

# **USER GUIDE**

## **REPORTING**

### **RESTRICTIVE PRACTICE INFORMATION**

#### **USING**

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

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

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

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Date: March 2018

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## 1. About This Package

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

### Help Available

Publications and Resources:

<http://www.communities.qld.gov.au/disability/key-projects/positive-behaviour-support/publications-and-resources>

Email help: enquiries\_DSA\_RP@communities.qld.gov.au

Phone help: 1800 902 006\*

\* Calls from mobile phones are charged at applicable rates.

### Notify the Department of Changes to the Service User Details

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

### Monthly Reporting Timeline

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

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

### Authorising Agency Officer

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

### Data Entry Operator

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

### 3. Types Of Restrictive Practice Reporting

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

- Episodic Restrictive Practice Usage
- Routine Restrictive Practice Usage.

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

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

Examples of reporting Routine Restrictive Practice Usage:

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

The screenshot displays the 'Restrictive Practice Summary' page for a service user. It includes the following sections:

- Service User Details:** BIS Client ID: 0001-1355, First Name: Elizabeth, Date of Birth: 18 Mar 1995, Surname: So, Gender: Female.
- Service Outlet Details:** Service Outlet: 559568 - Queensland - Support Service.
- Monthly Summary - Episodic Restrictive Practice Usage:** A table showing usage for various restrictive practice types from June to December 2014. One instance of 'Chemical Restraint As Required - Olanzapine .75 millilitres (ml) (doc)' is recorded in July 2014.
- Monthly Summary - Routine Restrictive Practice Usage:** A table showing usage for various restrictive practice types from June to December 2014. One instance of 'Chemical Restraint Fixed Dose - Insulin Aspart .5 milligrams (mg), 3 per day (doc)' is recorded in September 2014.

At the bottom, it notes: 'Last updated: Monday 08 December, 2014' and 'Application Version: 2.8.3456'.

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

## 4. Main Menu

The screenshot shows the 'Online Data Collection' main menu. The left-hand navigation menu includes: Home, Online Data Collection, Administration, Resources, Service User, Reports, Bulk Import, and Other Software Systems Import. The main content area is titled 'Online Data Collection' and contains the following sections:

- 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
  - 'Data dump' 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

Page footer: Last updated: Thursday 27 November, 2014. Application Version: 2.8.5444. Copyright | Disclaimer | Privacy | Access keys | Other languages. © The State of Queensland 2006. Queensland Government Gateway.

On the main menu on the *Online Data Collection* page the three sub-menus utilised for Restrictive Practice information are:

### Service User

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

### Reports

- Authorisation for release of final data for use in the monthly Restrictive Practice collection.
- Links for:
  - Restrictive Practice Monthly Reporting Checklist;
  - Restrictive Practice Usage Report;
  - Client Record of Restrictive Practice Usage.

