Recording Restrictive Practice Usage in ODC for Seclusion

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 Seclusion.   Restrictive Practice usage information is required to be reported to the Department each month.   Details about the use of Seclusion are to be recorded in ODC for each time that Seclusion is used as a Restrictive Practice within the month.

Recording the use of Seclusion in ODC

Each use of Seclusion is to be recorded as a separate Restrictive Practice instance of use in ODC. Seclusion is recorded as episodic usage only.

An example of Seclusion

Kevin is 23 years of age and has moved from his family home to rent a house with two other men. The men are provided supported accommodation services by a non-government service provider. Kevin moved from home because his mother was sick and she was his only carer at home. Kevin is unable to speak more than a few words and is not legally able to make decisions for himself. His mother is his informal guardian.

After two weeks in his new home, Kevin pushes one of the other men in the house and starts to pull things off shelves and out of cupboards. This is dangerous and someone is at risk of being hurt. Staff try to calm Kevin but he becomes more upset and so the staff member guides Kevin out in to the backyard and closes and locks the door so he cannot come back in to the house. The staff member then cares for the other two men and cleans up inside. Kevin cannot leave the backyard as it is fully fenced and he is unable to come back inside without staff opening the door.

The staff member and the team cannot work out why Kevin is behaving this way and have had to place him in the backyard to protect everyone one other time. He calms down after about half an hour in the backyard.
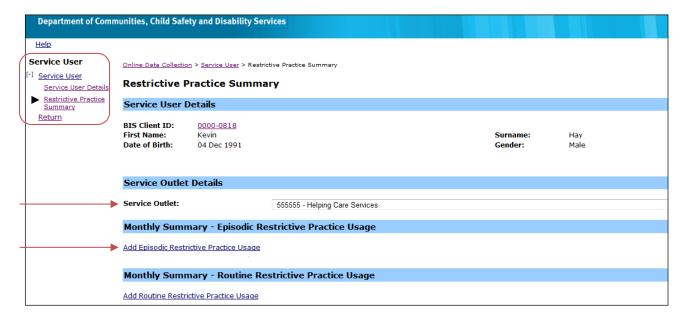
Centre of Excellence
for Clinical Innovation
and Behaviour Support

Queensland
Government

Reporting Episodic Seclusion 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 Seclusion for the Service User and Service Outlet is to be entered. Every other time an instance of use is added to the existing "Seclusion" 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.
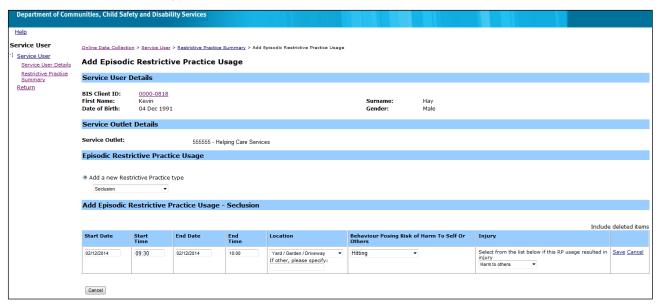
Department of Communities, Child Safety and Disability Services	

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: 0000-0818
First Name: Kevin   Surname: Hay
Date of Birth: 04 Dec 1991   Gender: Male

Service Outlet Details

Service Outlet: 555555 - Helping Care Services

Monthly Summary - Episodic Restrictive Practice Usage

Add Episodic Restrictive Practice Usage

Monthly Summary - Routine Restrictive Practice Usage

Add Routine Restrictive Practice Usage

Title: USER GUIDE – Seclusion usage entry into ODC
Author: Centre of Excellence for Clinical Innovation and Behaviour Support
Date: March 2018   **2** of **3**

8. **Select** Seclusion for the Add a new Restrictive Practice type.
9. **Select** Add new instance of use hyperlink.
10. **Enter** the following details:
    a. Start Date – 02/12/xx
    b. Start Time – 0930
    c. End Date – 02/12/xx.
    d. End Time – 1000
    e. Location – Yard/Garden/Driveway. (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 – Hitting.
       (Record this as the main behaviour that was presented and the behaviour that led to the use of the Restricted Practice.)
    g. Injury – Harm to others.
       (Injury is only required to be entered when an injury was sustained as a result of using the Restrictive Practice.)
11. **Select** the Save hyperlink.

TIPS:

- when entering the date, the year can be shortened to 2 digits. Eg, 13/09/201x can be entered as 13/9/1x
- 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.

Reporting Routine Seclusion in ODC in not permitted, and therefore not available as a selectable option.

Title: USER GUIDE – Seclusion usage entry into ODC
Author: Centre of Excellence for Clinical Innovation and Behaviour Support
Date: March 2018   **3** of 3