Department of Families, Seniors, Disability Services and Child Safety

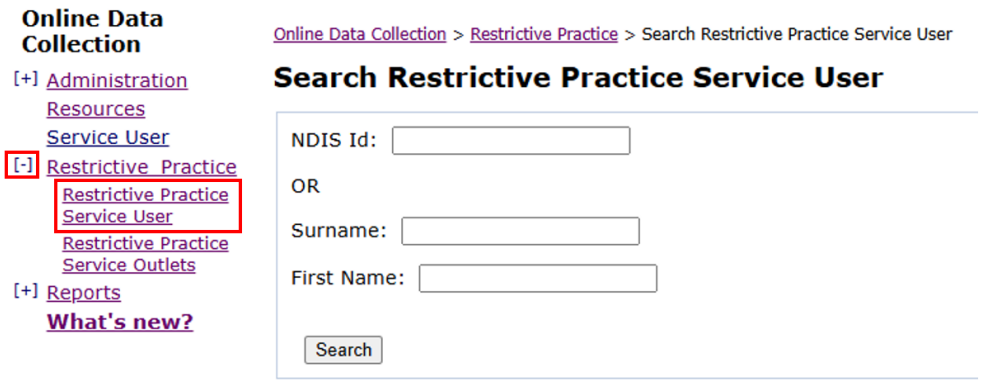
GUIDE: How to notify change of details to an existing Restrictive Practice Approval (Form 6-5)

Search for Restrictive Practice Service User

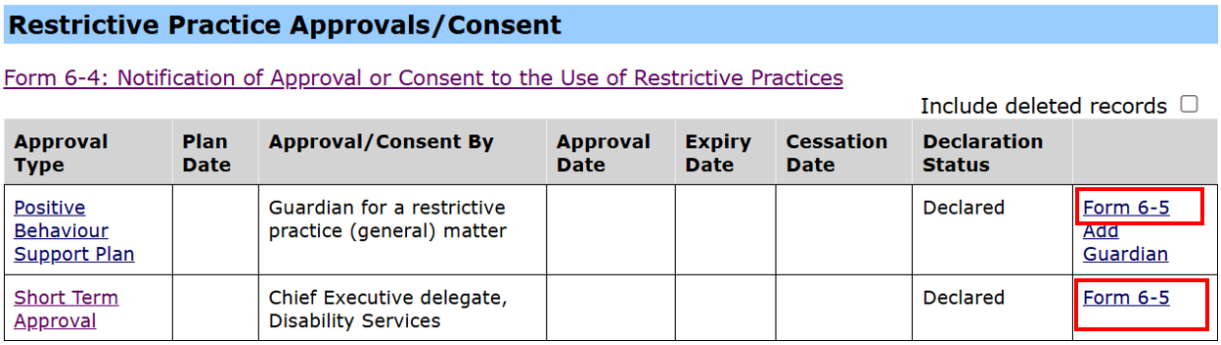
1. Login to the Online Data Collection (ODC) Portal with the provided **Data Entry Operator** username and password.
2. In the left hand menu, click the **[+]** beside **Restrictive Practice**.
3. Then click on **Restrictive Practice Service User**.

   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.



