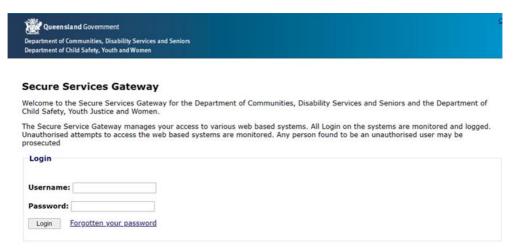
## Positive Behaviour Support and Restrictive Practices Disability Connect Queensland

## **GUIDE: How to access Service User Details**

## Online Data Collection (ODC): Restrictive Practice Approvals

 Login to ODC with the provided username and password at https://secure.disability.qld.gov.au/ngo



2. There is a **Restrictive Practice** section in the left-hand navigation menu. This is where all information, including data entry and other functions relating to restrictive practices, is located.

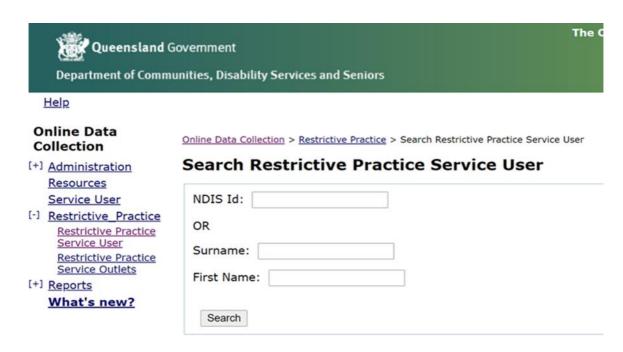




3. On the **Restrictive Practice** link click on [+] to expand the options and then click on **Restrictive Practice Service User** in the left-hand menu to get started.



4. The **Search Restrictive Practice Service User** screen is displayed. Enter details in the fields available and click on **Search**.



Note: You do not need to enter all fields to run a search. You can enter either the NDIS ID, Surname or First Name.



5. Your search result will appear.

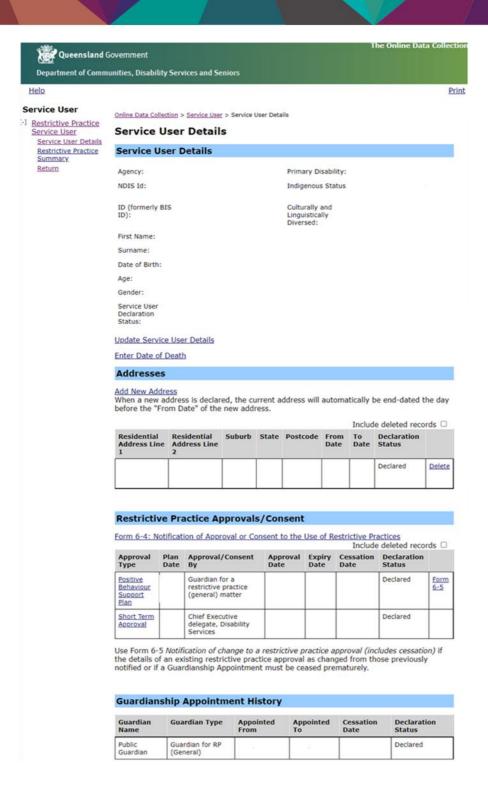


Add new Restrictive Practice Service User

Please note, if your search returns no results, this could possibly mean that the service user is not linked to your organisation, and you will need to add the service user as a new restrictive practice service user.

- 6. Click on the <u>Surname</u> which has a hyperlink to access <u>Service User Details</u>. This section is the main hub for service user details and the history of all existing data will be displayed. From this section, service providers can undertake the following functions:
  - Update Service User Details
  - Enter Date of Death
  - Add new Addresses
  - View Restrictive Practice Approvals/Consent/Guardianship history:
    - Form 6-4 Notification of Approval or Consent to the Use of Restrictive Practices
    - Form 6-5 Notification of change to a Restrictive Practice Approval (includes cessation).
  - Add Guardian (for Positive Behaviour Support Plan, or Respite/Community Access Services Plan)





Note: Implementing providers registered with the NDIS Commission are required to submit monthly reports to the NDIS Commission on the use of restrictive practices against the participant's current/ active positive behaviour support plan.

