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

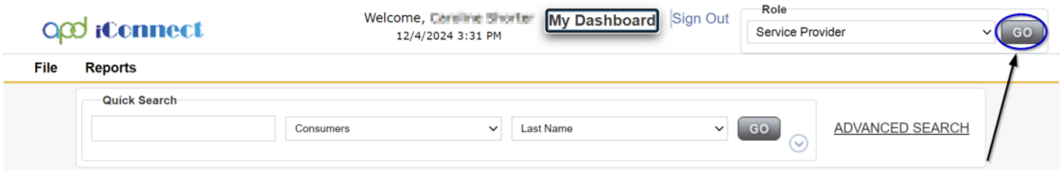
<u>The following Roles in iConnect have access to this report:</u>

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

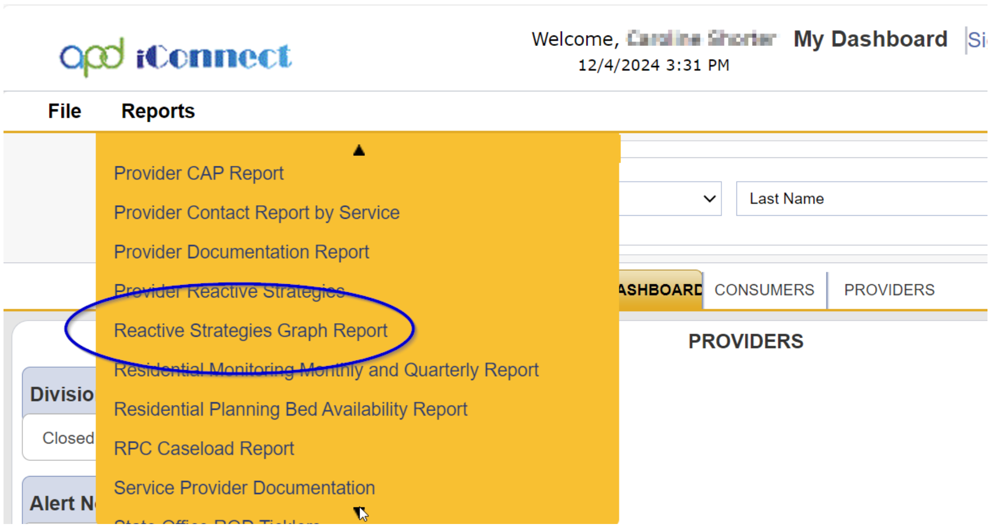
Only Reactive Strategies forms in complete status will appear on the **Reactive Strategies Graph Report.**

Pulling the Reactive Strategy Graph Report

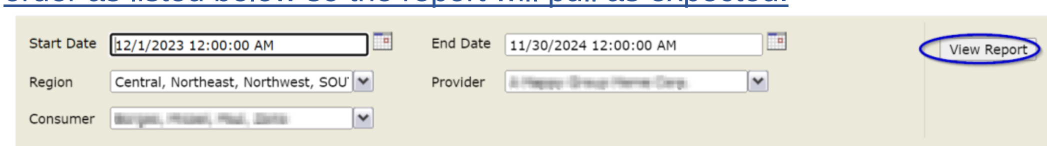
1. To begin, log into iConnect and set Role = **Service Provider**, **Service Provider Worker** or assigned APD staff role with reporting. Click **Go**.



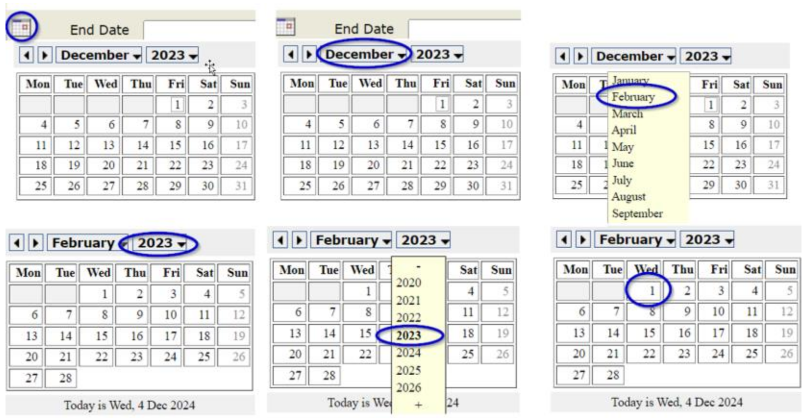
2. On **My Dashboard**, navigate to the **Reports** menu and select **Reactive Strategies Graph Report.**



