Chapter 14: Seclusion and Restraint Events - SANDR

I. General Policies and Considerations

The Seclusion and Restraint Event (SANDR) data set is used at the state level to collect and report the frequency and types of seclusion and restraint events that involve persons served in state-contracted and non-state contracted community substance abuse and mental health programs, and state mental health treatment facilities. Section 394.457, F.S., and Section 916.1093, F.S., require the Department to adopt rules establishing mandatory reporting, data collection, and data dissemination of seclusion or restraint events relating to patients receiving services in state mental health treatment facilities and in community agencies. Chapter 65E-5.180, F.A.C., and Chapter 65E-20.014, F.A.C., are the Florida Administrative Rules, which specify the required data elements to collect and report seclusion or restraint events in compliance with the above statutory requirements.

1. **Who IS Required to Submit Seclusion and Restraint Event Data**?

   a. All facilities, as defined in Section 394.455(10), F.S., are required to adhere to the standards and requirements of 65E-5.180 (7), F.A.C. and, therefore, must report SANDR data. This includes all hospitals, community facilities, public or private facilities, or receiving or treatment facilities that provide for the evaluation, diagnosis, care, treatment, training, or hospitalization of persons who appear to have a mental illness or have been diagnosed as having a mental illness.

   b. Any agency licensed under 65D-30.005 is also required to adhere to the standards and requirements of 65E-5.180 (7), F.A.C. and, therefore, must report SANDR data. Additionally, any agency licensed under 65D-30, which exercises control of Aggression are also required to report in accordance with this paragraph.

2. **Validation Edits for Seclusion and Restraint Event Data**

   SAMHIS will reject seclusion and restraint event record (SANDR) as erroneous if any data element in this record fails the field validation edits for range of valid values as specified in **Section II** (Instructions for Collecting and Reporting Seclusion and Restraint Event Data Elements) and in **Section IV** (File Layout and Validation Edits for the Seclusion and Restraint Event Record) have the validation edits.

3. **When to Prepare and Update Seclusion and Restraint Event Data:**

   Providers should collect data pertaining to a seclusion and restraint event record every time a seclusion or restraint event has ended. For example, if John Doe was placed in mechanical restraints on Tuesday, July 5 and released from restraints on Wednesday, July 6, a data record should be submitted on or after July 6. **A seclusion and restraint event record will be rejected if the date or the time indicating when the Seclusion or Restraint was terminated is NULL (blank).**

   Data for new records and for updating existing records should be collected and reported into the Substance Abuse and Mental Health Information System (SAMHIS) hourly, daily,

weekly, or monthly, but not later than the **15ᵗʰ** following the end of the reporting month. Failure to meet this deadline will result in the provider being out of compliance with 65E-5.180 (7), F.A.C. Year-to-date data for a fiscal year must be collected and submitted into SAMHIS not later than **August 15ᵗʰ following the end of the fiscal year.**

However, in the event of a serious injury or death occurring during the course of a seclusion or restraint related event, providers are also required to enter limited data elements online into the Department's **Incident Reporting and Analysis System (IRAS)** using their existing SAMHIS user code and password to access IRAS. For further information regarding how to access and use IRAS database, please contact the Department Help Desk at 850-487-9400. For further information regarding how to access and use SAMHIS database, please see the contact persons in the Pamphlet 155-2, Chapter 1, page 1-11, which is available on the Department Internet website at http://www.dcf.state.fl.us/programs/samh/pubs_reports.shtml/publications/c1v9.pdf.
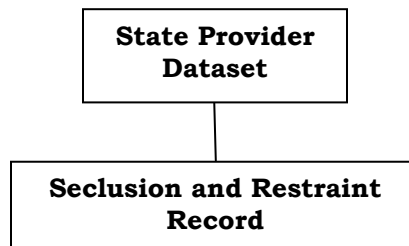
4. **Documentation Requirements**

Providers shall maintain all seclusion and restraint related documentation (e.g., restraint flow use sheets or seclusion checklists). If the agency maintains electronic records of seclusion and restraint events, a paper copy of the documentation is not required to be in the person's medical/clinical record, but the provider must be able to furnish the seclusion or restraint event information from the electronic database when requested for monitoring or audit purposes.

