



Department of  
Developmental Disabilities

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**Division of Information Technology Services**

RESTRICTIVE MEASURES NOTIFICATION  
COUNTY BOARD AND CENTRAL OFFICE  
CRM User's Guide

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**Division of Information Technology Services**

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Getting Help

For issues related to this application, access or use, please contact the Information Technology Services Call Center at:

1-800-617-6733 option 4

OR

[ITSCallCenter@dodd.ohio.gov](mailto:ITSCallCenter@dodd.ohio.gov)

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### Starting the RMN application

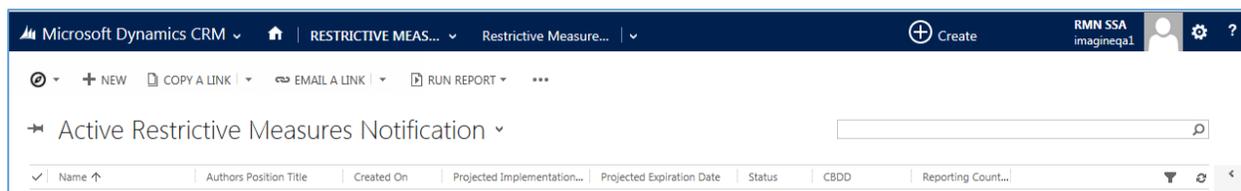


1. Click the dropdown on the 'Microsoft Dynamics CRM' button and this will reveal several application tiles.



2. Find and click on the 'Restrictive Measures Notification' tile:
3. When the RMN application is selected you will be presented with the 'Active Restrictive Measures Notification' dashboard. Here you will find a list of RMN's on file for your business unit. If there are no RMN's on file, this list will be empty.

### Entering a 'New' RMN record



1. Under the command bar (which includes 'Microsoft Dynamics CRM' and others) is the RMN menu.
2. Click on the 'New' button and a blank RMN page will appear.

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RESTRICTIVE MEASURES NOTIFICATION : INFORMATION

## New Restrictive Measures Notification

General

Personal Information:

Individual *	Date of Birth
--	--
County of Service:	Status
--	Draft

Behavioral Support Strategies Developed By:

First Name *	Last Name *	Agency Name *
--	--	--
Phone *	Author's Position Title *	Email *
--	--	--
Select Author Agency Type *		
--		

Type of Behavioral Support Strategy with Restrictive Measures:

Initial	<input type="checkbox"/>	Annual	<input type="checkbox"/>	Revision	<input type="checkbox"/>	Discontinued	<input type="checkbox"/>
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Discontinued Due to  --

Date of Individual / Guardian Consent: \* --

Human Rights Committee Approval Date: \* --

Projected Implementation Date for Restrictive Measures: \* --

Projected Expiration Date of Restrictive Measures: \* --

TARGETED BEHAVIOR :

3. Click in the 'Individual' textbox and search for the individual you wish to create a notification for. This can be done 2 ways:
  - a. Type the first or last name of the individual and hit the 'Enter' key. Then select from the results the individual you are looking for.
  - b. Click the magnifying glass icon at the end of the textbox. Then select from the results the individual you are looking for.
4. Once you selected an individual, their 'Personal Information' will be displayed; Name, Date of Birth and County of Service.
5. Next enter the information for the person who developed the strategy.
  - a. First Name
  - b. Phone
  - c. Select an Agency Type
  - d. Last Name
  - e. Title
  - f. Agency Name
  - g. Email
6. Select the 'Behavioral Support Strategy'
  - a. NOTE: if this is the very first RMN record for this individual the default strategy available is 'Initial'.
  - b. Other choices are 'Annual', 'Revision' or 'Discontinued'

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7. Enter the following dates
  - a. Individual / Guardian Consent
  - b. Human Rights Committee Approval
  - c. Projected Implementation
  - d. Projected Expiration
8. Before you can proceed you need to click the 'Save' button on the RMN Menu. Once the save has completed you can enter each 'Target Behavior', one at a time.

