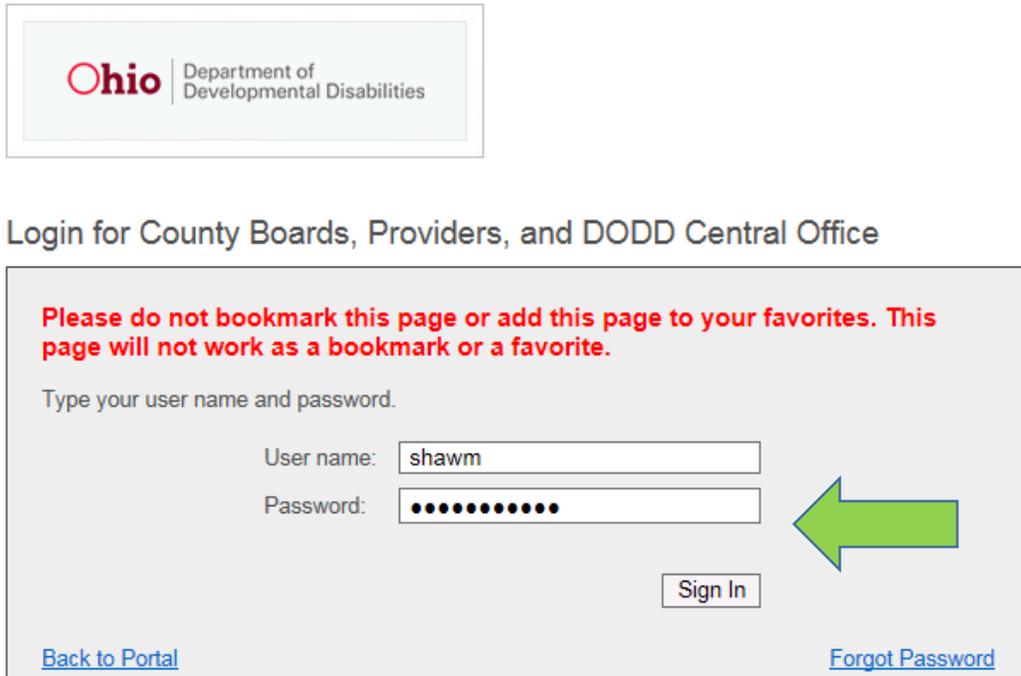


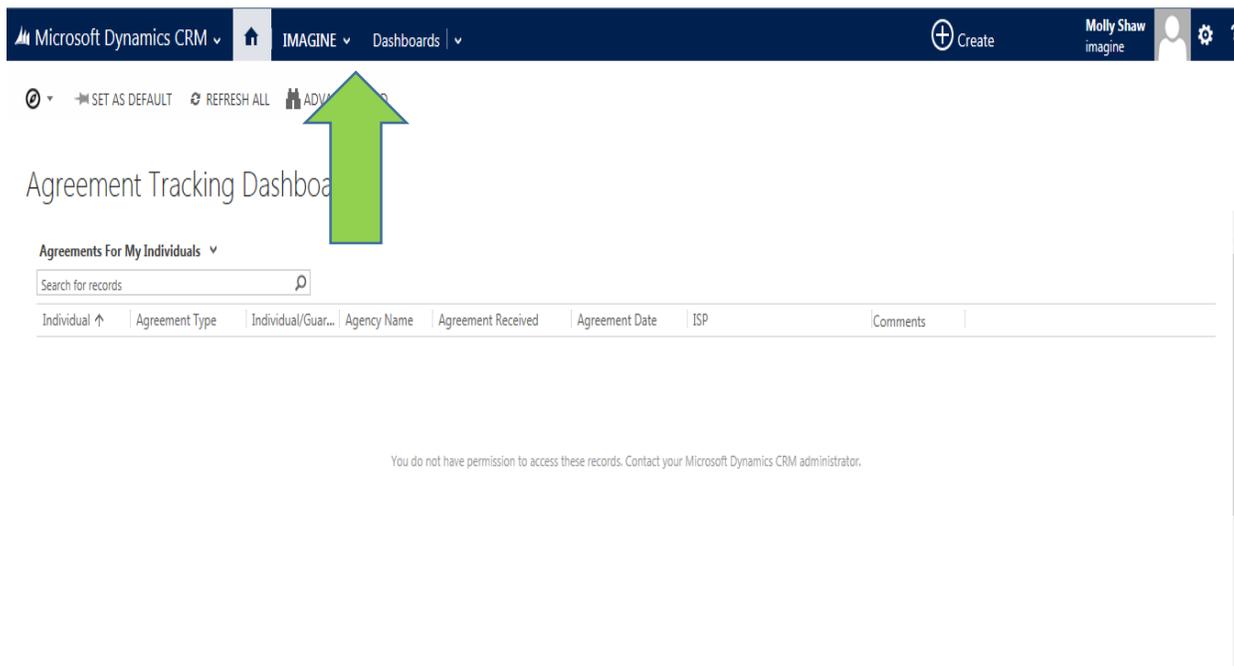
ACCESSING THE RESTRICTIVE MEASURE NOTIFICATION (RMN) APPLICATION:

Sign in using your user name and password, then click Sign In.



The screenshot shows the login interface for the Ohio Department of Developmental Disabilities. At the top left is the logo with the text "Ohio Department of Developmental Disabilities". Below this is the heading "Login for County Boards, Providers, and DODD Central Office". A red warning message states: "Please do not bookmark this page or add this page to your favorites. This page will not work as a bookmark or a favorite." Below the warning, it says "Type your user name and password." There are two input fields: "User name:" containing "shawm" and "Password:" containing ten black dots. A green arrow points to the right of the password field. Below the fields is a "Sign In" button. At the bottom left is a link "Back to Portal" and at the bottom right is a link "Forgot Password".

Click on down arrow to the right of IMAGINE.



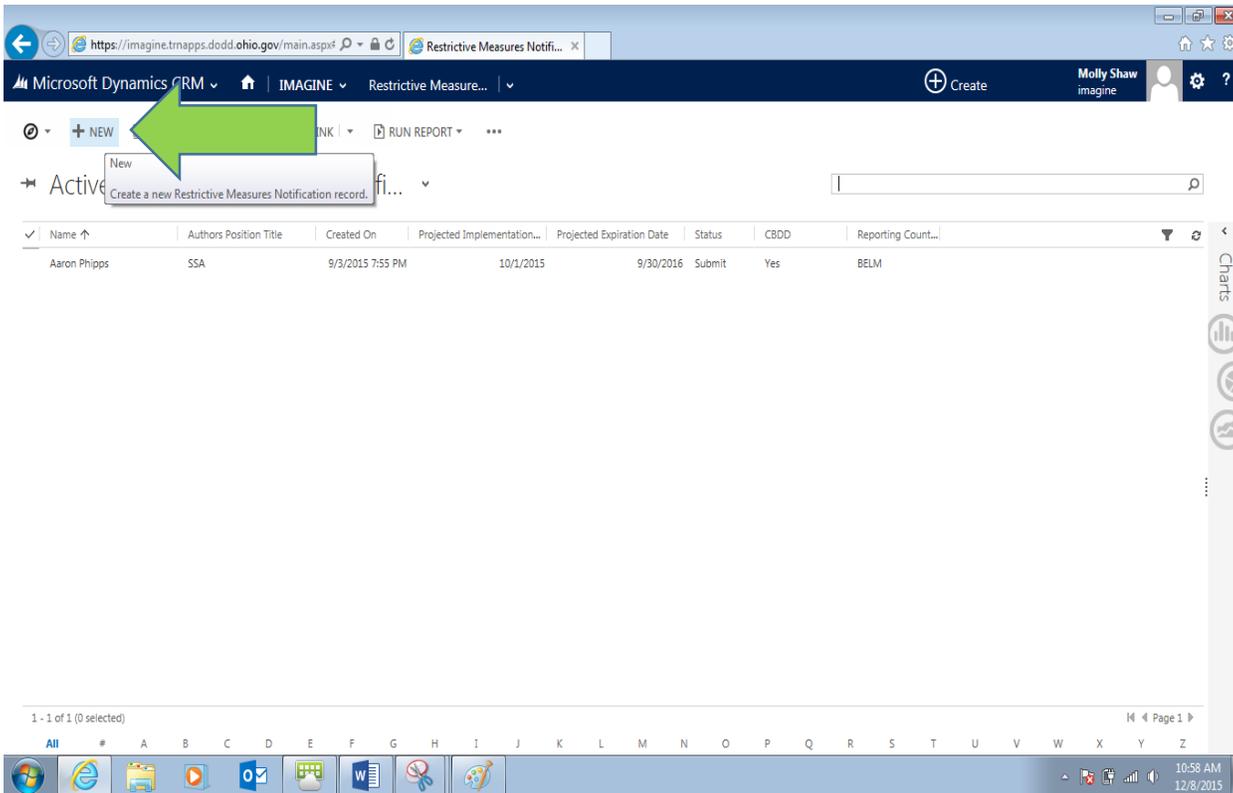
The screenshot shows the Microsoft Dynamics CRM interface. The top navigation bar includes "Microsoft Dynamics CRM", "IMAGINE", "Dashboards", "Create", and the user profile "Molly Shaw imagine". Below the navigation bar, there are several icons and a search bar. A green arrow points to a small downward arrow icon next to the "IMAGINE" label in the navigation bar. The main content area is titled "Agreement Tracking Dashboard" and contains a section "Agreements For My Individuals" with a search bar and a table. The table has columns for "Individual", "Agreement Type", "Individual/Guar...", "Agency Name", "Agreement Received", "Agreement Date", "ISP", and "Comments". At the bottom of the page, there is a message: "You do not have permission to access these records. Contact your Microsoft Dynamics CRM administrator."

