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Restraint/Seclusion Manual

Restraint/Seclusion Module

1.1 Student Incident History

The Restraint/Seclusion Module can be navigated to by clicking into a student record and selecting Admin from the menu bar and **RESTRAINT/SECLUSION** from drop-down.

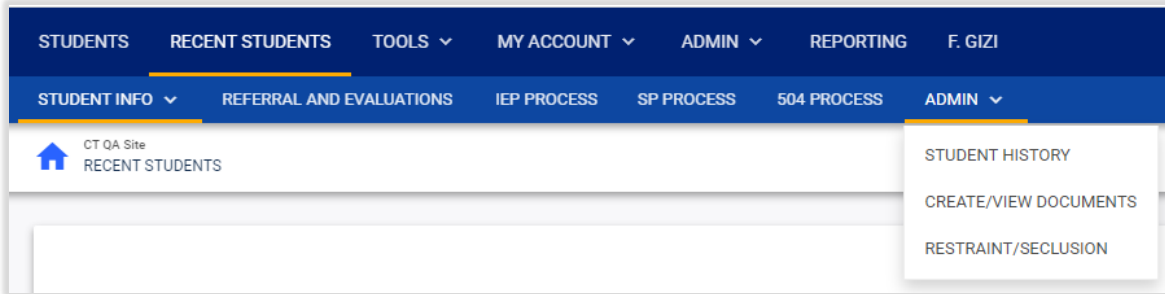


Figure 1: Restraint/ Seclusion

The first page in the Restraint/Seclusion module is the Student Incident History Page. The top panel allows the user to search incidents. The user should select a filter and click **SEARCH** in order to see any past incidents. The user can create new restraint or seclusion incidents by clicking the **CREATE NEW RESTRAINT INCIDENT** button or the **CREATE NEW SECLUSION INCIDENT** button.

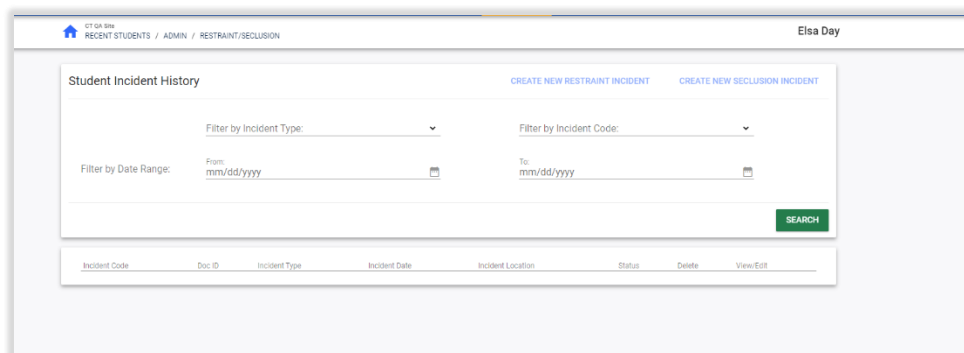


Figure 2: Student Incident History

1.1.1 Searching and Viewing Incidents

The user can search for previous incidents by Incident Type, Incident Code, or a Date Range. To search by Incident Type or Incident Code, the user would select an option from the drop-down menu and click the **SEARCH** button to populate all matching incidents in the panel below. If no incidents exist, no search results will appear.

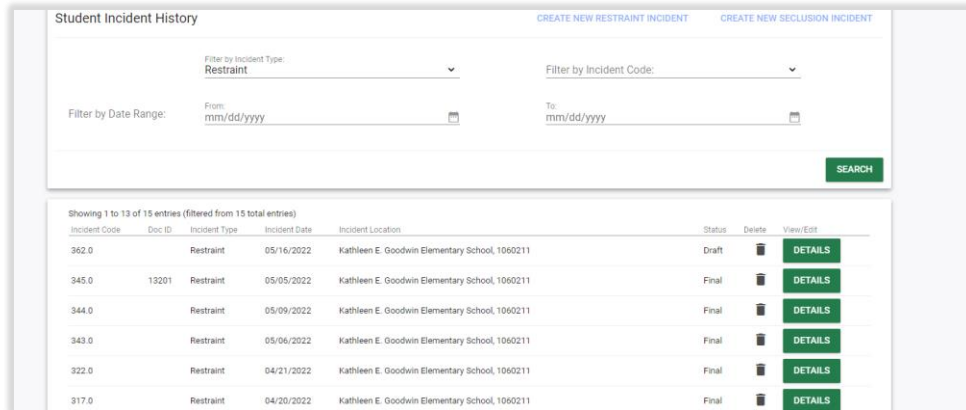


Figure 3: Student Incident History Search by Incident Type

To search by Date Range, the user would enter a date in the “From” field and the “To” field and click the **SEARCH** button to populate all matching incidents in the panel below. The search results will include any finalized results that meet the search criteria. If the user created a draft, the draft will also appear if it meets the search criteria. If no incidents exist, no search results will appear.

