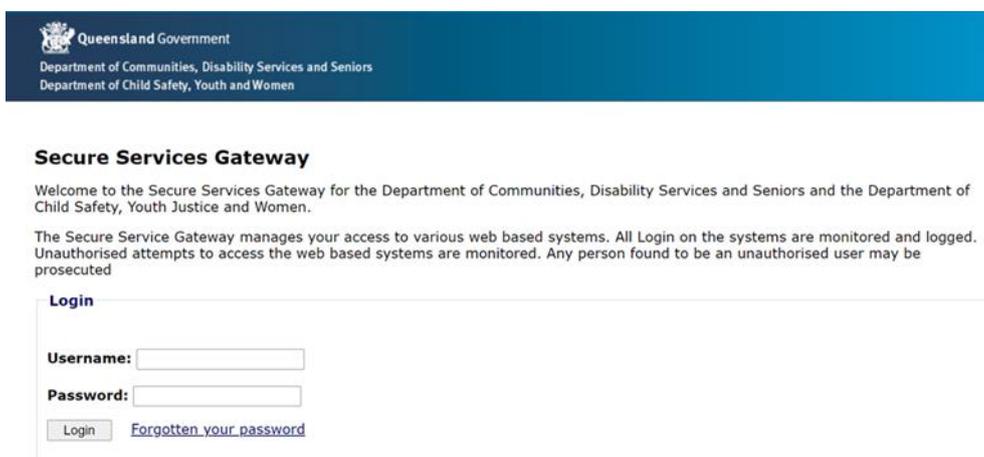


Positive Behaviour Support and Restrictive Practices
Disability Connect Queensland

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

Online Data Collection (ODC): Restrictive Practice Approvals

1. Login to **ODC** using the provided **Data Entry Operator** username and password at <https://secure.disability.qld.gov.au/ngo>



The screenshot shows the 'Secure Services Gateway' login page. At the top, there is a blue header with the Queensland Government logo and the text: 'Queensland Government', 'Department of Communities, Disability Services and Seniors', and 'Department of Child Safety, Youth and Women'. Below the header, the title 'Secure Services Gateway' is followed by a welcome message: 'Welcome to the Secure Services Gateway for the Department of Communities, Disability Services and Seniors and the Department of Child Safety, Youth Justice and Women.' A disclaimer states: 'The Secure Service Gateway manages your access to various web based systems. All Login on the systems are monitored and logged. Unauthorised attempts to access the web based systems are monitored. Any person found to be an unauthorised user may be prosecuted'. The login form contains a 'Login' heading, a 'Username:' label with an input field, a 'Password:' label with an input field, a 'Login' button, and a link for 'Forgotten your password'.

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.

- 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.

Government The Online Data Collection System

Communities, Disability Services and Seniors Print | Logout

[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 ended 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	4165			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	
PBSP/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

4. 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:*

Guardian for a restrictive practice (general) matter ▾

Enter the period of Approval/Consent

Approval Date:*

Expiry Date:*

5. 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.