Click on the Restrictive Measure Notification tile.

The screenshot shows the Microsoft Dynamics CRM interface. At the top, there is a navigation bar with the Microsoft Dynamics CRM logo, the user name 'Molly Shaw', and a 'Create' button. Below the navigation bar is a 'My Work' section containing several tiles: 'DASHBOARDS', 'ACTIVITIES', 'INDIVIDUALS', 'CONTACTS', 'RESTRICTIVE MEASU...', 'CALENDAR', and 'DODD APPLICATIO...'. A large green arrow points to the 'RESTRICTIVE MEASU...' tile. Below the navigation bar, there are two sections: 'Agreements For My Individuals' and 'Approvals For My Individuals'. Each section has a search bar and a table of records. The 'Agreements For My Individuals' table has columns for 'Individual', 'Agreement Type', 'Individual/Guar...', 'Agency Name', 'Agreement Received', 'Agreement Date', 'ISP', and 'Comments'. The 'Approvals For My Individuals' table has columns for 'Individual', 'Approval Type', 'Notification Date', 'Approval Received', 'Approval Date', 'ISP', and 'Comments'. A message at the bottom of the 'Agreements' section states: 'You do not have permission to access these records. Contact your Microsoft Dynamics CRM administrator.' The Windows taskbar is visible at the bottom of the screen, showing the time as 10:55 AM on 12/8/2015.

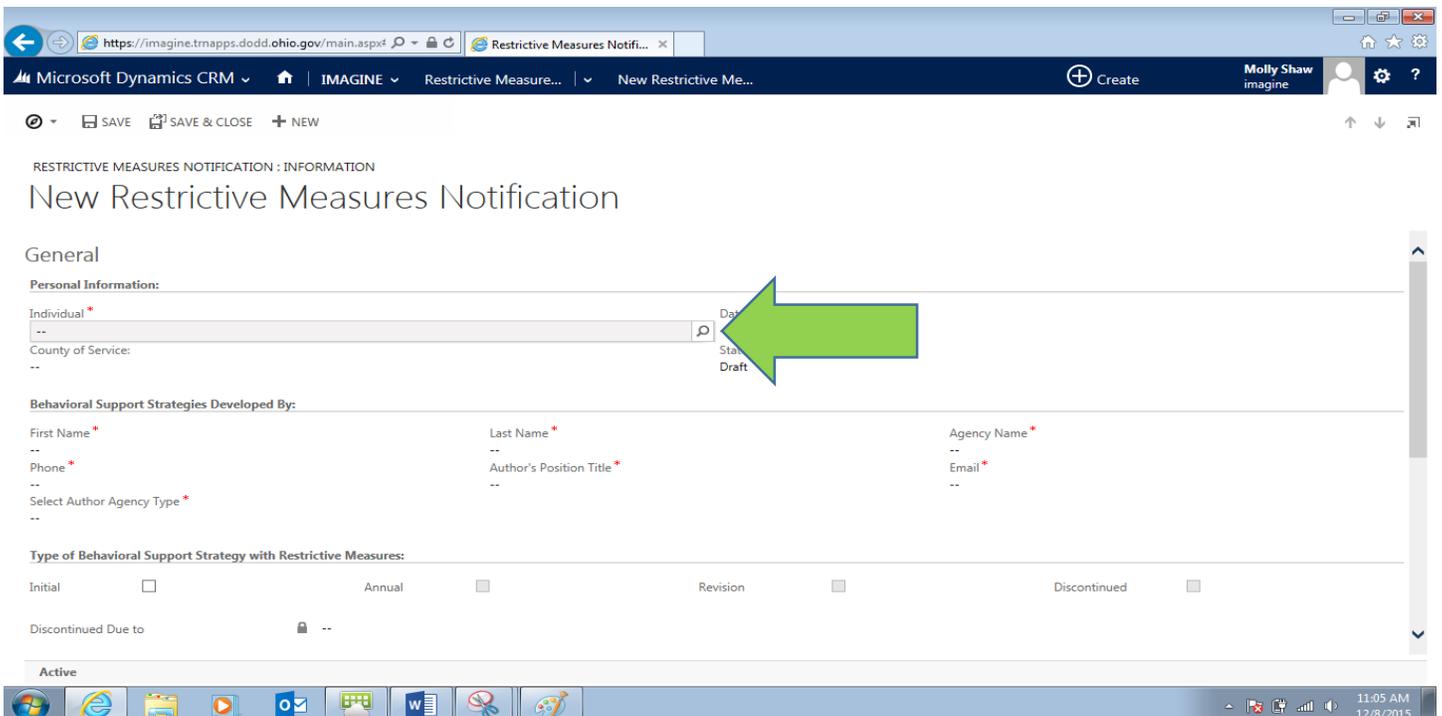
CREATING A NEW RMN RECORD:

To create a new record, click on +NEW.



A screenshot of the Microsoft Dynamics CRM interface. The browser address bar shows 'https://imagine.tnapps.dodd.ohio.gov/main.aspx'. The navigation bar includes 'Microsoft Dynamics CRM', 'IMAGINE', and 'Restrictive Measure...'. A '+NEW' button is highlighted with a green arrow. Below the navigation bar, there is a search bar and a table with columns: Name, Authors Position Title, Created On, Projected Implementation..., Projected Expiration Date, Status, CBDD, and Reporting Count... The table contains one record for Aaron Phipps. The bottom of the screen shows the Windows taskbar with various application icons and the system tray showing the time as 10:58 AM on 12/8/2015.

Click on the field below Individual, then click on the magnifying glass to search for the name.



A screenshot of the 'New Restrictive Measures Notification' form in Microsoft Dynamics CRM. The form is titled 'RESTRICTIVE MEASURES NOTIFICATION : INFORMATION' and 'New Restrictive Measures Notification'. The 'General' section includes 'Personal Information' with a dropdown menu for 'Individual' and a search icon. A green arrow points to the search icon. Below this are fields for 'County of Service', 'Behavioral Support Strategies Developed By' (with sub-fields for First Name, Last Name, Agency Name, Phone, Author's Position Title, and Select Author Agency Type), and 'Type of Behavioral Support Strategy with Restrictive Measures' (with radio buttons for Initial, Annual, Revision, and Discontinued). The bottom of the screen shows the Windows taskbar with various application icons and the system tray showing the time as 11:05 AM on 12/8/2015.

Click on the name of the person for whom you wish to create a new RMN record. The person's date of birth and county of service will pre-populate.

Microsoft Dynamics CRM | IMAGINE | Restrictive Measure... | New Restrictive Me... Create

SAVE SAVE & CLOSE NEW

RESTRICTIVE MEASURES NOTIFICATION : INFORMATION

New Restrictive Measures Notification

General

Personal Information:

Individual* Aaron Phipps	Date of Birth 12/12/1996
County of Service: BELM	Status Draft

Behavioral Support Strategies Developed By:

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

Enter information in all fields with a red asterisk about the person who developed the behavioral support strategies.