5. **Relationship of SANDR Records to other Records in the SAMHIS System**

The contractor ID and provider ID reported in the SANDR data set must be present in the master provider data set maintained by the State. If the provider doesn't have DCF contract, then the provider ID should also be used as the contractor ID. Refer to Pamphlet 155-2, Chapter 3, for information about registering or making changes to the Provider data set. Registration of an agency will also require each physical site to be registered.

Relationship Diagram

```
        ┌─────────────────────┐
        │   State Provider    │
        │      Dataset        │
        └──────────┬──────────┘
                   │
        ┌──────────┴──────────┐
        │ Seclusion and Restraint │
        │        Record        │
        └─────────────────────┘
```

6. **Updating Existing SANDR Records**

⇒ The Substance Abuse and Mental Health Information System (SAMHIS) uses the following five <u>key fields</u> to uniquely identify each seclusion and restraint event record: Contractor ID **(PROVID)**, Service Provider ID **(SPROVID);** Client Identification

(CLIENTID)**;** Implementation Date **(IMPDATE)**; and Implementation Time **(IMPTIME**). The table below contains the list of key fields and detailed attributes for each field.

⇒ Based on these key fields, SAMHIS will overwrite (update) non-key fields in the existing SANDR record if the incoming SANDR record has exactly the same data values on each key field.

⇒ Note: DCF Contracted Community Providers and Mental Health Treatment Facilities should use the same client ID (CLIENTID) as the client ID that is already being used for the other SAMHIS data sets.

7. **Removing Undesired SANDR Records**

⇒ Deletion of an existing SANDR event record via File Transfer Protocol (FTP) process: An individual seclusion or restraint event record that has already been accepted and inserted into SAMHIS can be deleted. This should be done if an existing SANDR record was previously submitted by mistake or any of the existing record key fields in the table below have changed. Providers can remove undesired SANDR records by submitting a "delete" file through SAMHIS using the FTP process. The table below provides the format of the deletion file layout. See **Section II** below regarding *"Instructions for Collecting and Reporting Seclusion-Restraint Event Data Elements"* in this deletion file. This section also provides the format for reporting these data elements. For example, the format for IMPDATE is **YYYYMMDD** showing 4 digits for the year (e.g., 2007), 2 digits for the month (e.g., 01 thru 12), and 2 digits for the day (e.g., 01 thru 31); and the format for IMPTIME is **HHMM** in 24-hour military clock time showing 2 digits for the hour and 2 digits for the minutes (e.g., 1345 is the value for one o'clock and 45 minutes).

Field	Start	Type / Size	Type
CONTRACTORID	1	10	CHAR
SPROVID	11	10	CHAR
CLIENTID	21	15	CHAR
IMPDATE	36	8	DATE (in YYYYMMDD format)
IMPTIME	44	4	CHAR (in HHMM format)

⇒ Deletion of an existing SANDR event record via online Input Screen: Use the following steps to delete an existing SANDR record via the input screen: (a) Retrieve the record needing Deletion using the VIEW Information Navigation button and making sure the record to be deleted has exactly the key field values of the record to be deleted; (b) Once the specific record is displayed, left click on the Delete Information button at the bottom of the screen. The system will ask you if you wish to continue with a deletion process. You have the option to CANCEL or to press OK for the deletion. If you select "OK" to delete the record, the system will delete the record and it will display the message "Record Deleted".

8. Exception Reports

Exception reports provide information needed for quality assurance and quality improvement at the federal, state, region, circuit, and provider levels. Examples of seclusion and restraint exception reports may include, but are not limited to, the following (a) Number of persons secluded or restrained by providers above and beyond the period of time expected in the Department policies and procedures; (b) Number of persons who died or were seriously injured as a result of or following seclusion and restraint events.

Due to the confidentiality of the data, exception reports will be accessible only to individuals, who are authorized users of the Substance Abuses and Mental Health Information System (SAMHIS).

II. Range of Valid Values

SAMHIS will reject a seclusion or restraint event record (SANDR) as erroneous if any data element in this record fails the field validation edits for range of valid values as specified below in **Section III** (Instructions for Collecting and Reporting Seclusion-Restraint Event Data Elements) and in **Section IV** (File Layout and Validation Edits for the Seclusion-Restraint Event Record).

