

HCSIS Frequently Ask Questions

Restraints

What is the Alerts Restraint Process?

There are 6 Alerts in the Restraint module.

The first two Alerts are notifications that are generated from the Provider filing a new Restraint report. Both the initial version of the Restraint Report and the Restraint Manager review [the finalized version] are completed by the providing Agency.

- Submission of Restraint Report generates the following alert:
 - Restraint Report is Submitted
- Finalization of Restraint Manager Review generates the following alert:
 - Restraint Manager Review and Comments is Finalized

When the Provider completes both their Restraint submitted report and Manager's review, only then does the Area Office review process begin. Finalization requires the AO to mark complete/finalize or incomplete and sent back to the Provider for correction.

- The Area Office Management Review generates the following alerts depending on the review's conclusion:
 - Restraint Report is Marked Incomplete
 - Restraint Report is Marked Complete and is Finalized

The HR Committee Review is completed by the Provider.

- Finalization of the HR Committee Review generates the following alert:
 - HR Coordinator Finalized HR Committee Review and Comments

The Commissioner's review is completed by the Commissioner's Office or their designee

- Finalization of the Commissioner/Designee Review generates the following alert:
 - HR Specialist Finalized Commissioner's Review and Comments

When is the Restraint Report considered closed?

The restraint report is closed when all of the above documents are completed. If all documents with the exception of the Commissioner's review are completed, then the Restraint report will be closed within 120 days of the finalization of the Restraint Manager Review. Following are the required documents for closure:

Restraint Report
Restraint Manager Review
AO Review
HRC Review

Finalization of the Commissioner's review is not necessary for closure.

[Why don't I see the Finalize button on the Restraint Manager Review screen?](#)

Your role prohibits you from Finalizing the Restraint Report. This button will only be viewable to users who have the permission to Finalize; that is, the Restraint Manager role.

[Who do I contact to get a restraint deleted?](#)

Please contact your local DMR Area Office with the Restraint event id. In turn, the Area Office will make the request to the Human Rights Director.

[What report should I use to determine outstanding restraints?](#)

The Restraint Status report (available March 2008) allows the user to filter for either Provider or DMR activity status for open restraints.

[Why isn't the Restraint Report being included on HCSIS Reports?](#)

Only Restraint Reports that have been 'Finalized' by the Filing Agency are included in the reports.

[Why isn't the current status of the Restraint Report reflected on the Process Management screens?](#)

The Process Management screens are updated nightly by a batch. The latest status will not appear until the following business day after the action took place. However, alerts will be sent notifying oversight entities as the documents are finalized in real time.

[How many medications can I add to the Medication\(s\) Involved screen?](#)

This is a Master/Detail screen that allows for multiple records to be saved via the 'Add' button.