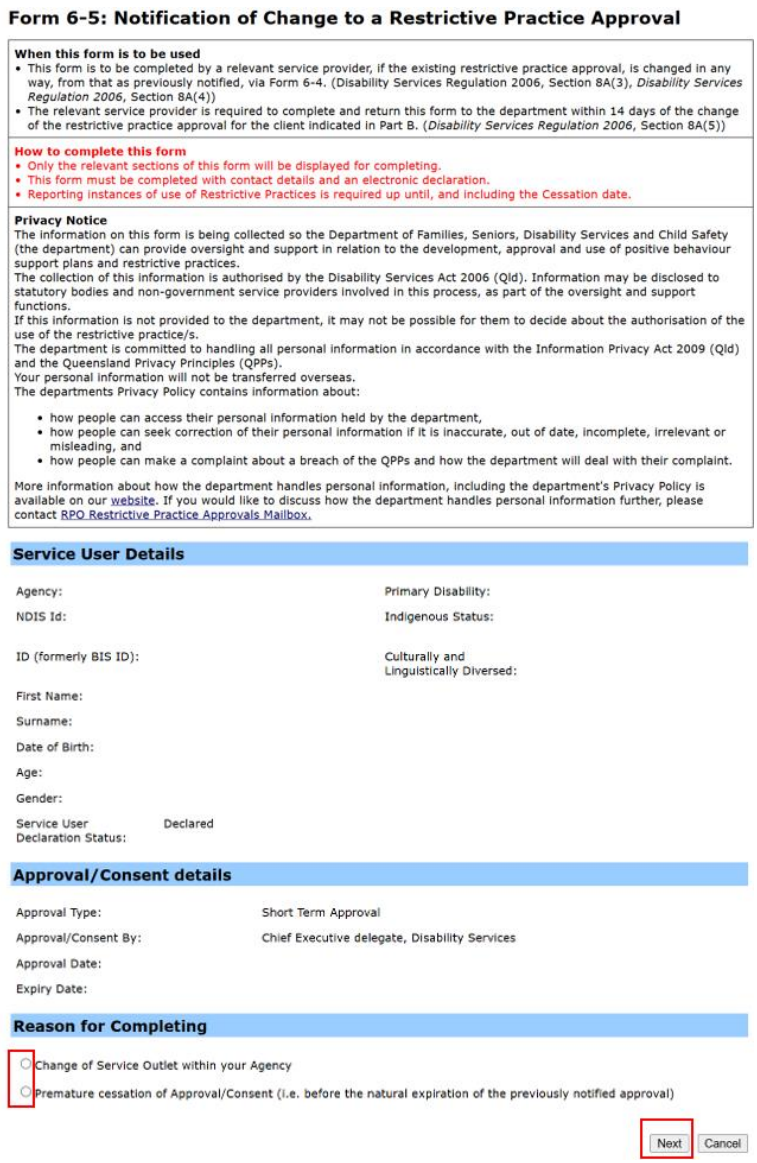
5. Click on the service user's **surname** to access **Service User Details**.
6. In the Restrictive Practices Approvals/Consent section, select the **Form 6-5** link on the right for the approval requiring change or to be ceased.



Note: Only the most recent Restrictive Practice Approval record can be changed.

