



Department of
Developmental Disabilities

Division of Policy & Strategic Direction

John R. Kasich, Governor
John L. Martin, Director

Restrictive Measures Notification (RMN) Application Frequently Asked Questions (FAQ):

Q. When do I enter an initial entry?

A. DODD has established a new standardized process for entering initial entries in the RMN application. There are only two times that you will enter an initial entry:

1. The person has never had restrictive measures implemented before and therefore, has never had an RMN entry in the application.
2. The person had a restrictive measure(s) previously, but they were discontinued for a period of time, and is now in need of new restrictive measures.

We do not want users to enter an initial entry if the application is not functioning correctly. If you are unable to complete a revision or an annual from of an initial entry, please contact DODDDRMNsupport@dodd.ohio.gov

Q. Why can't I extend the expiration date off of an initial or revision entry?

A. The application does not allow users to extend expiration dates. The application allows you to shorten the expiration dates. In order to extend the expiration date, an annual entry needs to be completed.

For example, an initial entry with the dates 1/1/2018-12/31/2018 can be revised with a new implementation start date and a shorten expiration date: 10/01/2018-11/30/2018. This could be a result of the 90-day review data and the team agreeing that the restrictive measures could be discontinued early.

The initial entry with the dates 1/1/2018-12/31/2018 cannot have any revision with an expiration date past the 12/31/2018 date. This would need to be an annual entry: 1/1/2019-12/31/2019.

Q. Do I need to create a revision to discontinue target behaviors?

A. Yes, users must create a revision to discontinue target behaviors. You will want to ensure that you are revising your implementation start dates at this time too.

Q. When can I enter an annual entry from an existing entry?

A. Users can enter an annual entry from an existing entry 90 days prior to the expiration date. For example, if I have an initial entry with the dates 1/1/2018 – 12/31/2018, I can enter the annual entry as early as 10/03/2018.



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Q. *When would I discontinue an entry?*

A. Entries should be discontinued when: a) the individual/guardian withdraws consent; b) if the provider is unwilling to implement the restrictive measures; c) if the person has met the criteria for the strategies to be discontinued or if there is no data to support the restrictive strategies; e) if an individual is incarcerated and is expected to be held for a long period of time f) if the individual has died.

Q. *What is the Standardized Process when an individual moves from county to county, or facility to facility?*

A. If an individual is moving from one county to another county, or from one facility to another facility, or a Developmental Center to another county/facility, the RMN entry in the original county/facility should not be discontinued by the originating RMN entity. The new county/facility will review all restrictive measures and will then revise or discontinue the RMN to reflect what the team, individual/guardian, and Human Rights Committee agrees upon.

Q. *My entry has expired but I need to extend the restrictive measures in an annual entry, what do I do?*

A. Entries now have a 60-day grace period from the expiration date, so the system will now allow you to extend the entries. We ask that you be diligent in entering RMN entries within the time frame indicated. Additionally, entries are open to complete annual entries 90 days in advance.

Q. *The application is not functioning correctly and I cannot enter an RMN, what do I do?*

A. DODD is aware that there are several “bugs” with the RMN application currently. We are working to resolve these issues. If you are having an issue, please do not enter an initial entry, if it is truly not an initial. If you are unable to do a second revision or another entry, please contact the RMN mailbox for assistance. Until the issue is resolved, please keep documentation of the implemented restrictive measures and once the issue is resolved you will enter the appropriate entry.

Q. *What is the process for using the “other” category?*

A. Throughout the RMN application, “other” is an option to select. This includes within the categories: Target Behaviors, Locations, and within each Restrictive Measures category (manual, mechanical, time-out, chemical, and rights restriction). Prior to selecting “other” in any of these categories, we want you to make sure that this “other” item doesn’t truly fit in an already populated selection. Additionally, does this “other” constitutes a direct and serious risk of harm to self or others? Be certain that the behavior support strategy being referenced is restrictive.

For example, if a person runs out into the street, this has been entered as the target behavior, “other – elopement”. However; this would fall under the category “Self-Injurious” in target behaviors as they are putting themselves at risk.



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Q. Are there resources available to assist me with entering an RMN?

A. Yes, for additional guidance please check out the RMN User Guide and Screen Casts:

RMN User Guide:

<http://dodd.ohio.gov/Training/Documents/RMN%20Application%20User%20Guide.pdf>

RMN Screen Casts:

<https://www.youtube.com/watch?v=L-OINQ60Xo0&feature=youtu.be&list=PLZ1qXvA8kYSleG-OTSUq4GjMhWzOEPm0e>

Additionally, the Mental Illness/Intellectual Disabilities Coordinating Center of Excellence website has resources that are helpful, you can check the website out here:

<https://miidccoeohio.org/>

Some additional resources to assist teams with discussions regarding restrictive measures:

Behavioral Support Strategies FAQ:

https://miidccoeohio.org/up_doc/BehavioralSupportStrategies.pdf

When Considering Restrictive Measures:

https://miidccoeohio.org/up_doc/ConsideringRestrictiveMeasures.pdf

Q. If I have questions, who can I contact?

A. Please contact DODDRMNsupport@dodd.ohio.gov with any questions you may have.