III. Instructions for Collecting and Reporting Seclusion-Restraint Event Data Elements

Fields marked "Mandatory?: Yes" cannot be left blank, unless the "YES" is conditional. Some of the mandatory fields are also "key fields" that are used to differentiate one seclusion or restraint event record from another.

Below are the definitions of the data elements included in the Seclusion-Restraint event data set. Section IV provides the input file layout, including field positions and validation edits for entering data into SAMHIS either indirectly via the File Transfer Protocol batch process or directly via the data input screens.

1. *Contractor Identification Number - Key field*

Field Name: PROVID   **Data type-Size:** CHAR-10 (3rd position is a dash)
FTP Field Position: 1   **Mandatory?:** Yes

The Contractor Identification number (PROVID) is the ten character (including the dash as the third digit) Federal Employer Identification Number (example: 59-1234567) that identifies the entity contracted or licensed to provide services to the consumer at the time of the seclusion or restraint event. If the entity doesn't have a state contract, then PROVID should be the same as the Service Provider Identification Number (SPROVID) below.

2. *Service Provider Identification Number - Key field*

Field Name: SPROVID   **Data type-Size:** CHAR-10 (3rd position is a dash)
FTP Field Position: 11   **Mandatory?:** Yes

The Service Provider Identification number (SPROVID) is the ten character (including the dash) Federal Employer Identification Number (example: 59-1234567) that identifies the entity serving the consumer at the time of the seclusion or restraint event.

3. *Client Identification Number– Key field*

Field Name: CLIENTID   **Data type-Size:** CHAR-15
FTP Field Position: 21   **Mandatory?:** Yes

This alphanumeric field is used to identify the client being secluded or restrained. The length of this identifier must have a minimum of five characters and a maximum of fifteen characters. If a client ID has less than five characters, e.g., 1234 or 45, it should be left-padded with zeros, e.g., **01234** or **00045**. A value of less than five digits or more than 15 digits will be rejected.

Note: If provider type (PROVTYPE) is DCF Contracted Community Provider (PROVTYPE =1) or Mental Health Treatment Facility (PROVTYPE =2), then the CLIENTID reported in Seclusion and Restraint should be the same as the CLIENTID reported in the other SAMHIS data sets, e.g., Demographic, Service Event, etc..

4. *Implementation Date–Key field*

Field Name: IMPDATE   **Data type-Size:** DATE-8

FTP Field Position: 36   **Mandatory?:** Yes

This is the date on which the seclusion or restraint event was implemented. This date cannot be blank or null and cannot be an invalid date or a valid date that is greater than the computer system date when entered. For SANDR data submission using the File Transfer Protocol (FTP) process, IMPDATE must be eight digits and be entered in the YYYYMMDD format, where YYYY is the year, MM is the month (01-12), and DD is the day (01-31). For SANDR data submission using the SAMHIS data entry screen, IMPDATE must be entered as MMDDYYYY, where MM is the month (01-12), DD is the day (01-31), and YYYY is the year.

Note: IMPDATE value entered via SAMHIS data entry screen in MMDDYYYY format is automatically converted by the system and stored in SAMHIS database in FTP date format of YYYYMMDD.

5. *Implementation Time–Key field*

Field Name: IMPTIME   **Data type-Size:** CHAR-4
FTP Field Position: 44   **Mandatory?:** Yes

Enter start time in HHMM format using the 24-hour clock to indicate when the seclusion or restraint event actually began. This time cannot be blank or null. The time must be a valid four digit military time value. Do not use the colon (:) to separate the hours and the minutes. For a seclusion or restraint event that starts following the noon hour, you will need to add '12' to the hour. For example: a service is provided at 2:45 p.m. The

proper recording of the time is 1445 (12:00 + 2:45). The conversion chart below is provided for those persons not familiar with the 24-hour clock.

