

Positive Behaviour Support and Restrictive Practices
Disability Connect Queensland

GUIDE: How to create a Restrictive Practice Service Outlet

Online Data Collection (ODC): Restrictive Practice Approvals

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

2. On the **Restrictive Practice** link in the left hand menu, click on the **[+]** to expand the options and then click on **Restrictive Practice Service Outlets** to get started.

Service Outlet Name	ID (formerly BIS ID)	Address	Declaration Status	Verification Status	
Outlet 1			Declared	Submitted	
Outlet 2			Declared	Verified	Expire
Outlet 3			Declared	Verified	Expire

- Click on **Add new Restrictive Practice Service Outlet**.
From this page you can also expire service outlets when they are no longer operational

The screenshot shows the Queensland Government Online Data Collection interface. The header includes the Queensland Government logo and the Department of Communities, Disability Services and Seniors. The page title is "Restrictive Practice Service Outlets". A navigation menu on the left includes "Administration", "Restrictive Practice", "Reports", and "Internal Reports". The main content area shows a list of service outlets with columns for "Service Outlet Name", "ID (formerly BIS ID)", "Address", "Declaration Status", and "Verification Status". The "Add new Restrictive Practice Service Outlet" link is highlighted with a red box. The "Expire" link for Outlet 2 is also highlighted with a red box.

Service Outlet Name	ID (formerly BIS ID)	Address	Declaration Status	Verification Status	
Outlet 1			Declared	Submitted	
Outlet 2			Declared	Verified	Expire
Outlet 3			Declared	Verified	Expire

- A pop-up window will be displayed. Enter the details and **Submit**.

The screenshot shows the "Create a Restrictive Practice Service Outlet" form. The form fields are: "Service Outlet Name:" (Outlet 3), "Business Address Line 1:" (123 ABC St), "Business Address Line 2:" (empty), "Suburb:" (Brisbane), "State:" (QLD), and "Postcode:" (4000). The "Submit" button is highlighted with a red box.

Please note, a private dwelling house is not deemed a visitable site and therefore cannot be created as a Service Outlet.
After submitting the information above, and once declared, the created Service Outlet will need to be verified by the regional Principal Clinician.

- The declaration process will now commence, and a notification will be emailed to the **Authorising Agency Officer**.
Once the new outlet is declared it is sent to Department to verify if the outlet address is appropriate for use for restrictive practices (Only applicable to Accommodation Support and Respite Services (AS&RS)).

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.