Recording Restrictive Practice Usage in ODC for Mechanical Restraint

This information sheet provides practitioners, service providers and disability support workers with information about reporting of Restrictive Practice usage in the Online Data Collection system (ODC) for Mechanical Restraint. Restrictive Practice usage information is required to be reported to the Department each month. Details about the use of Mechanical Restraint are to be recorded in ODC for each time that Mechanical Restraint is used as a Restrictive Practice within the month.

Recording the use of Mechanical Restraint in ODC

Each use of Mechanical Restraint is to be recorded as a separate Restrictive Practice instance of use in ODC. Mechanical Restraint can be recorded for both episodic and routine usage.

An example of Mechanical Restraint

Rory is 25 years of age and has started to scratch his arms, legs and face until they bleed. He has many scars on his body due to scratching in the past. He rents a house with three other adults and they have 24 hours support from staff of a service. When Rory's parents could no longer provide support to Rory, Rory's brother became his formal guardian for decisions by the Queensland Civil and Administrative Tribunal.

To prevent Rory from scratching, his brother tells staff that in the past his parents and school placed Rory in gloves. The gloves had Velcro that held the gloves around his wrist making it impossible for Rory to remove them. This seems the only option to prevent Rory from harming himself.

Reporting Routine Mechanical Restraint in ODC

Logon to ODC to display the *Online Data Collection* page:
1. **Select** Service user hyperlink to display the *Search Service User* page.
2. **Enter** the Service User's details.
3. **Select** 'Search' button.
4. **Select** from the search result the Service User's Surname hyperlink to display the *Service Users Details* page.
5. **Select** Restrictive Practice Summary from the Service User menu to display the *Restricted Practice Summary* page.
6. **Select** the Service Outlet where the Restricted Practice occurred.
7. **Select** Add Routine Restrictive Practice Usage hyperlink.

Note this example shows no previous recording of Restrictive Practice Usage and this is the first Usage recorded for the Service User and the Service Outlet. This is the only time that Mechanical Restraint for the Service User and Service Outlet is to be entered. Every other time an instance of use is added to the existing "Mechanical Restraint" Restrictive Practice Type, so that all Usage is reported under the same Restrictive Practice Type. This allows trending of usage so it can be determined if this Restrictive Practice is being eliminated or reduced in Usage.

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8. **Select** Mechanical Restraint for the Add a new Restrictive Practice type.
9. **Enter** the following details:
    a. Device – Select the device used, from the drop down list. If not listed, select "Other" from the drop list and provide the details in the adjoining field - *If Other, please specify*.
    b. Location – Select the location where the device was used, from the drop down list. If not listed, select "Other" from the drop list and provide the details in the adjoining field - *If Other, please specify*.
    c. Start Date – The start date for the date range of usage
    d. End Date – The end date for the date range of usage
    a. Total use in typical 24-hour period – the typical (average) hours, in a 24 hour period, where this restrictive practice is in effect (14 hours would be recorded as 14.00)
    e. Behaviour Posing Risk of Harm to Self Or Others – Record this as the main behaviour that was presented and the behaviour led to the use of the Restricted Practice.
    f. Injury – **only required** to be entered if an injury was sustained as a <u>result of using the Restrictive Practice</u>.
10. **Select** the 'Add' button.

Help

Service User
[-] Service User
   Service User Details
   Restrictive Practice Summary
   Return

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

Add Routine Restrictive Practice Usage

Service User Details

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

Service Outlet Details

Service Outlet: 555555 – Service Outlet 1

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:*
[Other   ▾]   If other, please specify: [when necessary at home and when out]

Start Date:*
[01/12/2014]

End Date:*
[31/12/2014]

Total use in typical 24-hour period:*
[10.00]

Behaviour Posing Risk of Harm To Self Or Others:
[Scratching   ▾]

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

[Add] [Cancel]

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An example of Mechanical Restraint

Rebecca is a 22-year-old woman with an intellectual disability. Rebecca has a soft toy she carries with her at all times. If the soft toy is misplaced Rebecca becomes distressed and starts to suck on her hands. This has led to significant injury to her hands. In order to prevent her from sucking on her hands, Rebecca wears gloves on her hands until the soft toy is located.

Reporting Episodic Mechanical Restraint in ODC

Logon to ODC to display the *Online Data Collection* page:
1. **Select** Service user hyperlink to display the *Search Service User* page.
2. **Enter** the Service User's details.
3. **Select** 'Search' button.
4. **Select** from the search result the Service User's Surname hyperlink to display the *Service Users Details* page.
5. **Select** Restrictive Practice Summary from the Service User menu to display the *Restricted Practice Summary* page.
6. **Select** the Service Outlet where the Restricted Practice occurred.
7. **Select** Add Episodic Restrictive Practice Usage hyperlink.

Note this example shows no previous recording of Restrictive Practice Usage and this is the first Usage recorded for the Service User and the Service Outlet. This is the only time that Mechanical Restraint for the Service User and Service Outlet is to be entered. Every other time an instance of use is added to the existing "Mechanical Restraint" Restrictive Practice Type, so that all Usage is reported under the same Restrictive Practice Type. This allows trending of usage so it can be determined if this Restrictive Practice is being eliminated or reduced in Usage.

Help

Service User
[-] Service User
    Service User Details
► Restrictive Practice
    Summary
    Return

Online Data Collection > Service User > Restrictive Practice Summary

Restrictive Practice Summary

Service User Details

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

Service Outlet Details

Service Outlet: 555555 – Service Outlet 1

Monthly Summary - Episodic Restrictive Practice Usage

Add Episodic Restrictive Practice Usage
No records found

Monthly Summary - Routine Restrictive Practice Usage

Add Routine Restrictive Practice Usage
No records found

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1. **Select** Mechanical Restraint for the Add a new Restrictive Practice type.
2. **Select** The Device – Select the device used, from the drop down list. If not listed, select "Other" from the drop list and provide the details in the adjoining field - *If Other, please specify*.
2. Select [Add new instance of use](#) hyperlink
3. **Enter** the following details:
   a. Start Date – The date the usage of the device commenced
   b. Start Time – The time the usage of the device commenced
   c. End Date – The date the usage of the device ceased (must be less than 24 hours)
   d. End Time – The time the usage of the device ceased (must be less than 24 hours)
   e. Location – Select from the drop down list. If not listed, select "Other" from the drop list and provide the details in the adjoining field - *If Other, please specify*.
   f. Behaviour Posing Risk of Harm to Self Or Others – Record this as the main behaviour that was presented and the behaviour led to the use of the Restricted Practice.
   g. Injury – **only required** to be entered if an injury was sustained as a result of using the Restrictive Practice.
4. Select the [Save](#) hyperlink.

Data entry tips:

- when entering the date, the year can be shortened to 2 digits. Eg, 13/09/20xx can be entered as 13/9/xx
- when entering the time, no ":" is required to separate the hours and minutes. The time is recorded in 24 hour format. Eg, 09:10AM can be entered as 910, or 1:17PM can be recorded as 1317.

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