1 p.m. = 1300	2 p.m. = 1400	3 p.m. = 1500	4 p.m. = 1600	5 p.m. = 1700	6 p.m. = 1800
7 p.m. = 1900	8 p.m. = 2000	9 p.m. = 2100	10 p.m. = 2200	11 p.m. = 2300	12 midnight = 2400
1 a.m. = 0100	2 a.m. = 0200	3 a.m. = 0300	4 a.m. = 0400	5 a.m. = 0500	6 a.m. = 0600
7 a.m. = 0700	8 a.m. = 0800	9 a.m. = 0900	10 a.m. = 1000	11 a.m. = 1100	12 noon = 1200

6. *Incident Type*

Field Name: INCIDENT   **Data type-Size:** CHAR-1

FTP Field Position: 48   **Mandatory?:** Yes

This field identifies the outcome of the seclusion or restraint event during or as a result of the event. Valid values are:

1 = Significant Injury   3 = No Significant Injury or Death
2 = Death

Note: All seclusion or restraint events, which result in significant injuries or deaths, must also be reported in IRAS.

7. *Incident Date*

Field Name: INCIDATE   **Data type-Size:** DATE-8

FTP Field Position: 49   **Mandatory?:** Yes, conditionally when INCIDENT = 1 or 2

This is the date on which a significant injury or death occurred during or as a result of a seclusion or restraint event. If Incident Type (INCIDENT) = 1 or 2 this date cannot be blank or null; it must be a valid date that is greater than or equal to the Implementation Date (IMPDATE). If INCIDENT = 3, then INCIDATE can be left blank (null) or must be a valid date that is greater than or equal to the Implementation Date (IMPDATE). Else, SANDR record will be rejected.

Note: For SANDR data submission using the File Transfer Process (FTP), INCIDATE must be eight digits and be entered in YYYYMMDD format, where YYYY is the year, MM is the month (01-12), and DD is the day (01-31). For SANDR data submission using the SAMHIS data entry screen, INCIDATE must be entered as MMDDYYYY, where MM the month (01-12), DD is is the day (01-31), and YYYY is the year; INCIDATE value entered via SAMHIS data entry screen in MMDDYYYY format is automatically converted by the system and stored in the database as an FTP date format of YYYYMMDD.

8. *Incident Time*

Field Name: INCITIME   **Data type-Size:** CHAR-4

FTP Field Position: 57   **Mandatory?:** Yes, conditionally when INCIDENT = 1 or 2

Enter the time in HHMM format using the 24-hour military clock to indicate when a significant injury or death occurred during or as a result of a seclusion or restraint event. If Incident Type (INCIDENT) = 1 or 2, then INCITIME must be a valid four digit military time value in HHMM format. If INCIDENT = 3, then INCITIME can be null (blank) or a valid four digit military time value. Else, SANDR record will be rejected. Do not use the colon (:) to separate the hours and the minutes. For a significant injury or death following the noon hour, you will need to add '12' to the hour. For example: a service is provided at 2:45 p.m. The proper recording of the time is 1445 (12:00 + 2:45). See conversion chart above.

9. *Provider Type*

Field Name: PROVTYPE   **Data type-Size:** CHAR-1

FTP Field Position: 61   **Mandatory?:** Yes

This is a one numeric digit field that identifies the type of organization submitting SANDR data. This field cannot be blank or null. The value must be a valid and active code in the look-up table. Valid Values are:

1 = DCF Contracted Community Provider   3 = Non-DCF Contracted Provider
2 = Mental Health Treatment Facility

10. *Provider Site ID*

Field Name: PROVSITE   **Data Type-Size:** CHAR-2

FTP Field Position: 62   **Mandatory?:** Yes

This is a two-character field that identifies the site identification number; the site is the location where the seclusion or restraint event took place. This field cannot be blank or null. The value must be a valid and active code in the look-up table. If the correct site is not registered, refer to Pamphlet 155-2, Chapter 3 for the instructions to register the site.

