

## Pulling the Reactive Strategy Graph Report

### Introduction

Any reactive strategies used with an individual receiving funding through the iBudget Waiver must be reported using the Reactive Strategies Form. Data from the Reactive Strategies Form can be summarized to generate a report in iConnect titled, **Reactive Strategies Graph Report**.

# Note: Reactive Strategies must only be performed by trained providers in accordance with Rule 65G-8, Florida Administrative Code.

The **Reactive Strategies Graph Report** will contain 10 sheets or pages with graphs based on the search criteria that will include:

- 1. The number of Reactive Strategies forms
- 2. The total number of restraints
- 3. The duration of restraints
- 4. Average duration of restraints
- 5. Number of seclusions
- 6. The duration of seclusions
- 7. Average duration of seclusions
- 8. The total number of events requiring follow-up
- 9. The number of events requiring follow-up with the follow-up completed
- 10. The percentage of events requiring follow-up with follow-up completed

#### The following Roles in iConnect have access to this report:

Service Provider Service Provider Worker Clinical Workstream Lead Clinical Workstream Worker State Office Worker ROM/DROM Tier 1 Help Desk Tier 2 Help Desk APD Main

Only Reactive Strategies forms in complete status will appear on the **Reactive Strategies Graph Report.** 

### Pulling the Reactive Strategy Graph Report

 To begin, log into iConnect and set Role = Service Provider, Service Provider Worker or assigned APD staff role with reporting. Click Go.



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File	Reports						1
	Quick Search						
		Consumers	✓ Last Name	~	GO	ADVANCED SEARCH	/
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2. On **My Dashboard**, navigate to the **Reports** menu and select **Reactive Strategies Graph Report.** 

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File	Reports					
	Provider CAP Report					
	Provider Contact Report by Service	✓ Last Name				
	Provider Documentation Report					
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$\square$	Reactive Strategies Graph Report	PROVIDERS				
	Residential Monitoring Monthly and Quarterly Repo	rt				
Divisio	Residential Planning Bed Availability Report					
Closed	RPC Caseload Report					
Alert N	Service Provider Documentation					

3. Fill out the search parameter screen with information as needed to pull the report.

It is critical that the report search parameters are filled out in the sequential order as listed below so the report will pull as expected.

Start Date	12/1/2023 12:00:00 AM	End Date	11/30/2024 12:00:00 AM		View Report
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Consumer	Burgen, Phanel, Phal, 2010.				
Consumer	Burges, Muzer, Mul., Zona 💌				

- 4. Start Date: Use the start date of the report criteria needed. A date must be selected by clicking on the appropriate date located in the calendar icon or typed in by the two-digit month, two-digit day and four-digit year (do not put in slashes, the system will do that automatically).
  - a. Click the Calendar icon
  - b. Select the month and year by clicking on the corresponding drop-down menus, and then click on the date to select the date.



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- 5. End Date: Use the end date of the report criteria needed. A date must be selected by clicking on the appropriate date located in the calendar icon or typed in by the two-digit month, two-digit day and four-digit year (do not put in slashes, the system will do that automatically).
  - a. Click the Calendar icon
  - b. Select the month and year by clicking on the corresponding drop-down menus, and then click on the date to select the date.



6. Region: In the drop-down, check the appropriate region(s) or check "Select All" to choose all regions.



7. Provider: In the drop-down, check the appropriate Provider(s). For Service Providers and Service Provider Workers, the only option will be the agency the



worker is employed. APD may utilize "Select All" to view all agencies or check the appropriate agencies as needed.

Start Date 02/01/2023	End Date	11/30/2024 12:00:00 AM View Report
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Consumer		(Select All)
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- a. To expand the box to view additional providers, click and drag the bottom right corner of the dropdown menu. *Only APD staff will have access to view other providers.*
- b. On the keyboard, press **Ctrl + F**, and type in the provider's name. Utilize the arrows to locate multiple uses of the provider's name.

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 Consumer: In the drop-down menu, check "Select All" for all consumers on the list or check the consumers' names as needed. The drop-down can be expanded and on the keyboard, press Ctrl + F, to type in the name of the client and check as needed.



Start Date	02/01/2023	End Date	11/30/2024 12:00:00 AM	View Report
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Consumer				
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9. Click View Report to execute the search.

Start Date	3/1/2023 12:00:00 AM	End Date	11/30/2024 12:00:00 AM		View Report
Region	Central, Northeast, Northwest, SOU	Provider	A Heavy Group Herne Carp.	<b>~</b>	
Consumer	Borgan, Hissai, Paul, Joria 💌				

- 10. A report will generate on the screen. The report will need to be exported to view all sheets or pages in the report.
  - a. Go to the caret next to the Save icon and select Excel or PDF.



b. The Excel or PDF report will download. Click the report from the computer's downloads.

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PROTECTED VIEW Be carefu	ul—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected Vies. Enable Editing

11. Each sheet in the Excel document will contain a different graph and each page in the PDF will contain a different graph. In the <u>Introduction</u> of this job aid, it lists what each sheet/page contains in the corresponding number.





12. Review/filter report as needed. Utilize the <u>How to Add Filters to iConnect</u> <u>Reports Job Aid</u> for additional assistance in filtering an iConnect report.