### Bulk Import

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

## 5. Summary of Steps for Manual Data Entry

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

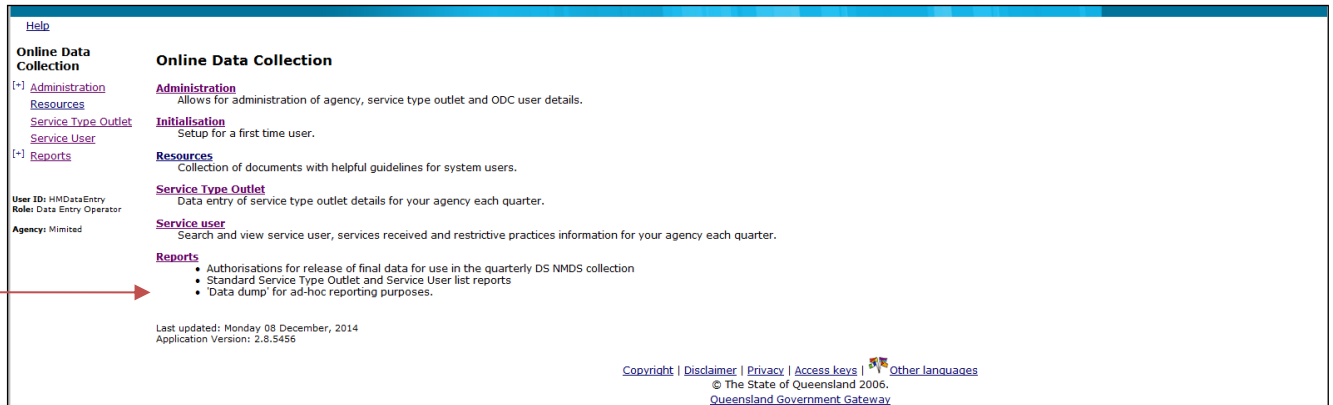


## 6. Search a Service User and Display Service User Details

### Search Service User

From the *Online Data Collection* page:

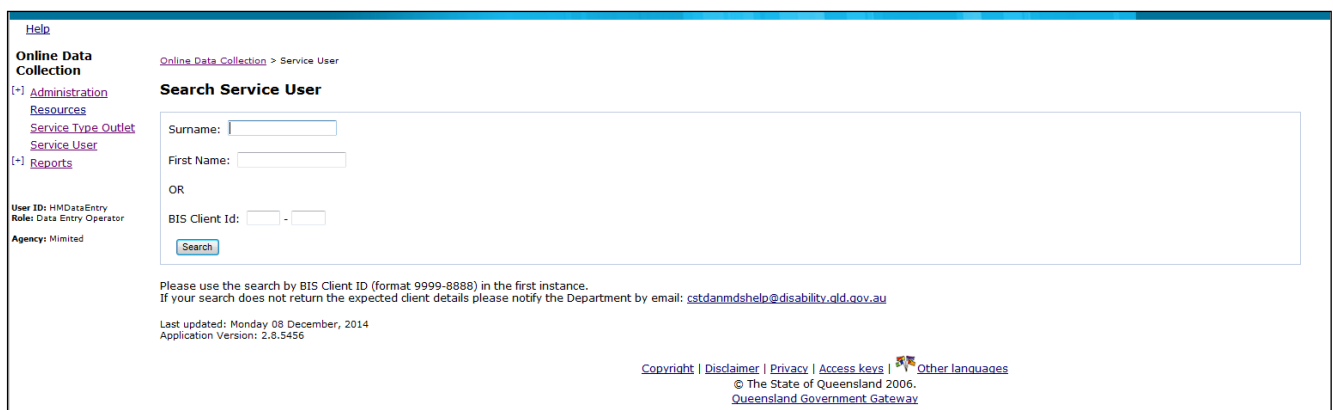
#### 1. Select Service User



The screenshot shows the 'Online Data Collection' page. On the left, there is a navigation menu with links for Administration, Resources, Service Type Outlet, Service User, and Reports. The 'Service User' link is highlighted with a red arrow. The main content area lists various sections: 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), and Reports (Authorisations for release of final data for use in the quarterly DS NMDS collection, Standard Service Type Outlet and Service User list reports, Data dump for ad-hoc reporting purposes). At the bottom, there is a footer with copyright information and a link to the Queensland Government Gateway.

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.



The screenshot shows the 'Search Service User' page. It features a search form with three input fields: Surname, First Name, and BIS Client Id. Below the fields is a 'Search' button. The page also includes a breadcrumb trail 'Online Data Collection > Service User', a left navigation menu, and a footer with copyright information and a link to the Queensland Government Gateway.