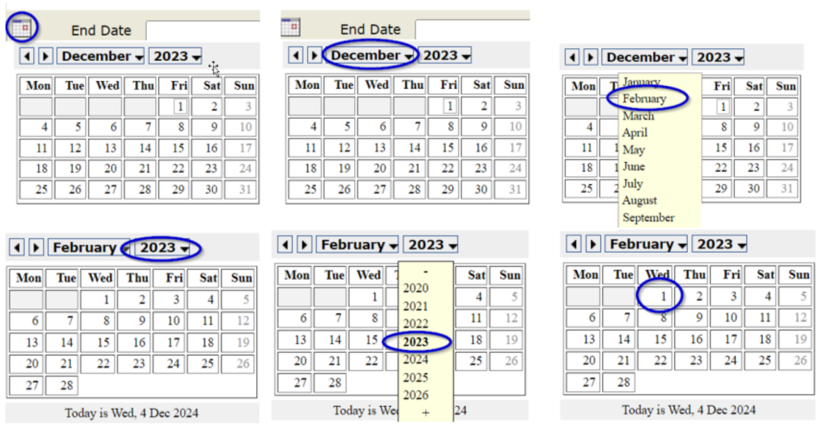
3. Fill out the search parameter screen with information as needed to pull the report.
   It is critical that the report search parameters are filled out in the sequential order as listed below so the report will pull as expected.



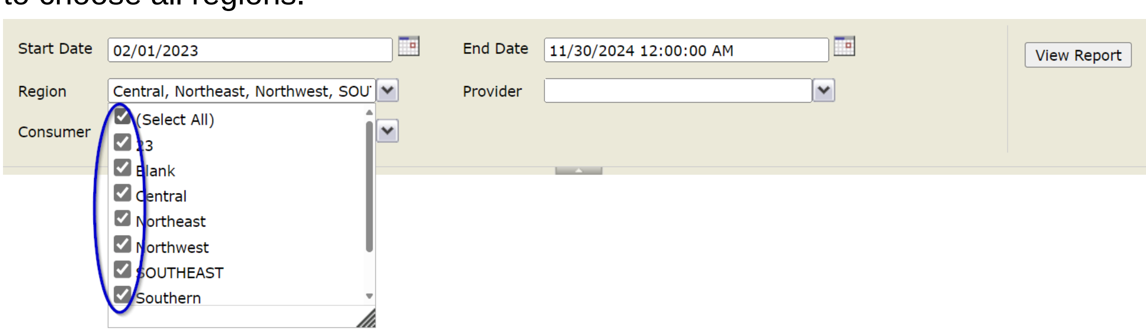
4. Start Date: Use the start date of the report criteria needed. A date must be selected by clicking on the appropriate date located in the calendar icon or typed in by the two-digit month, two-digit day and four-digit year (do not put in slashes, the system will do that automatically).
   a. Click the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



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.

