

## **Restraint/Seclusion Log Instructions**

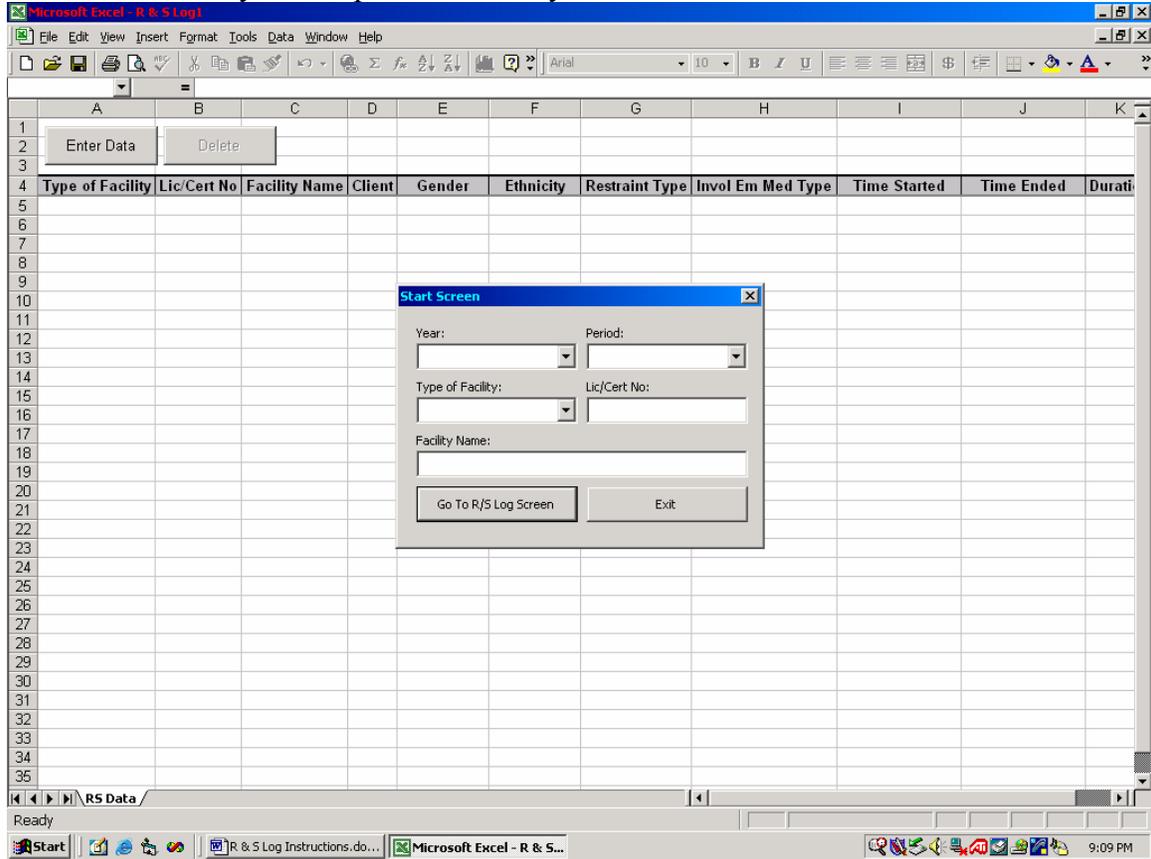
(Includes the use Involuntary Emergency Medications and Major Aversives)

- Attention:** ODMH does not guarantee compatibility of this application with your current version of Windows and/or Excel (PC only, not compatible with Mac).
- Note 1:** The provided application is a template. Once the initial entries have been made you will be prompted to do a 'Save AS...' on exit. If you want to make subsequent entries, you must re-open the application that you saved it as. The template will not save your entries. It is recommended that the title represent the 6 month period, the year, and if dually licensed, which agency you are reporting for (i.e., "RSLogJanJun2003Res.xls" – this would represent the first half of 2003 for a Residential).
- Note 2:** The template is set up to collect only 6 months worth of data (either the 1<sup>st</sup> half of the year or the 2<sup>nd</sup> half. To enter another 6 months worth of data, you must open a second version of the template and save under a different name.
- Note 3:** If dually licensed and certified, you must create 2 separate versions of the log. One for Community and one for Residential and save them under different names.