#### Tip:

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

## 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.

The screenshot shows the 'Search Service User' interface. On the left, there is a navigation menu with 'Online Data Collection' expanded. The main content area shows search results for 'User'. A table lists search results with columns: Surname, First Name, BIS Client Id, DOB, Gender, Post Code, Services Received, and Status. The first result is 'User' with First Name 'Test', BIS Client Id '0203-4189', DOB '06 Jul 1989', Gender 'MALE', Post Code '4887', Services Received 'Services Received', and Status 'Active'. A red arrow points from the 'User' link in the table to the 'Service User Details' page. Another red arrow points from the 'Search again' link in the navigation menu to the 'Search again' text in the search results area.

**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.

The screenshot shows the 'Service User Details' page. On the left, there is a navigation menu with 'Service User' expanded. The main content area shows 'Service User Details' for 'User'. A red arrow points from the 'Restrictive Practice Summary' link in the left-hand menu to the 'Restrictive Practice Summary' text in the main content area.

Surname	First Name	BIS Client Id	DOB	Gender	Post Code	Services Received	Status
User	Test	0203-4189	06 Jul 1989	MALE	4887	Services Received	Active

## Display Restrictive Practice Summary

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

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

## Adding New Restrictive Practice Usage for a Service User

The screenshot displays the 'Restrictive Practice Summary' page for a service user. The page is titled 'Restrictive Practice Summary' and includes a breadcrumb trail: 'Online Data Collection > Service User > Restrictive Practice Summary'. The page is divided into several sections:

- Service User Details:** Displays personal information for the service user:
 

BIS Client ID:	0203-4189	Surname:	User
First Name:	Test	Gender:	Male
Date of Birth:	06 Jul 1989		
- Service Outlet Details:** Includes a dropdown menu for 'Service Outlet' with the selected value '999999 - Test Service Outlet Placeholder'.
- Monthly Summary - Episodic Restrictive Practice Usage:** Contains a link 'Add Episodic Restrictive Practice Usage' and the text 'No records found'.
- Monthly Summary - Routine Restrictive Practice Usage:** Contains a link 'Add Routine Restrictive Practice Usage' and the text 'No records found'.

At the bottom of the page, it states: 'Last updated: Monday 24 November, 2014' and 'Application Version: 2.8.5441'.

When Recording the first:

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

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

Help

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

[-] [Service User](#)

[Service User Details](#)

[Restrictive Practice Summary](#)

[Return](#)

### Restrictive Practice Summary

#### Service User Details

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

Surname: User  
 Gender: Male

#### Service Outlet Details

Service Outlet: 999999 - Test Service Outlet Placeholder

#### Monthly Summary - Episodic Restrictive Practice Usage

[Add Episodic Restrictive Practice Usage](#)

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

#### Monthly Summary - Routine Restrictive Practice Usage

[Add Routine Restrictive Practice Usage](#)

Restrictive Practice Type	Jun 2014	Jul 2014	Aug 2014	Sep 2014	Oct 2014	Nov 2014	Dec 2014	
Mechanical Restraint - Gloves / Mittens						✓		<a href="#">Expire</a>

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

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

If Usage has previously been recorded the options available are:

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

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

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

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

The screenshot displays the 'Restrictive Practice Summary' page for a service user. The page is divided into several sections:

- Service User Details:** Displays personal information such as BIS Client ID (0203-4189), First Name (Test), Date of Birth (06 Jul 1989), Surname (User), and Gender (Male).
- Service Outlet Details:** Features a dropdown menu for selecting a service outlet, currently showing '999999 - Test Service Outlet Placeholder'. A red arrow points to this dropdown.
- Monthly Summary - Episodic Restrictive Practice Usage:** Includes a link 'Add Episodic Restrictive Practice Usage' and the text 'No records found'. A red arrow points to this link.
- Monthly Summary - Routine Restrictive Practice Usage:** Includes a link 'Add Routine Restrictive Practice Usage' and the text 'No records found'.

