

**Six Month Reportable Incident Data Report Form
Community Mental Health Agency**

Instructions: Please complete the Agency information on this page. If agency policy prohibits the use of seclusion or restraint, please check the box in Part A on this page. If agency policy permits the use of seclusion or restraint, please skip Part A and complete Parts B, C, D, and E. Please complete parts B and C if agency policy allows the use of seclusion or restraint, even if the agency did not utilize seclusion or restraint during the reporting period.

You may submit this report by:

E-mail: IncidentReport@mh.ohio.gov
 Fax: 614-485-9737
 Mail: ODMH – Community Client Safety Manager
 30 E. Broad Street, 8th Floor
 Columbus, Ohio 43215

Please submit this report by the following deadlines:

For the incident reporting period of January 1 through June 30, by July 31 of the same year.
 For the incident reporting period of July 1 through December 31, by January 31 of the following year.

Agency Name:	ODMH Certification Number:
Person Completing Form:	Title:
Phone:	E-mail:
Reporting period: Reporting Year	
January 1 – June 30 Report is due by July 31 of the same year.	July 1 – December 31 Report is due by January 31 of the following year.

Definitions. Please utilize the following definitions for completing this report:

- "Hours of service" means the total number of hours of service provided to all clients.
- "Mechanical Restraint" means a staff intervention that involves any method of restricting a client's freedom of movement, physical activity, or normal use of his or her body, using an appliance or device manufactured for this purpose.
- "Physical restraint" means a staff intervention that involves any method of physically (also known as manually) restricting a client's freedom of movement, physical activity, or normal use of his or her body without the use of mechanical restraint devices.
- "Seclusion" means a staff intervention that involves the involuntary confinement of a client alone in a room where the client is physically prevented from leaving.
- "Transitional hold" means a staff intervention that involves a brief physical (also known as manual) restraint of a client face-down for the purpose of quickly and effectively gaining physical control of that client, or prior to transport to enable the client to be transported safely.
- "Unduplicated clients served" means the number of clients served during a specified timeframe. Each person can only be counted once, regardless of the number of services he or she receives.

Part A.

Agency policy prohibits the use of seclusion and restraint in all certified services, and the agency did not utilize seclusion and restraint during the reporting period.

If Box in Part A is checked, you are finished. Please return report. Thank you.

If not, please skip to and complete parts B, C, D, and E.

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Part B. Crisis Intervention Mental Health Service. Please check the appropriate answer and then follow the instructions.

Agency is not certified for Crisis Intervention Mental Health Service. Please continue to Part C.

Agency policy prohibits the use of seclusion and restraint in Crisis Intervention Mental Health Service, and the agency did not utilize seclusion or restraint during the reporting period. Please continue to Part C.

Agency did not utilize seclusion or restraint in Crisis Intervention Mental Health Service during the reporting period. Please complete Table B1, and then continue to Part C.

Seclusion or restraint was utilized in Crisis Intervention Mental Health Service. Please complete Tables B1 and B2, and then continue to Part C.

Table B1. Seclusion and Restraint in Crisis Intervention Mental Health Service

Service Utilization	January/ July	February/ August	March/ September	April/ October	May/ November	June/ December
Total number of unduplicated Crisis Intervention Mental Health clients served.						
Total hours of Crisis Intervention Mental Health service.						

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**Table B2. Seclusion and Restraint in Crisis Intervention
Mental Health Service**

	January/ July	February/ August	March/ September	April/ October	May/ November	June/ December
Seclusion for Ages ≤ 17	None					
Number of episodes of seclusion for ages ≤ 17.						
Total minutes of all seclusion episodes for ages ≤ 17.						
Seclusion for Ages ≥ 18	None					
Number of episodes of seclusion for ages ≥ 18.						
Total minutes of all seclusion episodes for ages ≥ 18.						
Mechanical Restraint for Ages ≥ 18	None					
Number of episodes of mechanical restraint for ages ≥ 18.						
Total minutes of all mechanical restraint episodes for ages ≥ 18.						
Physical Restraint for Ages ≤ 17	None					
Number of episodes of physical restraint excluding transitional hold, for ages ≤ 17.						
Total minutes of all physical restraint episodes, excluding transitional hold for ages ≤ 17.						
Physical Restraint for Ages ≥ 18	None					
Number of episodes of physical restraint, excluding transitional hold, for ages ≥ 18.						
Total minutes of all physical restraint episodes, excluding transitional hold for ages ≥ 18.						
Transitional Hold for Ages ≤ 17	None					
Number of episodes of transitional holds for ages ≤ 17.						
Total minutes of all transitional hold episodes for ages ≤ 17.						
Transitional Hold Ages ≥ 18	None					
Number of episodes of transitional holds for ages ≥ 18.						
Total minutes of all transitional hold episodes for ages ≥ 18.						

Please continue to Part C.

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Part C. Partial Hospitalization Service.

Agency is not certified for Partial Hospitalization Service. Please continue to Part D.

