



Department of  
Developmental Disabilities

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**Division of Information Technology Services**

RESTRICTIVE MEASURES NOTIFICATION  
INTERMEDIATE CARE FACILITIES  
PROVIDER PORTAL USER'S GUIDE

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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)

### Registering a Provider Account for the CEO

1. All providers should have an account that was created when you sought certification with the Department of Developmental Disabilities.
2. If you do not have an account follow the process as outlined on this web page:  
<http://dodd.ohio.gov/Providers/CertificationLicensure/Pages/default.aspx>
3. If you think you may already have an account but do not remember what it is please contact the Information Technology Services Call Center. (see previous section)
4. For those who know their account access you can proceed to the next section.

### How to Access the Restrictive Measures Notification Application

1. Currently the following Intermediate Care Facility (ICF) account types have access to the Restrictive Measures Notification (RMN) :
  - a. The facilities **CEO**
  - b. The CEO's assigned **Delegator**
  - c. The CEO's assigned **Evaluator**
2. The provider CEO will maintain the user accounts for the RMN application.
3. All these accounts will access RMN through the Imagine Provider Portal at:  
<https://imagineportal.prodapps.dodd.ohio.gov>

### CEO RMN Access

1. In a web browser enter the URL: <https://imagineportal.prodapps.dodd.ohio.gov>, once there click the 'Single SignOn' button.



Have access to an invitation code? Redeem it [here](#).

Sign in with an identity provider

Single SignOn

2. Once you have logged into you will be on the Imagine CEO Dashboard



Create Delegator

### CEO Dashboard

Delegates Note: If you wish not to have delegates, please create yourself as a delegate and assign as a review contact.

Search:

Last Name	First Name	E-mail	Phone	Submits POC	Manage
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3. From here the CEO can:
  - a. 'Start the RMN Application' see the corresponding section
  - b. OR 'Assign Delegator' or 'Assign Evaluator' to RMN Access see the corresponding section

### Assign a Delegator or an Evaluator to RMN Access

1. As the CEO you can assign the task of entering to RMN's to one or both a Delegator or an Evaluator.



2. Granting access to a Delegator to a facility for RMNs
  - a. Place a check in the box in front of the facility name for which you are granting RMN access.
  - b. Then click the 'Assign Delegator' button
  - c. Select the name of the Delegator from the dropdown.
  - d. Finally click the 'Assign' button. This Delegator now has access to enter RMNs for individuals in that facility.
3. Granting access to an Evaluator to a facility for RMNs.
  - a. Place a check in the box in front of the facility name for which you are granting RMN access
  - b. Then click the 'Assign RMN' button.
  - c. Select the name of the Evaluator from the dropdown.
  - d. Finally click the 'Assign' button. This Evaluator now has access to enter RMNs for individuals in that facility.

## Starting the RMN application



1. Once you have logged on you will see the 'CEO Dashboard' and further down the page is the list of 'Facilities' associated with this account.
2. Click on the Facility name where the individual you wish to enter an RMN for is a resident.

### Individuals

3. You will then be presented with the roster of individuals in that facility.
4. Click on either the individual's 'First Name' or 'Last Name' and you will be on their 'Profile' page.  
Also under their name you will see the menu button for RMN. 
5. Click on 'RMN'
6. When the RMN application is selected you will be presented with the 'Restrictive Measures Notification (RMN)' list. This is a list of RMN's on file for this individual. If there are no RMN's on file, this list will be empty.

### Restrictive Measures Notification (RMN)

Select the individual's restrictive measure notification or choose new RMN

Create New RMN

## Entering a 'New' RMN record

1. To enter a 'New' RMN simply click the  button. Once you have done this you will be presented with a blank RMN page.

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Restrictive Measures Notification (RMN) - Create New Restrictive Measure

Enter the Developer's Information for this Restrictive Measure Strategy

First Name:  Last Name:  Phone:

Author's Position/Title:  Email:  Agency Name:

Select Author's Agency Type:

Select the Strategy Type:

Initial  Annual  Revision

Discontinued  Discontinued Due to:

Fill in the Strategy Dates:

Date of Individual/Guardian Consent:

Human Rights Committee Approval Date:

Projected Implementation Date for Restrictive Measure:

Projected Expiration Date of Restrictive Measure:

RMN Status

2. Next enter the information for the person who developed the strategy.
  - a. First Name
  - b. Last Name
  - c. Phone
  - d. Title
  - e. Email
  - f. Agency Name
  - g. Select an Agency Type
3. Select the 'Strategy Type'
  - 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'
4. Enter the following dates
  - a. Individual / Guardian Consent

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- b. Human Rights Committee Approval
  - c. Projected Implementation
  - d. Projected Expiration
5. After you have entered this information click the 'Continue' button. Once the record has saved the 'Add Target Behavior(s)' button is displayed and you can enter each 'Target Behavior' one at a time.
6. To enter a 'Target Behavior' click on the 'Add Target Behavior(s)' button on the right side of the form. This displays the 'New Target Behavior' page.
7. On the 'Target Behavior(s)' page choose one 'Target Behavior' from the list.
8. For the selected 'Target Behavior' choose at least one of the applicable 'Locations'
9. For the selected 'Target Behavior' choose at least one of the applicable 'Restrictive Measures'
10. For each of the 'Restrictive Measures' choose at least one of the applicable corresponding 'Restrictive Measure Details'
11. If a particular measure description is court ordered then select the matching 'Court Ordered' checkbox.
12. Once the details for the selected 'Target Behavior' are filled in, click the 'Save' button at the bottom of the form.
13. If you have more than one 'Target Behavior' then repeat steps 6 – 12
14. If you are done filling out this RMN then while on the 'Restrictive Measures Notification' page change the 'RMN Status' from 'Draft' to 'Submit'
15. Click the 'Save' button. This should take you back to the list of RMN's for this individual.

### 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 click the appropriate link at the end of the line for that record.
3. Verify your intention to create the new record in the pop-up message box. The new record is then displayed with the information from the original record.
4. At this point you are able to make any changes to the RMN as needed, this includes adding or removing Target Behaviors.
5. Once all the changes are completed be sure you change the 'Status' from 'Draft' to 'Submit'.
6. Now you need to click the 'Save' button at the bottom of the form.

### Discontinuing an RMN record.

1. If you are not in the RMN application then refer to the **Starting the RMN application** section.

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2. Locate the RMN record you wish to 'Discontinue' and click the 'Discontinue' link on that record. A message box will appear.
3. Fill in the 'Discontinue' reason in the message box and click 'OK'.

#### 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 click the 'Strategy Type' link for that record at the beginning of the row.
3. Just above the Developer's Information there is a blue 'Print' button, click that button to print the RMN. If there are more than one Target Behaviors then use the navigational arrows to page to the subsequent Target Behaviors.
4. If you select to save as a PDF the whole RMN will be generated.

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Viewing RMN Reports in the Portal.

1. To view an **RMN Report in the Portal**, log into the Portal as a Developmental Center or ICF user and select a Facility:

Facilities Assign Delegator Assign Evaluator

Show 10 entries Search:

	Facility Name	Type	Status	Facility #	Delegator
<input checked="" type="checkbox"/>	Add/Graham Road Home	ICF		2514099	Sam Rose
<input type="checkbox"/>	Add/Hampstead	ICF		2510205	Sam Rose
<input type="checkbox"/>	Add/Ida Avenue Home	ICF		2511713	Sam Rose
<input type="checkbox"/>	Add/Kimberly	ICF		2510214	Ross Steve
<input type="checkbox"/>	Add/Maize Road Home	ICF		2511571	Sam Rose
<input type="checkbox"/>	Add/Teakwood Avenue Home	ICF		2511722	Sam Rose

Showing 1 to 6 of 6 entries Previous Next

( OR )

Facilities Assign Delegator Assign Evaluator

Show 10 entries Search:

	Facility Name	Type	Status	Facility #	Delegator
<input checked="" type="checkbox"/>	Cambridge Developmental Center	DC		3010312	

