

# **USER GUIDE**

## **REPORTING**

### **RESTRICTIVE PRACTICE INFORMATION**

#### **USING**

##### **ONLINE DATA COLLECTION (ODC)**

#### **Reference Guide to Key Links in ODC to Record Restrictive Practice Usage.**

This is a guide to common operations in ODC for recording Restrictive Practice Usage. More detailed information about recording Restrictive Practice Usage for a particular Restrictive Practice Type can be obtained from the relevant Factsheets on Recording Restrictive Practice Usage in ODC.

## **Table of Contents**

1.	About This Package.....	4
2.	Types Of Access.....	5
	System Administrator .....	5
	Authorising Agency Officer .....	5
	Data Entry Operator .....	5
3.	Types Of Restrictive Practice Reporting.....	6
4.	Main Menu.....	7
5.	Summary of Steps for Manual Data Entry .....	8
6.	Search a Service User and Display Service User Details.....	9
	Search Service User .....	9
	View Service User .....	10
	Service User Details.....	10
	Display Restrictive Practice Summary.....	11
	Adding New Restrictive Practice Usage for a Service User .....	11
	Adding Usage to an Existing Restrictive Practice Type for a Service User .....	12
7.	Episodic Restrictive Practice – Add a New Restrictive Practice Type.....	13
	Chemical Restraint As Required.....	14
	Containment.....	17
	Mechanical Restraint.....	18
	Physical Restraint .....	19
	Restricted Access to Objects.....	20
	Seclusion .....	21
8.	Episodic Restrictive Practice - Add Usage To An Existing Restrictive Practice Type.....	22
9.	Routine Restrictive Practice – Add a New Restrictive Practice Type.....	26
	Chemical Restraint Fixed Dose .....	27
	Containment.....	29
	Mechanical Restraint.....	30
	Restricted Access to Objects.....	31
10.	Routine Restrictive Practice - Add Usage To An Existing Restrictive Practice Type.....	32
11.	Housekeeping Tips .....	35
	Service User Does Not Have Restrictive Practice Approval.....	35
	Monthly Summary .....	35
	Expire and Un-Expire a Restrictive Practice Type .....	36
	Delete Restrictive Practice Usage .....	37
	Authorisation .....	38

12. Reports.....	38
Restrictive Practice Monthly Checklist.....	38
Client Record of Restrictive Practice Usage Report.....	38
Restrictive Practice Usage Report.....	38
Compliance Report.....	38
Bulk Import.....	38

## 1. About This Package

This package has been designed to assist Service Providers who are reporting using ODC to collect Restrictive Practice information. It summarises the key links a Service Provider will need to access to input their data, and it can be used as a reminder each month.

### Help Available

Publications and Resources:

<https://www.communities.qld.gov.au/disability/service-providers/centre-excellence/positive-behaviour-support/publications-resources>

Email help: [enquiries\\_DSA\\_RP@communities.qld.gov.au](mailto:enquiries_DSA_RP@communities.qld.gov.au)

Phone help: 1800 902 006\*

\* Calls from mobile phones are charged at applicable rates.

### Notify the Department of Changes to the Service User Details

Email: [ProviderReporting@communities.qld.gov.au](mailto:ProviderReporting@communities.qld.gov.au)

### Monthly Reporting Timeline

The relevant Service Provider must give the information to the Chief Executive—

(a) by the second Friday of the calendar month immediately after the calendar month in which the restrictive practice is used; and

(b) at other times if the Chief Executive, by written notice, requires the relevant service provider to do so.

## 2. Types Of Access

### System Administrator

- Can add, edit or delete ODC system users for Restrictive Practice for their own organisation.
- Allocate roles and Service Outlets and Service Type Outlets to user accounts.
- Can run Restrictive Practice Monthly Reporting Checklist, Restrictive Practice Compliance Report, Restrictive Practice Usage Report and Client Record of Restrictive Practice Usage Report.
- Can submit requests to the Department for changes to existing Service Users, Service outlet and Service Type Outlet information.

### Authorising Agency Officer

- Can add, edit or delete Restrictive Practice usage information.
- Can authorise Restrictive Practice Monthly Data.
- Can upload Restrictive Practice files and search Import Status.
- Can run Restrictive Practice Monthly Reporting Checklist, Restrictive Practice Compliance Report, Restrictive Practice Usage Report and Client Record of Restrictive Practice Usage Report.
- Can submit requests to the Department for changes to existing Service Users, Service outlet and Service Type Outlet information.

### Data Entry Operator

- Can add, edit or delete Restrictive Practice Usage information.
- Can run Restrictive Practice Monthly Reporting Checklist, Restrictive Practice Compliance Report, Restrictive Practice Usage Report and Client Record of Restrictive Practice Usage Report.
- Can submit requests to the Department for changes to existing Service Users, Service outlet and Service Type Outlet information.

### 3. Types of Restrictive Practice usage Reporting

ODC allows for two types of Restrictive Practice usage reporting for a Service User.

- Episodic Restrictive Practice Usage
- Routine Restrictive Practice Usage.

Episodic Restrictive Practice usage refers to each instance of use of Restrictive Practice which is used in response to behaviour that causes harm to self or others. Usage is reported for each instance of Restrictive Practice used, i.e. on date x, Restrictive practice y was used.

Routine Restrictive Practice refers to Restrictive Practice usage which is consistently used or applied each day, for example, medications given each day (chemical restraint) or headgear worn during awake hours (mechanical restraint).

Examples of reporting Routine Restrictive Practice Usage:

- At the commencement of the use through to the end of use for the month
- From start of reporting month to end of reporting month if used each and every day
- For part of the month due to Service User transitioning in and out of care
- Change of circumstances

Help

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

Service User

[Service User Details](#) **Restrictive Practice Summary**

[Restrictive Practice Summary](#)

[Return](#)

**Service User Details**

BIS Client ID:  
First Name: Surname:  
Date of Birth: Gender:

**Service Outlet Details**

Service Outlet: 55555 - Service Outlet Name 1

**Monthly Summary - Episodic Restrictive Practice Usage**

[Add Episodic Restrictive Practice Usage](#)

Restrictive Practice Type	Jun 2014	Jul 2014	Aug 2014	Sep 2014	Oct 2014	Nov 2014	Dec 2014	
Chemical Restraint As Required - Olanzapine .75 millilitres (ml) (doc)	0	1	0	0	0	0	0	<a href="#">Expire</a>

**Monthly Summary - Routine Restrictive Practice Usage**

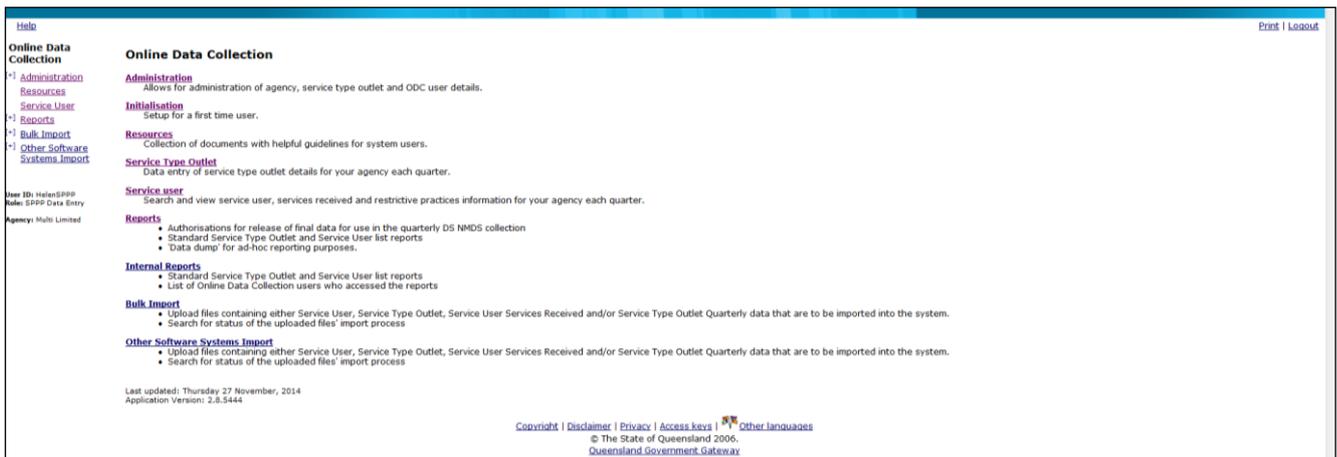
[Add Routine Restrictive Practice Usage](#)

Restrictive Practice Type	Jun 2014	Jul 2014	Aug 2014	Sep 2014	Oct 2014	Nov 2014	Dec 2014	
Chemical Restraint Fixed Dose - Insulin Aspart .5 milligrams (mg), 3 per day (doc)				✓				<a href="#">Expire</a>

Last updated: Monday 08 December, 2014  
Application Version: 2.8.3456

Example of a Service User's *Restrictive Practice Summary* page detailing Episodic and Routine Usage.