11. *Program*

Field Name: PROGRAM   **Data type-Size:** CHAR-2

FTP Field Position: 64   **Mandatory?:** Yes

A two character field that identifies the program office associated with the organization submitting seclusion and restraint data. Valid values are:

01 = Adult Protective Services   03 = Mental Health
02 = Family Safety   04 = Substance Abuse

12. *Social Security Number*

Field Name: SSN   **Data type-Size:** CHAR-9
FTP Field Position: 66   **Mandatory?:** Yes, if PROVTYPE = '1' OR '2'

Enter the Social Security Number (SSN) of the client related to the seclusion or restraint event. This number must consist of 9 numeric digits without dashes between digits. It cannot start with 000 or 9. If the client's Social Security Number is unavailable or the client refuses to give his/her SSN number, then use a pseudo-Social Security Number (See further SSN validation edits in Section IV below pertaining to the file layout). The construct for the pseudo-social security number is as follows:

Digit 1   Client First Name initial
Digit 2   Client middle Name initial (use x if none or unknown)
Digit 3   Client Last Name initial
Digit 4-5   Month of Birth (use leading zeros for months 1 - 9)
Digit 6-7   Day of Birth (use leading zeros for days 1 - 9)
Digit 8-9   Year of Birth (use leading zeros for where necessary)

If the pseudo ID is already in use by another client with identical demographic data, then the Data Entry Operator will alter the two digits of the Birth Day to a number greater than 31.

Note:

If PROVTYPE = 1 or 2, then SSN or pseudo-SSN in SANDR must exist in the corresponding client demographic record with matching PROVID and SPROVID. Else, if PROVTYPE = 3, then SSN or pseudo-SSN can be left blank or can be 9 digit. Else, the record will be rejected.

13. *Event Type*

Field Name: CATEGORY   **Data type-Size:** CHAR-1
FTP Field Position: 75   **Mandatory?:** Yes

Enter one numeric digit that identifies the type of seclusion or restraint used during the event. This item cannot be blank or null. The value must be a valid and active code in the look-up table. Valid values are:

1 = Seclusion
2 = Restraint, Manual
3 = Restraint, Mechanical – Walking
4 = Restraint, Mechanical – Chair/Bed (Two Points)
5 = Restraint, Mechanical – Chair/Bed (Four Points)
6 = Restraint, Medical

14. *Reason*

Field Name: REASON   **Data type-Size:** CHAR-1
FTP Field Position: 76   **Mandatory?:** Yes

Enter one numeric digit that identifies the reason for the use of seclusion or restraint; this item cannot be blank or null. The value must be a valid and active code in the look-up table. Valid values are:

1 = Imminent Danger to Self
2 = Imminent Danger to Others
3 = Imminent Danger to Self and Others

15. *Termination Date*

Field Name: TERMDATE   **Data type-Size:** DATE-8

FTP Field Position: 77   **Mandatory?:** Yes

Enter eight numeric digits of the date indicating when the seclusion or restraint event ended. This date cannot be blank or null, and cannot be an invalid date or a valid date that is less than the Implementation Date (IMPDATE). The FTP data entry must be eight digits and be entered in the following format: YYYYMMDD, where YYYY is the year, MM is the month (01-12), and DD is the day (01-31). The SAMHIS data entry screen requires the date be entered as MMDDYYYY, but this is converted by the system and stored as required by the FTP format of YYYYMMDD.

Note: SANDR data must be submitted only once the seclusion or restraint event has ended and both termination date (TERMDATE)termination time (TERMTIME) are known.

16. *Termination Time*

Field Name: TERMTIME   **Data type-Size:** CHAR-4
FTP Field Position: 85   **Mandatory?:** Yes

This is a four digit military time indicating when the seclusion or restraint event ended. This field cannot be blank or null. Enter termination time in HHMM format using the 24-hour military clock to indicate when the seclusion or restraint event ended. The time must be a valid four digit military time value. Do not use the colon (:) to separate the hours and the minutes. For a seclusion or restraint event that starts following the noon hour, you will need to add '12' to the hour. For example: a service is provided at 2:45 p.m. The proper recording of the time is 1445 (12:00 + 2:45). See conversion chart on 14-4.

Note: SANDR data must be submitted only after the seclusion or restraint event has ended and both termination time (TERMTIME) and termination date (TERMDATE) are known.

17. *Order*

Field Name: ORDER   **Data type-Size:** CHAR-1

FTP Field Position: 89   **Mandatory?:** Yes

This is a one digit code showing whether or not an order has been written for the Seclusion or Restraint event. Cannot be blank or null and the value must be a valid and active code in the look-up table. Valid values are:

1 = Yes
2 = No

18. *Discipline of the Person Ordering*

Field Name: ORDERDIS   **Data type-Size:** CHAR-1
FTP Field Position: 90   **Mandatory?:** Yes, conditionally if ORDER = '1'

This is a one digit field that identifies the discipline of the persons ordering the seclusion or restraint event. If ORDER =1, then ORDERDIS must be 1 thru 3. If ORDER = 2, then ORDERDIS must be blank or null. Else, SANDR record will be rejected. If ORDER = 1, then Valid values are as follows. Else, leave blank.