Microsoft Dynamics CRM | IMAGINE | Restrictive Measure... | New Restrictive Me... Create Molly Shaw imagine

SAVE SAVE & CLOSE NEW

RESTRICTIVE MEASURES NOTIFICATION : INFORMATION

New Restrictive Measures Notification

Individual* Aaron Phipps	Date of Birth 12/12/1996
County of Service: BELM	Status Draft

Behavioral Support Strategies Developed By:

First Name* Susie	Last Name* Smith	Agency Name* Belmont CBDD
Phone* (123) 456-7890	Author's Position Title* SSA	Email* susiesmithssa@belmontcbdd.com
Select Author Agency Type* County Board		

Select Initial for the type of behavioral support strategy, enter dates, and then click Save.

🔍 SAVE 📄 SAVE & CLOSE + NEW

RESTRICTIVE MEASURES NOTIFICATION : INFORMATION

New Restrictive Measures Notification

General

Personal Information:

Individual *
Aaron Phipps
County of Service:
BELM

Date of Birth
12/12/1996
Status
Draft

Behavioral Support Strategies Developed By:

First Name *
Susie
Phone *
(123) 456-7890
Select Author Agency Type *
County Board

Last Name *
Smith
Author's Position Title *
SSA

Agency Name *
Belmont CBDD
Email *
susiesmithssa@belmontcbdd.com

Type of Behavioral Support Strategy with Restrictive Measures:

Initial Annual Revision Discontinued



🔍 SAVE 📄 SAVE & CLOSE + NEW

RESTRICTIVE MEASURES NOTIFICATION : INFORMATION

New Restrictive Measures Notification

County Board

Type of Behavioral Support Strategy with Restrictive Measures:

Initial Annual Revision

Discontinued Due to --

Date of Individual / Guardian Consent: *	1/1/2015
Human Rights Committee Approval Date: *	1/15/2015
Projected Implementation Date for Restrictiv *: *	1/30/2015
Projected Expiration Date of Restrictive Meas: *	1/29/2016

TARGETED BEHAVIOR :

Target Behavior ↑ | Created On |

To enable this content, create the record.

After clicking Save, a + symbol will appear at on the bottom left side of the screen. Click on the + symbol to enter information about the strategy.

RESTRICTIVE MEASURES NOTIFICATION : INFORMATION

Aaron Phipps

Type of Behavioral Support Strategy with Restrictive Measures:

Initial Annual Revision Discontinued

Discontinued Due to --

Date of Individual / Guardian Consent: * 1/1/2015
Human Rights Committee Approval Date: * 1/15/2015
Projected Implementation Date for Restrictiv * 1/30/2015
Projected Expiration Date of Restrictive Mea: * 1/29/2016

TARGETED BEHAVIOR :

Target Behavior ↑ Created On

No Target Behavior records found.



Click on the box(es) to enter information about the strategy.

Molly Shaw imagine

SAVE & CLOSE

TARGET BEHAVIOR : INFORMATION

New Target Behavior

General

Target Behavior(s); Choose any that apply:

Physical Aggression To	<input type="checkbox"/>	Self-Injurious	<input checked="" type="checkbox"/>	Transportation Safety	<input type="checkbox"/>	Stealing	<input type="checkbox"/>
Sexual Offending	<input type="checkbox"/>	Other	<input type="checkbox"/>				

Location for Target Behavior Selected; Choose any that apply:

Home	<input checked="" type="checkbox"/>	Work / Adult Day	<input type="checkbox"/>	Community Employ	<input type="checkbox"/>	Sheltered Workshop	<input type="checkbox"/>
Adult Day Program	<input checked="" type="checkbox"/>	Volunteer Opportuni	<input type="checkbox"/>	Community Event	<input type="checkbox"/>	School	<input type="checkbox"/>
Respite	<input type="checkbox"/>	Camp	<input type="checkbox"/>	Summer Program	<input type="checkbox"/>	Hospital	<input type="checkbox"/>
Restaurant	<input type="checkbox"/>	Shopping Store	<input type="checkbox"/>	Vehicle	<input type="checkbox"/>		
Other	<input type="checkbox"/>						

Restrictive Measure for Target Behavior Selected; Choose any that apply:

Manual	<input checked="" type="checkbox"/>	Mechanical	<input type="checkbox"/>	Time Out	<input type="checkbox"/>
Chemical	<input type="checkbox"/>	Rights Restriction	<input type="checkbox"/>		

Active

Scroll down to continue entering information. If the restrictive measure has been court ordered, please click the box under Court Ordered. For rights restrictions, please enter a brief description of the restriction. After you have selected all of the appropriate boxes and entered required information for the strategy, click on Save & Close at the top of the screen.

New Target Behavior
+
Molly Shaw
imagine
?

SAVE & CLOSE

TARGET BEHAVIOR : INFORMATION

New Target Behavior

MANUAL RESTRICTIVE MEASURE .

Manual Description		Court Ordered
Escort by 1 person	<input type="checkbox"/>	<input type="checkbox"/>
Escort by multiple people	<input type="checkbox"/>	<input type="checkbox"/>
Carry by 1 person	<input type="checkbox"/>	<input type="checkbox"/>
Carry by multiple people	<input type="checkbox"/>	<input type="checkbox"/>
Restraint of 1 appendage	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Restraint of multiple appendages	<input type="checkbox"/>	<input type="checkbox"/>
Standing restraint	<input type="checkbox"/>	<input type="checkbox"/>
Supine restraint	<input type="checkbox"/>	<input type="checkbox"/>
Basket hold	<input type="checkbox"/>	<input type="checkbox"/>
Physically Prompted hands down with resistanc	<input type="checkbox"/>	<input type="checkbox"/>
Wheelchair Disabled	<input type="checkbox"/>	<input type="checkbox"/>
Wheelchair Power switched off	<input type="checkbox"/>	<input type="checkbox"/>
Wheelchair Brakes Locked	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

Active +

If the person has more than 1 restrictive strategy (and the strategy's author and dates are identical), click on the + icon again to enter information about the other strategies. Note: If a person has multiple strategies with different dates and/or strategy authors, you will need to enter separate RMN records.

RESTRICTIVE MEASURES NOTIFICATION : INFORMATION

Aaron Phipps

Date of Individual / Guardian Consent: * 1/1/2015
 Human Rights Committee Approval Date: * 1/15/2015
 Projected Implementation Date for Restricti: * 1/30/2015
 Projected Expiration Date of Restrictive Mea: * 1/29/2016

TARGETED BEHAVIOR :

Target Behavior ↑	Created On
Physical Aggression	12/8/2015 11:5...

+

Once all strategy information has been entered, change the status of the RMN record to Submit, then click Save & Close.

RESTRICTIVE MEASURES NOTIFICATION: INFORMATION

Aaron Phipps

General

Personal Information:

Individual*
 Aaron Phipps
 County of Service:
 BELM

Date of Birth
 12/12/1996

Status
 Draft
 Submit

Behavioral Support Strategies Developed By:

First Name*
 Susie
 Phone*
 (123) 456-7890
 Select Author Agency Type*
 County Board

Last Name*
 Smith
 Author's Position Title*
 SSA

Agency Name*
 Belmont CBDD
 Email*
 susiesmithssa@belmontcbdd.com

Type of Behavioral Support Strategy with Restrictive Measures:

Initial Annual Revision Discontinued

Discontinued Due to

Active unsaved changes

You will then be able to see the person's record, along with any other records you have access to view. You can also verify the status of the record. If the status is Submit then you have successfully submitted the RMN record.