## 4. Main Menu



On the main menu on the *Online Data Collection* page the three sub-menus utilised for Restrictive Practice information are:

### Service User

- Search and view Service User.
- Record and view Restrictive Practice information for a Service User.

### Reports

- Authorisation for release of final data for use in the monthly Restrictive Practice collection.
- Links for:
  - Restrictive Practice Monthly Reporting Checklist;
  - Restrictive Practice Compliance Report;
  - Restrictive Practice Usage Report;
  - Client Record of Restrictive Practice Usage Report.

### Bulk Import

- Upload files containing Service User's Restrictive Practice Usage for import into ODC. Organisations with a large number of clients may use the Bulk Import functionality to assist in the data entry of Restrictive Practice Usage information.
- Search the status of an uploaded file.

## 5. Summary of Steps for Manual Data Entry

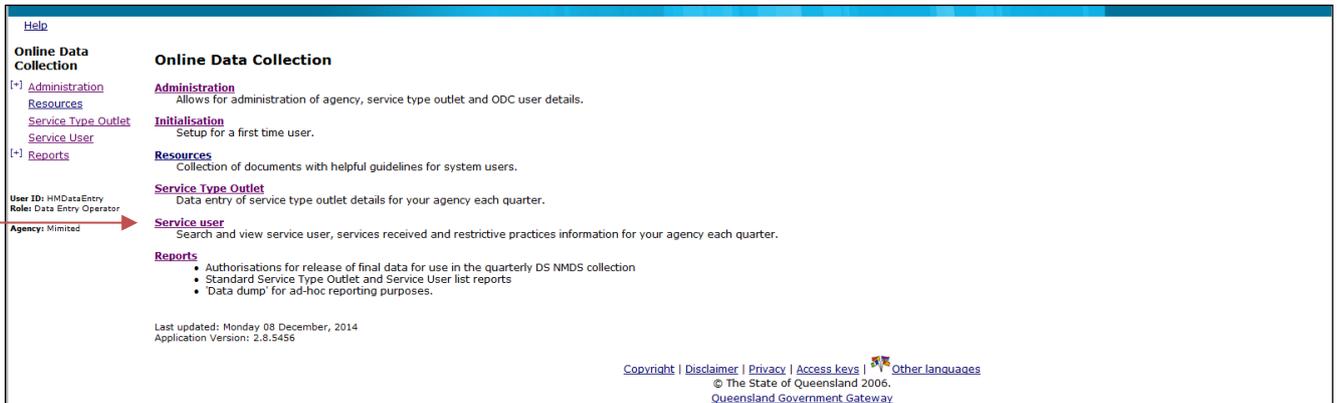
Step	Topic	Reference
1.	Find the Service User.	Step 2 Page 9
2.	Display Service Users Details.	Step 4 Page 10
3.	Selecting the Restrictive Practice Summary hyperlink to display the summary screen.	Page 10
4.	If reporting – Episodic Restrictive Practice Type: New Restrictive Practice Usage Existing Restrictive Practice Usage	Page 13 Page 22
5.	If reporting – Routine Restrictive Practice Type: New Restrictive Practice Usage Existing Restrictive Practice Usage	Page 26 Page 32
6.	Select add Usage and enter details for Usage and Save.	Page 23
7.	Repeat step 6 until all Usage for the Restrictive Practice Type has been entered for the Service User and Service Outlet for the month.	
8.	Return to Step 4 and repeat Steps 4 to 7 to add Usage for any other <u>Types of Episodic Restrictive Practice</u> used in the month.	
9.	Return to Step 5 and repeat Steps 5 to 7 to add Usage for any other <u>Types of Routine Restrictive Practice</u> used in the month.	
10.	Return to Step 1 and repeat Steps for next Service User.	
11.	Review Restrictive Practice Monthly Checklist to ensure reporting for all Service Outlets is complete.	
12.	Authorise Restrictive Practice reporting when all the data entries have been made. <b>This is required to be completed by the Authorising Agency Officer.</b>	

## 6. Search a Service User and Display Service User Details

### Search Service User

From the *Online Data Collection* page:

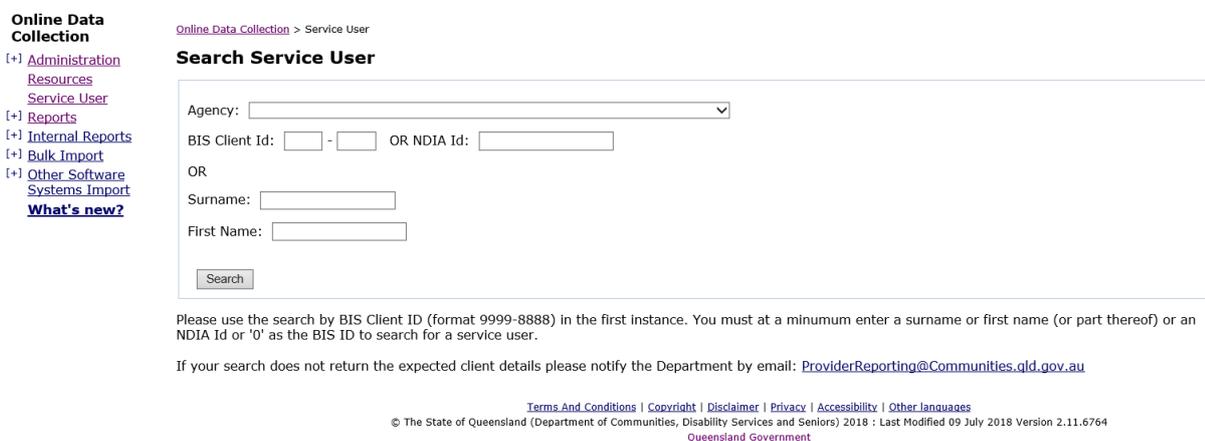
#### 1. Select Service User



The screenshot shows the 'Online Data Collection' page. On the left is a navigation menu with links for Administration, Resources, Service Type Outlet, Service User, and Reports. The main content area is titled 'Online Data Collection' and contains sections for Administration, Initialisation, Resources, Service Type Outlet, Service user, and Reports. The 'Service user' section is highlighted, indicating the current page. At the bottom, there are links for Copyright, Disclaimer, Privacy, Access Keys, and Other Languages, along with the Queensland Government Gateway logo.

Displays the *Search Service User* page.

2. **Enter** Service User's last name in the Surname field OR enter Service User's first name in the First Name field OR enter Service User's BIS reference number in the BIS Client Id field
3. **Press** 'Search' button. Displays the *Search Service User* page with a search result.



The screenshot shows the 'Search Service User' page. The navigation menu on the left includes Administration, Resources, Service User, Reports, Internal Reports, Bulk Import, Other Software, Systems Import, and What's new?. The main content area is titled 'Search Service User' and contains a search form with fields for Agency, BIS Client Id, NDIA Id, Surname, and First Name, and a Search button. Below the form are instructions on how to use the search and contact information for the Department.

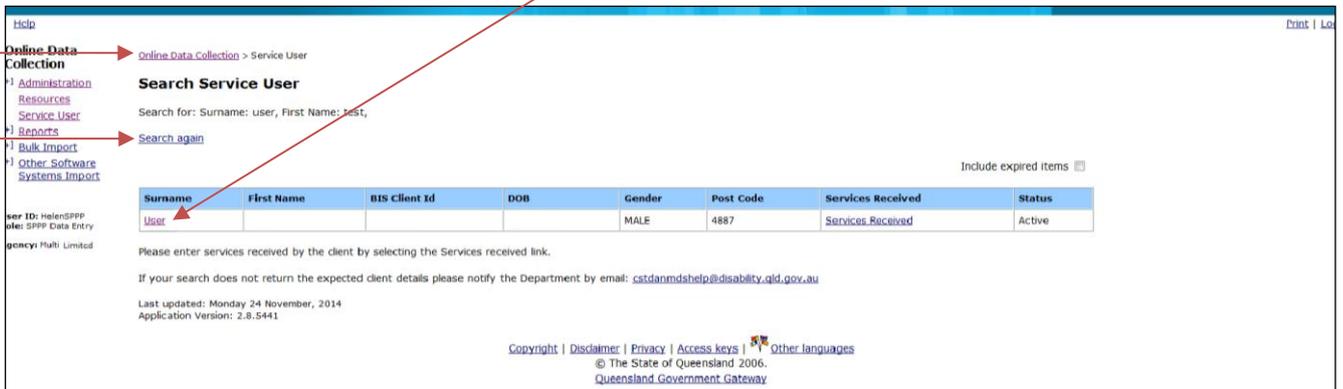
#### Tip:

- At least one search field must be entered.
- Enter two or three consecutive characters in the Surname field. The result returned will display service users with the characters in that sequence anywhere in the surname. The same can be done in the First Name field.

