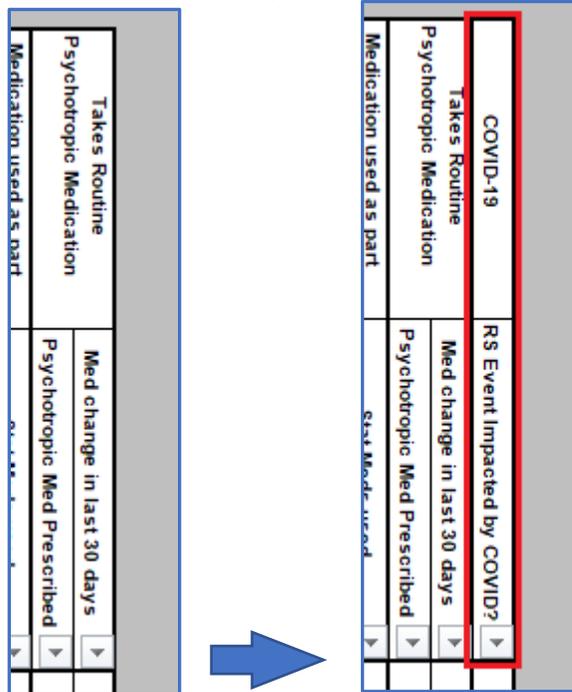


How to Convert to the New Reactive Strategies Reporting Form

- A. The updated reactive strategies reporting form is the same as the previous version of the form with the addition of one additional column for indicating when a reactive strategy is related to COVID-19.



- B. To move entries from the previous form to the current version:

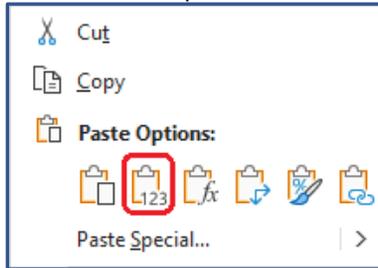
1. Select all cells from the Area column (Column A) through the Med change in last 30 days column (Column Y) for all completed rows (see screenshot).

Area	Name of Facility or Program	Type of Facility	Name of Site	Name of Individual (last, first)	Date	Label the Behavior	Operationally describe the behavior	Did Individual Die?	To Consumers	To Staff	MD Rx for behavior	FA completed	LRC approved	Was the use of this reactive strategy part of an LRC approved behavioral intervention?	Seclusion	Mechanical Restraint	Manual Restraint	Protective Equipment	Law Enforcement	Baker Act	Chemical Restraint	Stat Meds used	Psychotropic Med Prescribed	Med change in last 30 days	
8																									
9	15	Great Group Home	Standard	123 Group Home Ln	Green, John	04/05/20	Self injurious Behavior	Hit himself in the face several times			1	1	1				20						1	1	
10	15	Great Group Home	Standard	123 Group Home Ln	Green, John	04/07/20	Physical aggression to others	Repeatedly jilt peer with plastic baseball bat							5		1							1	1
11	15	Great Group Home	Standard	Nearby Park	Purple, Jill	04/16/20	Elopement/wandering	Left group home without permission/supervision and would not follow prompts to return when located									2							1	
12																									

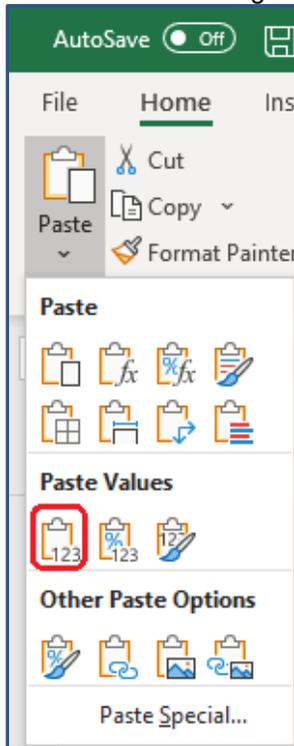
2. Copy (Ctrl+c)
3. Navigate to the current version of the report.
4. Click in cell A9.
5. Paste Values (123)

How to Convert to the New Reactive Strategies Reporting Form

- a. Using mouse – option 1
 - i. Right click cell A9.
 - ii. Left click the clipboard with the “123” overlapping (see screenshot).



- b. Using mouse – option 2
 - i. Navigate to the Home tab of the ribbon.
 - ii. Under “Paste” there is a “v” that indicates there are additional options, click on the “v.”
 - iii. Under the subheading “Paste Values,” click on the clipboard with the “123” overlapping (see screenshot).



- c. Using keyboard shortcut – Alt→h→v→v

How to Convert to the New Reactive Strategies Reporting Form

6. The end result will be that the new form will contain all of the data from the original report (see screenshot).

Area	Name of Facility or Program	Type of Facility	Name of Site	Name of Individual (last, first)	Date	Label the Behavior	Operationally describe the behavior	Did Individual Die?	To Consumers	To Staff	MD Rx for behavior	FA completed	LRC approved	Was the use of this reactive strategy part of an LRC approved behavioral intervention?	Seclusion	Mechanical Restraint	Manual Restraint	Protective Equipment	Law Enforcement	Baker Act	Chemical Restraint	Star Meds used	Psychotropic Med Prescribed	Med change in last 30 days	RS Event Impacted by COVID?	
15	Great Group Home	Standard	123 Group Home Ln	Green, John	04/05/20	Self injurious Behavior	Hit himself in the face several times				1	1	1				20						1	1		
15	Great Group Home	Standard	123 Group Home Ln	Green, John	04/07/20	Physical aggression to o	Repeatedly jilt peer with plastic baseball bat								5	1								1	1	
15	Great Group Home	Standard	Nearby Park	Purple, Jill	04/16/20	Elopement/wandering	Left group home without permission/supervision and would not follow prompts to return when located									2								1		

7. You will need to complete the COVID column (Column Z).

Area	Name of Facility or Program	Type of Facility	Name of Site	Name of Individual (last, first)	Date	Label the Behavior	Operationally describe the behavior	Did Individual Die?	To Consumers	To Staff	MD Rx for behavior	FA completed	LRC approved	Was the use of this reactive strategy part of an LRC approved behavioral intervention?	Seclusion	Mechanical Restraint	Manual Restraint	Protective Equipment	Law Enforcement	Baker Act	Chemical Restraint	Star Meds used	Psychotropic Med Prescribed	Med change in last 30 days	RS Event Impacted by COVID?	Follow-up Completed? 1=Yes Blank=No
8	Fantastic Group Home	Behavior Focus	456 Minimally Restrictive Way	Yellow, Katrina	04/20/20	Physical aggression to o	Repeatedly attempted to hit and bite staff										65							1		1
9	Great Group Home	Standard	123 Group Home Ln	Green, John	04/05/20	Self injurious Behavior	Hit himself in the face several times				1	1	1				20							1	1	
10	Great Group Home	Standard	123 Group Home Ln	Green, John	04/07/20	Physical aggression to o	Repeatedly jilt peer with plastic baseball bat								5	1								1	1	
11	Great Group Home	Standard	Nearby Park	Purple, Jill	04/16/20	Elopement/wandering	Left group home without permission/supervision and would not follow prompts to return when located									2									1	

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