Agency policy prohibits the use of seclusion and restraint in Partial Hospitalization Service, and the agency did not utilize seclusion or restraint during the reporting period. Please continue to Part D.

Agency did not utilize seclusion or restraint in Partial Hospitalization Service during the reporting period. Please complete Table C1, and then continue to Part D.

Seclusion or restraint was utilized in Partial Hospitalization Service. Please complete Tables C1 and C2, and then continue to Part D.

Table C1. Seclusion and Restraint in Partial Hospitalization Service

Service Utilization and Partial Hospitalization Length	January/ July	February/ August	March/ September	April/ October	May/ November	June/ December
Total number of unduplicated Partial Hospitalization clients served.						
Total hours of Partial Hospitalization service.						
Length of Partial Hospitalization Day Hours						

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Table C2. Seclusion and Restraint in Partial Hospitalization Service

	January/ July	February/ August	March/ September	April/ October	May/ November	June/ December
Seclusion for Ages ≤ 17 None						
Number of episodes of seclusion for ages ≤ 17.						
Total minutes of all seclusion episodes for ages ≤ 17.						
Seclusion for Ages ≥ 18 None						
Number of episodes of seclusion for ages ≥ 18.						
Total minutes of all seclusion episodes for ages ≥ 18.						
Mechanical Restraint for Ages ≥ 18 None						
Number of episodes of mechanical restraint for ages ≥ 18.						
Total minutes of all mechanical restraint episodes for ages ≥ 18.						
Physical Restraint for Ages ≤ 17 None						
Number of episodes of physical restraint excluding transitional hold, for ages ≤ 17.						
Total minutes of all physical restraint episodes, excluding transitional hold for ages ≤ 17.						
Physical Restraint for Ages ≥ 18 None						
Number of episodes of physical restraint, excluding transitional hold, for ages ≥ 18.						
Total minutes of all physical restraint episodes, excluding transitional hold for ages ≥ 18.						
Transitional Hold for Ages ≤ 17 None						
Number of episodes of transitional holds for ages ≤ 17.						
Total minutes of all transitional hold episodes for ages ≤ 17.						
Transitional Hold Ages ≥ 18 None						
Number of episodes of transitional holds for ages ≥ 18.						
Total minutes of all transitional hold episodes for ages ≥ 18.						

Please continue to Part D.

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Part D. All Other Certified Mental Health Services,

excluding Crisis Intervention Mental Health and Partial Hospitalization Service. Please check the appropriate answer and then follow the instructions.

Agency policy prohibits the use of seclusion other than in Crisis Intervention Mental Health and/or Partial Hospitalization Service, and the agency did not utilize seclusion and restraint in other certified services during the reported period. Please continue to Part E.

Agency did not utilize seclusion or restraint in All Other Certified Mental health Services during the reporting period. Please continue to Part E.

Seclusion or restraint was utilized in mental health services other than Crisis Intervention Mental Health and Partial Hospitalization Service. Please complete Table D1 on the next page and then continue to Part E.

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Table D1. Seclusion and Restraint in All Other Certified Mental Health Services,

except Crisis Intervention Mental Health Service and Partial Hospitalization Service

	January/ July	February/ August	March/ September	April/ October	May/ November	June/ December
Seclusion for Ages ≤ 17 None						
Number of episodes of seclusion for ages ≤ 17.						
Total minutes of all seclusion episodes for ages ≤ 17.						
Seclusion for Ages ≥ 18 None						
Number of episodes of seclusion for ages ≥ 18.						
Total minutes of all seclusion episodes for ages ≥ 18.						
Mechanical Restraint for Ages ≥ 18 None						
Number of episodes of mechanical restraint for ages ≥ 18.						
Total minutes of all mechanical restraint episodes for ages ≥ 18.						
Physical Restraint for Ages ≤ 17 None						
Number of episodes of physical restraint excluding transitional hold, for ages ≤ 17.						
Total minutes of all physical restraint episodes, excluding transitional hold for ages ≤ 17.						
Physical Restraint for Ages ≥ 18 None						
Number of episodes of physical restraint, excluding transitional hold, for ages ≥ 18.						
Total minutes of all physical restraint episodes, excluding transitional hold for ages ≥ 18.						
Transitional Hold for Ages ≤ 17 None						
Number of episodes of transitional holds for ages ≤ 17.						
Total minutes of all transitional hold episodes for ages ≤ 17.						
Transitional Hold Ages ≥ 18 None						
Number of episodes of transitional holds for ages ≥ 18.						
Total minutes of all transitional hold episodes for ages ≥ 18.						

Please continue to Part E.

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E. Seclusion and Restraint Related Injuries to Staff.		January/ July	February/ August	March/ September	April/ October	May/ November	June/ December
Seclusion or Restraint-Related Injury to Staff	None						
Number of injuries requiring first aid.	None						
Number of injuries requiring emergency/unplanned medical intervention.	None						
Number of injuries requiring hospitalization.	None						

**You are finished. Instructions for returning the report are on Page 1.
Thank you.**