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

## Chemical Restraint As Required

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

Help

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

Service User Details

**Add Episodic Restrictive Practice Usage**

**Service User Details**

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

**Service Outlet Details**

Service Outlet: 999999 - Test Service Outlet Placeholder

**Episodic Restrictive Practice Usage**

Add a new Restrictive Practice type

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

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

6. Enter the following information:

- Medication
- Medication Amount
- Prescribed by

7. Select Add new instance of use hyperlink.

Help

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

[Service User](#)

[Service User Details](#)

[Restrictive Practice Summary](#)

[Return](#)

### Add Episodic Restrictive Practice Usage

#### Service User Details

BIS Client ID: 0203-4189

First Name: Test Surname: User

Date of Birth: 06 Jul 1989 Gender: Male

#### Service Outlet Details

Service Outlet: 999999 - Test Service Outlet Placeholder

#### Episodic Restrictive Practice Usage

Add a new Restrictive Practice type

Chemical Restraint As Required

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

Medication:\*  
 Quetiapine  If other, please specify:

Medication Amount:\*  
 25  Milligrams (m)

Prescribed by:\*  
 Doctor Smith

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

8. Enter the following information:

- Date
- Time

9. Select from the drop list the following information:

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

10. Select Save.

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

Help

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

Service User Details

**Add Episodic Restrictive Practice Usage**

**Service User Details**

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

**Service Outlet Details**

Service Outlet: 999999 - Test Service Outlet Placeholder

**Episodic Restrictive Practice Usage**

Add a new Restrictive Practice type  
 Chemical Restraint As Required

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

Medication: \*  
 Quetiapine  If other, please specify:

Medication Amount: \*  
 25  Milligrams (m)

Prescribed by: \*  
 Doctor Smith

Include deleted items

Date	Time	Behaviour Posing Risk of Harm To Self Or Others	Injury	
<input type="text" value="24/11/2014"/>	<input type="text" value="9:00"/>	Unusual or Repetitive Habits	Select from the list below if this RP usage resulted in injury Harm to self and others	<a href="#">Save</a> <a href="#">Cancel</a>

**Tip:**

- Dates are entered in the following format dd/mm/yy
- Start Time is entered in the following format hhmm
- End Time is entered in the following format hhmm
- Total use in typical 24-hour period is entered in the following format hh.mm (For example 14.00 for 14 Hours. The value cannot be greater than 24.00.)



## Containment

[Help](#)

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

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

### Add Episodic Restrictive Practice Usage

**Service User Details**

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

**Service Outlet Details**

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

**Episodic Restrictive Practice Usage**

Add a new Restrictive Practice type  
 Containment

**Add Episodic Restrictive Practice Usage - Containment**

Include deleted items

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

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

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[Queensland Government Gateway](#)

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

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

## Mechanical Restraint

[Help](#)

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

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

### Add Episodic Restrictive Practice Usage

**Service User Details**

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

**Service Outlet Details**

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

**Episodic Restrictive Practice Usage**

Add a new Restrictive Practice type  
 Mechanical Restraint

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

**Device:\***  
 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	
24/11/2014	9:00	24/11/2014	11:00	Lounge If other, please specify: <input type="text"/>	Scratching	Select from the list below if this RP usage resulted in injury Harm to self	<a href="#">Save</a> <a href="#">Cancel</a>

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 Application Version: 2.8.5441

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

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

## Physical Restraint

[Help](#)

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

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

### Add Episodic Restrictive Practice Usage

**Service User Details**

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

**Service Outlet Details**

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

**Episodic Restrictive Practice Usage**

Add a new Restrictive Practice type  
 Physical Restraint

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

Physical Restraint Type: \*  
 Two hands  If other, please specify:

Include deleted items

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

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 Application Version: 2.8.5441

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

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

## Restricted Access to Objects

[Help](#)

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

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

### Add Episodic Restrictive Practice Usage

**Service User Details**

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

**Service Outlet Details**

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

**Episodic Restrictive Practice Usage**

Add a new Restrictive Practice type  
 Restrictive Access to Objects

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

Restricted Object/s:\*

Include deleted items

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

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

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

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

## Seclusion

[Help](#)