## View Service User

With the Search Service User search result on the screen:

4. **Select** the Service User's surname hyperlink. Displays the *Service User Details* page.

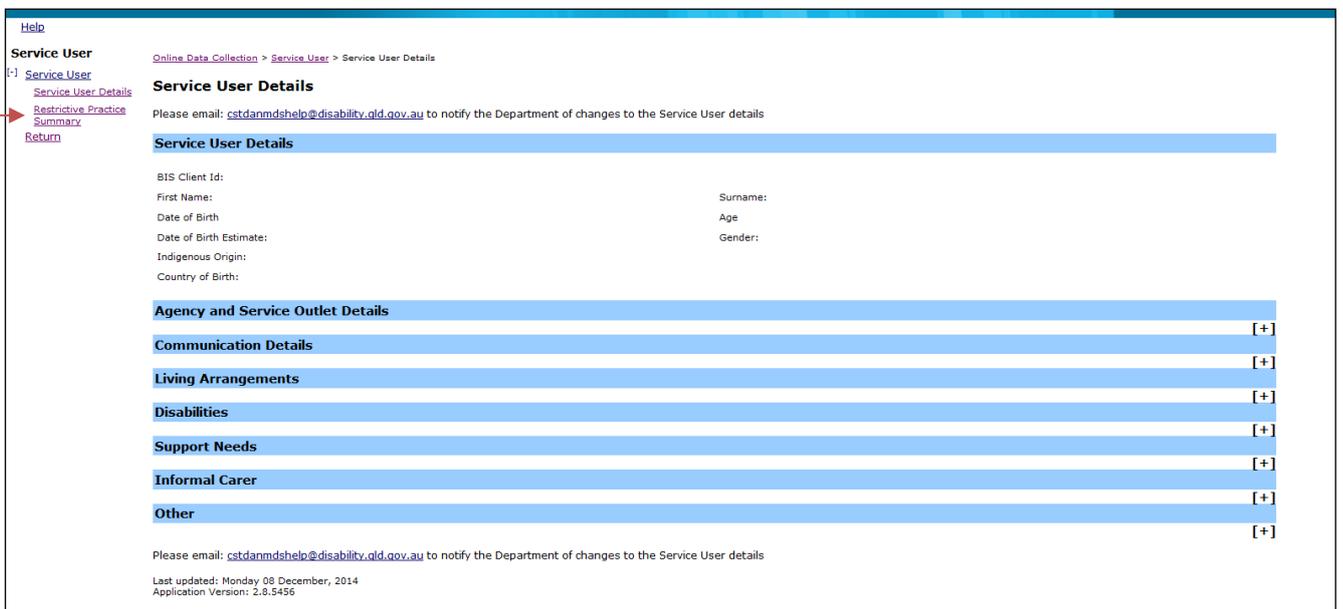


**Tip:**

- Another search can be actioned by selecting the Search again hyperlink.
- Return to the Main Menu by selecting Online Data Collection hyperlink.

## Service User Details

The *Service User Details* page lists a Service User menu (on the left side) with a hyperlink to Restrictive Practice Summary.



## Display Restrictive Practice Summary

Selecting the Restrictive Practice Summary hyperlink on the *Service User Details* page displays the *Restrictive Practice Summary* page. Episodic and Routine Restrictive Practice Usage can be recorded from this page.

If no previous Usage has been recorded, the Monthly Summary for Episodic Restrictive Practice Usage or Routine Restrictive Practice Usage displays **No records found**.

## Adding New Restrictive Practice Usage for a Service User

The screenshot displays the 'Restrictive Practice Summary' page. It includes a navigation menu on the left with links for 'Service User', 'Service User Details', 'Restrictive Practice Summary', and 'Return'. The main content area is titled 'Restrictive Practice Summary' and contains three main sections: 'Service User Details', 'Service Outlet Details', and two 'Monthly Summary' sections. The 'Service User Details' section includes fields for 'BIS Client ID', 'First Name', 'Date of Birth', 'Surname', and 'Gender'. The 'Service Outlet Details' section has a 'Service Outlet' dropdown menu currently showing '999999 - Test Service Outlet Placeholder'. The 'Monthly Summary - Episodic Restrictive Practice Usage' section has a link 'Add Episodic Restrictive Practice Usage' and a red box around the text 'No records found'. The 'Monthly Summary - Routine Restrictive Practice Usage' section has a link 'Add Routine Restrictive Practice Usage' and a red box around the text 'No records found'. At the bottom, it states 'Last updated: Monday 24 November, 2014' and 'Application Version: 2.8.5441'.

When Recording the first:

- Episodic Restrictive Practice Usage go to [Episodic Restrictive Practice – Add a New Restrictive Practice Type](#) on page [13](#).
- Routine Restrictive Practice Usage go to [Routine Restrictive Practice – Add a New Restrictive Practice Type](#) on page [26](#).

## Adding Usage to an Existing Restrictive Practice Type for a Service User

Help

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

[-] [Service User](#)

[Service User Details](#)

[Restrictive Practice Summary](#)

[Return](#)

### Restrictive Practice Summary

#### Service User Details

BIS Client ID:  
First Name:  
Date of Birth:

Surname:  
Gender:

#### Service Outlet Details

Service Outlet:

#### Monthly Summary - Episodic Restrictive Practice Usage

[Add Episodic Restrictive Practice Usage](#)

Restrictive Practice Type	Jun 2014	Jul 2014	Aug 2014	Sep 2014	Oct 2014	Nov 2014	Dec 2014	
Chemical Restraint As Required - Quetiapine 25 milligrams (mg) (Doctor Smith)	0	0	0	0	0	1	0	<a href="#">Expire</a>

#### Monthly Summary - Routine Restrictive Practice Usage

[Add Routine Restrictive Practice Usage](#)

Restrictive Practice Type	Jun 2014	Jul 2014	Aug 2014	Sep 2014	Oct 2014	Nov 2014	Dec 2014	
Mechanical Restraint - Gloves / Mittens						✓		<a href="#">Expire</a>

Last updated: Monday 08 December, 2014  
Application Version: 2.8.5456

Restrictive Practice Usage previously recorded displays under the “Monthly Summary for Episodic Restrictive Practice Usage” or “Monthly Summary for Routine Restrictive Practice Usage”.

If Usage has previously been recorded the options available are:

- Add Usage to a new Episodic Restrictive Practice Type go to [Episodic Restrictive Practice - Add Usage To An Existing Restrictive Practice Type](#) on page [11](#).
- Add Usage to an existing Episodic Restrictive Practice Type go to [Episodic Restrictive Practice - Add Usage To An Existing Restrictive Practice Type](#) on page [22](#).
- Add Usage to a new Routine Restrictive Practice Type go to [Routine Restrictive Practice – Add a New Restrictive Practice Type](#) on page [26](#).
- Add Usage to an existing Routine Restrictive Practice Type go to [Routine Restrictive Practice - Add Usage To An Existing Restrictive Practice Type](#) on page [32](#).

## 7. Episodic Restrictive Practice – Add a New Restrictive Practice Type

With the *Restrictive Practice Summary* page on display for the Service User:

1. **Select** the Service Outlet where the Restrictive Practice usage occurred<sup>1</sup>.
2. **Select** the Add Episodic Restrictive Practice Usage hyperlink, to display the *Add Episodic Restrictive Practice Usage* page.

The screenshot displays the 'Restrictive Practice Summary' page for a 'Service User'. The page includes a navigation menu on the left with links for 'Service User', 'Service User Details', 'Restrictive Practice Summary', and 'Return'. The main content area is titled 'Restrictive Practice Summary' and contains the following sections:

- Service User Details:** Displays fields for 'BIS Client ID:', 'First Name:', 'Date of Birth:', 'Surname:', and 'Gender:'.
- Service Outlet Details:** Features a 'Service Outlet:' dropdown menu with the selected value '999999 - Test Service Outlet Placeholder'. A red arrow points to this dropdown.
- Monthly Summary - Episodic Restrictive Practice Usage:** Contains a link 'Add Episodic Restrictive Practice Usage' and the text 'No records found'. A red arrow points to this link.
- Monthly Summary - Routine Restrictive Practice Usage:** Contains a link 'Add Routine Restrictive Practice Usage' and the text 'No records found'.