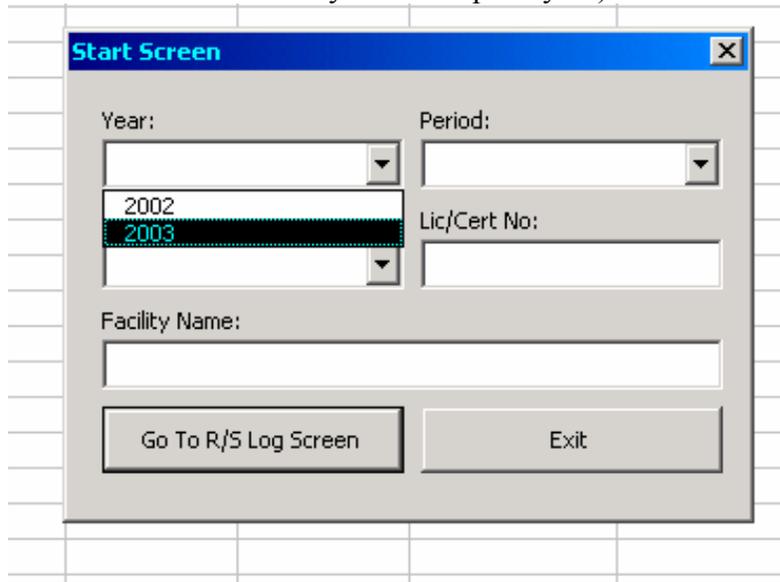


## Entering Data:

Click **Enter Data**. If there is currently no data in the log, the following form will appear. This form will only show up the first time you enter data.



Select the **Year** when the incidents occurred (you will only have the choice of choosing the current year or the prior year).



Select **Period**. You will only have the option of choosing the first half of the year or the second half of the year.

The screenshot shows a window titled "Start Screen" with a blue title bar and a close button. It contains several input fields and buttons. The "Year:" dropdown menu is set to "2003". The "Period:" dropdown menu is open, displaying two options: "Jan - Jun" and "Jul - Dec", with "Jul - Dec" highlighted. The "Type of Facility:" dropdown menu is currently empty. Below it is a text box for "Facility Name:" which is also empty. At the bottom of the window are two buttons: "Go To R/S Log Screen" and "Exit".

Select **Type of Facility**, either Residential or Community (If dually licensed and certified, you will have to open up another version of this application).

The screenshot shows the same "Start Screen" window. The "Year:" dropdown remains "2003". The "Period:" dropdown is now closed and set to "Jul - Dec". The "Type of Facility:" dropdown menu is open, showing two options: "Community" and "Residential", with "Residential" highlighted. The "Lic/Cert No:" text box is empty. The "Go To R/S Log Screen" and "Exit" buttons remain at the bottom.

Depending on Type of Facility chosen, enter either the License Number or Certification Number in the **Lic/Cert No** field. This is a numeric only field.

Next, enter the **Facility Name**. This is the official name of the facility/agency. If you have several facilities/agencies make sure you specify which on, for example, “Friendly Therapeutic House – Lippert Cottage.”

The screenshot shows a 'Start Screen' dialog box with the following fields and values:

Field	Value
Year	2003
Period	Jul - Dec
Type of Facility	Residential
Lic/Cert No	123
Facility Name	Friendly Therapeutic House - Lippert Cottage

Buttons: Go To R/S Log Screen, Exit

If all information is correct. Click **Go To R/S Log Screen** to enter detailed restraint/seclusion information.