Showing 1 to 1 of 1 entries Previous Next

2. Select an associated 'Individual' by clicking on the First/Last name link:

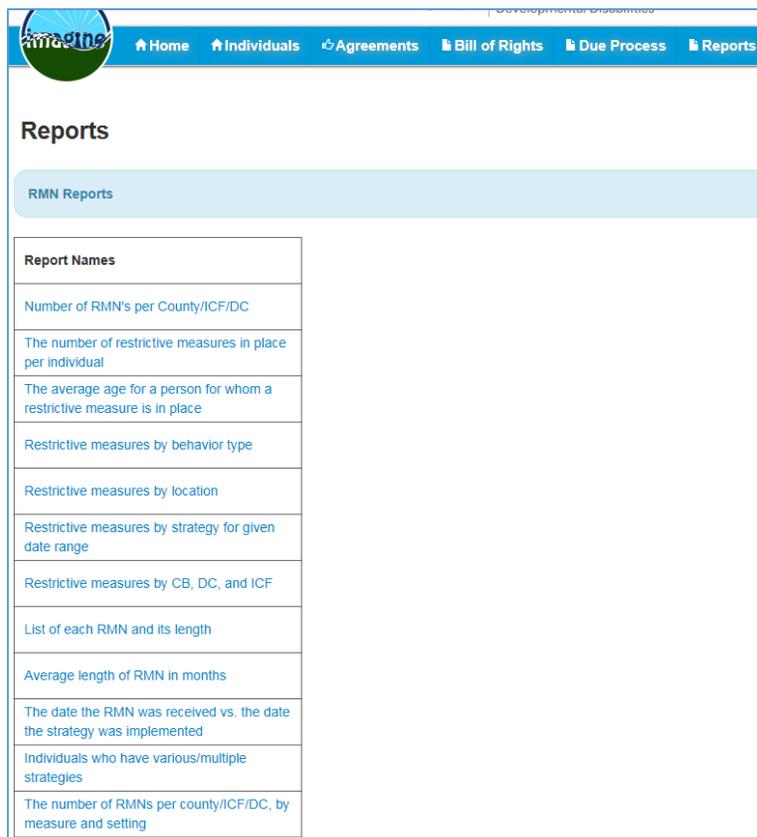
Individuals

First Name	Last Name	E-Mail	DODD#	Medicaid #
<a href="#">Rose</a>	<a href="#">Clary</a>		3627678	XXXXXXXX8401
<a href="#">Corey</a>	<a href="#">Baker</a>		6612953	XXXXXXXX1799
<a href="#">Margrett</a>	<a href="#">Joshua</a>		9989888	

3. Click on the 'Reports' button at top of screen:



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



5. 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:

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**Reports**

RMN Reports

Report Names
Number of RMN's per County/ICF/DC
The number of restrictive measures in place per individual
The average age for a person for whom a restrictive measure is in place
Restrictive measures by behavior type
Restrictive measures by location
Restrictive measures by strategy for given date range
Restrictive measures by CB, DC, and ICF
List of each RMN and its length
Average length of RMN in months
The date the RMN was received vs. the date the strategy was implemented
Individuals who have various/multiple strategies
The number of RMNs per county/ICF/DC, by measure and setting

Start Date  End Date

Agency Type

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

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**Reports**

RMN Reports

Report Names
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Restrictive measures by behavior type
Restrictive measures by location
Restrictive measures by strategy for given date range
Restrictive measures by CB, DC, and ICF
List of each RMN and its length
Average length of RMN in months
The date the RMN was received vs. the date the strategy was implemented
Individuals who have various/multiple strategies
The number of RMNs per county/ICF/DC, by measure and setting

Start Date:  End Date:  View Report

Agency Type:

1 of 1 | 100% | Find | Next |   

**Restrictive Measure Notification**

Report type: Number of RMN's per County, ICF and DC      Date Range: 6/1/2015 - 6/30/2015

Showing Facility: ADD/GRAHAM ROAD HOME

Agency Type	County Board(s)	Developmental Center	Intermediate Care Facility
RMN Count(s)	0	0	1

County Board / FacilityName	First Name	Last Name	Count
ADD/GRAHAM ROAD HOME	Mary	Lewis	1

7. If you want to print this report click this button .

8. You can also export this report to a spreadsheet by clicking this button .