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

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

### Add Episodic Restrictive Practice Usage

**Service User Details**

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

**Service Outlet Details**

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

**Episodic Restrictive Practice Usage**

Add a new Restrictive Practice type  
 Seclusion

**Add Episodic Restrictive Practice Usage - Seclusion**

Include deleted items

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

[Cancel](#)

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

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

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

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

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

The screenshot displays the 'Restrictive Practice Summary' page for a service user. The page is divided into several sections:

- Service User Details:** Displays fields for BIS Client ID (0203-4189), First Name (Test), Date of Birth (06 Jul 1989), Surname (User), and Gender (Male).
- Service Outlet Details:** Shows a dropdown menu for 'Service Outlet' with the selected value '999999 - Test Service Outlet Placeholder'. A red arrow points to this dropdown.
- Monthly Summary - Episodic Restrictive Practice Usage:** Contains a link 'Add Episodic Restrictive Practice Usage' (indicated by a red arrow) and a table of usage data.
- Monthly Summary - Routine Restrictive Practice Usage:** Shows a link 'Add Routine Restrictive Practice Usage' and the message 'No records found'.

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

3. **Choose** Select a previously reported Restrictive Practice type and select the relevant Restrictive Practice Type from the list.
4. **Select** Add new instance of use hyperlink.

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

[Help](#)

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

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

### Add Episodic Restrictive Practice Usage

**Service User Details**

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

**Service Outlet Details**

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

**Episodic Restrictive Practice Usage**

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

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

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

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

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

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

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

6. Select **Save**.

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

Help

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

Service User

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

### Add Episodic Restrictive Practice Usage

**Service User Details**

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

**Service Outlet Details**

Service Outlet: 999999 - Test Service Outlet Placeholder

**Episodic Restrictive Practice Usage**

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

Add a new Restrictive Practice type

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

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

Include deleted items

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

[Cancel](#)



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

[Help](#)

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

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

### Episodic Restrictive Practice Usage

**Service User Details**

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

**Service Outlet Details**

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

**Episodic Restrictive Practice Usage**

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

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

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

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

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

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

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

The screenshot displays the 'Restrictive Practice Summary' page for a service user. The page is structured as follows:

- Service User Details:**
  - BIS Client ID: 0082-5600
  - First Name: Ruth
  - Date of Birth: 05 Apr 1970
  - Surname: Tester
  - Gender: Female
- Service Outlet Details:**
  - Service Outlet: 550235 - Learning and Lifestyle
- Monthly Summary - Episodic Restrictive Practice Usage:**
  - [Add Episodic Restrictive Practice Usage](#)
  - No records found
- Monthly Summary - Routine Restrictive Practice Usage:**
  - [Add Routine Restrictive Practice Usage](#)
  - No records found

Red arrows in the original image point to the 'Service Outlet' field and the 'Add Routine Restrictive Practice Usage' link.

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

## Chemical Restraint Fixed Dose

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

Help

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

Service User Details **Add Routine Restrictive Practice Usage**

Restrictive Practice Summary

Return

**Service User Details**

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

**Service Outlet Details**

Service Outlet: 550235 - Learning and Lifestyle

**Routine Restrictive Practice Usage**

Add a new Restrictive Practice type

Chemical Restraint Fixed Dose  
 Containment  
 Mechanical Restraint  
 Restrictive Access to Objects

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

6. **Enter** the following information:

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

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

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

Help

Service User

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

Service User Details

**Add Routine Restrictive Practice Usage**

**Service User Details**

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

**Service Outlet Details**

Service Outlet: 550235 - Learning and Lifestyle

**Routine Restrictive Practice Usage**

Add a new Restrictive Practice type  
 Chemical Restraint Fixed Dose

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

Medication:\*  
 Oxazepam      If other, please specify:

Medication Amount:\*  
 2      Milligrams (mg)