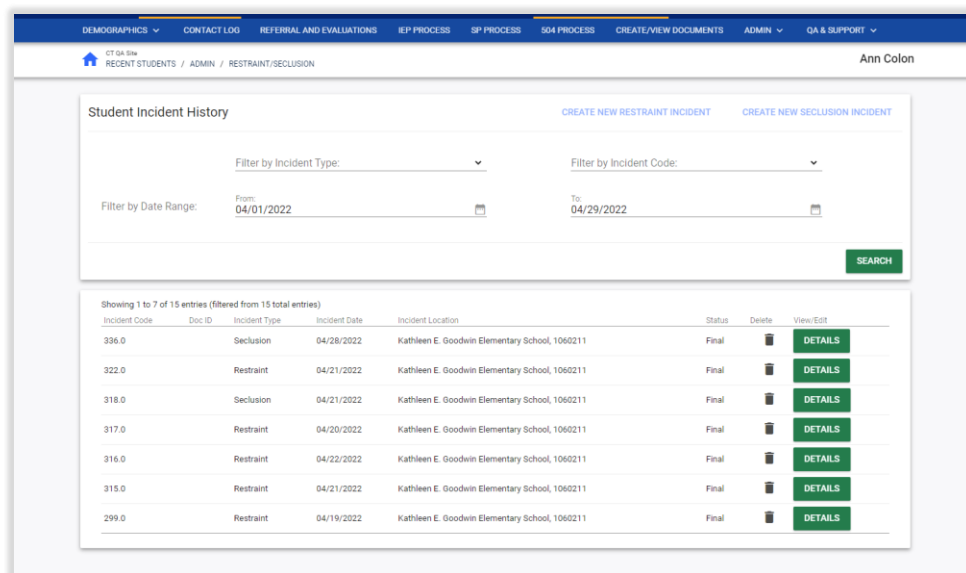


Figure 4: Student Incident History Search by Date Range

1.1.2 Guidelines for Creating Incidents

Please note that only one restraint or seclusion draft can be created at any given time. If there is already a certain type of incident in draft, the **CREATE NEW RESTRAINT INCIDENT** and the **CREATE NEW SECLUSION INCIDENT** will be grayed out until the corresponding draft incident already in process is finalized.

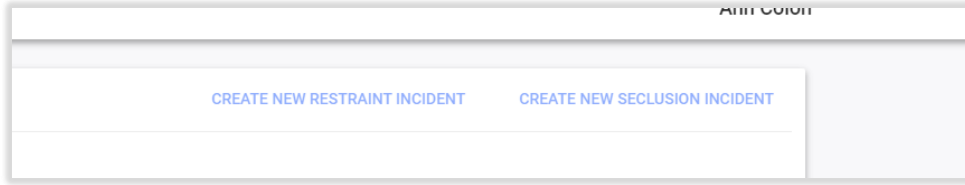


Figure 5: Unable to Create New Incidents When a Draft is in Progress

Please note, Restraint/Seclusion incident finalized documents are not sent to the Parent Portal.

1.2 Creating a New Restraint Incident

1.2.1 Create Incident: Restraint

To create a new Restraint incident, the user would click on the **CREATE NEW RESTRAINT INCIDENT** button. Please note, if there is another draft incident in progress, the user cannot create a new incident until the previous draft incident is finalized.

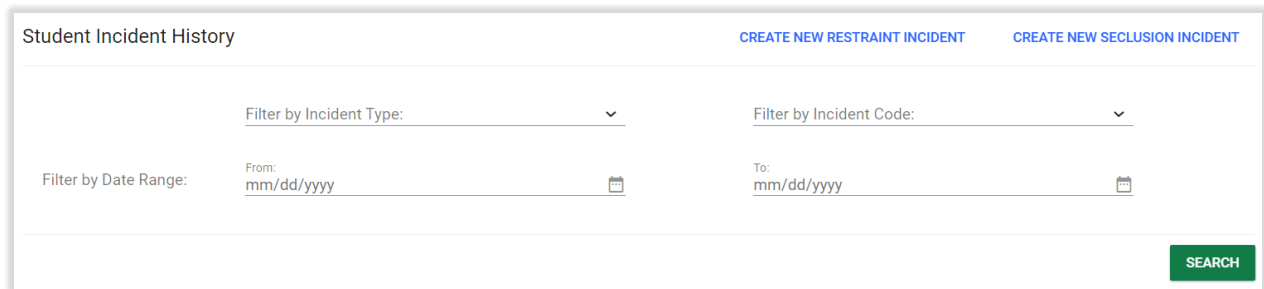


Figure 6: Create New Restraint Incident

After clicking **CREATE NEW RESTRAINT INCIDENT**, the user will see the tiles for the process to create a Restraint Incident. There are four tiles: Incident Overview, Incident Injury Details, Incident Student & Staff Activity, and Finalize and Create Incident Document.

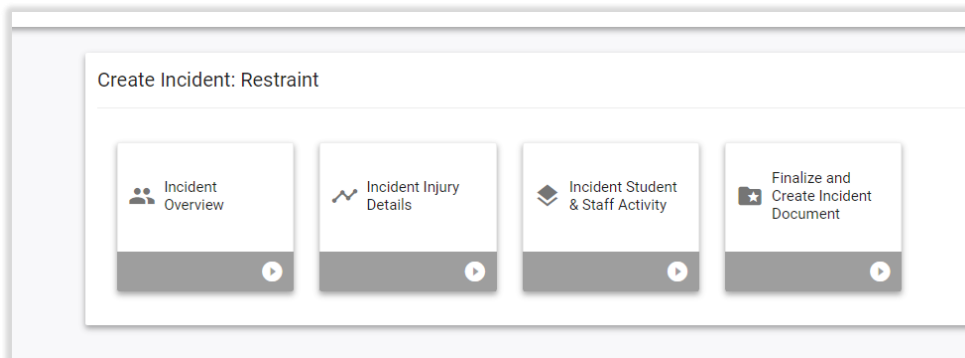


Figure 7: Restraint Incident Process

1.2.1.1 Incident Overview

The first panel is the Demographic and Parent Panel. This panel imports information from the Personal Info and Parents pages.