1= Physician
2= Advanced Registered Nurse Practitioner
3=Physician Assistant

19. *Discipline of the Person Implementing*

Field Name: IMPLDIS   **Data type-Size:** CHAR-1
FTP Field Position: 91   **Mandatory?:** Yes

This is a one numeric digit field that identifies the discipline of the persons implementing the seclusion or restraint event. This item cannot be blank or null. The value must be a valid and active code in the look-up table. Valid values are:

1 = Direct Care Supervisory Staff
2 = Licensed Practical Nurse
3 = Registered Nurse
4 = Advanced Registered Nurse Practitioner
5 = Physician
6 = Behavioral Specialist/Behavioral Analyst
7 = Security Staff
8 = Direct Care Staff

20. *Provider Information*

Field Name: PROVINFO   **Data type-Size:** CHAR-20
FTP Field Position: 92   **Mandatory?:** No

This is a free text field available to providers for their use.

Substance Abuse and Mental Health **Seclusion and Restraint (S/R) Event Form**

(* Mandatory Fields)

1. *CONTRACTOR ID: __ __ **-** __ __ __ __ __ __ __

Federal Employer ID# of agency directly contracted with SAMH.

2. *PROVIDER ID: __ __ **-** __ __ __ __ __ __

Federal Employer ID# of the provider agency actually implementing the S/R event. Subcontracted agencies Tax ID# goes here. Contractor agencies reenter the Contractor ID.

3. *CLIENT ID : __ __ __ __ __ __ __ __ __ __ __ __ __ __ __   Minimum of 5, maximum of 15 characters.

4. *IMPLEMENTATION DATE: __ __ / __ __ / __ __ __ __   **(MM/DD/YYYY)**

5.* IMPLEMENTATION TIME: __ __ __ __   **(HH HH MM MM)**

6. *INCIDENT TYPE: __

    1 = Significant Injury   2 = Death
    3 = No Significant Injury or Death

7. ***INCIDENT DATE:** __ __ / __ __ / __ __ __ __   **(MM/DD/YYY)**
        MANDATORY IF INCIDENT TYPE = 1 OR 2)

8. *INCIDENT TIME: __ __   __   __   **(HH HH MM MM)**

      (MANDATORY IF INCIDENT TYPE = 1 OR 2)

9.* PROVIDER TYPE: __

    1 = Community Provider   2 = Mental Health Treatment Facility
    3 = Non-DCF Contracted Provider

10. *PROVIDER SITE ID: __ __

11. *PROGRAM: __ __

    01 = Adult Protective Services   02 = Family Safety
    03 = Mental Health   04 = Substance Abuse

12. *CLIENT SSN: __ __ __ __ __ __ __ __ __

    Mandatory if Provider Type (PROVTYPE) is 1 or 2.

13. *CATEGORY: __

    1=Seclusion   2=Restraint, Manual
    3=Restraint, Mechanical – Walking   4=Restraint, Mechanical – Chair/Bed-Two Point
    5=Restraint, Mechanical – Chair/Bed-Four Point   6= Restraint, Medical

14. *REASON: __

    1=Imminent Danger to Self   2=Imminent Danger to Others
    3=Imminent Danger to Self and Others

15. ***TERMINATION DATE:** __ __ / __ __ / __ __ __ __   **(MM/DD/YYYY)**

16. *IMPLEMENTATION TIME: __ __ __ __   **(HH HH MM MM)**

17. *ORDER: __   1 = YES   2 = NO

18. ***DISCIPLINE OF THE PERSON ORDERING:** __
    Mandatory if ORDER is 1 (YES); else, must be Blank or Null if ORDER is 2 (NO).

