

**Chapter 14 - Seclusion and Restraint Event Data Set (SANDR)**

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## I. Document Revision History

**Table 1. Document Revision History**

Document Revision History				
Version Number	Effective Date	Revision Date	Description	Author
11.0	07/01/2015	04/13/2015	◆ Completed Version 11.0	SAMH Data Unit
11.1	07/01/2015	04/30/2015	◆ Completed Version 11.1 revisions	SAMH Data Unit
11.1.1	07/01/2015	05/29/2015	◆ Completed Version 11.1.1 revisions	SAMH Data Unit
11.1.2	07/01/2015	06/22/2015	◆ Completed Version 11.1.2 revisions	SAMH Data Unit
11.1.2	07/01/2016	08/20/2016	◆ Completed Version 11.1.3 revisions	SAMH Data Unit

## II. General Policies and Considerations

### II.A. Providers Required to Submit Seclusion and Restraint Event Data

1. 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 mental health programs, and state mental health treatment facilities.
2. 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 must report seclusion and restraint event data. Addiction Receiving Facilities that have a substance abuse license through the Department of Children and Families (DCF) should also report seclusion and restraint events.

### II.B. Adding Seclusion and Restraint Event Data Records

1. Contractors should submit a seclusion and restraint event record when a client's seclusion or restraint event has ended. Data can be reported to SAMHIS hourly, daily, weekly or monthly, but not later than the 18<sup>th</sup> following the reporting month.
2. In the event of a significant injury, death, or other reportable incident occurring during the course of a seclusion or restraint related event, providers are also required to enter data into the **Incident Reporting and Analysis System (IRAS)**.
3. The CONTRACTORID and PROVIDERID reported in the SANDR event data set must exist in the State Provider Database. Non-contracted providers will use their PROVIDERID for the CONTRACTORID field.

### II.C. Updating Seclusion and Restraint Data Event Records

1. A seclusion and restraint event record can be updated by submitting a record with the same mandatory key fields. Refer to the mandatory key fields in Table 3 to identify the record to update. If the key fields match the record will be updated, otherwise it will be added.

### II.D. Deleting Seclusion and Restraint Event Records

1. To delete a seclusion and restraint event record, a SANDR record deletion file must be submitted according to the file layout in Table 2.

**Table 2. SANDR Record Deletion File Layout**

Field	Position	Length	Format
CONTRACTORID	1	10	XX-XXXXXXXX
PROVIDERID	11	10	XX-XXXXXXXX
SSN	21	9	XXXXXXXXXX
IMDATE	30	8	YYYYMMDD
IMPTIME	38	4	HHMM

### III. Seclusion and Restraint Event Data File Layout (SANDR)

Table 3. SANDR Data File Layout

Field Name	Pos	Type / Size	Edits and Validations
<b>CONTRACTORID</b> (Mandatory Key)	1	CHAR(10)	<ul style="list-style-type: none"> <li>Format: XX-XXXXXXX</li> <li>Contractor must be registered in SAMHIS.</li> <li>Must match CONTRACTORID in DEMO record.</li> </ul>
	<b>Descriptions and Instructions: Contractor Identification Number</b> - The contractor id is the Federal Employer Identification Number of the entity which holds a contract with DCF.		
<b>PROVIDERID</b> (Mandatory Key)	11	CHAR(10)	<ul style="list-style-type: none"> <li>Format: XX-XXXXXXX</li> <li>Provider must be registered in SAMHIS.</li> </ul>
	<b>Descriptions and Instructions: Provider Identification Number</b> - The provider id is the Federal Employer Identification Number of the entity which provides the service to the client.		
<b>CLIENTID</b>	21	CHAR(15)	<ul style="list-style-type: none"> <li>Left justified/space filled.</li> </ul>
	<b>Descriptions and Instructions: Client Identification Number</b> - Local use only as of July 1, 2015.		
<b>IMPDATE</b> (Mandatory Key)	36	CHAR(8)	<ul style="list-style-type: none"> <li>Format: YYYYMMDD</li> <li>Cannot be &gt; system date.</li> </ul>
	<b>Descriptions and Instructions: Implementation Date</b> - Indicate the date on which the manual restraint was implemented.		
<b>IMPTIME</b> (Mandatory Key)	44	CHAR(4)	<ul style="list-style-type: none"> <li>Format: HHMM (24 hour).</li> </ul>
	<b>Descriptions and Instructions: Implementation Time</b> - Indicate the hour and minute the manual restraint was implemented.		
<b>INCIDENT</b> (Mandatory)	48	CHAR(1)	<ul style="list-style-type: none"> <li>Must be 1, 2 or 3.</li> </ul>
	<b>Descriptions and Instructions: Incident Type</b> - Indicate the appropriate outcome of the seclusion or restraint. <b>[1]</b> Significant Injury <b>[2]</b> Death <b>[3]</b> No Significant Injury or Death		
<b>INCIDATE</b>	49	CHAR(8)	<ul style="list-style-type: none"> <li>Format: YYYYMMDD or blank</li> <li>Must be &gt;= IMPDATE</li> <li><b>Mandatory</b> if INCIDENT = 1 or 2</li> </ul>
	<b>Descriptions and Instructions: Incident Date</b> - Indicate the date the seclusion or restraint event occurred.		
<b>INCITIME</b>	57	CHAR(4)	<ul style="list-style-type: none"> <li>Format: HHMM (24 hour) or blank</li> <li><b>Mandatory</b> if INCIDENT = 1 or 2</li> </ul>
	<b>Descriptions and Instructions: Incident Time</b> - Indicate the hour and minute that the seclusion or restraint occurred.		
<b>PROVTYPE</b> (Mandatory)	61	CHAR(1)	<ul style="list-style-type: none"> <li>Must be 1, 2 or 3.</li> </ul>
	<b>Descriptions and Instructions: Provider Type</b> - Indicate the type of organization submitting the data. <b>[1]</b> DCF Contracted Community Provider <b>[3]</b> Non-DCF Contracted Provider <b>[2]</b> Mental Health Treatment Facility		



