

GUIDE: How to add guardian details to an existing Restrictive Practice Approval

1. Login to **ODC** using the provided **Data Entry Operator** username and password at <https://secure.disability.qld.gov.au/ngo>
2. Service providers can update guardian details for a Form 6-4 Positive Behaviour support plan or respite /CAS plan. When the guardian is not appointed for the entire 12 months of the plan, approval can only be entered up to the end date of the guardian's appointment.
3. When a new guardian is known, go to the **Service User Details** section and click on the **Add Guardian** link in the **Restrictive Practice Approvals/Consent** box.

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

Service User Details

Service User Details

Agency: Primary Disability:
NDIS Id: Indigenous Status:
ID (formerly BIS ID): Culturally and Linguistically Diversed:
First Name:
Surname:
Date of Birth:
Age:
Gender:
Service User Declaration Status:

Addresses

[Add New Address](#)

When a new address is declared, the current address will automatically be end-dated the day before the "From Date" of the new address.

Include deleted records ☐

| Residential Address Line 1 | Residential Address Line 2 | Suburb | State | Postcode | From Date | To Date | Declaration Status | |
|----------------------------|----------------------------|--------|-------|----------|-----------|---------|--------------------|------------------------|
| | | | QLD | | | | Declared | Delete |

Restrictive Practice Approvals/Consent

[Form 6-4: Notification of Approval or Consent to the Use of Restrictive Practices](#)

Include deleted records ☐

| Approval Type | Plan Date | Approval/Consent By | Approval Date | Expiry Date | Cessation Date | Declaration Status | |
|--|-----------|--|---------------|-------------|----------------|--------------------|---------------------------------------|
| PBS/P/Respite/CAS Plan | | Guardian for a restrictive practice (general) matter | | | | Declared | Form 6-5 Add Guardian |

Use Form 6-5 Notification of change to a restrictive practice approval (includes cessation) if the details of an existing restrictive practice approval as changed from those previously notified or if a Guardianship Appointment must be ceased prematurely.

Guardianship Appointment History

| Guardian Name | Guardian Type | Appointed From | Appointed To | Cessation Date | Declaration Status |
|---------------|---------------|----------------|--------------|----------------|--------------------|
| | | | | | Declared |

- This allows you to edit the **Expiry Date** on the Form 6-4 under the **Approvals/Consent Details** box, then click on next.

Note: The Expiry Date is the only detail that can be modified.

Approval/Consent details

An asterisk (*) indicates that an answer is required.

Select the approval type*

☐ Short Term Approval

☒ Positive Behaviour Support Plan

☐ Respite/Community Access Services Plan

☐ Chemical Restraint (Fixed Dose) as the only Restrictive Practice - Applicable only for Respite.

Plan Date:*

Who approved or gave consent to the use of Restrictive practice(s)

Approval/Consent By:*

Enter the period of Approval/Consent

Approval Date:*

Expiry Date:*

- Enter the new guardian details and click on **Next**.

Appointment of a Guardian for Restrictive Practices (general or respite)

| Guardian Name | Guardian Type | Appointed From | Appointed To | Cessation Date | Declaration Status |
|---------------|---------------|----------------|--------------|----------------|--------------------|
| | | | | | Declared |

Enter new Guardian Appointment details if required

Guardian Name:

Guardian Type:

Appointed From:

Appointed To:

The Guardian Appointment must cover the entire period of the Restrictive Practice Approval. If the entire period is not covered, the dates of the Approval/Consent will be modified to align with the Guardian Appointment dates.

The Guardian Appointment period cannot exceed two years

When a new Guardian Appointment is entered, if there is an existing Guardian Appointment that extends beyond the Appointed From date of the new appointment, the existing record will be updated with a Cessation Date of the day before the new Appointed From date.

6. Form 6-4 will be displayed. Click on **Submit**.

Online Data Collection > Service User > Service User Details > Form 6-4

Form 6-4

Service User Details

Agency: Primary Disability:
NDIS Id: Indigenous Status:
ID (formerly BIS ID): Culturally and Linguistically Diversed:
First Name:
Surname:
Date of Birth:
Age:
Gender:
Service User Declaration Status:

Approval/Consent details

Approval Type: Positive Behaviour Support Plan
Plan Date:
Approval/Consent By: Guardian for a restrictive practice (general) matter
Approval Date:
Expiry Date:

Appointment of Guardian Details

| Guardian Name | Guardian Type | Appointed From | Appointed To | Cessation Date |
|-----------------|---------------------------|----------------|--------------|----------------|
| Public Guardian | Guardian for RP (General) | 10 Oct 2021 | 09 Oct 2023 | |
| | Guardian for RP (General) | | | |

Service Outlet and Restrictive Practice Details

| Service Outlet | Restrictive Practice | Additional Details (if applicable) |
|----------------|------------------------------|------------------------------------|
| | Mechanical Restraint | Wheelchair seat belt |
| | Physical Restraint | MAYBO - Cradle (Wrist/Arm) |
| | Restricted Access to Objects | Bathroom |
| | Restricted Access to Objects | Kitchen |

7. The declaration process will now commence, and a notification will be emailed to the **Authorising Agency Officer**.

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.