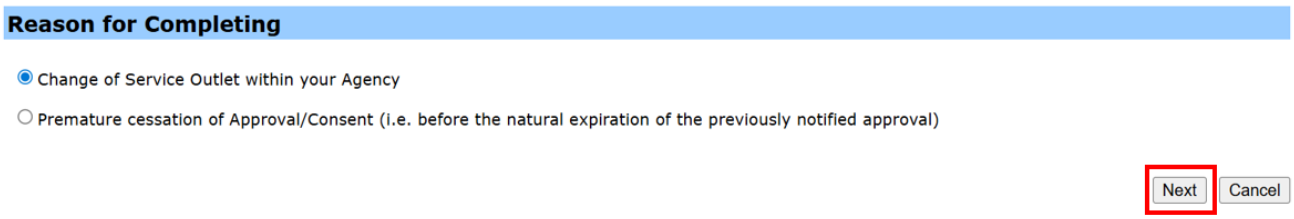
Complete Form 6-5

1. The Form 6-5 will be displayed.

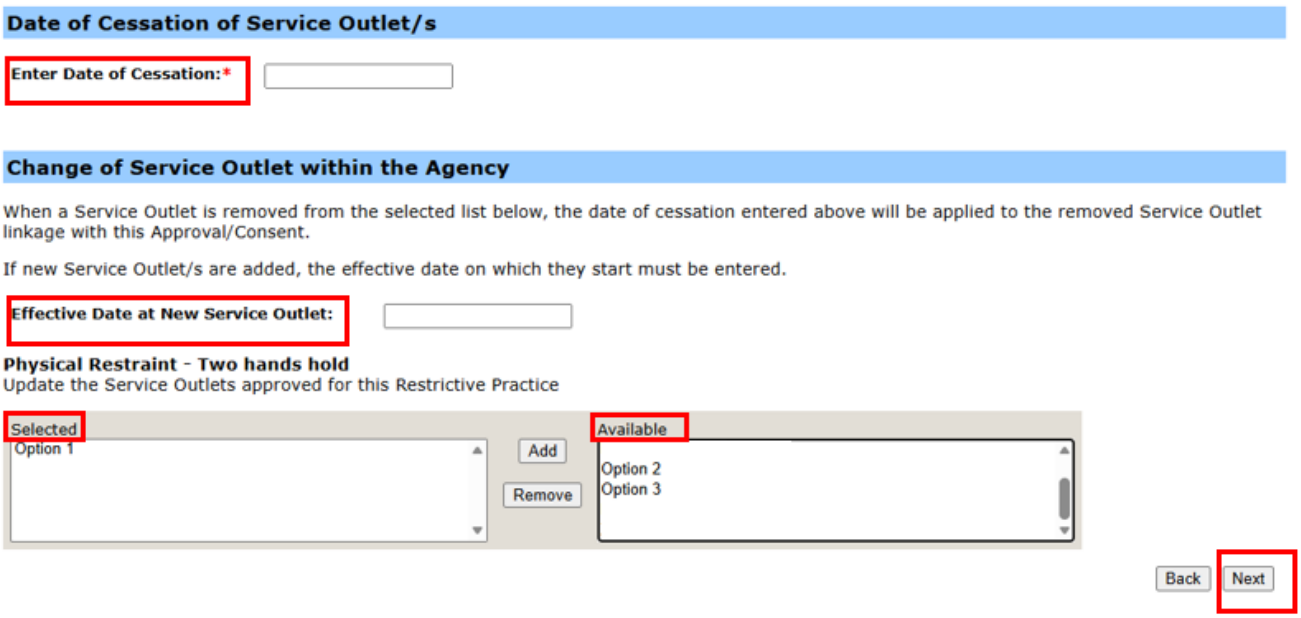


Change of Service Outlet within the Agency:

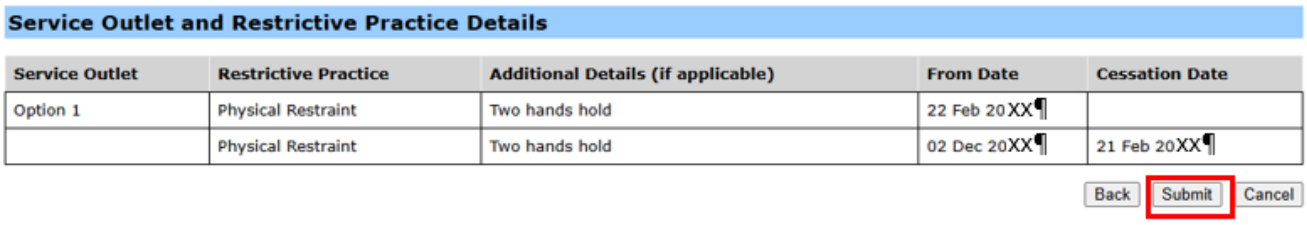
1. Select a Reason for Completing and select Next.



2. Enter the **Date of Cessation** of existing service outlet and the **Effective Date at New Service Outlet**. The effective date is auto-populated (to today's date) but can be manually changed.
3. Remove the outlet from the **Selected** box by selecting the outlet and selecting **Remove**.
4. Add the new service outlet from **Available** box by selecting an outlet and selecting **Add**. Click **Next**.



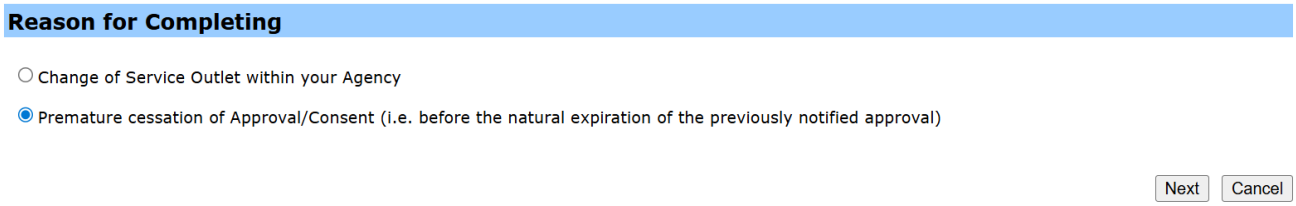
5. Review all details to ensure they are correct and then select **Submit.**