Microsoft Dynamics CRM | IMAGINE | Restrictive Measure... | Aaron Phipps

+ NEW | COPY A LINK | EMAIL A LINK | RUN REPORT

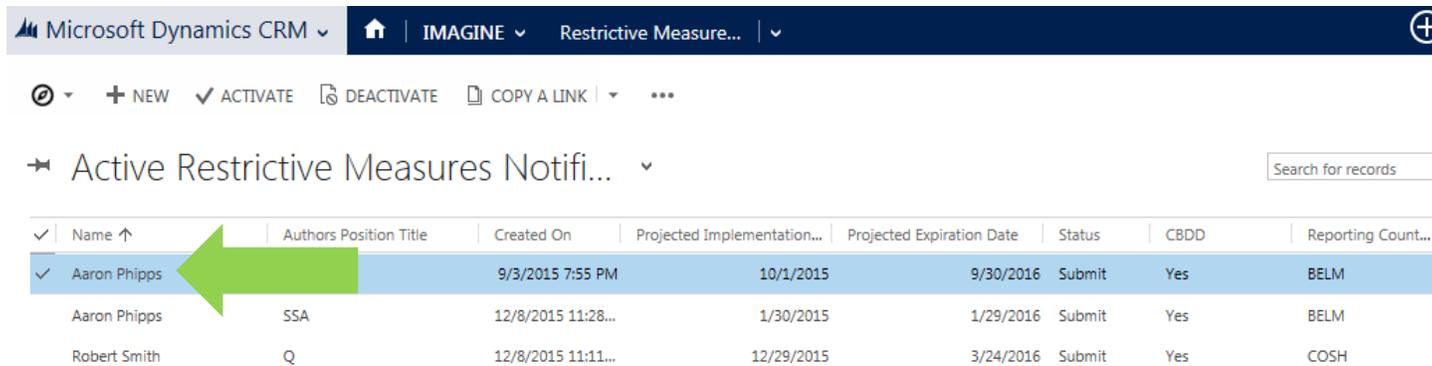
Active Restrictive Measures Notifi... Search for record

✓	Name ↑	Authors Position Title	Created On	Projected Implementation...	Projected Expiration Date	Status	CBDD	Reporting C
	Aariz Zales	QIDP	12/8/2015 11:31...	12/10/2015	12/9/2016	Draft	Yes	BELM
	Aaron Phipps	SSA	9/3/2015 7:55 PM	10/1/2015	9/30/2016	Submit	Yes	BELM
	Aaron Phipps	SSA	12/8/2015 11:28...	1/30/2015	1/29/2016	Submit	Yes	BELM
	Robert Smith	Q	12/8/2015 11:11...	12/29/2015	3/24/2016	Submit	Yes	COSH

RENEWING AN RMN RECORD ANNUALLY:

Instead of entering identical information annually for an RMN record, you may simply update the record's dates (assuming no other information has changed).

Select the record you wish to renew by clicking on the person's name.

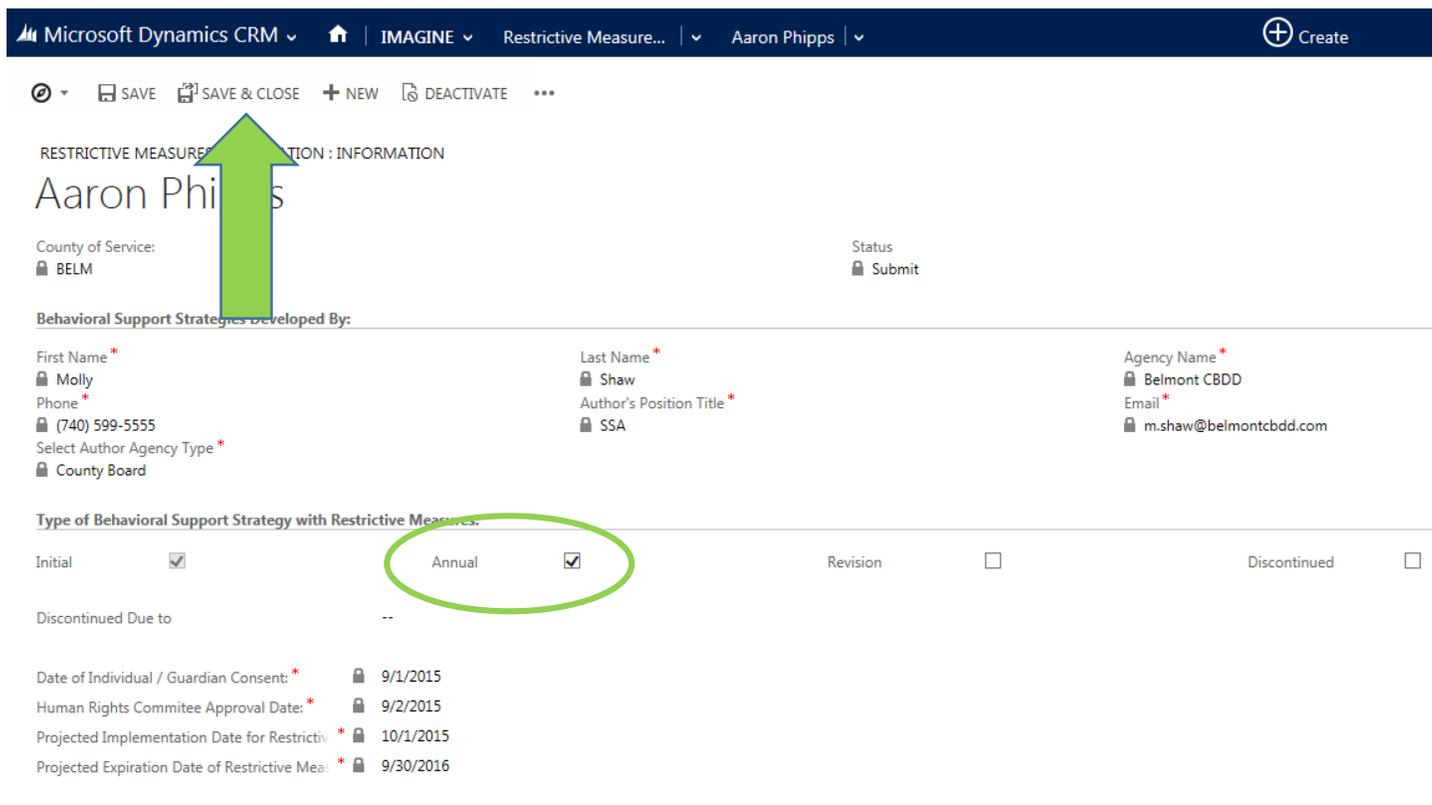


Microsoft Dynamics CRM | IMAGINE | Restrictive Measure... | Search for records

Active Restrictive Measures Notifi... | Search for records

Name	Authors Position Title	Created On	Projected Implementation...	Projected Expiration Date	Status	CBDD	Reporting Count...
Aaron Phipps		9/3/2015 7:55 PM	10/1/2015	9/30/2016	Submit	Yes	BELM
Aaron Phipps	SSA	12/8/2015 11:28...	1/30/2015	1/29/2016	Submit	Yes	BELM
Robert Smith	Q	12/8/2015 11:11...	12/29/2015	3/24/2016	Submit	Yes	COSH

Click the Annual box, then click Save & Close. You will notice the lock icon next to each of the dates on this screen which prohibits them from being changed.



Microsoft Dynamics CRM | IMAGINE | Restrictive Measure... | Aaron Phipps | Create

SAVE | SAVE & CLOSE | NEW | DEACTIVATE

RESTRICTIVE MEASURES INFORMATION: INFORMATION

Aaron Phipps

County of Service: BELM | Status: Submit

Behavioral Support Strategies Developed By:

First Name: Molly | Last Name: Shaw | Agency Name: Belmont CBDD
Phone: (740) 599-5555 | Author's Position Title: SSA | Email: m.shaw@belmontcbdd.com
Select Author Agency Type: County Board

