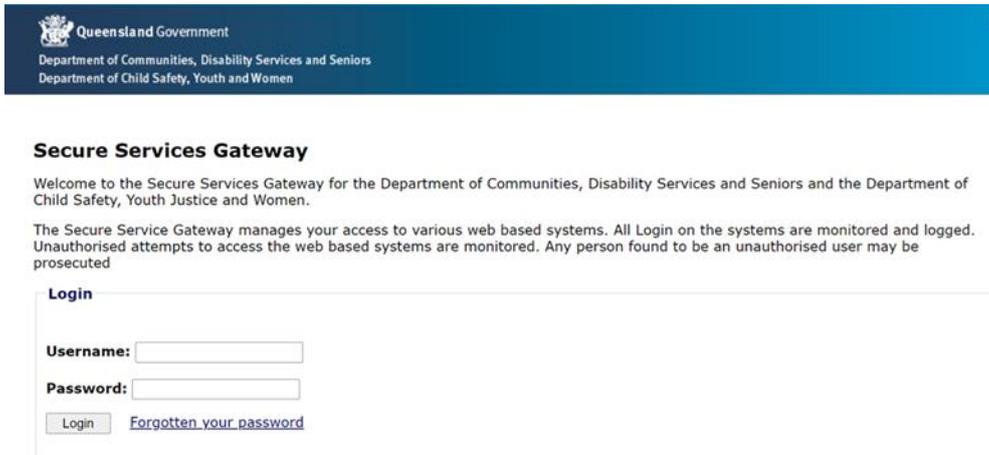


Positive Behaviour Support and Restrictive Practices
Disability Connect Queensland

GUIDE: How to create a new Restrictive Practice Service User

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>



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

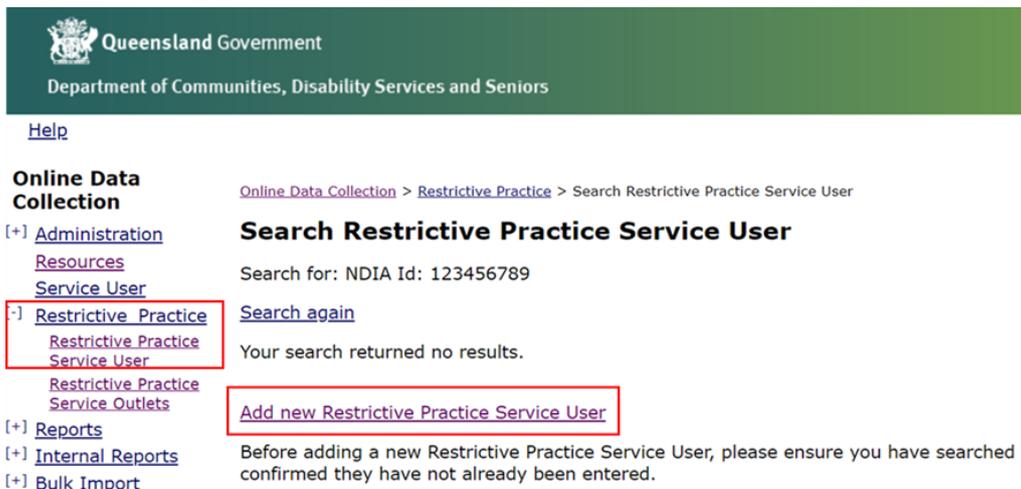
Login

Username:

Password:

[Forgotten your password](#)

2. Click on **Restrictive Practice** in the left navigation menu, then click on **[+]** to expand the options, then click on **Restrictive Practice Service User**.
3. Do a **search** to verify the Service User is not already in ODC.
4. If the user is not in ODC, click on **Add new Restrictive Practice Service User**.



Queensland Government
Department of Communities, Disability Services and Seniors

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Online Data Collection

- [+] [Administration](#)
- [Resources](#)
- [Service User](#)
- [+] Restrictive Practice**
 - [Restrictive Practice Service User](#)
 - [Restrictive Practice Service Outlets](#)
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- [+] [Bulk Import](#)

[Online Data Collection](#) > [Restrictive Practice](#) > Search Restrictive Practice Service User

Search Restrictive Practice Service User

Search for: NDIA Id: 123456789

[Search again](#)

Your search returned no results.

[Add new Restrictive Practice Service User](#)

Before adding a new Restrictive Practice Service User, please ensure you have searched b confirmed they have not already been entered.

5. Add **Service User Details** and **Address Details**, press **Submit**. An email notification will go to the **Authorising Agency Officer** advising that the service user details require declaring.

Create Restrictive Practice Service User

An asterisk (*) indicates that an answer is required.

Service User Details

Agency:*	<input type="text"/>
NDIS ID:*	<input type="text" value="123456789"/>
First Name:*	<input type="text" value="xxxx"/>
Surname:*	<input type="text" value="xxxx"/>
Date of Birth:*	<input type="text" value="xx/xx/xxxx"/>
Gender:*	<input type="text" value="MALE"/>
Primary Disability:*	<input type="text" value="Intellectual"/>
Indigenous Status:*	<input type="text" value="Does not identify with specified groups"/>
Culturally and Linguistically Diversed:*	<input checked="" type="checkbox"/>

Address Details

Residential Address Line 1:*	<input type="text" value="123 ABC St"/>
Residential Address Line 2:	<input type="text"/>
Suburb:*	<input type="text" value="Brisbane"/>
State:*	<input type="text" value="QLD"/>
Postcode:*	<input type="text" value="4000"/>
From Date:*	<input type="text" value="12 Oct 2021"/>

6. A new Service User Details section will be created, where you can submit a **Form 6-4**.

[Online Data Collection](#) > [Service User](#) > Service User Details

Service User Details

Service User Details

Agency:		Primary Disability:	Intellectual
NDIS Id:	123456789	Indigenous Status:	Does not identify with specified groups
ID (formerly BIS ID):	9000-0628	Culturally and Linguistically Diversed:	Yes
First Name:	xxxxx		
Surname:	xxxxx		
Date of Birth:	16 Aug 1970		
Age:	51		
Gender:	MALE		
Service User Declaration Status:	Submitted		

Addresses

When a new address is declared, the current address will automatically be end-dated 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
123 ABC St		Brisbane	QLD	4000			Submitted

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.