

Restraint Process Electronic HCSIS Work Flow

1. The restraint event occurs.
2. ***Within three days from the event***, the initial restraint report is drafted and finalized. An alert goes to the “restraint manager (Head of Provider).” The restraint is now viewable to the system, including the service coordinator.
3. ***Within five days from the event***, the restraint manager completes their review and the report is available to the Area Office for their review and is so alerted. The Human Rights Committee may also be able to enter their comments, from this day forward.
4. ***Within seven days of receipt***, the Area Office will have reviewed the report, resolved disputes with the provider and will finalize their review of the restraint form. The report will then be available for the Commissioner’s Review by the appropriate Human Rights Specialist.
5. ***Within 120 days from the event***, the human rights specialist will complete the Commissioner’s Review, or the report will be available to be closed. The Commissioner’s Review is completed on a sample of restraints, not all of them.
6. ***Within 120 days from the event***, the Human Rights Coordinator of the agency shall enter the comments of the Human Rights Committee. The report can not be closed until this is completed.

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