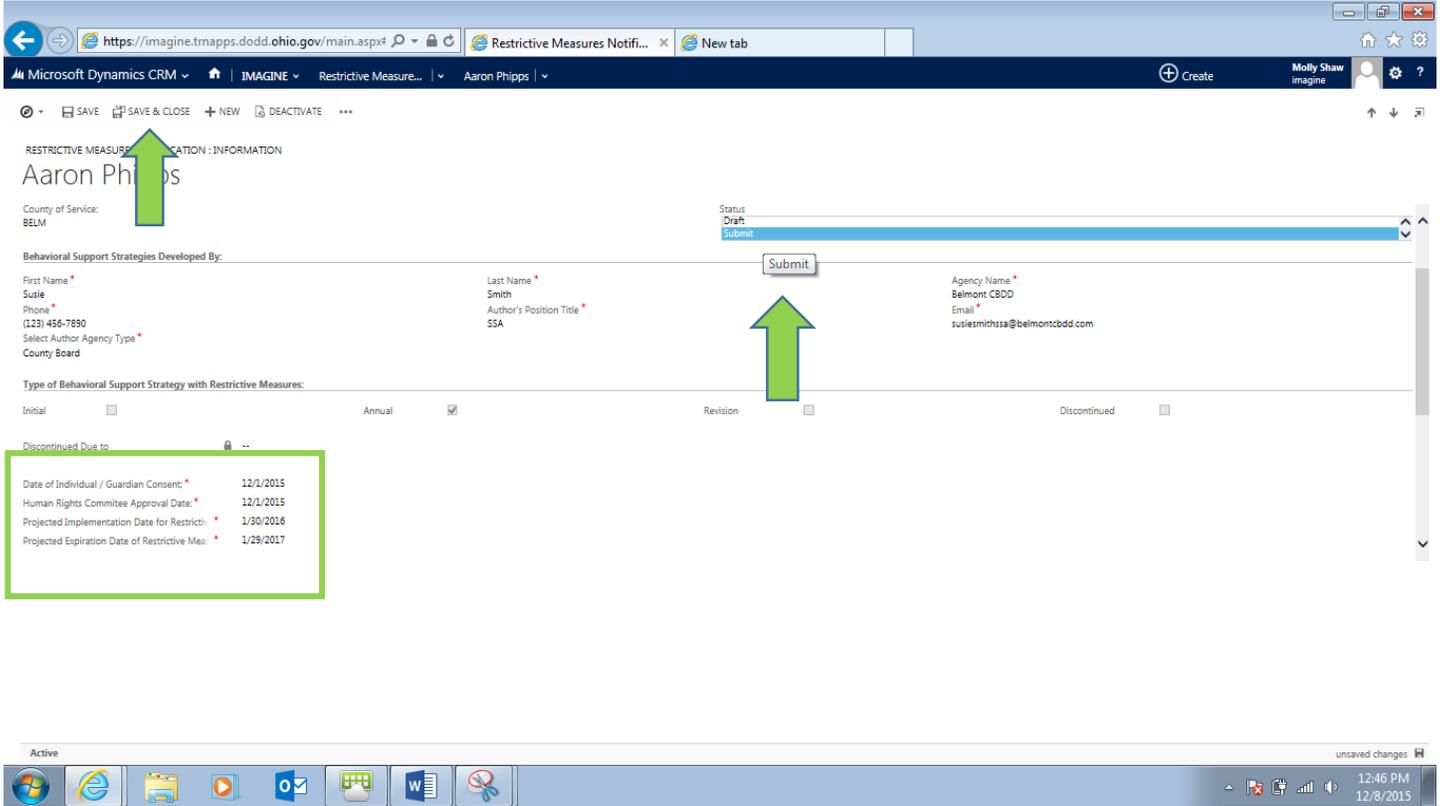
Type of Behavioral Support Strategy with Restrictive Measures:

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

Discontinued Due to: --

Date of Individual / Guardian Consent: 9/1/2015
Human Rights Committee Approval Date: 9/2/2015
Projected Implementation Date for Restrictive: 10/1/2015
Projected Expiration Date of Restrictive Measure: 9/30/2016

After clicking Save & Close, click on the person's record again, then you will be able to change the dates. Update all dates, change the status to Submit, then click Save & Close to save the renewed record.



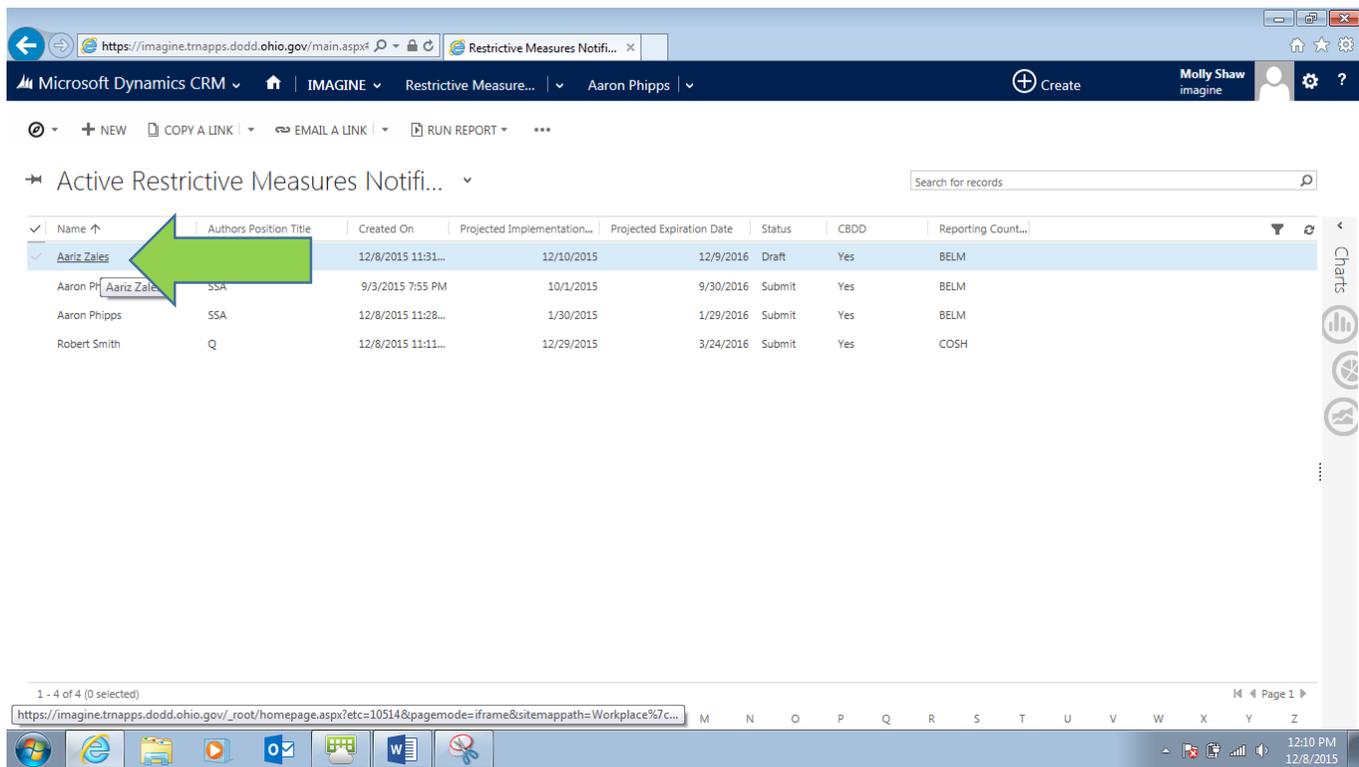
You can verify the record was changed and saved by seeing the new dates and confirming status is Submit.

The screenshot shows a list of 'Active Restrictive Measures Notifications'. The record for Aaron Phipps is highlighted, and a green arrow points to the 'Submit' status.

Name	Authors Position Title	Created On	Projected Implementation...	Projected Expiration Date	Status	CBDD	Reporting Coi
Aaron Phipps	SSA	9/3/2015 7:55 PM	10/1/2015	9/30/2016	Submit	Yes	BELM
Aaron Phipps	SSA	12/8/2015 11:28...	1/30/2015	1/29/2016	Submit	Yes	BELM
Aaron Phipps	SSA	12/8/2015 12:28...	1/30/2016	1/29/2017	Submit	Yes	BELM
Robert Smith	Q	12/8/2015 11:11...	12/29/2015	3/24/2016	Submit	Yes	COSH
Robert Smith	Q	12/8/2015 12:29...	12/29/2015	3/24/2016	Draft	Yes	COSH

REVISING AN RMN RECORD:

Locate the record you wish to revise and click on the person's name.