▼ Demographic and Parent

Student Name	DOB	Age	Grade	District ID	SASID
Gerald Carpenter	08/09/2005	16	10	850230667	5739686772

Parent/Guardian(s)
Ervin Bates

Figure 8: Demographic and Parent Panel

The second panel is the Restraint Details panel. The user will need to enter the Date of Restraint Incident, Restraint Start Time, and Restraint End Time. The Initial Restraint Incident Report Date defaults to the current date. The Seconds of the Restraint Start Time and Restraint End Time defaults to 00, but can be adjusted if needed. Users can enter the date using the calendar icon or by typing it in. The Duration of Restraint (Minutes) will be populated automatically once **SAVE** is clicked on the next panel.

▼ Restraint Details

<p>Date of Restraint Incident</p> <p>Restraint Incident mm/dd/yyyy </p> <p>(Required)</p>	<p>Initial Restraint Incident Report Date</p> <p>Restraint Report Date 05/27/2022</p>
<p>Restraint Start Time</p> <p>Hours <input type="text"/> Minutes <input type="text"/> Seconds <input type="text"/> AM/PM <input type="text"/></p> <p>(Required) (Required) (Required) (Required)</p>	<p>Restraint End Time</p> <p>Hours <input type="text"/> Minutes <input type="text"/> Seconds <input type="text"/> AM/PM <input type="text"/></p> <p>(Required) (Required) (Required) (Required)</p>
<p>Duration of Restraint (Minutes) </p> <p>Restraint Duration</p>	

Figure 9: Restraint Details

If the Date of Restraint Incident entered is more than 2 business days prior to the Initial Restraint Incident Report Date, a warning will appear telling the user they are out of compliance. The user should continue to complete the incident reporting process.

▼ Restraint Details

Date of Restraint Incident

Restraint Incident
06/02/2022

Initial Restraint Incident Report Date

Restraint Report Date
06/07/2022

This incident date is beyond 2 business days. Please verify the date on which this incident occurred. If the date is accurate, the district is out of compliance with P.A. 18-51. The parent of a child, regardless of whether they received notification, must be sent a copy of the incident report no later than two business days after the emergency use of physical restraint or seclusion.

Restraint Start Time

Hours: 1 | Minutes: 10 | Seconds: 00 | AM/PM: PM

Restraint End Time

Hours: 1 | Minutes: 17 | Seconds: 00 | AM/PM: PM

Duration of Restraint (Minutes)

Restraint Duration
7 Minutes 0 Seconds

Figure 10: Restraint Incident Reporting Out of Compliance

The Incident Location Details panel allows the user to select the location where the restraint happened. Please note if Other is selected, a blank text field will appear that the user must fill out. A warning will appear telling the user CSDE will follow-up on all incidents reported using 'other' as the location, to verify that the location is reported accurately. After selecting a location, click **SAVE**.

▼ Incident Location Details

Select the facility where the Restraint was administered to the student:

Plainfield High School (1096111)

Transportation

Other: incident occurred in location not displayed above

If Other

CSDE will follow-up on all incidents reported using 'other' as the location, to verify that the location is reported accurately.

SAVE

Figure 11: Incident Location Details

If the Duration of Restraint entered was over 15 minutes, additional fields will appear after **SAVE** is clicked on the Restraint Details Panel. The user should select the Certified Administrator who approved the restraint for longer than 15 minutes from the drop-down menu.

▼ Restraint Details

<p>Date of Restraint Incident</p> <p>Restraint Incident 05/26/2022</p>	<p>Initial Restraint Incident Report Date</p> <p>Restraint Report Date 05/27/2022</p>
<p>Restraint Start Time</p> <p>Hours: 1, Minutes: 00, Seconds: 00, AM/PM: PM</p>	<p>Restraint End Time</p> <p>Hours: 1, Minutes: 57, Seconds: 00, AM/PM: PM</p>
<p>Duration of Restraint (Minutes)</p> <p>Restraint Duration 57 Minutes 0 Seconds</p> <p><small>⚠ Duration of Restraint is greater than 15 minutes. You will be required to enter details of the individual who approved continuation of the incident beyond 15 minutes. Please note that the approver must be a certified administrator, a school health or mental health personnel, or a board certified behavioral analyst, who has received training in the use of physical restraint and seclusion.</small></p>	
<p>Continuation Time Period</p> <p>16 to 45 minutes</p> <p>46 to 75 minutes</p>	<p>Certified Administrator Name</p> <p>Select</p> <p>Select</p>

Figure 12: Restraint Details Continuation Time Period

The user will notice that an Incident Data panel has appeared that auto populates the Incident Code, the Reporting Organization Name, and the Reporting Organization Code. The user will not perform any actions on this panel.

▼ Incident Data

<p>Incident Code 393.0</p>	<p>Reporting Org Name CT QA Site</p>	<p>Reporting Org Code Test QA</p>
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Figure 13: Incident Data

The next panel is the Staff Administering the Restraint. This data is required to proceed with the process. Click on the blue link in the upper right corner **ADD STAFF**.

▼ Staff Administering the Restraint ADD STAFF

<p>Staff Administering the Restraint</p>	<p>Staff Witnessing/Monitoring the Restraint</p>	<p>Delete</p>
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SAVE

Figure 14: Staff Administering the Restraint

This will open a pop-up panel allowing the user to select the Staff Administering the Restraint and the Restraint Witness from drop-down menus. The drop-down menus populate with the staff on the student’s team or Other can be selected and a field will appear to type the staff member’s name. After selecting the Staff Administering the Restraint, the user will be prompted to answer if the staff member has been trained Yes or No. Under Staff Witnessing/Monitoring the Restraint, None can be selected if applicable. Once the fields are completed, the user can click **SAVE** to save and return to the main page

or **ADD ANOTHER STAFF** to save and continue to add additional staff. The **CLOSE** button is available at any time to close the pop-up panel.

