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

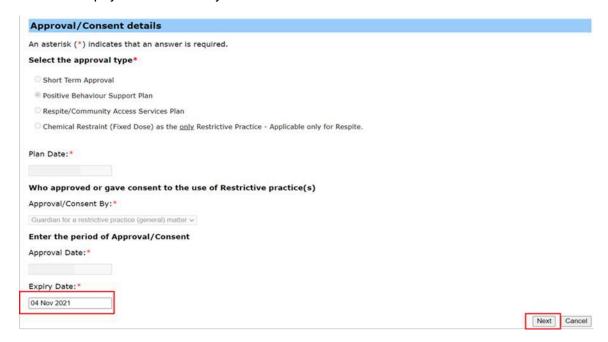
- Login to ODC using the provided Data Entry Operator username and password at https://secure.disability.qld.gov.au/ngo
- 2. Service providers can update guardian details for a Form 6-4 Positive Behaviour support plan or respite /CAS plan. When the guardian is not appointed for the entire 12 months of 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.

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 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.



5. Enter the new guardian details and click on Next.



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



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.