

Department of Families, Seniors, Disability Services and Child Safety

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

Search for Restrictive Practice Service User

1. Login to the [Online Data Collection \(ODC\) Portal](#) with the provided **Data Entry Operator** username and password.
2. In the left hand menu, click the **[+]** beside **Restrictive Practice**.
3. Then click on **Restrictive Practice Service User**.

The **Search** Restrictive Practice Service User **screen** is displayed.

4. 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 and/or Surname and/or First Name.

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[Restrictive Practice Service User](#)
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[Online Data Collection](#) > [Restrictive Practice](#) > Search Restrictive Practice Service User
Search Restrictive Practice Service User
NDIS Id:
OR
Surname:
First Name:

5. Click on the service user's **surname** to access **Service User Details**.

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Search Restrictive Practice Service User
Search for: NDIA Id: xxxxxxxxxx
[Search again](#)

Surname	First Name	NDIS ID	ID (formerly BIS ID)	DOB	Gender	Postcode	Agency
xxxxxx	Test	xxxxxxxxxx					

[Add new Restrictive Practice Service User](#)

Add Guardian Details

1. Scroll down to the Restrictive Practice Approvals/Consent section and click on **Add Guardian** link.

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	
Positive Behaviour Support Plan						Declared	Form 6-5 Add Guardian

The Expiry Date is the only detail that can be modified. This allows you to edit the Expiry Date on the Form 6-4 under the Approvals/Consent Details box, then click on next.

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:*

2. Enter the new Guardian Appointment details and click on Next.
3. The Form 6-4 with the updated details will display. Click on Submit.

An email notification will go to the **Authorising Agency Officer** to advise that a Form 6-4 submission requires declaring/ authorisation. To Declare, refer to [How to authorise a Restrictive Practice Declaration](#).

Service providers can update guardian appointment details for a Form 6-4 Positive Behaviour Support Plan or Respite/ Community Access Service Plan. When the guardian is not appointed for the entire 12 months of the plan, the PBSP/ Respite/ CAS Plan expiry date can only be entered up to the end date of the guardian's appointment. When a new guardian is known, you can update the details again.

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.*