Add Staff Administering and Monitoring the Restraint

Staff Administering the Restraint

Restraint Staff (Required)

Staff Witnessing/Monitoring the Restraint

Restraint Witness (Required)

ADD ANOTHER STAFF CLOSE SAVE

Figure 15: Add Staff Administering and Monitoring the Restraint

Once complete, the staff members entered will show up on the Staff Administering the Restraint panel. Any Staff added can be removed using the trash can icon in this panel. There are columns for both the Staff Administering the Restraint and the Staff Witnessing the Restraint.

Staff Administering the Restraint ADD STAFF

Staff Administering the Restraint	Staff Witnessing/Monitoring the Restraint	Delete
Samantha Johnson	Hannah Monitor	

SAVE

Figure 16: Staff Administering the Restraint

The next panel on this page is the Restraint Circumstances panel. This panel lets the user select the Reason or Circumstance for using a Restraint. Check the appropriate box and click **SAVE**.

Restraint Circumstances

What was the Reason or Circumstance for using a Restraint?

Immediate or Imminent risk of injury to self

Immediate or Imminent risk of injury to others

Immediate or Imminent risk of injury to self and others

SAVE

Figure 17: Restraint Circumstances

The next panel is the Restraint Type panel. Either Physical Restraint or Forcible Escort can be selected. If Physical Restraint is chosen, either Sitting Hold/Control, Standing Hold/Control or Floor Hold/Control must be selected. After checking the appropriate box(es), click **SAVE**.

Restraint Type

Which type of Restraint was used during this incident?

Physical Restraint i

Select the type of Physical Restraint Used (check all that apply)

Sitting Hold/Control
 Standing Hold/Control
 Floor Hold/Control

Forcible Escort i

SAVE

Figure 18: Restraint Type

The final panel on this tile is Incident Injury panel. If an injury is selected, the next page which is Injury Details will populate. If no injury is selected, the next page will have a message advising the user to bypass that page.

Incident Injury

Was the student Injured during the Restraint ?

Yes, there was an injury to the student
 No, no injury or additional intervention required
 No, No injury. However, ambulance called and student transported to hospital for psychiatric evaluation because student could not be calmed without additional intervention
 No, No injury occurred during the Restraint. However, the student sustained an injury during the behavior that necessitated staff to respond by using Restraint.

SAVE

Figure 19: Incident Injury

1.2.1.2 Incident Injury Details

If the user selected that there was no injury on the Incident Injury panel on Incident Overview page, the user will not need to complete this page.

If the user selected that there was an injury to the student on the Incident Injury panel of the Incident Overview page, the user will need to complete this page. The first panel is the Injury Details panel where the Student Injury Details can be selected. The user should select all that apply and click **SAVE**. Please note, if a serious injury is selected (indicated by a gray information icon), the Injury Result Panel will populate further down the page.

Injury Details

Student Injury Details (Select all that apply)

- Bite Mark(s)
- Bruising, Red Mark(s) and/or Petechiae
- Bump(s) and/or swelling
- Headache
- Minor Bleeding
- Minor Cut, Laceration, Scratch and/or abrasion(s)
- Head Injury assessment by school personnel was Negative for a concussion
- Numbness, Tenderness, Discomfort and/or Pain Reported
- Immediate Medical Evaluation/Intervention Required i
- Later Medical Evaluation/Intervention Reported i

(Required)

SAVE

Figure 20: Injury Details

The next panel is the First Aid and Injury location where the First Aid provided, Location of Injury and Injury Site can be selected. Please note that if Other is selected for Injury Site, a blank text box will appear that will need to be completed to continue the process. If there was no serious injury selected, the user should click **SAVE AND CONTINUE** at the bottom of the First Aid and Injury Location panel and will be brought to the next page in the process.

First Aid and Injury Location

Select type of First Aid provided to the student (check all that apply):

<input type="checkbox"/> Evaluated by Nurse	<input type="checkbox"/> Band-Aid
<input type="checkbox"/> Ice	<input type="checkbox"/> Neosporin or Bacitracin Ointment
<input type="checkbox"/> Student declined medical attention	<input type="checkbox"/> No medical treatment required

(Required)

Location of Injury on Student Body

Select type the location of injury(s) on the student's body(check all that apply):

- Head/Face/Mouth
- Front Torso
- Rear Torso
- Left Arm / Elbow / Hand
- Right Arm / Elbow / Hand
- Left leg / Knee / Foot
- Right leg / Knee / Foot

(Required)

Injury Site at School

Please identify the location in the school or other site where the was student injured.

- Hallway
- Classroom
- Timeout Area
- Office
- Outdoors
- Community Setting
- Other

(Required)

SAVE AND CONTINUE

Figure 21: First Aid and Injury Location

If a serious injury was selected, the next panel that appears is the Outcome of Medical Evaluation panel. This allows the user to select the outcome of the medical evaluation. If yes is selected, a blank text box will appear where a description and reported results of injury can be captured.

Outcome of Medical Evaluation

During the evaluation by a medical professional, was an injury identified?

Yes, Injury from Restraint incident was identified through the medical evaluation.

Describe the injury and the reported results of the medical evaluation.

(Required)

No, the evaluation conducted by an outside medical professional did not indicate AN injury, no further treatment required. Student cleared to return to school.

SAVE

Figure 22: Outcome of Medical Evaluation

If no was selected on the Outcome of Medical Evaluation panel, the final panel for the user will be the Injury Results panel. The user should select Yes or No and click **SAVE AND CONTINUE**. If all required fields have been completed, the user will be automatically brought to the next page. If not, red error messages will show what still needs to be completed.

