selected month.

Monthly Summary - Routine Restrictive Practice Usage

[Add Routine Restrictive Practice Usage](#)

Restrictive Practice Type	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	
Mechanical Restraint - Gloves / Mittens							✓	Expire
Restricted Access to Objects - Kitchen Utensils							✓	Expire



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.

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.

Monthly Summary - Episodic Restrictive Practice Usage

[Add Episodic Restrictive Practice Usage](#)

Restrictive Practice Type	Jan 2025	Feb 2025	Mar 2025	Apr 2025	May 2025	Jun 2025	Jul 2025	
Chemical Restraint As Required - Quetiapine 25 milligrams (mg) (Dr John Smith)	0	0	0	0	0	0	1	Un-expire
Physical Restraint - Other - tech 1	0	0	0	0	0	0	0	Expire
Physical Restraint - Other - tech 2	0	0	0	0	0	0	0	Expire
Physical Restraint - Other - tech 3	0	0	0	0	0	0	0	Expire



The Restrictive Practice Type 'Chemical Restraint as Required' displays in the following example as being expired with an [Un-expire](#) hyperlink.

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.

Episodic Restrictive Practice Usage

- ☒ Select a previously reported Restrictive Practice type
- ☒ Chemical Restraint As Required - Quetiapine 25 milligrams (mg) (Dr John Smith)
 - ☐ Physical Restraint - Other - tech 1
 - ☐ Physical Restraint - Other - tech 2
 - ☐ Physical Restraint - Other - tech 3

☐ Add a new Restrictive Practice type

Add Episodic Restrictive Practice Usage - Chemical Restraint Fixed Dose

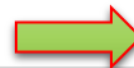
Medication:*

If other, please specify:

Medication Amount:*

Prescribed by:*

[Add new instance of use](#)



Include deleted items ☐

1				
Date	Time	Behaviour Posing Risk of Harm To Self Or Others	Injury	
07 Jul 2025	13:00	Unusual or Repetitive Habits	Harm to client	Delete
1				

Tip:

- Where you can expire a Restrictive Practice Type, (to then un-expire it as required later on), instances of use can only be deleted. Once deleted, they cannot be restored (un-deleted) and if the entry is required, it must be re-entered.

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.

12. Reports

The following reports are available within ODC:

Restrictive Practice Monthly Checklist

The monthly reporting checklist provides 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 recorded any instances of use. The system will prompt the user to enter the Restrictive Practice Usage information.

Client Record of Restrictive Practice Usage Report

For evidence of reporting Restrictive Practice Usage, this report will allow a Service Provider to generate and export a PDF report showing 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 are able to generate and extract data on Restrictive Practice Usage to utilise for their own reporting requirements.

Compliance Report

The Restrictive Practice Compliance Report is provided to allow Service Providers the ability to monitor their own compliance around the reporting and recording of usage of restrictive practices. (refer to USER GUIDE – Compliance Report for more information)

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.