1= Physician
3= Physician Assistant

2= Advanced Registered Nurse Practitioner

19. ***DISCIPLINE OF THE PERSON IMPLEMENTING**

1 = Direct Care Supervisory Staff
3 = Registered Nurse
5 = Physician
7 = Security Staff

2 = Licensed Practical Nurse
4 = Advanced Registered Nurse Practitioner
6 = Behavioral Specialist/Behavioral Analyst
8 = Direct Care Staff

20. Provider Information:
This area can be used by the provider for recording any information related to the seclusion or restraint event.

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Signature: _____ **Date:** _____

IV. File Layout and Validation Edits for the Seclusion-Restraint Event Record

<table>
<tr><td colspan="5">Table Short Name: SANDR
Table Long Name: Seclusion or Restraint</td></tr>
<tr><th>Field
User View
Name</th><th>Field
Type
(Size)</th><th>Column
Positions</th><th>Field Description</th><th>Field Validation Edits</th></tr>
<tr>
<td>PROVID
(key)</td>
<td>Char
(10)</td>
<td>1-10</td>
<td>Federal Tax ID of the agency with a contract with the Department.</td>
<td>Cannot be blank or null. The value must be exactly ten characters, including a dash in the third character position with all other characters being numeric.

Else, reject.</td>
</tr>
<tr>
<td>SPROVID
(key)</td>
<td>Char
(10)</td>
<td>11 - 20</td>
<td>Federal Tax ID of the service provider agency.</td>
<td>Cannot be blank or null. The value must be exactly ten characters, including a dash in the third character position with all other characters being numeric.

Else, reject.</td>
</tr>
<tr>
<td>CLIENTID
(key)</td>
<td>Char
(15)</td>
<td>21-35</td>
<td>Client identification number, other than social security number, assigned to client by the provider.</td>
<td>Cannot be null or blank. Minimum of five, maximum of fifteen characters.
Else, reject.</td>
</tr>
<tr>
<td>IMPDATE
(key)</td>
<td>Date (8)</td>
<td>36-43</td>
<td>Date stored in YYYYMMDD format indicating the date when the Seclusion or Restraint was implemented.</td>
<td>Cannot be blank or null and cannot be an invalid date or a valid date that is greater than the system date.

Else, reject.</td>
</tr>
<tr>
<td>IMPTIME
(key)</td>
<td>Char (4)</td>
<td>44-47</td>
<td>Time stored in HHMM format indicating the hour and minute when the Seclusion or Restraint was implemented.</td>
<td>Cannot be blank or null. The time must be a valid four digit military time value.

 Else, reject.</td>
</tr>
<tr>
<td>INCIDENT</td>
<td>Char (1)</td>
<td>48</td>
<td>Look-up table showing the outcome of the Seclusion or Restraint during or as a result of the event.

1=Significant Injury
2=Death
3=No Significant Injury of Death</td>
<td>Cannot be blank or null. The value must be a valid and active code in the look-up table.

Else, reject.</td>
</tr>
</table>

Table Short Name: **SANDR**				
Table Long Name: **Seclusion or Restraint**				
Field User View Name	**Field Type (Size)**	**Column Positions**	**Field Description**	**Field Validation Edits**
INCIDATE	Date (8)	49-56	Date stored in YYYYMMDD format indicating when the Seclusion or Restraint occurred.	**If INCIDENT = 1 OR 2, INCIDATE cannot be blank or null** and cannot be an invalid date or a valid date that is less than IMPDATE. **Else, IF INCIDENT** = **3, then INCIDATE can be blank or null and cannot be either** an invalid date or a valid date that is less than IMPDATE**.** Else, reject.
INCITIME	Char (4)	57-60	Time stored in HHMM format indicating the hour and minute when the Seclusion or Restraint occurred.	**If INCIDENT = 1 or 2,** then **INCITIME cannot be blank or null** and time must be a valid four digit time value. **Else, If INCIDENT** = **3,** then **INCITIME can be blank or null or a** valid four digit time value**.** Else, reject.
PROVTYPE	Char (1)	61	Look-up table that identifies the type of organization submitting data. 1 = Contracted Community Provider 2 = Mental Health Treatment Facility 3 = Non DCF Contracted Provider	**Cannot be blank or null**. The value must be a valid and active code in the look-up table. Else, reject.
PROVSITE	Char (2)	62-63	A two digit number that identifies the location of a particular facility/site. The site 00 should be the Administrative Office. Each service site will	**Cannot be blank or null**. Valid values must be a two-character code contained in the look-up table. Else, reject.