Figure 23: Injury Result

If yes was selected on the Outcome of Medical Evaluation panel, the Injury Cause panel, Injury Result Panel, and Investigation of Incident panels will appear. On the Injury Cause panel, the user should select Yes or Pending. If Yes is selected, a text box will open to describe. When finished, click **SAVE**.

Figure 24: Injury Cause

On the Injury Result panel, the user should select Yes or No and click **SAVE**.

Figure 25: Injury Result

On the Investigation of Incident panel, the user should select Yes or No. If Yes is selected, the user will next select the status of the investigation. When complete, the user should **SAVE AND CONTINUE** and an error check will be run. If all required fields have been completed, the user will be automatically brought to the next page. If not, red error messages will show what still need to be completed.

Investigation of Incident

Please identify if your agency/organization is investigating this incident.

Yes No

What is the status of the investigation?

Ongoing (Required) Completed Reported to DCF/DDS

SAVE AND CONTINUE

Figure 26: Investigation of Incident

1.2.1.3 Incident Student and Staff Activity

The next tile is the Incident Student and Staff Activity Panel where the Activity of both Student and Staff prior, during and after the incident can be captured.

The first panel on this page is the Student Activity or Behavior Precipitating the Incident panel. This is where the user will describe the location and activity in which the student was engaged just prior to the incident, and describe the observed behavior that led staff to classify this incident as an emergency. When finished, click **SAVE**.

Student Activity or Behavior Precipitating the Incident

Describe the location and activity in which the student was engaged just prior to the incident, and describe the observed behavior that led staff to classify this incident as an emergency.

Student Behavior

(Required)

SAVE

Figure 27: Student Activity or Behavior Precipitating the Incident

The next panel in this title is the Staff Activity or Response to the Incident panel. This is where the user will describe steps, including de-escalation strategies, implemented to prevent the emergency. When finished, click **SAVE**.

Staff Activity or Response to the Incident

Describe steps, including de-escalation strategies, implemented to prevent the emergency.

Staff Activity

(Required)

SAVE

Figure 28: Staff Activity or Response to the Incident

The Staff Monitoring of Student Physical Distress panel is where the user will attest that staff monitored the student for physical distress during the incident by checking Yes and note if the student demonstrated physical distress during the restraint. If yes is selected, the signs of physical distress must be noted in the additional text box. When finished, click **SAVE**.

Figure 29: Staff Monitoring of Student Physical Distress

The final panel on this tile is the Cessation of Incident panel. The user can select how the incident terminated. Please note, if Other is selected, a blank text box will appear that needs to be completed before continuing the process. The **SAVE AND CONTINUE** button will allow the user to see any Rules of Completion errors or proceed to the next tile.

Figure 30: Cessation of Incident

1.2.1.4 Finalize and Create Incident Document

The final page in the process is Finalize and Create Incident Document. The first panel is the Parent Guardian Notification panel where the Manner of Notification and how the copy of the Incident Report will be provided should be selected. Check the appropriate boxes and click **SAVE**.

Parent Guardian Notification

Manner of notification of incident within 24 hours:

- Verbal notification in-person
- Phone Call
- Sent note home with student
- Email

How will the district provide the parent a copy of the incident report?

- Hand Deliver
- Incident report will be sent home
- Incident report will be mailed home
- Incident report will be sent via parent portal

SAVE

Figure 31: Parent Guardian Notification

The Further Action to be Taken panel lets the user select which actions will be taken in response to the incident. More than one action can be selected. If Other is selected, a blank text box must be completed to finalize the incident. If the student has a second language listed, the option to include a Translated Document can be checked. It will populate in the student history as a PDF that can be downloaded along with the English language Incident Report document.

Further Action to be Taken

The school will take the following actions (check all that apply):

- PPT will convene to review/revise IEP.
- PPT will convene to discuss FBA.
- PPT will convene to develop/revise BIP.
- Meeting required for general education student.
- Convene Crisis Team Meeting
- Debrief with staff regarding incident.
- Review incident with student to address behavior that precipitated the incident.
- Consider whether follow-up is necessary for students who witnessed the incident.
- Staff will meet to review de-escalations strategies to reduce reoccurrence.
- Other

If Other, describe _____

- Include Spanish Translated Document

DISPLAY ALL ERRORS **CREATE DRAFT** **CREATE FINAL**

Figure 32: Further Action to be Taken

After completing the panel, the user should click the **DISPLAY ALL ERRORS** button. This will show any errors in the process that need to be completed. The **CREATE DRAFT** button will create a draft document of the incident. The **CREATE FINAL** button will create a final document of the incident. The ability to create a finalized document varies by user type so some users will not have this ability. Please note, draft and finalized incidents can be modified, see section 1.4 of this manual.

1.3 Creating a New Seclusion Incident

1.3.1 Create Incident: Seclusion

To create a new Seclusion incident, the user would click on the blue link **CREATE NEW SECLUSION INCIDENT** button. Please note, if there is another draft incident in progress, the user cannot create a new incident until the previous draft incident is finalized.

Figure 33: Create New Seclusion Incident

After clicking **CREATE NEW SECLUSION INCIDENT**, the user will see the tiles for the process to create a Seclusion Incident. There are four tiles: Incident Overview, Incident Injury Details, Incident Student and Staff Activity, and Finalize and Create Incident Document. Please note, the tiles and process for creating a Seclusion Incident are the same as for creating a Seclusion Incident.

