

HCSIS Restraint Module Transition Instructions

These Instructions will help providers and DDS Area and Facility staff understand the transition process from the DDS Access Restraints Database to the HCSIS Restraint Module. Due to the fact that the Access Restraints Database has been an existing format within the restraint reporting structure, special efforts need to be taken to ensure a smooth transition and prevent the loss of any data. The following transition points should be helpful:

1. **For all roll outs of the HCSIS Restraint Module:** All restraints initiated at the end of the month prior to the roll out shall still be entered into the Access Restraints Database. All restraints initiated from the first day of the month during which the roll out takes place shall be entered into the HCSIS Restraint Module for the Region/Facility entities covered under the roll out. For all other regions, the Access Restraints Database will remain open and until their region rolls out the HCSIS Restraint Module, providers will continue to submit restraints in hard copy to their Area Offices or Facility administrative offices for Area/Facility staff to enter into the Access Restraints Database.
2. **For the Northeast Region Roll Out:** All restraints initiated on or before February 28, 2006 shall be submitted in hard copy to the appropriate Area Office and entered into the Access Restraints Database by DDS staff. This continues the existing process. Any restraint initiated on or after March 1, 2006 should be held by the provider for entry on or after March 7, 2006 into the HCSIS Restraint Module. Providers may want to call the area office to inform them of restraints that take place in this period so they have the information of what will be entered soon. Providers in this region should also be caught up with DDS HCSIS Restraint Module reporting timelines by March 14, 2006 (see the HCSIS Restraint Paper Process, v. 06217).
3. **For the Central/ West Region, Monson DC and Glavin RC:** All restraints that are initiated on or before April 30, 2006 shall continue to be submitted to the Area Office (or Facility administrative office) for entry into the Access Restraint Database. All restraints initiated on or after May 1, 2006 shall be entered by the provider into the HCSIS Restraint Module.
4. **For the Southeast Region, Wrentham DC and Templeton DC:** All restraints initiated on or before May 31, 2006 shall continue to be submitted to the Area Office (or Facility administrative office) for entry in the Access Restraint Database. All restraints initiated on or after June 1, 2006 shall be entered by provider into the HCSIS Restraint Module.

5. **For the Metro Region, Fernald DC and Hogan RC:** All restraints initiated on or before June 30, 2006 shall continue to be submitted to the Area Office (or Facility administrative office) for entry in the Access Restraint Database. All restraints initiated on or after July 1, 2006 shall be entered by provider into the HCSIS Restraint Module.
6. **For all DDS Facilities:** Your responsibilities will only change regarding which database to enter restraint information in, per the schedule above. As a provider the Facilities now enter data into the Access Restraint Database and will continue this responsibility under the HCSIS Restraint Module.
7. **For all Interested Parties:** The existing Access Restraint Database will continue to be available for entering data until roughly August 18, 2006. On or about this time the database will be closed down and converted to a read only basis. All Area and Facility administrative and clinical staff will have access to this historical data. It will continue to be relevant as longitudinal representation of restraint patterns on the individual, provider, area, facility and regional basis. More information will be available later regarding the “legacy” databases.