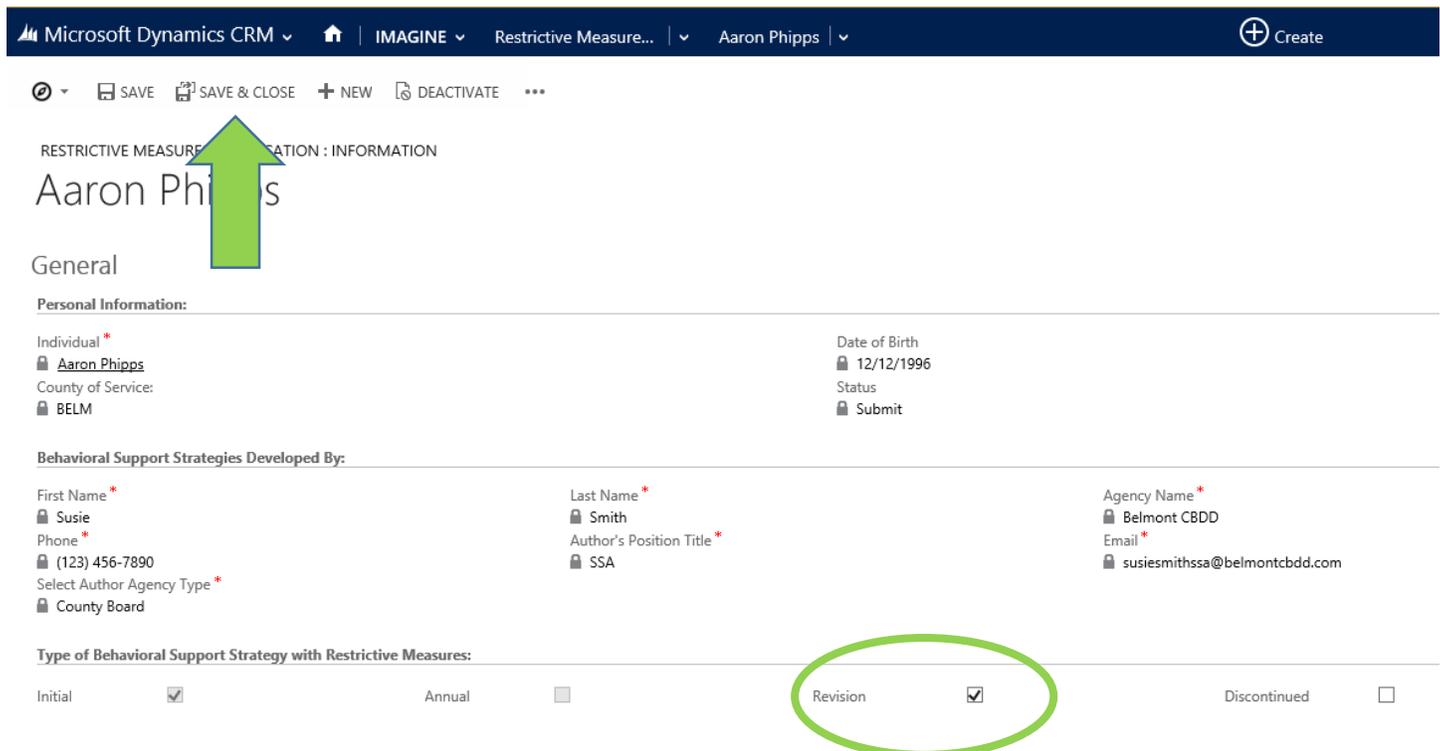
Microsoft Dynamics CRM | IMAGINE | Restrictive Measure... | Aaron Phipps | Create | Molly Shaw imagine

Active Restrictive Measures Notifi... Search for records

Name	Authors Position Title	Created On	Projected Implementation...	Projected Expiration Date	Status	CBDD	Reporting Count...
Aariz Zales		12/8/2015 11:31...	12/10/2015	12/9/2016	Draft	Yes	BELM
Aaron Phipps	SSA	9/3/2015 7:55 PM	10/1/2015	9/30/2016	Submit	Yes	BELM
Aaron Phipps	SSA	12/8/2015 11:28...	1/30/2015	1/29/2016	Submit	Yes	BELM
Robert Smith	Q	12/8/2015 11:11...	12/29/2015	3/24/2016	Submit	Yes	COSH

1 - 4 of 4 (0 selected) Page 1

Click the Revision box, then click Save & Close.



Microsoft Dynamics CRM | IMAGINE | Restrictive Measure... | Aaron Phipps | Create

SAVE SAVE & CLOSE + NEW DEACTIVATE

RESTRICTIVE MEASURE INFORMATION : INFORMATION
Aaron Phipps

General

Personal Information:

Individual *
Aaron Phipps
County of Service:
BELM

Date of Birth
12/12/1996
Status
Submit

Behavioral Support Strategies Developed By:

First Name *
Susie
Phone *
(123) 456-7890
Select Author Agency Type *
County Board

Last Name *
Smith
Author's Position Title *
SSA

Agency Name *
Belmont CBDD
Email *
susiesmithssa@belmontcbdd.com

Type of Behavioral Support Strategy with Restrictive Measures:

Initial Annual **Revision** Discontinued

After clicking Save & Close, choose the person's record again by clicking on their name. The person may have several records so be sure to select the record you want to revise. It's helpful to look at the "Created On" date and the "Status."

Microsoft Dynamics CRM | HOME | IMAGINE | Restrictive Measure... | Create

+ NEW | COPY A LINK | EMAIL A LINK | RUN REPORT

Active Restrictive Measures Notifi...

Name ↑	Authors Position Title	Created On	Projected Implementation...	Projected Expiration Date	Status	CBDD	Reporting Count...
	Sr App Dev	12/18/2015 1:57...	12/19/2015	12/28/2015	Draft	No	BELM
Aaron Phipps	SSA	9/3/2015 7:55 PM	10/1/2015	9/30/2016	Submit	Yes	BELM
Aaron Phipps	SSA	12/8/2015 11:28...	1/30/2015	1/29/2016	Submit	Yes	BELM
Aaron Phipps	SSA	12/22/2015 2:26...	10/1/2015	9/30/2016	Draft	Yes	BELM
Aaron Phipps	SSA	12/8/2015 12:28...	1/30/2016	1/29/2017	Submit	Yes	BELM
John Trivedi	Analyst	12/18/2015 2:03...	12/19/2015	12/29/2015	Draft	Yes	BELM
Robert Smith	Q	12/8/2015 11:11...	12/29/2015	3/24/2016	Submit	Yes	COSH
Robert Smith	Q	12/8/2015 12:29...	12/29/2015	3/24/2016	Draft	Yes	COSH

Click on the Targeted Behavior you wish to revise.

Microsoft Dynamics CRM | HOME | IMAGINE | Restrictive Measure... | Aaron Phipps | Create

SAVE | SAVE & CLOSE | NEW | DEACTIVATE

RESTRICTIVE MEASURES NOTIFICATION : INFORMATION

Aaron Phipps

Initial Annual Revision Discontinued

Discontinued Due to --

Date of Individual / Guardian Consent: * 9/1/2015
 Human Rights Committee Approval Date: * 9/2/2015
 Projected Implementation Date for Restrictive: * 10/1/2015
 Projected Expiration Date of Restrictive Mea: * 9/30/2016

TARGETED BEHAVIOR :

Target Behavior ↑	Created On
Physical Aggression	12/22/2015 2:26 PM

Check/uncheck the boxes in order to revise the record. In this example, the Home box under Location was unchecked because the person no longer had the restrictive measure implemented at this location. After revising the record, click Save & Close.

Microsoft Dynamics CRM | IMAGINE | Restrictive Measure... | Physical Aggression | Create | Molly Shaw imagine

SAVE & CLOSE DEACTIVATE DELETE EMAIL A LINK

TARGET BEHAVIOR INFORMATION

Physical Aggression

General

Target Behavior(s); Choose any that apply:

Physical Aggression To	<input checked="" type="checkbox"/>	Self-Injurious	<input type="checkbox"/>	Transportation Safety	<input type="checkbox"/>	Stealing	<input type="checkbox"/>
Sexual Offending	<input type="checkbox"/>	Other	<input type="checkbox"/>				

Location for Target Behavior Selected; Choose any that apply:

Home	<input type="checkbox"/>	Work / Adult Day	<input type="checkbox"/>	Community Employm	<input type="checkbox"/>	Sheltered Workshop	<input type="checkbox"/>
Adult Day Program	<input type="checkbox"/>	Volunteer Opportun	<input type="checkbox"/>	Community Event	<input type="checkbox"/>	School	<input type="checkbox"/>
Respite	<input type="checkbox"/>	Camp	<input checked="" type="checkbox"/>	Summer Program	<input type="checkbox"/>	Hospital	<input type="checkbox"/>
Restaurant	<input type="checkbox"/>	Shopping Store	<input type="checkbox"/>	Vehicle	<input type="checkbox"/>		
Other	<input type="checkbox"/>						

Restrictive Measure for Target Behavior Selected; Choose any that apply:

Manual	<input checked="" type="checkbox"/>	Mechanical	<input type="checkbox"/>	Time Out	<input type="checkbox"/>
Chemical	<input type="checkbox"/>	Rights Restriction	<input type="checkbox"/>		

Then change the status to Submit and click Save & Close again.