Note: If no Episodic Usage has been entered for the Service User, the only option is to add a new Restrictive Practice Type.

<sup>1</sup> In the cases of in-home respite or Community Access Supports, this would be the outlet where the staff providing the service are deployed / administered from. This must also be the same outlet number as submitted per the Form 6-4 Notification of Approval or Consent to the use of Restrictive Practices.

## Chemical Restraint As Required

3. **Select** the drop down list for Add a new Restrictive Practice type.
4. The list displays the Restrictive Practice types:
  - Chemical Restraint As Required
  - Containment
  - Mechanical Restraint
  - Physical Restraint
  - Restricted Access to Objects
  - Seclusion
5. **Select** the Restrictive Practice type.

Help

Service User [Online Data Collection > Service User > Restrictive Practice Summary > Add Episodic Restrictive Practice Usage](#)

[Service User](#)  
[Service User Details](#)  
[Restrictive Practice Summary](#)  
[Return](#)

### Add Episodic Restrictive Practice Usage

**Service User Details**

BIS Client ID:  
 First Name: Surname:  
 Date of Birth: Gender:

**Service Outlet Details**

Service Outlet: 999999 - Test Service Outlet Placeholder

**Episodic Restrictive Practice Usage**

Add a new Restrictive Practice type

- Chemical Restraint As Required
- Containment
- Mechanical Restraint
- Physical Restraint
- Restrictive Access to Objects
- Seclusion

Note: In this example Chemical Restraint As Required is selected, the details will change for each different Restrictive Practice Type. Refer to pages 17 to 21 for details.

6. Enter the following information:

- Medication<sup>2</sup>
- Medication Amount
- Prescribed by

7. Select Add new instance of use hyperlink.

Help

Service User [Online Data Collection > Service User > Restrictive Practice Summary > Add Episodic Restrictive Practice Usage](#)

[Service User](#)

[Service User Details](#)

[Restrictive Practice Summary](#)

[Return](#)

### Add Episodic Restrictive Practice Usage

#### Service User Details

BIS Client ID:

First Name: Surname:

Date of Birth: Gender:

#### Service Outlet Details

Service Outlet: 999999 - Test Service Outlet Placeholder

#### Episodic Restrictive Practice Usage

Add a new Restrictive Practice type

Chemical Restraint As Required ▾

#### Add Episodic Restrictive Practice Usage - Chemical Restraint Fixed Dose

Medication:\*  
 Quetiapine ▾ If other, please specify:

Medication Amount:\*  
 25  Milligrams (m ▾)

Prescribed by:\*  
 Doctor Smith

[Add new instance of use](#) Include deleted items

<sup>2</sup> This is the generic name of the medication

8. Enter the following information:

- Date
- Time

9. Select from the drop list the following information:

- Primary Behaviour Posing Risk to Harm To Self Or Others
- Injury – **only if the use of the restrictive practice resulted in an injury, not the behaviour of concern**

10. Select Save.

Upon saving, the user may continue to add instances of use to the Restrictive Practice Type by selecting the [Add new instance of use](#) hyperlink. Alternatively, select the 'Cancel' button to return to the *Restrictive Practice Summary* page for the Service User.

Help

Service User [Online Data Collection > Service User > Restrictive Practice Summary > Add Episodic Restrictive Practice Usage](#)

[Service User](#)  
[Service User Details](#)  
[Restrictive Practice Summary](#)  
[Return](#)

### Add Episodic Restrictive Practice Usage

**Service User Details**

BIS Client ID:  
 First Name:  Surname:   
 Date of Birth:  Gender:

**Service Outlet Details**

Service Outlet: 999999 - Test Service Outlet Placeholder

**Episodic Restrictive Practice Usage**

Add a new Restrictive Practice type  
 Chemical Restraint As Required

**Add Episodic Restrictive Practice Usage - Chemical Restraint Fixed Dose**

Medication: \*  
 Quetiapine  If other, please specify:

Medication Amount: \*  
 25  Milligrams (m

Prescribed by: \*  
 Doctor Smith

Include deleted items

Date	Time	Behaviour Posing Risk of Harm To Self Or Others	Injury
<input type="text" value="24/11/2014"/>	<input type="text" value="9:00"/>	Unusual or Repetitive Habits	Select from the list below if this RP usage resulted in injury <input type="text"/>

**Tip:**

- Dates can be entered in the format dd/mm/yy
- Start Time is entered in the following format hhmm (note there is no “:”)
- End Time is entered in the following format hhmm (note there is no “:”)

## Containment

[Help](#)

**Service User** [Online Data Collection > Service User > Restrictive Practice Summary > Add Episodic Restrictive Practice Usage](#)

[Service User](#)  
[Service User Details](#)  
[Restrictive Practice Summary](#)  
[Return](#)

### Add Episodic Restrictive Practice Usage

#### Service User Details

BIS Client ID:  
 First Name: Surname:  
 Date of Birth: Gender:

#### Service Outlet Details

Service Outlet: 999999 - Test Service Outlet Placeholder

#### Episodic Restrictive Practice Usage

Add a new Restrictive Practice type  
 Containment

#### Add Episodic Restrictive Practice Usage - Containment

Include deleted items

Start Date	Start Time	End Date	End Time	Location	Behaviour Posing Risk of Harm To Self Or Others	Injury	
<input type="text" value="24/11/2014"/>	<input type="text" value="11:00"/>	<input type="text" value="24/11/2014"/>	<input type="text" value="13:00"/>	Bedroom if other, please specify: <input type="text"/>	Punching	Select from the list below if this RP usage resulted in injury	<a href="#">Save</a> <a href="#">Cancel</a>

Last updated: Monday 24 November, 2014  
 Application Version: 2.8.5441

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[Queensland Government Gateway](#)

The information captured for Episodic Restrictive Practice Usage for Containment includes:

- Start Date
- Start Time
- End Date
- End Time
- Location
- Primary Behaviour Posing Risk to Harm To Self Or Others
- Injury – **only if the use of the restrictive practice resulted in an injury, not the behaviour of concern**

## Mechanical Restraint

[Help](#)

**Service User** [Online Data Collection](#) > [Service User](#) > [Restrictive Practice Summary](#) > Add Episodic Restrictive Practice Usage

[Service User](#)  
[Service User Details](#)  
[Restrictive Practice Summary](#)  
[Return](#)

### Add Episodic Restrictive Practice Usage

#### Service User Details

BIS Client ID: \_\_\_\_\_ Surname: \_\_\_\_\_  
 First Name: \_\_\_\_\_ Gender: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_

#### Service Outlet Details

Service Outlet: 999999 - Test Service Outlet Placeholder

#### Episodic Restrictive Practice Usage

Add a new Restrictive Practice type  
 Mechanical Restraint

#### Add Episodic Restrictive Practice Usage - Mechanical Restraint

Device:\*  
 Gloves / Mittens  If other, please specify:

Include deleted items

Start Date	Start Time	End Date	End Time	Location	Behaviour Posing Risk of Harm To Self Or Others	Injury	
<input type="text" value="24/11/2014"/>	<input type="text" value="9:00"/>	<input type="text" value="24/11/2014"/>	<input type="text" value="11:00"/>	Lounge If other, please specify: <input type="text"/>	Scratching	Select from the list below if this RP usage resulted in injury <input type="text"/>	<a href="#">Save</a> <a href="#">Cancel</a>

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 Application Version: 2.8.5441

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The information captured for Episodic Restrictive Practice Usage for Mechanical Restraint includes:

- Device
- Start Date
- Start Time
- End Date
- End Time
- Location
- Primary Behaviour Posing Risk to Harm To Self Or Others
- Injury – **only if the use of the restrictive practice resulted in an injury, not the behaviour of concern**

## Physical Restraint

[Help](#)

**Service User** [Online Data Collection](#) > [Service User](#) > [Restrictive Practice Summary](#) > Add Episodic Restrictive Practice Usage

[Service User](#)  
[Service User Details](#)  
[Restrictive Practice Summary](#)  
[Return](#)

### Add Episodic Restrictive Practice Usage

#### Service User Details

BIS Client ID:  
 First Name:  Surname:   
 Date of Birth:  Gender:

#### Service Outlet Details

Service Outlet:  999999 - Test Service Outlet Placeholder

#### Episodic Restrictive Practice Usage

Add a new Restrictive Practice type  
 Physical Restraint

#### Add Episodic Restrictive Practice Usage - Physical Restraint

Physical Restraint Type: \*  
 Two hands  If other, please specify:

Include deleted items

Start Date	Start Time	End Date	End Time	Location	Behaviour Posing Risk of Harm To Self Or Others	Injury	
<input type="text"/> 24/11/2014	<input type="text"/> 10:00	<input type="text"/> 24/11/2014	<input type="text"/> 10:20	<input type="text"/> Dining Room If other, please specify: <input type="text"/>	<input type="text"/> Pinching	<input type="text"/> Select from the list below if this RP usage resulted in injury <input type="text"/>	<a href="#">Save</a> <a href="#">Cancel</a>

Last updated: Monday 24 November, 2014  
 Application Version: 2.8.5441

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The information captured for Episodic Restrictive Practice Usage for Physical Restraint includes:

- Physical Restraint Type
- Start Date
- Start Time
- End Date
- End Time
- Location
- Primary Behaviour Posing Risk to Harm To Self Or Others
- Injury – **only if the use of the restrictive practice resulted in an injury, not the behaviour of concern**

## Restricted Access to Objects

[Help](#)

**Service User** [Online Data Collection > Service User > Restrictive Practice Summary > Add Episodic Restrictive Practice Usage](#)

[Service User](#)  
[Service User Details](#)  
[Restrictive Practice Summary](#)  
[Return](#)

### Add Episodic Restrictive Practice Usage

**Service User Details**

BIS Client ID:  
 First Name:  Surname:   
 Date of Birth:  Gender:

**Service Outlet Details**

Service Outlet:

**Episodic Restrictive Practice Usage**

Add a new Restrictive Practice type

**Add Episodic Restrictive Practice Usage - Restricted Access to Objects**

Restricted Object/s: \*

Include deleted items

Start Date	Start Time	End Date	End Time	Behaviour Posing Risk of Harm To Self Or Others	Injury	
<input type="text"/>	Select from the list below if this RP usage resulted in injury <input type="text"/>	<a href="#">Save</a> <a href="#">Cancel</a>				

Last updated: Monday 24 November, 2014  
 Application Version: 2.8.5441

The information captured for Episodic Restrictive Practice Usage for Restricted Access to Objects includes:

- Restricted Object/s – List the specific objects which are restricted
- Start Date
- Start Time
- End Date
- End Time
- Primary Behaviour Posing Risk to Harm To Self Or Others
- Injury – **only if the use of the restrictive practice resulted in an injury, not the behaviour of concern**

## Seclusion

[Help](#)

**Service User** [Online Data Collection > Service User > Restrictive Practice Summary > Add Episodic Restrictive Practice Usage](#)

[Service User](#)  
[Service User Details](#)  
[Restrictive Practice Summary](#)  
[Return](#)

### Add Episodic Restrictive Practice Usage

#### Service User Details

BIS Client ID: \_\_\_\_\_ Surname: \_\_\_\_\_  
 First Name: \_\_\_\_\_ Gender: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_

#### Service Outlet Details

Service Outlet: 999999 - Test Service Outlet Placeholder

#### Episodic Restrictive Practice Usage

Add a new Restrictive Practice type  
 Seclusion

#### Add Episodic Restrictive Practice Usage - Seclusion

Include deleted items

Start Date	Start Time	End Date	End Time	Location	Behaviour Posing Risk of Harm To Self Or Others	Injury	
24/11/2014	13:00	24/11/2014	14:30	Bedroom If other, please specify:	Hitting	Select from the list below if this RP usage resulted in injury	<a href="#">Save</a> <a href="#">Cancel</a>

[Cancel](#)

Last updated: Monday 24 November, 2014  
 Application Version: 2.8.5441

The information captured for Episodic Restrictive Practice Usage for Seclusion includes:

- Start Date
- Start Time
- End Date
- End Time
- Location
- Primary Behaviour Posing Risk to Harm To Self Or Others
- Injury – **only if the use of the restrictive practice resulted in an injury, not the behaviour of concern**

## 8. Episodic Restrictive Practice - Add Usage To An Existing Restrictive Practice Type

With the *Restrictive Practice Summary* page on display for the Service User:

1. **Select** the Service Outlet where the Restricted Practice occurred.
2. **Select** the [Add Episodic Restrictive Practice Usage](#) hyperlink.

The screenshot shows the 'Restrictive Practice Summary' page for a service user. It includes a navigation menu on the left with links for 'Service User', 'Service User Details', 'Restrictive Practice Summary', and 'Return'. The main content area is divided into sections: 'Service User Details' (with fields for BIS Client ID, First Name, Date of Birth, Surname, and Gender), 'Service Outlet Details' (with a dropdown menu for 'Service Outlet' currently showing '999999 - Test Service Outlet Placeholder'), 'Monthly Summary - Episodic Restrictive Practice Usage' (with a link to 'Add Episodic Restrictive Practice Usage'), and 'Monthly Summary - Routine Restrictive Practice Usage' (with a link to 'Add Routine Restrictive Practice Usage' and 'No records found').

Restrictive Practice Type	May 2014	Jun 2014	Jul 2014	Aug 2014	Sep 2014	Oct 2014	Nov 2014	
Chemical Restraint As Required - Quetiapine 25 milligrams (mg) (Doctor Smith)	0	0	0	0	0	0	1	<a href="#">Expire</a>

3. **Choose** Select a previously reported Restrictive Practice type and select the relevant Restrictive Practice Type from the list.
4. **Select** Add new instance of use hyperlink.

Note: In this example the previously reported Chemical Restraint As Required is selected, the details will change for each different Restrictive Practice Type. Refer to pages 17 to 21 for details.

[Help](#)

**Service User** [Online Data Collection](#) > [Service User](#) > [Restrictive Practice Summary](#) > [Episodic Restrictive Practice Usage](#) > Add Episodic Restrictive Practice Usage

[Service User](#)  
[Service User Details](#)  
[Restrictive Practice Summary](#)  
[Return](#)

### Add Episodic Restrictive Practice Usage

**Service User Details**

BIS Client ID: \_\_\_\_\_ Surname: \_\_\_\_\_  
 First Name: \_\_\_\_\_ Gender: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_

**Service Outlet Details**

Service Outlet: 999999 - Test Service Outlet Placeholder

**Episodic Restrictive Practice Usage**

Select a previously reported Restrictive Practice type  
 Chemical Restraint As Required - Quetiapine 25 milligrams (mg) (Doctor Smith)  
 Add a new Restrictive Practice type

**Add Episodic Restrictive Practice Usage - Chemical Restraint Fixed Dose**

Medication: Quetiapine  
 Medication Amount: 25.00 milligrams (mg)  
 Prescribed by: Doctor Smith

[Add new instance of use](#) Include deleted items

Date	Time	Behaviour Posing Risk of Harm To Self Or Others	Injury
24 Nov 2014	09:00	Unusual or Repetitive Habits	<a href="#">Delete</a>

Last updated: Monday 24 November, 2014  
 Application Version: 2.8.5441

5. **Enter** the details of the Episodic Restrictive Practice Usage.

- Start Date
- Start Time
- Primary Behaviour Posing Risk to Harm To Self Or Others
- Injury – **only if the use of the restrictive practice resulted in an injury, not the behaviour of concern**

6. Select **Save**.

Upon saving the new Restrictive Practice Type and summary of Usage display on the Service User's *Add Episodic Restrictive Practice Usage* page. Alternatively, select the [Cancel](#) hyperlink to return to the Restrictive Practice Summary page for the Service User.

Help

Service User [Online Data Collection > Service User > Restrictive Practice Summary > Episodic Restrictive Practice Usage > Add Episodic Restrictive Practice Usage](#)

Service User

[Service User Details](#) **Add Episodic Restrictive Practice Usage**

[Restrictive Practice Summary](#)

[Return](#)

**Service User Details**

BIS Client ID:  
 First Name:  Surname:   
 Date of Birth:  Gender:

**Service Outlet Details**

Service Outlet:

**Episodic Restrictive Practice Usage**

Select a previously reported Restrictive Practice type  
 Chemical Restraint As Required - Quetiapine 25 milligrams (mg) (Doctor Smith)

Add a new Restrictive Practice type

**Add Episodic Restrictive Practice Usage - Chemical Restraint Fixed Dose**

Medication:   
 Medication Amount:   
 Prescribed by:

Include deleted items

Date	Time	Behaviour Posing Risk of Harm To Self Or Others	Injury	
24 Nov 2014	09:00	Unusual or Repetitive Habits		<a href="#">Delete</a>
<input type="text" value="25/11/2014"/>	<input type="text" value="11.00"/>	<input type="text" value="Unusual or Repetitive Habits"/>	<input type="text" value="Select from the list below if this RP usage resulted in injury"/>	<a href="#">Save</a> <a href="#">Cancel</a>

Displays the *Episodic Restrictive Practice Usage* page with the recorded Usage, see the following example.