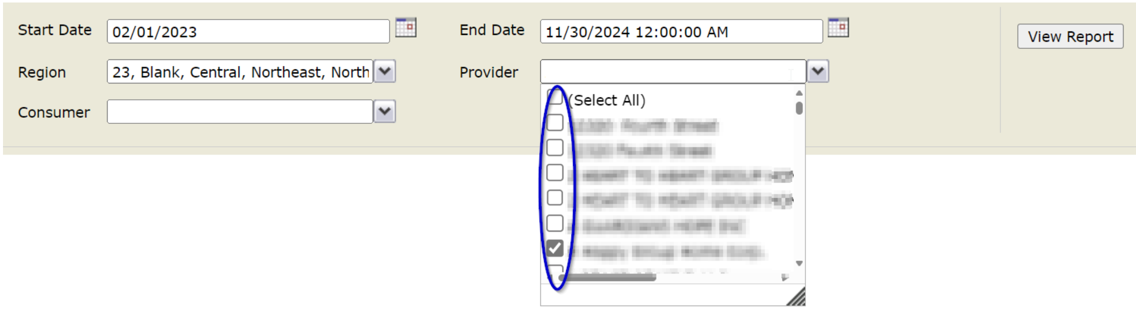


6. Region: In the drop-down, check the appropriate region(s) or check “Select All” to choose all regions.



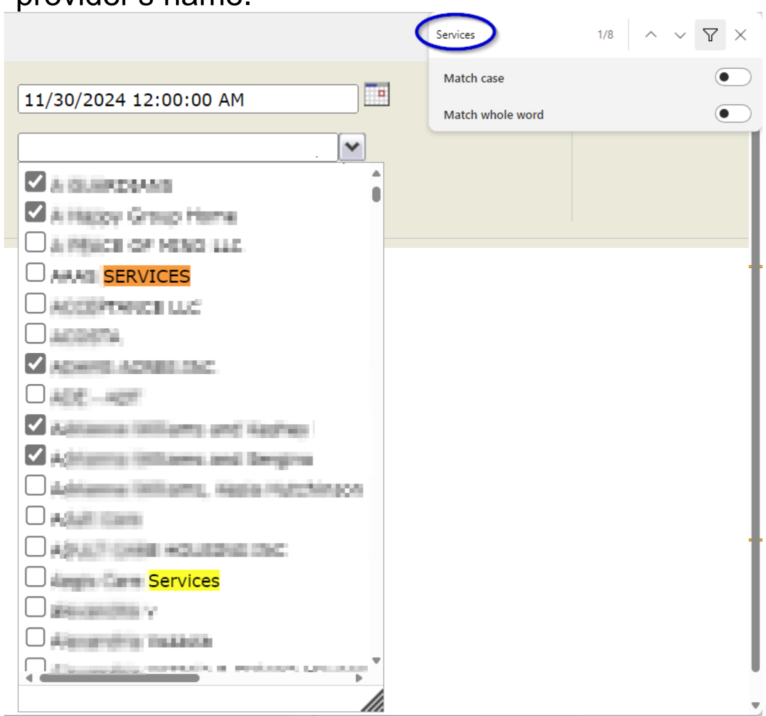
7. Provider: In the drop-down, check the appropriate Provider(s). For Service Providers and Service Provider Workers, the only option will be the agency the

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

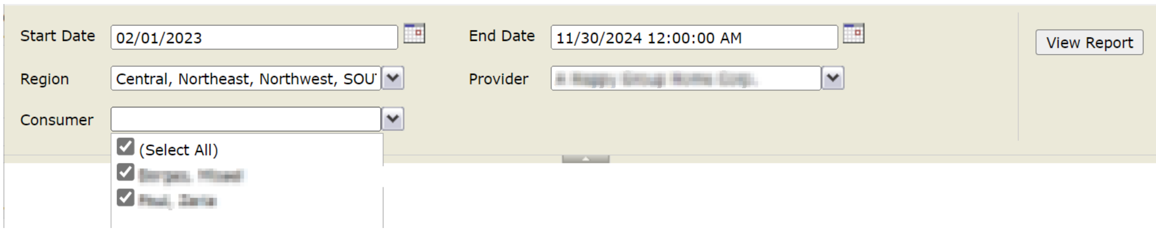


a. To expand the box to view additional providers, click and drag the bottom right corner of the dropdown menu. *Only APD staff will have access to view other providers.*