TARGETED BEHAVIOR :	
Target Behavior ↑	Created On

No Target Behavior records found.

9. To enter a 'Target Behavior' click on the '+' icon on the right side of the form. This displays the 'New Target Behavior' page.
10. On the 'New Target Behavior' page choose one 'Target Behavior' from the list.
11. For the selected 'Target Behavior' choose at least one of the applicable 'Locations'
12. For the selected 'Target Behavior' choose at least one of the applicable 'Restrictive Measures'
13. For each of the 'Restrictive Measures' choose at least one of the applicable corresponding 'Restrictive Measure Details'
14. If a particular measure description is court ordered then select the matching 'Court Ordered' checkbox.
15. Once the details for the selected 'Target Behavior' are filled in, click the 'Save & Close' button on the menu.
16. If you have more than one 'Target Behavior' then repeat steps 9 – 15
17. If you are done filling out this RMN then while on the 'Restrictive Measures Notification' page in the individual's 'Personal Information' section change the 'Status' from 'Draft' to 'Submit'
18. Click the 'Save & Close' button on the menu. This should take you back to the list of individuals who have RMN's.

### Entering an 'Annual', or 'Revision' RMN record

1. If you are not in the RMN application then refer to the **Starting the RMN application** section.
2. Locate the RMN record you wish to create an 'Annual' or 'Revision' for and double click on that record.
3. In the 'Behavioral Support Strategy' section select either 'Annual' or 'Revision'
4. Click the 'Save & Close' button from the menu. This will create a new record in 'Draft' for the type of Behavioral Support Strategy selected in step 3.
5. Locate the new RMN record that is in 'Draft' double click on that record.
6. At this point you are able to make any changes to the RMN as needed, this includes adding or removing Target Behaviors.

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7. Once all the changes are completed be sure you change the 'Status' from 'Draft' to 'Submit'.
8. Now you need to click the 'Save & Close' button on the menu.

#### Discontinuing an RMN record.

1. If you are not in the RMN application then refer to the **Starting the RMN application** section.
2. Locate the RMN record you wish to 'Discontinue' and double click on that record.
3. In the 'Behavioral Support Strategy' section select 'Discontinued'.
4. You must give a brief description in the 'Discontinued Due to' textbox.
5. Now you need to click the 'Save & Close' button on the menu.

#### Printing an Individual's RMN

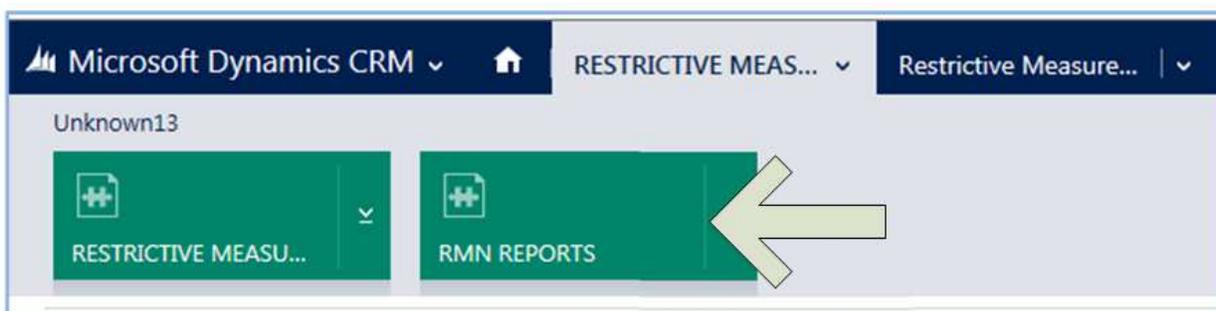
1. If you are not in the RMN application then refer to the **Starting the RMN application** section.
2. Locate the RMN record you wish to Print and double click on that record.
3. Click the 'Print Summary' button on the RMN Menu once you do a new screen appears with the details of the RMN.
4. Click the 'Print' option at the top of the screen, this will print the first page of the RMN.
5. From this page double click on each of the Target Behaviors and then click the 'Print Summary' button for that behavior.
6. A new screen will appear and you can click the 'Print' option at the top of that screen, this will print only that one Target Behavior.
7. For additional Target Behaviors go back to the first page of the RMN and double click the other Target Behaviors and print each of any additional detail pages.