Help

Service User [Online Data Collection > Service User > Restrictive Practice Summary > Episodic Restrictive Practice Usage](#)

Service User Details  
[Service User Details](#)  
[Restrictive Practice Summary](#)  
[Return](#)

### Episodic Restrictive Practice Usage

#### Service User Details

BIS Client ID:  
 First Name:  Surname:   
 Date of Birth:  Gender:

#### Service Outlet Details

Service Outlet:

#### Episodic Restrictive Practice Usage

Reporting Year:   
 Reporting Month:

[Add Episodic Restrictive Practice Usage](#) Include deleted items

Start	End	Restrictive Practice Used	Location	Behaviour Posing Risk or Harm To Self Or Other	Injury	
25 Nov 2014 11:00		Chemical Restraint As Required - Quetiapine 25 milligrams (mg) (Doctor Smith)		Unusual or Repetitive Habits		<a href="#">Delete</a>
24 Nov 2014 09:00		Chemical Restraint As Required - Quetiapine 25 milligrams (mg) (Doctor Smith)		Unusual or Repetitive Habits		<a href="#">Delete</a>

Last updated: Monday 24 November, 2014  
 Application Version: 2.8.5441

## 9. Routine Restrictive Practice – Add a New Restrictive Practice Type

With the *Restrictive Practice Summary* page on display for the Service User:

1. **Select** the Service Outlet where the Restricted Practice occurred<sup>3</sup>.
2. **Select** the [Add Routine Restrictive Practice Usage](#) hyperlink to display the *Add Routine Restrictive Practice Usage* page.

The screenshot shows a web application interface for a 'Service User'. At the top left, there is a 'Help' link. Below it, the breadcrumb path is 'Online Data Collection > Service User > Restrictive Practice Summary'. The main content area is titled 'Restrictive Practice Summary' and contains several sections:

- Service User Details:** Includes fields for 'BIS Client ID:', 'First Name:', 'Date of Birth:', 'Surname:', and 'Gender:'.
- Service Outlet Details:** Features a 'Service Outlet:' dropdown menu with the selected value '555555 – Service Outlet Name 1'. A red arrow points to this dropdown.
- Monthly Summary - Episodic Restrictive Practice Usage:** Includes a link 'Add Episodic Restrictive Practice Usage' and the text 'No records found'.
- Monthly Summary - Routine Restrictive Practice Usage:** Includes a link 'Add Routine Restrictive Practice Usage' and the text 'No records found'. A red arrow points to this link.

Note: If no Routine Usage has been entered for the Service User, the only option is to add a new Restrictive Practice Type.

<sup>3</sup> In the cases of in-home respite or Community Access Supports, this would be the outlet where the staff providing the service are deployed / administered from. This must also be the same outlet number as submitted per the Form 6-4 Notification of Approval or Consent to the use of Restrictive Practices.

## Chemical Restraint Fixed Dose

3. **Select** the drop down list for Add a new Restrictive Practice type.
4. The list displays the Restrictive Practice types:
  - Chemical Restraint Fixed Dose
  - Containment
  - Mechanical Restraint
  - Restricted Access to Objects
5. **Select** the Restrictive Practice type.

Help

Service User [Online Data Collection > Service User > Restrictive Practice Summary > Add Routine Restrictive Practice Usage](#)

[Service User](#) **Add Routine Restrictive Practice Usage**

[Service User Details](#)

[Restrictive Practice Summary](#)

[Return](#)

**Service User Details**

BIS Client ID:

First Name:  Surname:

Date of Birth:  Gender:

**Service Outlet Details**

Service Outlet:

**Routine Restrictive Practice Usage**

Add a new Restrictive Practice type

Last updated: Monday 24 November, 2014  
Application Version: 2.8.5441

Note: In this example Chemical Restraint Fixed Dose is selected, the details will change for each different Restrictive Practice Type. Refer to pages 29 to 31 for details.

6. **Enter** the following information:

- Medication<sup>4</sup>
- Medication Amount
- Medication Frequency
- Prescribed by
- Start Date
- End Date
- Primary Behaviour Posing Risk to Harm To Self Or Others
- Injury – **only if the use of the restrictive practice resulted in an injury, not the behaviour of concern**

7. **Select** 'Add' button.

Upon adding the new Restrictive Practice Type, the user may continue to add instances of use to the Restrictive Practice Type by selecting the [Add Routine Restrictive Practice Usage](#) hyperlink (Page 32). Alternatively, select the 'Cancel' button to return to the *Restrictive Practice Summary* page for the Service User.

Help

Service User [Online Data Collection > Service User > Restrictive Practice Summary > Add Routine Restrictive Practice Usage](#)

[Service User](#) [Service User Details](#) [Restrictive Practice Summary](#) [Return](#)

### Add Routine Restrictive Practice Usage

#### Service User Details

BIS Client ID:  
 First Name: \_\_\_\_\_ Surname: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_ Gender: \_\_\_\_\_

#### Service Outlet Details

Service Outlet: 55555 – Service Outlet Name 1

#### Routine Restrictive Practice Usage

Add a new Restrictive Practice type  
 Chemical Restraint Fixed Dose

#### Add Routine Restrictive Practice Usage - Chemical Restraint Fixed Dose

Medication:<sup>\*</sup> Oxazepam  If other, please specify:

Medication Amount:<sup>\*</sup> 2  Milligrams (mg)

Medication Frequency:<sup>\*</sup> 1  times per: Day

Prescribed by:<sup>\*</sup> Doctor Smith

Start Date:<sup>\*</sup> 01/11/2014

End Date:<sup>\*</sup> 08/11/2014

Behaviour Posing Risk of Harm To Self Or Others:

Injury:  
 Select from the list below if this RP usage resulted in injury

**Tip:**

- Dates can be entered in the following format dd/mm/yy
- Start Time is entered in the following format hhmm (note there is no “:”)
- End Time is entered in the following format hhmm(note there is no “:”)

<sup>4</sup> This is the generic name of the medication

## Containment

Help

Service User [Online Data Collection](#) > [Service User](#) > [Restrictive Practice Summary](#) > Add Routine Restrictive Practice Usage

Service User

Service User Details

Restrictive Practice Summary

Return

### Add Routine Restrictive Practice Usage

#### Service User Details

BIS Client ID:  
 First Name:  
 Date of Birth: Surname:  
Gender:

#### Service Outlet Details

Service Outlet: 555555 – Service Outlet Name 1

#### Routine Restrictive Practice Usage

Add a new Restrictive Practice type

Containment

#### Add Routine Restrictive Practice Usage - Containment

Location:\*  If other, please specify:

Start Date:\*

End Date:\*

Total use in typical 24-hour period:\*

Behaviour Posing Risk of Harm To Self Or Others:

Injury:  
 Select from the list below if this RP usage resulted in injury

Last updated: Monday 24 November, 2014  
 Application Version: 2.8.5441

The information captured for Routine Restrictive Practice Usage for Containment includes:

- Location
- Start Date
- End Date
- Total use in typical 24-hour period
- Primary Behaviour Posing Risk to Harm To Self Or Others
- Injury – **only if the use of the restrictive practice resulted in an injury, not the behaviour of concern**

## Mechanical Restraint

Help

Service User [Online Data Collection](#) > [Service User](#) > [Restrictive Practice Summary](#) > Add Routine Restrictive Practice Usage

Service User

Service User Details

Restrictive Practice Summary

Return

### Add Routine Restrictive Practice Usage

#### Service User Details

BIS Client ID: \_\_\_\_\_ Surname: \_\_\_\_\_  
 First Name: \_\_\_\_\_ Gender: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_

#### Service Outlet Details

Service Outlet: 555555 – Service Outlet Name 1

#### Routine Restrictive Practice Usage

Add a new Restrictive Practice type  
 Mechanical Restraint

#### Add Routine Restrictive Practice Usage - Mechanical Restraint

Device:\*  If other, please specify:

Location:\*  If other, please specify:

Start Date:\*

End Date:\*

Total use in typical 24-hour period:\*

Behaviour Posing Risk of Harm To Self Or Others:

Injury:  
 Select from the list below if this RP usage resulted in injury

Last updated: Monday 24 November, 2014

The information captured for Routine Restrictive Practice Usage for Mechanical Restraint includes:

- Device
- Location
- Start Date
- End Date
- Total use in typical 24-hour period
- Primary Behaviour Posing Risk to Harm To Self Or Others
- Injury – **only if the use of the restrictive practice resulted in an injury, not the behaviour of concern**

## Restricted Access to Objects

The screenshot shows a web application interface for adding routine restrictive practice usage. The breadcrumb trail is: Online Data Collection > Service User > Restrictive Practice Summary > Add Routine Restrictive Practice Usage. The page title is 'Add Routine Restrictive Practice Usage'. The form is divided into several sections:

- Service User Details:** Fields for BIS Client ID, First Name, Date of Birth, Surname, and Gender.
- Service Outlet Details:** A dropdown menu for 'Service Outlet' with the selected value '55555 - Service Outlet Name 1'.
- Routine Restrictive Practice Usage:** A radio button to 'Add a new Restrictive Practice type' with a dropdown menu set to 'Restrictive Access to Objects'.
- Add Routine Restrictive Practice Usage - Restricted Access to Objects:**
  - 'Restricted Object/s:\*' text input field.
  - 'Start Date:\*' date input field.
  - 'End Date:\*' date input field.
  - 'Total use in typical 24-hour period:\*' text input field.
  - 'Behaviour Posing Risk of Harm To Self Or Others:' dropdown menu.
  - 'Injury:' dropdown menu with the instruction 'Select from the list below if this RP usage resulted in injury'.
  - 'Add' and 'Cancel' buttons.

