Positive Behaviour Support and Restrictive Practices

Disability Connect Queensland

GUIDE: How to authorise a Restrictive Practice declaration

Online Data Collection (ODC): Restrictive Practice Approvals

1. Login into **ODC** with the provided **Authorising Agency Officer** username and password at https://secure.disability.qld.gov.au/ngo

2. On the **Reports** link in the left hand menu, click on **[+]** to expand the options and then click on **[+] Restrictive Practices** to expand the options, then click on **Restrictive Practice Declarations**.

3. Click on the drop-down list and select a declaration type to review.
   Note: The number (3) next to the declaration type indicates the number of types that need to be reviewed and declared or rejected.

4. Select **Form 6-4 Submission**, then click **Display** to view a list of awaiting declarations in the **Form 6-4 Submission** details box.

5. Click on the **Surname** hyperlink to view the details to ensure it is 'true and correct'.
   Enter in the mandatory fields in the Declaration Details and select:
   - **Declare** if the details are correct or,
   - **Reject** if the details are incorrect.

6. If the declaration is correct, click on **Declare**. This will now appear as Declared in the Restrictive Practice Approvals/Consent table.

Restrictive Practice Approvals/Consent

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	

7. If the data needs to be updated, click on **Reject** and a notification will be sent to the user who submitted the form to edit and re-submit.
    Note: You cannot edit information that has been declared.

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		Guardian for a restrictive practice (general) matter				Rejected	Edit Delete

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.

Queensland Government