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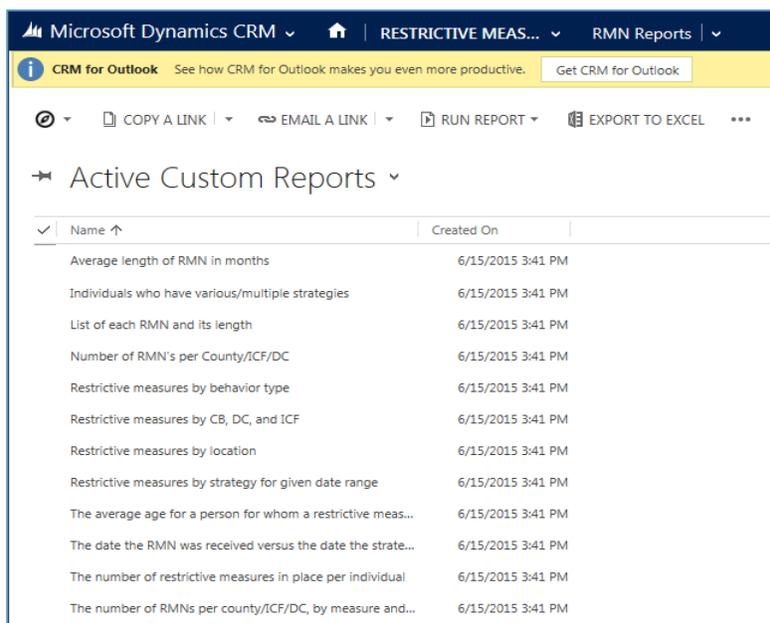
Viewing RMN reports in CRM.

1. To view an **RMN Report in CRM**, select Microsoft Dynamics CRM from the navigation pane and click 'Restrictive Measures' button from the dropdown options. Once you have done this you will notice a change in display: 

2. Click the 1<sup>st</sup> 'Restrictive Measures' option and select RMN Reports from the dropdown options:



3. After clicking 'RMN Reports', the display changes and shows the RMN Report Types:



Name ↑	Created On
Average length of RMN in months	6/15/2015 3:41 PM
Individuals who have various/multiple strategies	6/15/2015 3:41 PM
List of each RMN and its length	6/15/2015 3:41 PM
Number of RMN's per County/ICF/DC	6/15/2015 3:41 PM
Restrictive measures by behavior type	6/15/2015 3:41 PM
Restrictive measures by CB, DC, and ICF	6/15/2015 3:41 PM
Restrictive measures by location	6/15/2015 3:41 PM
Restrictive measures by strategy for given date range	6/15/2015 3:41 PM
The average age for a person for whom a restrictive meas...	6/15/2015 3:41 PM
The date the RMN was received versus the date the strate...	6/15/2015 3:41 PM
The number of restrictive measures in place per individual	6/15/2015 3:41 PM
The number of RMNs per county/ICF/DC, by measure and...	6/15/2015 3:41 PM

4. Double-click any of the RMN Report Types and insert a 'Start Date and End Date' to generate results based on the date span selected:



5. Click 'View Report' to display the RMN Report associated with the RMN Report Type selected:

## Average length of RMN in months

Report GUID \* 00A19CCA-240A-E511-98AA-005056B3678F

Start Date 6/1/2015 End Date 6/30/2015

1 of 1 100% Find | Next

### Restrictive Measure Notification

**Report type :** Based upon average length of RMN in months **Date Range :** 6/1/2015 - 6/30/2015

**Showing County :** GREE

	County Board(s)	Developmental Center	Intermediate Care Facility
0-6 months	6	0	0
7-12 months	0	0	0

6. If you want to print this report click this button .
7. You can also export this report to a spreadsheet by clicking this button .