At the bottom, it states 'Last updated: Monday 24 November, 2014' and 'Application Version: 2.8.5441'.

The information captured for Routine Restrictive Practice Usage for Restricted Access to Objects includes:

- Restricted Object/s
- Start Date
- End Date
- Total use in typical 24-hour period
- Primary Behaviour Posing Risk to Harm To Self Or Others
- Injury – **only if the use of the restrictive practice resulted in an injury, not the behaviour of concern**

## 10. Routine Restrictive Practice - Add Usage To An Existing Restrictive Practice Type

With the *Restrictive Practice Summary* page on display for the Service User:

1. **Select** the Service Outlet where the Restricted Practice occurred.
2. **Select** the [Add Routine Restrictive Practice Usage](#) hyperlink.

The screenshot shows the 'Restrictive Practice Summary' page for a service user. The page is divided into several sections:

- Service User Details:** Includes fields for BIS Client ID, First Name, Date of Birth, Surname, and Gender.
- Service Outlet Details:** Features a dropdown menu for 'Service Outlet' with the selected value '55555 - Service Outlet Name 1'. A red arrow points to this dropdown.
- Monthly Summary - Episodic Restrictive Practice Usage:** Shows 'No records found' with a link to 'Add Episodic Restrictive Practice Usage'.
- Monthly Summary - Routine Restrictive Practice Usage:** Contains a link to 'Add Routine Restrictive Practice Usage', which is highlighted with a red arrow.
- Restrictive Practice Type Table:** A table with columns for months (May 2014 to Nov 2014) and an 'Expire' column. The first row contains the text 'Chemical Restraint Fixed Dose - Oxazepam 2 milligrams (mg), 1 per day (Doctor Smith)' and has a checkmark in the 'Nov 2014' column.

At the bottom of the page, there is a footer with the text: 'Last updated: Monday 24 November, 2014', 'Application Version: 2.8.5441', and copyright information for the State of Queensland 2006, including a link to the Queensland Government Gateway.

### 3. Choose Select a previously reported Restrictive Practice type.

Note: In this example the previously reported Chemical Restraint Fixed Dose is selected the details will change for each different Restrictive Practice Type. Refer to pages 29 to 31 for details.

### 4. Enter the details of the Routine Restrictive Practice Usage. In this example the previously reported Chemical Restraint Fix Dose is selected and the following details completed.

- Start Date
- End Date
- Primary Behaviour Posing Risk to Harm To Self Or Others
- Injury – **only if the use of the restrictive practice resulted in an injury, not the behaviour of concern**

### 5. Select 'Add' button.

Upon adding the new Restrictive Practice Type, the user may continue to add instances of use to the Restrictive Practice Type by selecting the [Add Routine Restrictive Practice Usage](#) hyperlink. Alternatively, select the 'Cancel' button to return to the *Restrictive Practice Summary* page for the Service User.

Help

Service User [Online Data Collection > Service User > Restrictive Practice Summary > Add Routine Restrictive Practice Usage](#)

Service User

Service User Details

Restrictive Practice Summary

Return

### Add Routine Restrictive Practice Usage

#### Service User Details

BIS Client ID:

First Name:  Surname:

Date of Birth:  Gender:

#### Service Outlet Details

Service Outlet:

#### Routine Restrictive Practice Usage

Select a previously reported Restrictive Practice type

Chemical Restraint Fixed Dose - Oxazepam 2 milligrams (mg), 1 per day (Doctor Smith)

Add a new Restrictive Practice type

#### Add Routine Restrictive Practice Usage - Chemical Restraint Fixed Dose

Medication: Oxazepam

Medication Amount: 2.00 milligrams (mg)

Frequency: 1.00 per day

Prescribed by: Doctor Smith

Start Date:\*

End Date:\*

Behaviour Posing Risk of Harm To Self Or Others:

Injury:

Select from the list below if this RP usage resulted in injury

Last updated: Monday 24 November, 2014  
Application Version: 2.8.5441

Displays the *Routine Restrictive Practice Usage* page with the recorded Restrictive Practice used, see the following example.

[Help](#)

**Service User** [Online Data Collection > Service User > Restrictive Practice Summary > Routine Restrictive Practice Usage](#)

[Service User](#)

[Service User Details](#) **Routine Restrictive Practice Usage**

[Restrictive Practice Summary](#)

[Return](#)

**Service User Details**

BIS Client ID:  
 First Name:  Surname:   
 Date of Birth:  Gender:

**Service Outlet Details**

Service Outlet:

**Routine Restrictive Practice Usage**

Reporting Year:   
 Reporting Month:

[Add Routine Restrictive Practice Usage](#) Include deleted items

Start Date	End Date	Restrictive Practice Used	Location	Behaviour Posing Risk or Harm To Self Or Other	Injury	
17 Nov 2014	30 Nov 2014	Chemical Restraint Fixed Dose - Oxazepam 2 milligrams (mg), 1 per day (Doctor Smith)				<a href="#">Delete</a>
01 Nov 2014	08 Nov 2014	Chemical Restraint Fixed Dose - Oxazepam 2 milligrams (mg), 1 per day (Doctor Smith)				<a href="#">Delete</a>

Last updated: Monday 24 November, 2014  
 Application Version: 2.8.5441

**Tip:**

- To view (or add to) other months / years reporting, change the dropdown values. The screen will automatically refresh, showing any entries which have been made for this combination.

# 11. Housekeeping Tips

## Service User Does Not Have Restrictive Practice Approval

Where the Service User does not have a Restrictive Practice approval for the selected Service Outlet at the current date, a warning will display. Restrictive Practice Usage can still be recorded for the Service User.

The processing of the *Form 6-4 Notification of Approval or Consent for the use of restrictive practices* is a priority. If you are continuing to receive this message, please contact the region where the Form 6-4 was sent.

The screenshot shows the 'Restrictive Practice Summary' page. A message box is overlaid on the page with the following text: "Note: As of today's date, approval for Restrictive Practice is not available for this client and service outlet. Please complete a Notification Of Approval Or Consent To The Use Of Restrictive Practices for this client and service outlet." The message box has 'OK' and 'Cancel' buttons. The background page shows 'Service User Details' and 'Service Outlet Details' sections.

## Monthly Summary

Once a Restrictive Practice usage has been recorded for a Service User, upon saving the entry, the *Restrictive Practice Summary* page displays a summary table of Restrictive Practice Usage for the current month and the prior six months. On the following example selecting the [month/year](#) hyperlink (Nov 2014) the Usage recorded will be displayed with detail of the Restrictive Practice Usage for the selected month.

The screenshot shows the 'Restrictive Practice Summary' page with the 'Monthly Summary - Episodic Restrictive Practice Usage' section expanded. A table displays usage data for various months from May 2014 to Nov 2014. The 'Nov 2014' column is highlighted with a red box, and the usage value '1' is also highlighted. An 'Expire' link is visible at the end of the row.

Restrictive Practice Type	May 2014	Jun 2014	Jul 2014	Aug 2014	Sep 2014	Oct 2014	Nov 2014	
Chemical Restraint As Required - Quetiapine 25 milligrams (mg) (Doctor Smith)	0	0	0	0	0	0	1	<a href="#">Expire</a>

## Expire and Un-Expire a Restrictive Practice Type

On the *Restrictive Practice Summary* page, the summary table of Restrictive Practice Usage for the current month and the prior six months displays each Type recorded for the Service User. The [Expire](#) hyperlink enables the Restrictive Practice Type to be expired and no further Usage can be recorded for that Type. Once a Type has been Expired the summary displays an [Un-expire](#) hyperlink where the Type can be enabled again by selecting the [Un-expire](#) hyperlink.