Medication Frequency:\*  
 1      times per:      Day

Prescribed by:\*  
 Doctor Smith

Start Date:\*  
 01/11/2014

End Date:\*  
 08/11/2014

Behaviour Posing Risk of Harm To Self Or Others:

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

**Tip:**

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

## Containment

Help

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

Service User

[Service User Details](#)

[Restrictive Practice Summary](#)

[Return](#)

### Add Routine Restrictive Practice Usage

#### Service User Details

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

#### Service Outlet Details

Service Outlet: 555015 - Accommodation Support

#### Routine Restrictive Practice Usage

Add a new Restrictive Practice type  
 Containment

#### Add Routine Restrictive Practice Usage - Containment

Location:\*  If other, please specify:

Start Date:\*

End Date:\*

Total use in typical 24-hour period:\*

Behaviour Posing Risk of Harm To Self Or Others:

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

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

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

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

## Mechanical Restraint

Help

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

Service User

Service User Details

Restrictive Practice Summary

Return

### Add Routine Restrictive Practice Usage

#### Service User Details

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

#### Service Outlet Details

Service Outlet: 555015 - Accommodation Support

#### Routine Restrictive Practice Usage

Add a new Restrictive Practice type  
 Mechanical Restraint

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

Device:\*  If other, please specify:

Location:\*  If other, please specify:

Start Date:\*

End Date:\*

Total use in typical 24-hour period:\*

Behaviour Posing Risk of Harm To Self Or Others:

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

Last updated: Monday 24 November, 2014

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

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

## Restricted Access to Objects

Help

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

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

### Add Routine Restrictive Practice Usage

#### Service User Details

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

#### Service Outlet Details

Service Outlet: 555015 - Accommodation Support

#### Routine Restrictive Practice Usage

Add a new Restrictive Practice type  
 Restrictive Access to Objects

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

Restricted Object/s:\*

Start Date:\*

End Date:\*

Total use in typical 24-hour period:\*

Behaviour Posing Risk of Harm To Self Or Others:

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

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

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

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

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

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

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

The screenshot shows the 'Restrictive Practice Summary' page for a service user. The page is divided into several sections:

- Service User Details:** Displays personal information for the service user, including BIS Client ID (0082-5600), First Name (Ruth), Date of Birth (05 Apr 1970), Surname (Tester), and Gender (Female).
- Service Outlet Details:** A dropdown menu is shown with '550235 - Learning and Lifestyle' selected. A red arrow points to this dropdown.
- Monthly Summary - Episodic Restrictive Practice Usage:** A section with a link to 'Add Episodic Restrictive Practice Usage' and the text 'No records found'.
- Monthly Summary - Routine Restrictive Practice Usage:** A section with a link to 'Add Routine Restrictive Practice Usage'. Below this link is a table for recording usage.

Restrictive Practice Type	May 2014	Jun 2014	Jul 2014	Aug 2014	Sep 2014	Oct 2014	Nov 2014	
Chemical Restraint Fixed Dose - Oxazepam 2 milligrams (mg), 1 per day (Doctor Smith)							✓	Expire

At the bottom of the page, there is a footer with the text: 'Last updated: Monday 24 November, 2014', 'Application Version: 2.8.5441', and copyright information for the State of Queensland 2006.



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

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

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

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

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

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

Help

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

Service User Details

**Add Routine Restrictive Practice Usage**

**Service User Details**

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

**Service Outlet Details**

Service Outlet: 550235 - Learning and Lifestyle

**Routine Restrictive Practice Usage**

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

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

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

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

Start Date:\*  
 17/11/2014

End Date:\*  
 30/11/2014

Behaviour Posing Risk of Harm To Self Or Others:

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

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

[Help](#)

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

[Service User](#)

[Service User Details](#) **Routine Restrictive Practice Usage**

[Restrictive Practice Summary](#)

[Return](#)