On the next screen, **select Type of Restraint.**

The screenshot shows a software window titled "R/S Log" with a close button in the top right corner. The window contains several input fields and buttons:

- Type of Restraint:** A dropdown menu is open, showing a list of options: "Time-out >15", "Seclusion", "Physical", "Mechanical", "Invol Em Meds" (highlighted in blue), and "Major Aversive".
- Type of Involuntary Emerg. Med:** A dropdown menu.
- Time (hh:mm):** Two input boxes for hours and minutes, followed by an AM/PM dropdown.
- End Date/Time:** Fields for Month, Day, Time (hh:mm), and AM/PM.
- Client ID (No names, please):** A text input field.
- Gender (optional):** A dropdown menu.
- Ethnicity (optional):** A dropdown menu.
- Buttons:** "Enter Record" and "Exit" buttons at the bottom.

If Type of Restraint chosen is **Invol Em Meds**, in the **Type of Involuntary Emergen. Med** field select either I.M. or P.O. (Note: This field is only enabled for Invol Em Meds.)

The screenshot shows a dialog box titled "R/S Log" with a close button in the top right corner. The form contains the following fields and controls:

- Type of Restraint:** A dropdown menu with "Invol Em Meds" selected.
- Type of Involuntary Emerg. Med:** A dropdown menu with "P.O." and "I.M." options. "I.M." is currently selected and highlighted.
- Start Date/Time:** A section containing:
  - Month: A dropdown menu.
  - Day: A dropdown menu.
  - Time (hh:mm): Two input fields separated by a colon.
  - AM/PM: A dropdown menu.
- End Date/Time:** A section containing:
  - Month: A dropdown menu.
  - Day: A dropdown menu.
  - Time (hh:mm): Two input fields separated by a colon.
  - AM/PM: A dropdown menu.
- Client ID (No names, please):** A text input field.
- Gender (optional):** A dropdown menu.
- Ethnicity (optional):** A dropdown menu.
- Buttons:** "Enter Record" and "Exit" buttons at the bottom.

Enter **Start Date/Time** information.

The screenshot shows a software window titled "R/S Log" with a close button in the top right corner. The window contains the following fields and controls:

- Type of Restraint:** A dropdown menu with "Physical" selected.
- Type of Involuntary Emerg. Med:** An empty dropdown menu.
- Start Date/Time:** A section containing:
  - Month:** A dropdown menu with "Sep" selected.
  - Day:** A dropdown menu with "4" selected.
  - Time (hh:mm):** Two input boxes containing "11" and "59" respectively, separated by a colon.
  - AM/PM:** A dropdown menu with "PM" selected.
- End Date/Time:** A section containing:
  - Month:** An empty dropdown menu.
  - Day:** An empty dropdown menu.
  - Time (hh:mm):** Two empty input boxes separated by a colon.
  - AM/PM:** An empty dropdown menu.
- Client ID (No names, please):** A text input field.
- Gender (optional):** A dropdown menu.
- Ethnicity (optional):** A dropdown menu.
- Buttons:** Two buttons at the bottom: "Enter Record" and "Exit".

If **Type of Restraint** selected is not Invol Em Meds or Major Aversive, enter **End Date/Time** information. (Note: This field is disabled for Invol Em Meds and Major Aversive)

R/S Log

Type of Restraint: Physical      Type of Involuntary Emerg. Meds:

Start Date/Time:

Month: Sep      Day: 4      Time (hh:mm): 11 : 59      AM/PM: PM

End Date/Time:

Month: Sep      Day: 5      Time (hh:mm): 12 : 10      AM/PM: AM

Client ID (No names, please):

Gender (optional):      Ethnicity (optional):

Enter Record      Exit

Enter **Client ID**. It is recommended that the Client ID consist of a combination of letters and numbers. Once a unique Client ID has been created for a particular individual, this same Client ID should be used for all subsequent R/S entries involving that particular client.