Expiring Restrictive Practice Types that are not currently being used can be useful to keep the list of previously reported Restricted Practice Types relevant and to minimise the risk of incorrect data entry.

[Service User](#)  
[Service User Details](#)  
[Restrictive Practice Summary](#)  
[Return](#)

### Restrictive Practice Summary

#### Service User Details

BIS Client ID: \_\_\_\_\_ Surname: \_\_\_\_\_  
 First Name: \_\_\_\_\_ Gender: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_

#### Service Outlet Details

Service Outlet: 55555 – Service Outlet Name 1

#### Monthly Summary - Episodic Restrictive Practice Usage

[Add Episodic Restrictive Practice Usage](#)

Restrictive Practice Type	Jun 2014	Jul 2014	Aug 2014	Sep 2014	Oct 2014	Nov 2014	Dec 2014	
Chemical Restraint As Required - Lamotrigine 1 micrograms (µg) (Dr Smith)	0	0	0	0	0	0	1	<a href="#">Un-expire</a>
Containment	0	0	0	0	1	1	1	<a href="#">Expire</a>
Seclusion	0	0	0	0	0	2	0	<a href="#">Expire</a>

#### Monthly Summary - Routine Restrictive Practice Usage

[Add Routine Restrictive Practice Usage](#)  
 No records found

[Restrictive Practice Summary](#)  
[Return](#)

### Service User Details

BIS Client ID: \_\_\_\_\_ Surname: \_\_\_\_\_  
 First Name: \_\_\_\_\_ Gender: \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_

### Service Outlet Details

Service Outlet: 55555 – Service Outlet Name 1

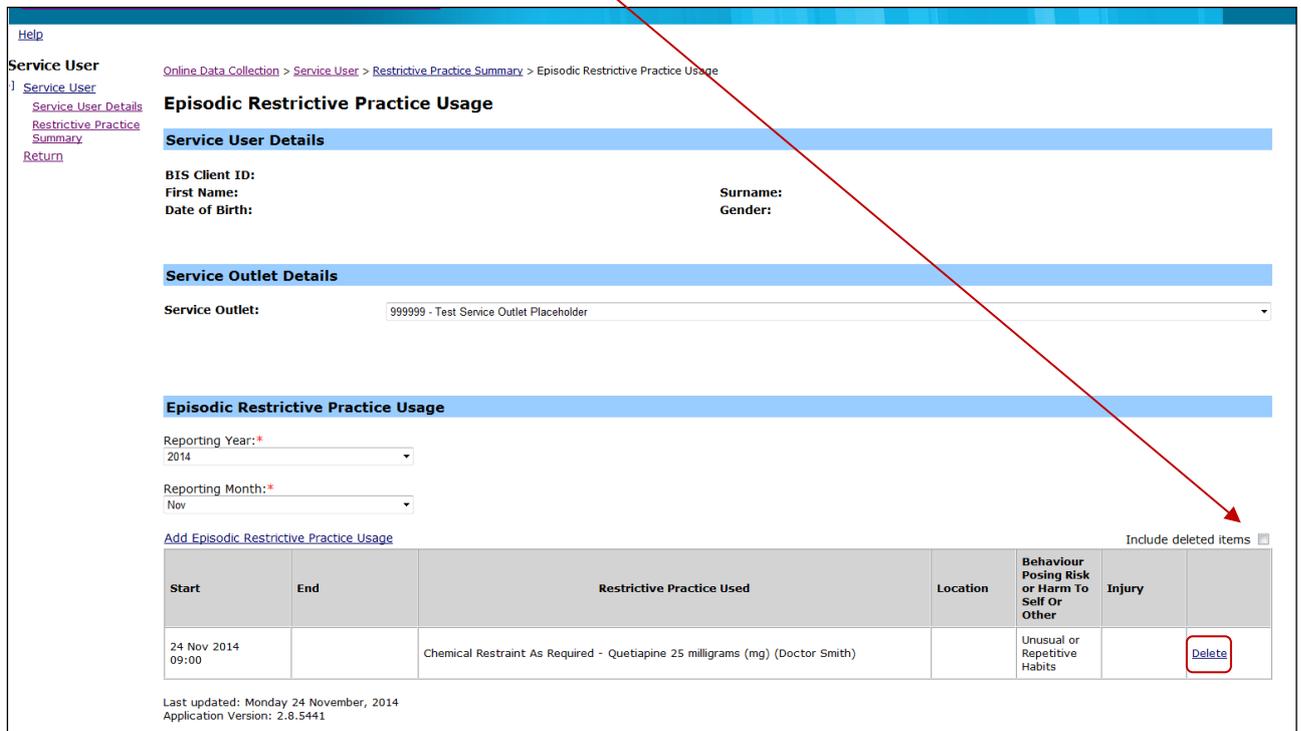
### Episodic Restrictive Practice Usage

- Select a previously reported Restrictive Practice type
  - Containment
  - Seclusion
- Add a new Restrictive Practice type

The Restrictive Practice Type Chemical Restraint as Required displays in the following example as being expired with an [Un-expire](#) hyperlink. When adding Episodic Restrictive Practice Usage Chemical Restraint As Required is not listed as a previously reported Restrictive Practice Type.

## Delete Restrictive Practice Usage

A Delete hyperlink displays on each Restrictive Practice Usage record. Selecting the Delete hyperlink will display a dialog box confirming the deletion. Selecting OK will delete the Usage record. Select the checkbox 'Include deleted items' to display Usage records with a Deleted status.



Help

Service User [Online Data Collection > Service User > Restrictive Practice Summary > Episodic Restrictive Practice Usage](#)

Service User Details  
Restrictive Practice Summary  
Return

### Episodic Restrictive Practice Usage

**Service User Details**

BIS Client ID:  
First Name: Surname:  
Date of Birth: Gender:

**Service Outlet Details**

Service Outlet: 999999 - Test Service Outlet Placeholder

**Episodic Restrictive Practice Usage**

Reporting Year:\* 2014  
Reporting Month:\* Nov

[Add Episodic Restrictive Practice Usage](#) Include deleted items

Start	End	Restrictive Practice Used	Location	Behaviour Posing Risk or Harm To Self Or Other	Injury	
24 Nov 2014 09:00		Chemical Restraint As Required - Quetiapine 25 milligrams (mg) (Doctor Smith)		Unusual or Repetitive Habits		<a href="#">Delete</a>

Last updated: Monday 24 November, 2014  
Application Version: 2.8.5441

Deleted Usage records are not included in the reporting for the Service User or in the tallies displayed on the *Restrictive Practice Summary* page.

### Tip:

- Where you can expire a Restrictive Practice Type, (to then un-expire it as required later on), instances of use can only be deleted. Once deleted, they cannot be restored (un-deleted) and if the entry is required, it must be re-entered.

## Authorisation

Once the data entry of the Restrictive Practice Usage information has occurred for a Service User and Service Outlet, this information is to be “authorised”. The authorisation step indicates that Restrictive Practice Usage submission is complete for Service Outlet, Service User and reporting month.

## 12. Reports

The following reports are available within ODC:

### Restrictive Practice Monthly Checklist

The monthly reporting checklist provides an overview of the reporting status for each Service Outlet. The summary will indicate:

- Service Outlets with nothing more to do – i.e. no reporting is expected, or alternatively reporting has been finalised for each Service User associated with the Service Outlet.
- Service Outlets that have Service Users that have not yet been authorised. The system will prompt the user to authorise the Restrictive Practice Usage information.
- Service Outlets that have Service Users that were expected to report, but have not yet recorded any instances of use. The system will prompt the user to enter the Restrictive Practice Usage information.

### Client Record of Restrictive Practice Usage Report

For evidence of reporting Restrictive Practice Usage, this report will allow a Service Provider to generate and export a PDF report showing Restrictive Practice Usage information for:

- For one, many or all Service Outlets
- For one, many or all Clients
- For one, many or all Restrictive Practice Types
- For a specified date range

### Restrictive Practice Usage Report

Service Providers are able to generate and extract data on Restrictive Practice Usage to utilise for their own reporting requirements.

### Compliance Report

The Restrictive Practice Compliance Report is provided to allow Service Providers the ability to monitor their own compliance around the reporting and recording of usage of restrictive practices. (refer to USER GUIDE – Compliance Report for more information)

### Bulk Import

Organisations with a large number of clients may use the Bulk Import functionality to assist in the data entry of Restrictive Practice Usage information. This bulk import will be used to record the Restrictive Practice usage details for one or more Service Users and Service Outlets in ODC.