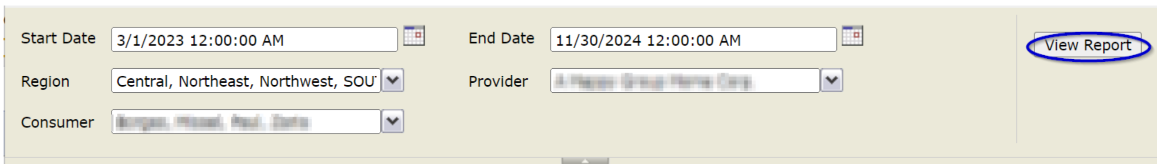
b. On the keyboard, press **Ctrl + F**, and type in the provider’s name. Utilize the arrows to locate multiple uses of the provider’s name.



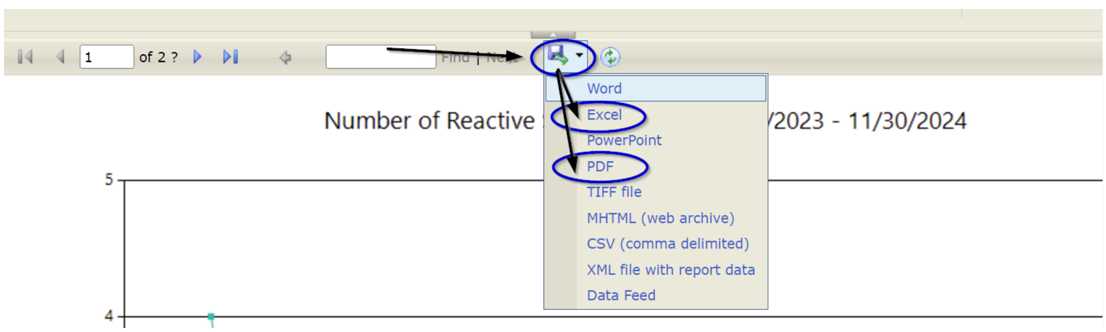
8. Consumer: In the drop-down menu, check “Select All” for all consumers on the list or check the consumers’ names as needed. The drop-down can be expanded and on the keyboard, press **Ctrl + F,** to type in the name of the client and check as needed.



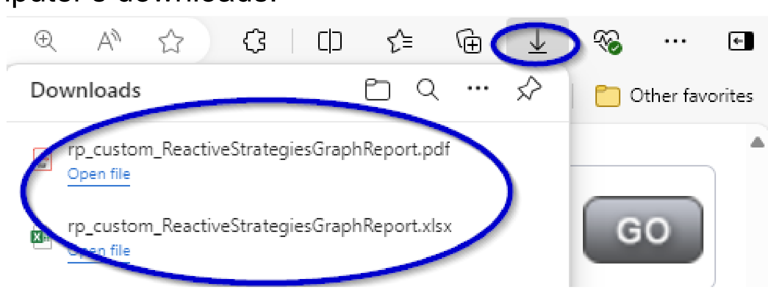
9. Click **View Report** to execute the search.



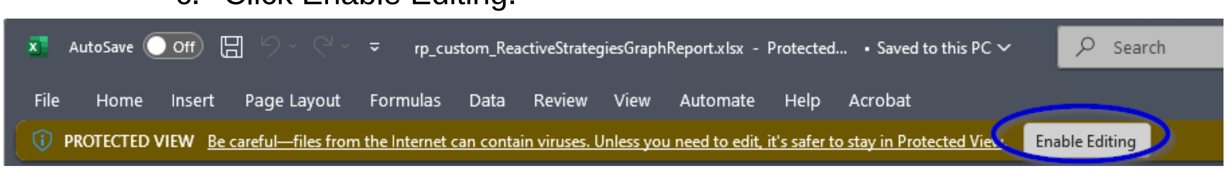
10. A report will generate on the screen. The report will need to be exported to view all sheets or pages in the report.
    a. Go to the caret next to the Save icon and select Excel or PDF.



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



    c. Click 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 Introduction of this job aid, it lists what each sheet/page contains in the corresponding number.

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