The screenshot shows a software window titled "R/S Log" with a close button in the top right corner. The window contains the following fields and controls:

- Type of Restraint:** A dropdown menu with "Physical" selected.
- Type of Involuntary Emerg. Med:** An empty dropdown menu.
- Start Date/Time:** A section containing:
  - Month:** "Sep" (dropdown)
  - Day:** "4" (dropdown)
  - Time (hh:mm):** "11" (hours) and "59" (minutes) (text boxes)
  - AM/PM:** "PM" (dropdown)
- End Date/Time:** A section containing:
  - Month:** "Sep" (dropdown)
  - Day:** "5" (dropdown)
  - Time (hh:mm):** "12" (hours) and "10" (minutes) (text boxes)
  - AM/PM:** "PM" (dropdown)
- Client ID (No names, please):** A text box containing "DL4321".
- Gender (optional):** An empty dropdown menu.
- Ethnicity (optional):** An empty dropdown menu.
- Buttons:** "Enter Record" and "Exit" buttons at the bottom.

Lastly, enter the optional **Gender** and **Ethnicity** Information.

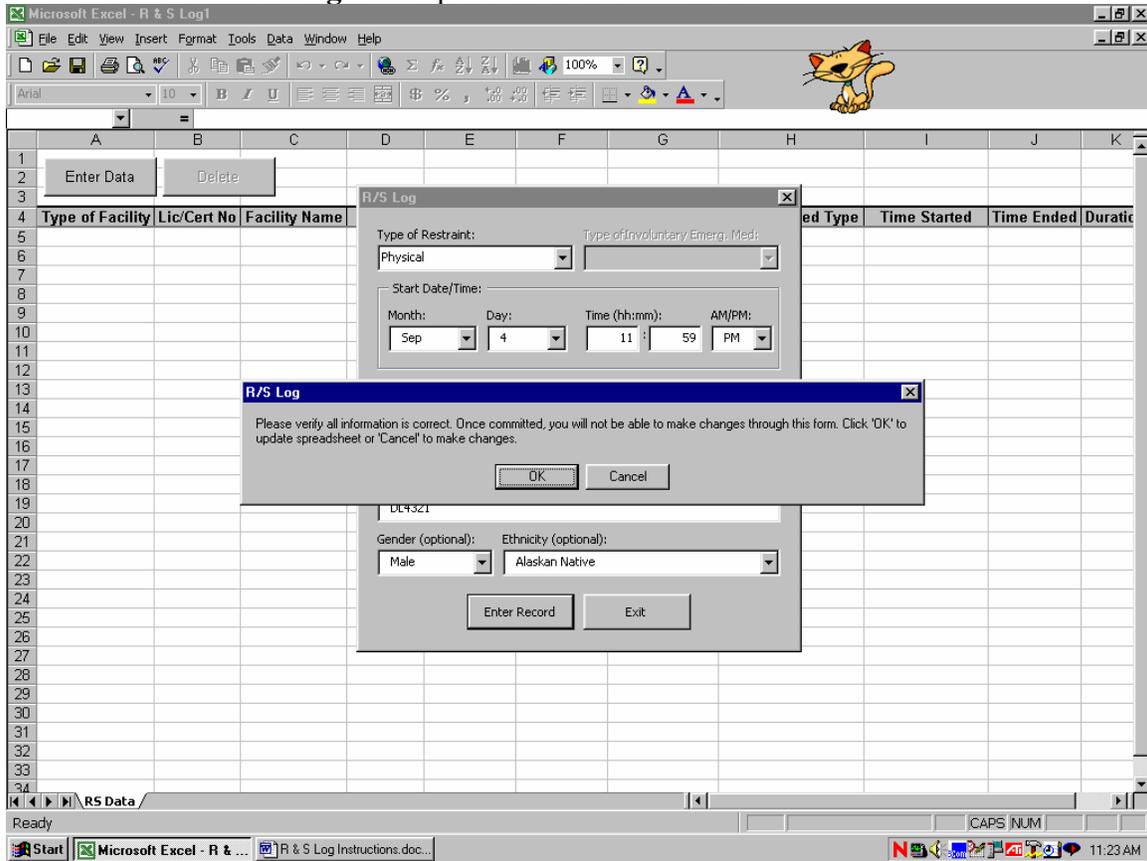
The screenshot shows a dialog box titled "R/S Log" with the following fields and values:

- Type of Restraint: Physical
- Type of Involuntary Emerg. Med: (empty)
- Start Date/Time: Sep 4, 11:59 PM
- End Date/Time: Sep 5, 12:10 PM
- Client ID (No names, please): DL4321
- Gender (optional): Male
- Ethnicity (optional): Alaskan Native

Buttons at the bottom: Enter Record, Exit

Once all information has been entered, click **Enter Record** to commit data.