Microsoft Dynamics CRM | IMAGINE | Restrictive Measure... | Aaron Phipps | Create

SAVE SAVE & CLOSE NEW DEACTIVATE

RESTRICTIVE MEASURES INFORMATION : INFORMATION

Aaron Phipps

General

Personal Information:

Individual *
 Aaron Phipps
 County of Service:
 BELM

Date of Birth
 12/12/1996

Status
 Submit

Behavioral Support Strategies Developed By:

First Name * Molly	Last Name * Shaw	Agency Name * Belmont CBDD
Phone * (740) 599-5555	Author's Position Title * SSA	Email * m.shaw@belmontcbdd.com
Select Author Agency Type * County Board		

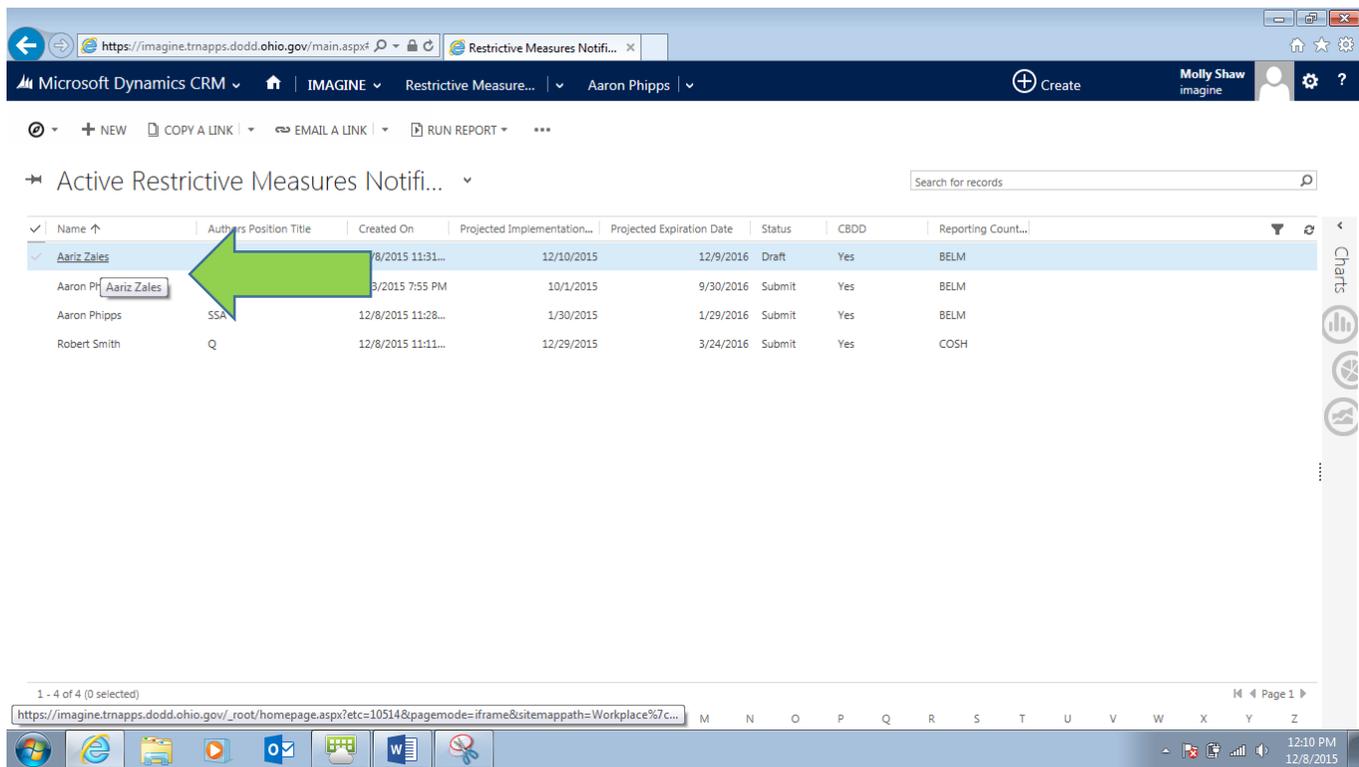
Type of Behavioral Support Strategy with Restrictive Measures:

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

Discontinued Due to

DISCONTINUING AN RMN RECORD:

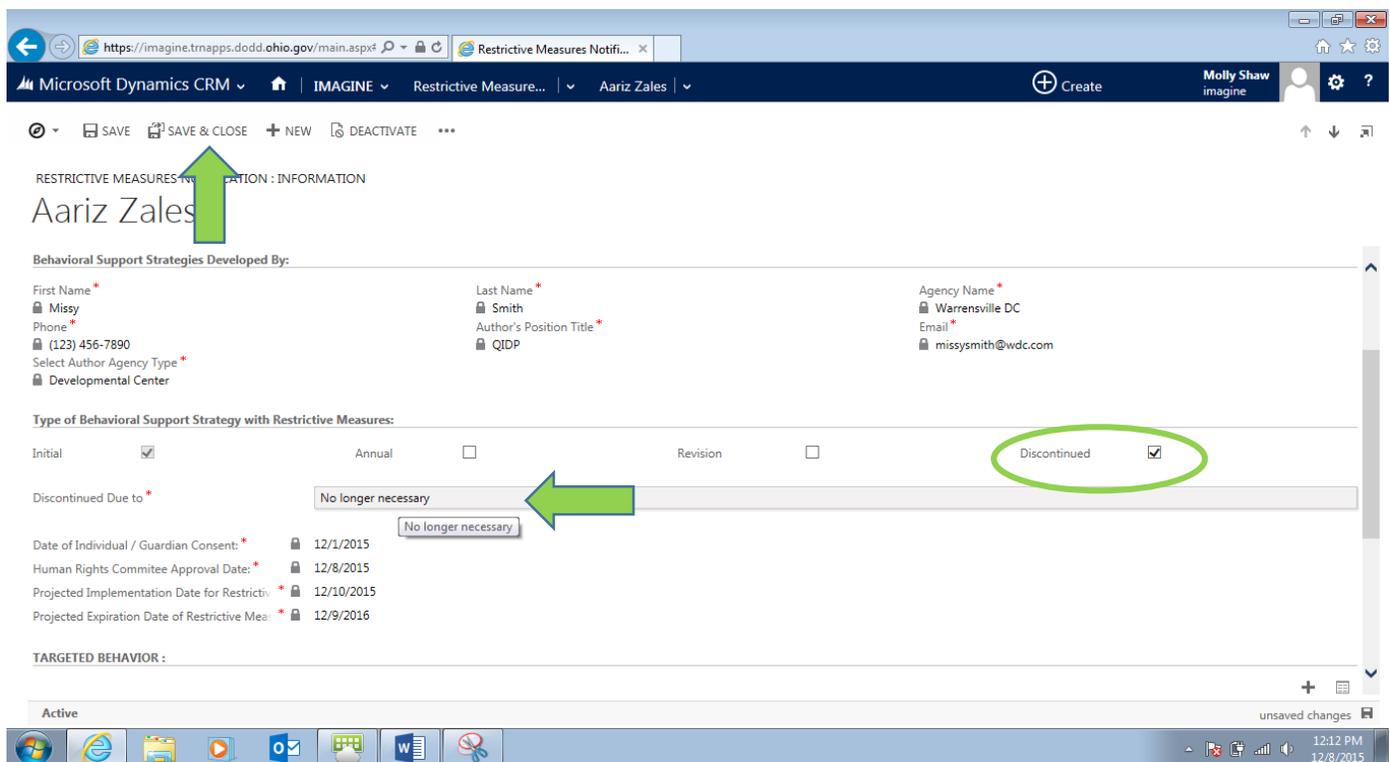
Locate the record you wish to discontinue and click on the person's name.



The screenshot shows the Microsoft Dynamics CRM interface. The browser address bar displays <https://imagine.tnapps.dodd.ohio.gov/main.aspx>. The navigation pane includes 'Microsoft Dynamics CRM', 'IMAGINE', 'Restrictive Measure...', and 'Aaron Phipps'. The main area shows 'Active Restrictive Measures Notifi...' with a search bar. Below is a table with columns: Name, Author's Position Title, Created On, Projected Implementation..., Projected Expiration Date, Status, CBDD, and Reporting Count... The first row is highlighted, and a green arrow points to the name 'Aariz Zales'.