Field User View Name	Field Type (Size)	Column Positions	Field Description	Field Validation Edits
			have subsequent numbers starting with 01.	
PROGRAM	Char (2)	64-65	Look-up table that identifies the program office associated with the organization submitting data. 01 = Adult Protective Services 02 = Family Safety 03 = Mental Health 04 = Substance Abuse	**Cannot be blank or null**. The value must be a valid and active code in the look-up table. The value must be coded with the preceding ZERO. Else, reject.
SSN	Char (9)	66-74	Social Security Number (SSN) or pseudo-SSN as defined in Chapter 4 of the Pamphlet 155-2.	**If PROVTYPE = 1 OR 2, then SSN** value must be exactly 9 digits for the actual SSN or for the pseudo-SSN including alpha and/or numeric bytes. Entry cannot start with '000' or '9' **Else, IF PROVTYPE = 3, then SSN value can be blank or null or** must be exactly 9 digits for the actual SSN or for the pseudo-SSN. Else, reject.

Table Short Name: **SANDR**
Table Long Name: **Seclusion or Restraint**

Table Short Name: **SANDR**				
Table Long Name: **Seclusion or Restraint**				
Field User View Name	**Field Type (Size)**	**Column Positions**	**Field Description**	**Field Validation Edits**
CATEGORY	Char (1)	75	Look-up table showing the codes and descriptions of Seclusion or Restraint Categories. 1=Seclusion 2=Restraint, Manual 3=Restraint, Mechanical – Walking 4=Restraint, Mechanical – Chair/Bed-Two Point 5=Restraint, Mechanical – Chair/Bed-Four Point 6= Restraint, Medical	**Cannot be blank or null**. The value must be a valid and active code in the look-up table. Else, reject.
REASON	Char (1)	76	Look-up table showing the codes and descriptions of Reasons for Seclusion or Restraint 1=Imminent Danger to Self 2=Imminent Danger to Others 3=Imminent Danger to Self and Others	**Cannot be blank or null**. The value must be a valid and active code in the look-up table. Else, reject.
TERMDATE	Date (8)	77-84	Date stored in YYYYMMDD format indicating when the Seclusion or Restraint was terminated.	**Cannot be blank or null** and cannot be an invalid date or a valid date that is greater than the system date or less than implementation date (IMPDATE). Else, reject.
TERMTIME	Char(4)	85-88	Time stored in HHMM format indicating the hour and minute when	**Cannot be blank or null.** The time must be a valid four digit military time value.

Field User View Name	Field Type (Size)	Column Positions	Field Description	Field Validation Edits
			the Seclusion or Restraint was terminated.	Else, reject.
ORDER	Char (1)	89	Look-up table showing whether or not an order has been written for the Seclusion or Restraint event 1= Yes 2= No	**Cannot be blank or null**. The value must be a valid and active code in the look-up table. Else, reject.
ORDERDIS	Char (1)	90	Look-up table showing the codes and descriptions of the discipline of the person ordering the Seclusion or Restraint 1= Physician 2= Advanced Registered Nurse Practitioner 3=Physician Assistant	**If ORDER =1, then ORDERDIS Cannot be blank or null**. The value must be a valid and active code in the look-up table. **Else, If ORDER = 2, then ORDERDIS must be blank or null.** Else, reject.
IMPLDIS	Char (1)	91	Look-up table showing the codes and descriptions of the discipline of the person implementing the Seclusion or Restraint 1=Direct Care Supervisory Staff 2=Licensed Practical Nurse 3=Registered Nurse 4=Advanced Registered Nurse	**Cannot be blank or null**. The value must be a valid and active code in the look-up table. Else, reject.

Table Short Name: **SANDR**				
Table Long Name: **Seclusion or Restraint**				
Field User View Name	**Field Type (Size)**	**Column Positions**	**Field Description**	**Field Validation Edits**
			Practitioner 5=Physician 6=Behavioral Specialist/Behavioral Analyst 7=Security Staff 8=Direct Care Staff	
PROVINFO	Char (20)	92-111		This is a 20 character text field for the contractor's use. The field is optional.

Revision History

First publication