Next a message box will appear to confirm the entry. Click **OK** to commit changes or click **Cancel** to go back and make changes. (Note: Once the data has been committed to the worksheet, you will not be able to make changes.) If a record has been entered erroneously, you must delete the entire record and re-enter it. For instructions on deleting data refer to the “**Deleting Data**” portion of this document.



Once the data has been committed the spreadsheet will update in the background and several other worksheet tabs will appear at the bottom of the screen. The additional worksheets include aggregate data. (Note: There must be at least one row of data in the first worksheet for the additional worksheets to appear.)

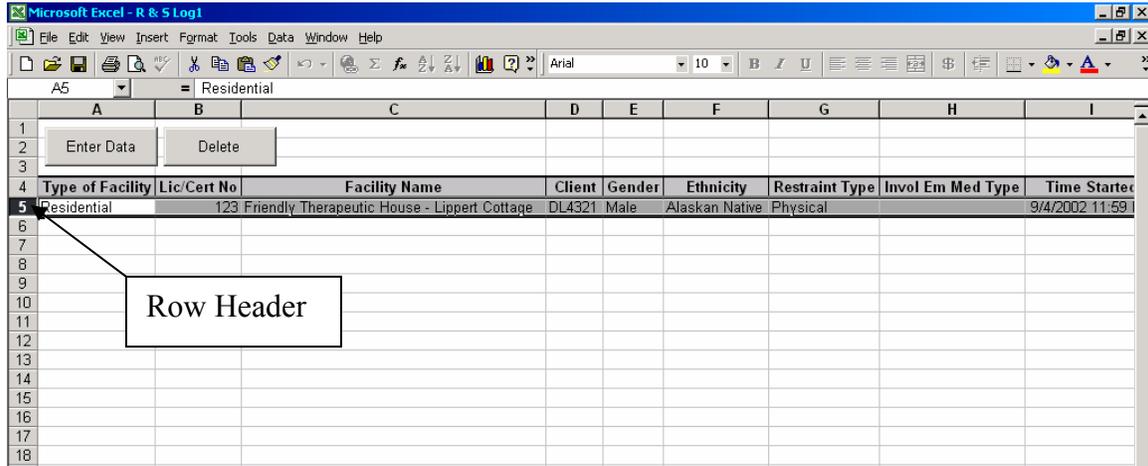
The screenshot displays the Microsoft Excel interface with a dialog box titled "R/S Log" overlaid on a spreadsheet. The spreadsheet has columns labeled "Type of Facility", "Lic/Cert No", "R/S Log", "Restraint Type", "Invol Em Med Type", and "Time Started". A dialog box is open with the following fields: "Type of Restraint:" (dropdown), "Type of Involuntary Emerg. Med.:" (dropdown), "Start Date/Time:" (Month, Day, Time (hh:mm), AM/PM), "End Date/Time:" (Month, Day, Time (hh:mm), AM/PM), "Client ID (No names, please):" (text input), "Gender (optional):" (dropdown), and "Ethnicity (optional):" (dropdown). At the bottom of the dialog are "Enter Record" and "Exit" buttons. A box labeled "Previous Entry" has an arrow pointing to row 6 of the spreadsheet. A box labeled "Aggregate Data" has an arrow pointing to the "RS Data" tab at the bottom of the Excel window.

Now you may choose to make another entry or click **Exit** to view data.

## Deleting Data:

Note: Deletions can only be made one record at a time. If multiple selections are made, only the top row will be deleted.

To delete, click the row header of the record you want to delete. Then click the **Delete** button.



A message box will appear to confirm the deletion. Click **OK** to delete or **Cancel** to abort the deletion.

