

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>

Queensland Government  
Department of Communities, Disability Services and Seniors  
Department of Child Safety, Youth and Women

### Secure Services Gateway

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.

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

**Login**

Username:

Password:

[Forgotten your password](#)

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**.

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### Online Data Collection

- [+] Administration
  - Resources
  - Service User
- [+] Restrictive Practice
  - [+] Reports
    - [+] NMDS
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      - [Restrictive Practice Declarations](#)
      - [Authorise Restrictive Practice Monthly data](#)
      - [Restrictive Practice Monthly Reporting Checklist](#)
      - [Restrictive Practice Compliance Report](#)
      - [Restrictive Practice](#)

### Online Data Collection

**What's new?**  
Notifying the department of an Approval for restrictive p changes from 01 July 2... **Last updated:** 01/07/2019

**Administration**  
Allows for administration of agency, service type outlet a

**Initialisation**  
Setup for a first time user.

**Resources**  
Collection of documents with helpful guidelines for syste

**Service Type Outlet**  
Data entry of service type outlet details for your agency

**Service user**  
Search and view service user, services received and rest

- 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.

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**Restrictive Practice Declarations**

**Filtering Options**

Declaration Type:

- Service Outlet Details
- Service User Details (3)
- Form 6-4 Submission (2)
- Form 6-5 Submission (1)

Navigation menu includes: Administration, Resources, Service User, Restrictive Practice, Reports, NMDs, AS&RS, Restrictive Practices, Restrictive Practice Declarations, Authorise Restrictive Practice Monthly Data, Restrictive Practice Monthly Reporting Checklist, Restrictive Practice.

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

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**Restrictive Practice Declarations**

**Filtering Options**

Declaration Type:

**Form 6-4 Submission Details**

Select	Surname	First Name	NDIS ID	Approval Type	Approval Date	Expiry Date	Approval/Consent By	Declaration Status
<input type="checkbox"/>				Positive Behaviour Support Plan			Guardian for a restrictive practice (general) matter	Submitted
<input type="checkbox"/>				Positive Behaviour Support Plan			Guardian for a restrictive practice (general) matter	Submitted

**Declaration Details**

Declared Date:

Declared By Name:\*

Declared By Position:\*

Email Address:\*

Navigation menu includes: Administration, Resources, Service User, Restrictive Practice, Reports, NMDs, AS&RS, Restrictive Practices, Restrictive Practice Declarations, Authorise Restrictive Practice Monthly Data, Restrictive Practice Monthly Reporting Checklist, Restrictive Practice Compliance Report, Restrictive Practice Usage Report, Client Record of Restrictive Practice Usage Report, Restrictive Practice Approvals Report, Other Software, Systems Import, What's new?

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
<a href="#">PBSP/Respite/CAS Plan</a>		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
<a href="#">Positive Behaviour Support Plan</a>		Guardian for a restrictive practice (general) matter				Rejected

*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.*