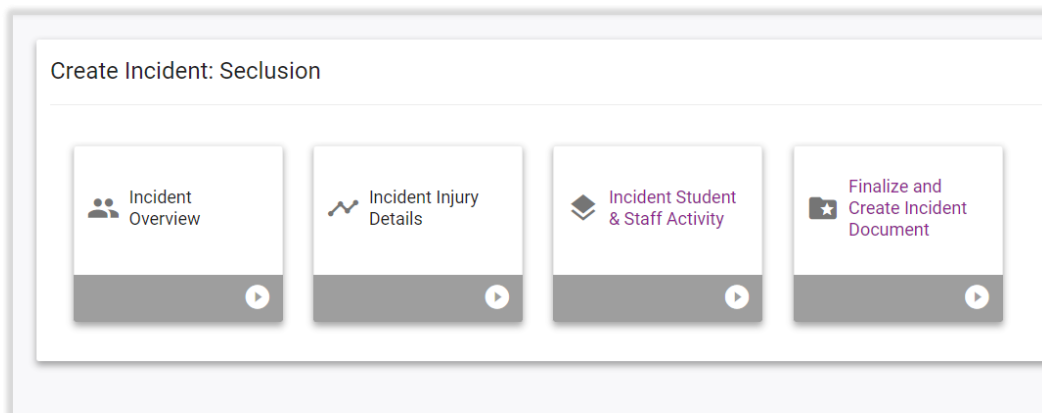


Figure 34: Seclusion Incident Process

1.3.1.1 Incident Overview

The first panel is the Demographic and Parent Panel. This panel imports information from the Personal Info and Parents pages.

▼ Demographic and Parent

Student Name Gerald Carpenter	DOB 08/09/2005	Age 16	Grade 10	District ID 850230667	SASID 5739686772
Parent/Guardian(s) Ervin Bates					

Figure 35: Demographic and Parent Panel

The second panel is the Seclusion Details panel. The user will need to enter the Date of Seclusion Incident, Seclusion Start Time, and Seclusion End Time. The Initial Seclusion Incident Report Date defaults to the current date. The Seconds of the Seclusion Start Time and Seclusion End Time defaults to 00, but can be adjusted if needed. Users can enter the date using the calendar icon or by typing it in. The Duration of Seclusion (Minutes) will be populated automatically once **SAVE** is clicked on the next panel.

▼ Seclusion Details

<p>Date of Seclusion Incident</p> <p>Seclusion Incident mm/dd/yyyy </p> <p>(Required)</p>	<p>Initial Seclusion Incident Report Date</p> <p>Seclusion Report Date 05/27/2022</p>
<p>Seclusion Start Time</p> <p>Hours <input type="text"/> Minutes <input type="text"/> Seconds <input type="text"/> AM/PM <input type="text"/></p> <p>(Required) (Required) (Required) (Required)</p>	<p>Seclusion End Time</p> <p>Hours <input type="text"/> Minutes <input type="text"/> Seconds <input type="text"/> AM/PM <input type="text"/></p> <p>(Required) (Required) (Required) (Required)</p>
<p>Duration of Seclusion (Minutes) </p> <p>Seclusion Duration</p>	

Figure 36: Seclusion Details

If the Date of Seclusion Incident entered is more than 2 business days prior to the date the user is reporting the incident, a warning will appear telling the user they are out of compliance. The user should continue to complete the incident reporting process.

▼ Seclusion Details

<p>Date of Seclusion Incident</p> <p>Seclusion Incident 05/24/2022 </p>	<p>Initial Seclusion Incident Report Date</p> <p>Seclusion Report Date 05/27/2022</p>
<p> This incident date is beyond 2 business days. Please verify the date on which this incident occurred. If the date is accurate, the district is out of compliance with P.A. 18-51. The parent of a child, regardless of whether they received notification, must be sent a copy of the incident report no later than two business days after the emergency use of physical restraint or seclusion.</p>	
<p>Seclusion Start Time</p> <p>Hours <input type="text"/> Minutes <input type="text"/> Seconds <input type="text"/> AM/PM <input type="text"/></p> <p>(Required) (Required) (Required) (Required)</p>	<p>Seclusion End Time</p> <p>Hours <input type="text"/> Minutes <input type="text"/> Seconds <input type="text"/> AM/PM <input type="text"/></p> <p>(Required) (Required) (Required) (Required)</p>
<p>Duration of Seclusion (Minutes) </p> <p>Seclusion Duration</p>	

Figure 37: Seclusion Incident Reporting Out of Compliance

The Incident Location Details panel allows the user to select the location where the seclusion happened. Please note if Other is selected, a blank text field will appear that the user must fill out. After selecting a location, click **SAVE**.

Figure 38: Incident Location Details

If the Duration of Seclusion entered was over 15 minutes, additional fields will appear after **SAVE** is clicked on the Seclusion Details Panel. The user should select the Certified Administrator who approved the seclusion for longer than 15 minutes from the drop-down menu.

Figure 39: Seclusion Details Continuation Time Period

The user will notice that an Incident Data panel has appeared that auto populates the Incident Code, the Reporting Organization Name, and the Reporting Organization Code. The user will not perform any actions on this panel.

Figure 40: Incident Data

The next panel is the Staff Administering the Seclusion panel. This data is required to proceed with the process. Click on the blue link in the upper right corner **ADD STAFF**.

Figure 41: Staff Administering the Seclusion

This will open a pop-up panel allowing the user to select the Staff Administering the Seclusion and the Seclusion Witness from drop-down menus. The drop-down menus populate with the staff on the student’s team or Other can be selected and a field will appear to type the staff member’s name. After selecting the Staff Administering the Seclusion, the user will be prompted to select to answer if the staff member has been trained Yes or No. Under Staff Witnessing/Monitoring the Seclusion, the user should select the appropriate staff member or select Other and type the staff member’s name. As there is a requirement to monitor students in seclusion, the user should never select “None” for Staff Witnessing/Monitoring the Seclusion. Once the fields are completed, the **SAVE** button will turn from gray to green. The user can click **SAVE** and return to the main page or **ADD ANOTHER STAFF** to add additional staff. The **CLOSE** button is available at any time to close the pop-up panel.