**Service User Details**

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

**Service Outlet Details**

Service Outlet: 550235 - Learning and Lifestyle

**Routine Restrictive Practice Usage**

Reporting Year: 2014  
 Reporting Month: Nov

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

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

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

# 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 screenshot shows the 'Restrictive Practice Summary' page for a service user. A red box highlights a warning message: '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](#).' Below this, the 'Service User Details' section shows: BIS Client ID: 9999-5555, First Name: RP, Date of Birth: 01 Jan 1960, Surname: Client, Gender: Male. The 'Service Outlet Details' section shows 'Service Outlet: 590338 - RP Provider'. A modal dialog box titled 'Message from webpage' is displayed, stating: 'Note: As of today's date, approval for Restrictive Practice is not available for this client and service outlet. Please complete a Notification Of Approval Or Consent To The Use Of Restrictive Practices for this client and service outlet.' The 'Monthly Summary - Episodic Restrictive Practice Usage' section shows 'No records found'. The 'Monthly Summary - Routine Restrictive Practice Usage' section shows a table with columns for months from Sep 2017 to Mar 2018. The row for 'Restricted Access to Objects - Items' has a checkmark in the Dec 2017 column and an 'Expire' link in the Mar 2018 column.

## 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.

The screenshot shows the 'Restrictive Practice Summary' page for a service user. The 'Service User Details' section shows: BIS Client ID: 0203-4189, First Name: Test, Date of Birth: 06 Jul 1989, Surname: User, Gender: Male. The 'Service Outlet Details' section shows 'Service Outlet: 999999 - Test Service Outlet Placeholder'. The 'Monthly Summary - Episodic Restrictive Practice Usage' section shows 'Add Episodic Restrictive Practice Usage' and a table with columns for months from May 2014 to Nov 2014. The row for 'Chemical Restraint As Required - Quetiapine 25 milligrams (mg) (Doctor Smith)' has values of 0 for May, Jun, Jul, Aug, and Sep 2014, and 1 for Nov 2014. The 'Monthly Summary - Routine Restrictive Practice Usage' section shows 'Add Routine Restrictive Practice Usage' and 'No records found'.

## Expire and Un-Expire a Restrictive Practice Type

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

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

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

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

### Restrictive Practice Summary

#### Service User Details

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

#### Service Outlet Details

**Service Outlet:** 560560 - BN - Wacol Circuit

#### Monthly Summary - Episodic Restrictive Practice Usage

[Add Episodic Restrictive Practice Usage](#)

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

#### Monthly Summary - Routine Restrictive Practice Usage

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

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

### Service User Details

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

### Service Outlet Details

**Service Outlet:** 560560 - BN - Wacol Circuit

### Episodic Restrictive Practice Usage

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

## Delete Restrictive Practice Usage

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

Help

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

Service User Details  
Restrictive Practice Summary  
Return

### Episodic Restrictive Practice Usage

**Service User Details**

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

**Service Outlet Details**

Service Outlet: 999999 - Test Service Outlet Placeholder

**Episodic Restrictive Practice Usage**

Reporting Year: 2014  
 Reporting Month: Nov

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

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

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

## 12. Future Release – Scheduled for February 2015

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

### Restrictive Practice Monthly Checklist

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

- Service Outlets with nothing more to do – i.e. no reporting is expected, or alternatively reporting has been finalised for each Service User associated with the Service Outlet.
- Service Outlets that have Service Users that have not yet been authorised. The system will prompt the user to authorise the Restrictive Practice Usage information.
- Service Outlets that have Service Users that were expected to report, but have not yet reported. The system will prompt the user to enter the Restrictive Practice Usage information.

### Authorisation

Once the data entry of the Restrictive Practice Usage information has occurred for a Service User and Service Outlet, this information is to be “authorised”. The authorisation step indicates that Restrictive Practice Usage submission is complete for Service Outlet, Service User and reporting month.

### Client Record of Restrictive Practice Usage Report

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

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

### Restrictive Practice Usage Report

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

### Bulk Import

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