Name	Author's Position Title	Created On	Projected Implementation...	Projected Expiration Date	Status	CBDD	Reporting Count...
Aariz Zales		12/8/2015 11:31...	12/10/2015	12/9/2016	Draft	Yes	BELM
Aaron Phipps	Aariz Zales	12/3/2015 7:55 PM	10/1/2015	9/30/2016	Submit	Yes	BELM
Aaron Phipps	SSA	12/8/2015 11:28...	1/30/2015	1/29/2016	Submit	Yes	BELM
Robert Smith	Q	12/8/2015 11:11...	12/29/2015	3/24/2016	Submit	Yes	COSH

Click on the Discontinued box, enter the reason for the discontinuation, then click on Save & Close



The screenshot shows the Microsoft Dynamics CRM interface for the 'RESTRICTIVE MEASURES NOTIFICATION : INFORMATION' form for 'Aariz Zales'. The navigation pane includes 'Microsoft Dynamics CRM', 'IMAGINE', 'Restrictive Measure...', and 'Aariz Zales'. The main area shows the form with fields for 'Behavioral Support Strategies Developed By' (First Name: Missy, Last Name: Smith, Agency Name: Warrensville DC, Author's Position Title: QIDP, Email: missysmith@wdc.com, Select Author Agency Type: Developmental Center). The 'Type of Behavioral Support Strategy with Restrictive Measures:' section has radio buttons for 'Initial' (checked), 'Annual', 'Revision', and 'Discontinued' (checked and circled in green). Below this is a dropdown menu for 'Discontinued Due to' with 'No longer necessary' selected and a green arrow pointing to it. The 'Date of Individual / Guardian Consent' is 12/1/2015, 'Human Rights Committee Approval Date' is 12/8/2015, 'Projected Implementation Date for Restrictive Measures' is 12/10/2015, and 'Projected Expiration Date of Restrictive Measures' is 12/9/2016. The 'TARGETED BEHAVIOR' section is currently empty. The 'SAVE & CLOSE' button is highlighted with a green arrow.

You can verify the record has been discontinued by clicking on the down area next to Active Restrictive Measure Notification and clicking on Inactive Restrictive Measure Notification.

Microsoft Dynamics CRM | IMAGINE | Restrictive Measure... | Aariz Zales | Create

Active Restrictive Measures Notifi...

Name	Created On	Projected Implementation...	Projected Expiration Date	Status	CBDD	Reporting Count...
Inactive Restrictive Measures Notification	12/8/2015 7:55 PM	10/1/2015	9/30/2016	Submit	Yes	BELM
Inactive Restrictive Measures Notification	12/8/2015 11:28...	1/30/2015	1/29/2016	Submit	Yes	BELM
Inactive Restrictive Measures Notification	12/8/2015 11:11...	12/29/2015	3/24/2016	Submit	Yes	COSH

1 - 3 of 3 (0 selected) | Page 1

You should see the record and it will be listed as Inactive under the Status heading.

Microsoft Dynamics CRM | IMAGINE | Restrictive Measure... | Aariz Zales | Create

Inactive Restrictive Measures Noti...

Name	Authors Position Title	Created On	Projected Implementation...	Projected Expiration Date	Status
Aariz Zales	QIDP	12/8/2015 11:31 AM	12/10/2015	12/9/2016	Inactive
Waco Hulse	test	7/28/2015 9:55 AM	7/15/2015	7/22/2015	Inactive

RUNNING REPORTS ON YOUR AGENCY'S RMN RECORDS:

Click on the down arrow to the right of the eye/compass icon. Select Restrictive Measures Notification, then choose RMN Reports by double clicking.

The screenshot shows the Microsoft Dynamics CRM interface. The top navigation bar includes 'Microsoft Dynamics CRM', a home icon, and a dropdown menu for 'RESTRICTIVE MEAS...' with a sub-menu for 'Restrictive Measure...'. A 'Create' button is visible in the top right. The main content area displays a table titled 'Restrictive Measures Notification' with a search bar. The table has columns for 'Hours Position Title', 'Created On', 'Projected Implementation...', 'Projected Expiration Date', 'Status', 'CBDD', and 'Reporting Count...'. The left-hand navigation pane is open, showing a list of options including 'Case Note', 'IDS', 'Imagine', 'ISP', 'Portals', 'Resource Center', 'Restrictive Measures Noti...', 'Review Data System', 'Settings', 'Waiver LOC Redet', and 'Advanced Find'. The 'Restrictive Measures Noti...' option is expanded, showing 'Restrictive Measures Notifications' and 'RMN Reports' (which is highlighted with a double-click icon).

Hours Position Title	Created On	Projected Implementation...	Projected Expiration Date	Status	CBDD	Reporting Count...
P	7/23/2015 11:00...	7/10/2015	7/8/2016	Submit	No	LUCA
P	7/23/2015 11:16...	7/10/2015	7/8/2016	Draft	No	LUCA
		7/10/2015	7/8/2016	Submit	No	LUCA
		7/24/2015	7/22/2016	Draft	No	LUCA
		4/20/2015	4/15/2016		No	LUCA
P	10/16/2015 1:36...	4/20/2015	4/15/2016	Draft	No	LUCA
P	10/16/2015 1:52...	4/24/2015	4/22/2016	Submit	No	LUCA
QIDP	10/16/2015 2:01...	3/23/2015	3/21/2016	Submit	No	LUCA
QIDP	10/16/2015 2:05...	6/8/2015	6/3/2016	Submit	No	LUCA
QIDP	10/16/2015 2:14...	10/9/2015	10/7/2016	Submit	No	PORT
QIDP	10/16/2015 2:40...	5/11/2015	5/9/2016	Submit	No	LUCA

Select the report you want to run by double clicking on it (there are several report options available).

The screenshot shows the Microsoft Dynamics CRM interface. The top navigation bar includes 'Microsoft Dynamics CRM', a home icon, and a dropdown menu for 'RESTRICTIVE MEAS...' with a sub-menu for 'RMN Reports'. The main content area displays a list titled 'Active Custom Reports' with columns for 'Name' and 'Created On'. The list contains 12 reports, all created on 6/25/2015 at 7:27 PM.

Name	Created On
Average length of RMN in months	6/25/2015 7:27 PM
Individuals who have various/multiple strategies	6/25/2015 7:27 PM
List of each RMN and its length	6/25/2015 7:27 PM
Number of RMN's per County/ICF/DC	6/25/2015 7:27 PM
Restrictive measures by behavior type	6/25/2015 7:27 PM
Restrictive measures by CB, DC, and ICF	6/25/2015 7:27 PM
Restrictive measures by location	6/25/2015 7:27 PM
Restrictive measures by strategy for given date range	6/25/2015 7:27 PM
The average age for a person for whom a restrictive meas...	6/25/2015 7:27 PM
The date the RMN was received versus the date the strate...	6/25/2015 7:27 PM
The number of restrictive measures in place per individual	6/25/2015 7:27 PM
The number of RMNs per county/ICF/DC, by measure and...	6/25/2015 7:27 PM

Select the criteria for the report. In this example you only need to select a start and end date (each report may have different criteria available). Choose the start and end date for the data you want in the report and click View Report.

The screenshot shows the Microsoft Dynamics CRM interface. The top navigation bar includes 'Microsoft Dynamics CRM', 'RESTRICTIVE MEAS...', 'RMN Reports', and 'Average length of R...'. The user profile 'Molly Shaw' is visible. Below the navigation, there are options for 'EMAIL A LINK' and 'RUN REPORT'. The main heading is 'CUSTOM REPORT : INFORMATION' followed by 'Average length of RMN in months'. Under the 'Report' section, the 'Name' is 'Average length of RMN in months' and the 'Report GUID' is '00A19CCA-240A-E511-98AA-005056B3678F'. A light blue horizontal bar contains two date pickers: 'Start Date' set to '12/1/2015' and 'End Date' set to '12/31/2015'. A green oval highlights these date pickers. To the right of the date pickers is a large green arrow pointing towards a 'View Report' button.

Note: it may take a bit of time for the report to run (up to several minutes). You will see this screen while the system is generating the report.

The screenshot shows the same Microsoft Dynamics CRM interface as above. A light blue dialog box is centered on the screen. It contains a green circular progress indicator on the left, followed by the text 'Report is being generated'. Below this text is a blue 'Cancel' link.

RMN APPLICATION ASSISTANCE/QUESTIONS:

For technical issues and support:

Phone – 1.800.617.6733 Option 4

Email – ITSCallCenter@dodd.ohio.gov

For business related issues and questions:

Phone – 1.800.617.6733 Option 5