Figure 42: Add Staff Administering and Monitoring the Seclusion

Once complete, the staff members entered will show up on the Staff Administering the Seclusion panel. Any Staff added can be removed using the trash can icon in this panel. There are columns for both the Staff Administering the Seclusion and the Staff Witnessing the Seclusion.

Figure 43: Staff Administering the Seclusion

The next panel on this tile is the Seclusion Circumstances panel. This panel lets the user select the Reason or Circumstance for using a Seclusion. Check the appropriate box and click **SAVE**.

Seclusion Circumstances

What was the Reason or Circumstance for using a Seclusion?

Immediate or Imminent risk of injury to self

Immediate or Imminent risk of injury to others

Immediate or Imminent risk of injury to self and others

SAVE

Figure 44: Seclusion Circumstances

The final panel on this tile is Incident Injury panel. If an injury is selected, the next page which is Injury Details will populate. If no injury is selected, the next page will have a message advising the user to bypass that page.

Incident Injury

Was the student Injured during the Seclusion ?

Yes, there was an injury to the student

No, no injury or additional intervention required

No, No injury. However, ambulance called and student transported to hospital for psychiatric evaluation because student could not be calmed without additional intervention

No, No injury occurred during the Seclusion. However, the student sustained an injury during the behavior that necessitated staff to respond by using Seclusion.

SAVE

Figure 45: Incident Injury

1.3.1.2 Incident Injury Details

If the user selected that there was no injury on the Incident Injury panel on Incident Overview page, the user will not need to complete this page.

If the user selected that there was an injury to the student on the Incident Injury panel of the Incident Overview page, the user will need to complete this page. The first panel is the Injury Details panel where the Student Injury Details can be selected. The user should select all that apply and click **SAVE**. Please note, if a serious injury is selected (indicated by a gray information icon), the Injury Result Panel will populate further down the page.

▼ Injury Details

Student Injury Details (Select all that apply)

- Bite Mark(s)
- Bruising, Red Mark(s) and/or Petechiae
- Bump(s) and/or swelling
- Headache
- Minor Bleeding
- Minor Cut, Laceration, Scratch and/or abrasion(s)
- Head Injury assessment by school personnel was Negative for a concussion
- Numbness, Tenderness, Discomfort and/or Pain Reported
- Immediate Medical Evaluation/Intervention Required ⓘ
- Later Medical Evaluation/Intervention Reported ⓘ

(Required)

SAVE

Figure 46: Injury Details

The next panel is the First Aid and Injury location where the First Aid provided, Location of Injury and Injury Site can be selected. Please note that if Other is selected for Injury Site, a blank text box will appear that will need to be completed to continue the process. If there was no serious injury selected, the user should click **SAVE AND CONTINUE** at the bottom of the First Aid and Injury Location panel and will be brought to the next page in the process.

▼ First Aid and Injury Location

Select type of First Aid provided to the student (check all that apply):

Evaluated by Nurse
 Ice
 Student declined medical attention
 Band-Aid
 Neosporin or Bacitracin Ointment
 No medical treatment required

(Required)

Location of Injury on Student Body

Select type the location of injury(s) on the student's body(check all that apply):

Head/Face/Mouth
 Front Torso
 Rear Torso
 Left Arm / Elbow / Hand
 Right Arm / Elbow / Hand
 Left leg / Knee / Foot
 Right leg / Knee / Foot

(Required)

Injury Site at School

Please identify the location in the school or other site where the was student injured.

Hallway
 Classroom
 Timeout Area
 Office
 Outdoors
 Community Setting
 Other

(Required)

SAVE AND CONTINUE

Figure 47: First Aid and Injury Location

If a serious injury was selected, the next panel that appears is the Outcome of Medical Evaluation panel. This allows the user to select the outcome of the medical evaluation. If yes is selected, a blank text box will appear where a description and reported results of injury can be captured.

▼ Outcome of Medical Evaluation

During the evaluation by a medical professional, was an injury identified?

Yes, Injury from Seclusion Incident was identified through the medical evaluation.
 No, the evaluation conducted by an outside medical professional did not indicate AN injury, no further treatment required. Student cleared to return to school.

Describe the injury and the reported results of the medical evaluation.

(Required)

SAVE

Figure 48: Outcome of Medical Evaluation

If No was selected on the Outcome of Medical Evaluation panel, the final panel for the user will be the Injury Results panel. The user should select Yes or No and click **SAVE AND CONTINUE**. If all required fields have been completed, the user will be automatically brought to the next page. If not, red error messages will show what still need to be completed.

Figure 49: Injury Result

If Yes was selected on the Outcome of Medical Evaluation panel, the Injury Cause panel, Injury Result Panel, and Investigation of Incident panels will appear. On the Injury Cause panel, the user should select Yes or Pending. If Yes is selected, a text box will open to describe. When finished, click **SAVE**.

Figure 50: Injury Cause

On the Injury Result panel, the user should select Yes or No and click **SAVE**.

Figure 51: Injury Result

On the Investigation of Incident panel, the user should select Yes or No. If Yes is selected, the user will next select the status of the investigation. When complete, the user should **SAVE AND CONTINUE** and an error check will be run. If all required fields have been completed, the user will be automatically brought to the next page. If not, red error messages will show what still need to be completed.

Investigation of Incident

Please identify if your agency/organization is investigating this incident.