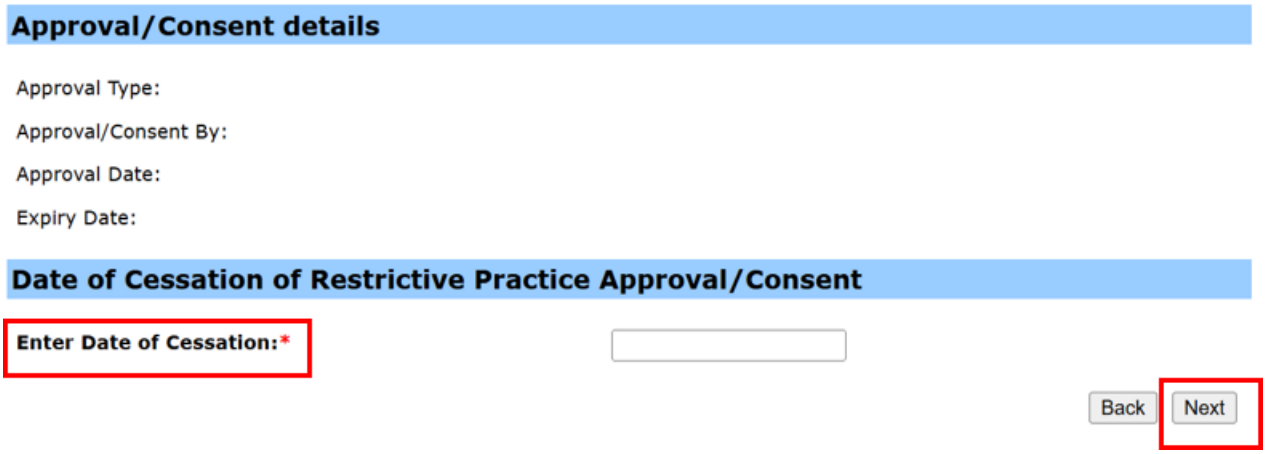
6. The Change of Service Outlet (Form 6-5) **must** now be **Declared** (authorised). A notification will be emailed to the **Authorising Agency Officer**. Refer to [How to authorise a Restrictive Practice declaration]

Premature cessation of Approval/Consent (i.e. before the natural expiration of the previously notified approval):

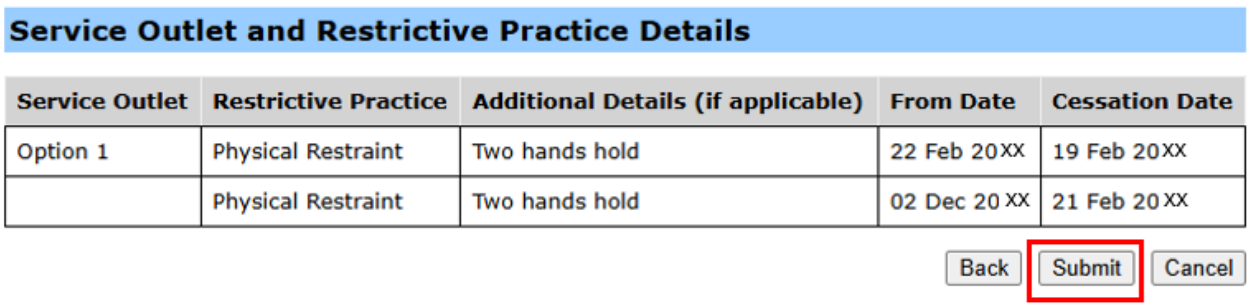
1. Select the Reason for Completing and select Next.



2. Enter the **Date of Cessation** of the existing Approval/Consent details and select **Next**.



3. Review all details to ensure they are correct and then select **Submit**.



4. The Cessation of Approval/Consent (Form 6-5) **must** now be **Declared** (authorised). A notification will be emailed to the **Authorising Agency Officer**. Refer to How to authorise a Restrictive Practice declaration.

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.*