Yes No

What is the status of the investigation?

Ongoing (Required) Completed Reported to DCF/DDS

SAVE AND CONTINUE

Figure 52: Investigation of Incident

1.3.1.3 Incident Student and Staff Activity

The next tile is the Incident Student and Staff Activity Panel where the Activity of both Student and Staff prior, during and after the incident can be captured.

The first panel on this page is the Student Activity or Behavior Precipitating the Incident panel. This is where the user will describe the location and activity in which the student was engaged just prior to the incident, and describe the observed behavior that led staff to classify this incident as an emergency. When finished, click **SAVE**.

Student Activity or Behavior Precipitating the Incident

Describe the location and activity in which the student was engaged just prior to the incident, and describe the observed behavior that led staff to classify this incident as an emergency.

Student Behavior

(Required)

SAVE

Figure 53: Student Activity or Behavior Precipitating the Incident

The next panel in this title is the Staff Activity or Response to the Incident panel. This is where the user will describe steps, including de-escalation strategies, implemented to prevent the emergency. When finished, click **SAVE**.

Staff Activity or Response to the Incident

Describe steps, including de-escalation strategies, implemented to prevent the emergency.

Staff Activity

(Required)

SAVE

Figure 54: Staff Activity or Response to the Incident

The Staff Monitoring of Student Physical Distress panel is where the user will attest that staff monitored the student for physical distress during the incident and note if the student demonstrated physical distress during the restraint. If yes is selected, the signs of physical distress must be noted in the additional text box. When finished, click **SAVE**.

✓ Staff Monitoring of Student Physical Distress
 The staff monitored the student for physical distress during the incident:
(Required)
 Did the student demonstrate physical distress during the seclusion?
 Yes No
 What signs of physical distress in the student were noted by the staff?
 Student Distress Describe
(Required)
SAVE

Figure 55: Staff Monitoring of Student Physical Distress

The final panel on this tile is the Cessation of Incident panel. The user can select how the incident terminated. Please note, if Other is selected, a blank text box will appear that needs to be completed before continuing the process. The **SAVE AND CONTINUE** button will allow the user to see any Rules of Completion errors or proceed to the next tile.

✓ Cessation of Incident
 How did the incident terminate?
 Determination by staff member that student was no longer a risk to themselves or others
 Intervention by administrator(s) to facilitate de-escalation
 Staff sought in-house medical assistance
 Emergency personnel arrived
 Other
(Required)
SAVE AND CONTINUE

Figure 56: Cessation of Incident

1.3.1.4 Finalize and Create Incident Document

The final page in the process is Finalize and Create Incident Document. The first panel is the Parent Guardian Notification panel where the Manner of Notification and how the copy of the Incident Report will be provided should be selected.

Parent Guardian Notification

Manner of notification of incident within 24 hours:

- Verbal notification in-person
- Phone Call
- Sent note home with student
- Email

How will the district provide the parent a copy of the incident report?

- Hand Deliver
- Incident report will be sent home
- Incident report will be mailed home
- Incident report will be sent via parent portal

SAVE

Figure 57: Parent Guardian Notification

The Further Action to be Taken panel lets the user select which actions will be taken in response to the incident. More than one action can be selected. If Other is selected, a blank text box must be completed to finalize the incident. If the student has a second language listed, the option to include a Translated Document can be checked. It will populate in the student history as a PDF that can be downloaded along with the English language Incident Report document.

Further Action to be Taken

The school will take the following actions (check all that apply):

- PPT will convene to review/revise IEP.
- PPT will convene to discuss FBA.
- PPT will convene to develop/revise BIP.
- Meeting required for general education student.
- Convene Crisis Team Meeting
- Debrief with staff regarding incident.
- Review incident with student to address behavior that precipitated the incident.
- Consider whether follow-up is necessary for students who witnessed the incident.
- Staff will meet to review de-escalations strategies to reduce reoccurrence.
- Other

DISPLAY ALL ERRORS **CREATE DRAFT** **CREATE FINAL**

Figure 58: Further Action to be Taken

After completing the panel, the user should click the **DISPLAY ALL ERRORS** button. This will show any errors in the process that need to be completed. The **CREATE DRAFT** button will create a draft document of the incident. The **CREATE FINAL** button will create a final document of the incident. The ability to create a finalized document varies by user type so some users will not have this ability. Please note, draft and finalized incidents can be modified, see section 1.4 of this manual.

1.4 Modifying Incidents

1.4.1 Modify Incident Record

To modify an incident record, navigate to the Student Incident History page in Restraint/Seclusion and search for an incident.

Incident Code	Doc ID	Incident Type	Incident Date	Incident Location	Status	Delete	View/Edit
394.0		Seclusion	05/25/2022	Plainfield High School, 1096111	Draft		DETAILS
311.0		Seclusion	04/05/2022	Plainfield High School, 1096111	Final		DETAILS

Figure 59: Student Incident History

If the user has a draft document that needs to be viewed, modified, or finalized, click the **DETAILS** button. Once **DETAILS** is clicked, the user can navigate to the correct tile and make any changes before creating a final document on the last page of the process.

If the user wants to view a finalized incident, click the **DETAILS** button. By default, a finalized incident opens in a view only mode.

If the user needs to modify a finalized incident, click into the Incident Overview tile and scroll down to the last panel on the page, Incident Injury, and the user will have access to a button **MODIFY INCIDENT RECORD**. Once this button is clicked, the system saves a Draft version of this incident. When an incident is in a Draft mode, no new incidents can be created. The draft incident must be finalized before another incident can be created/modified.

Was the student Injured during the Restraint ?

Yes, there was an injury to the student

No, no injury or additional intervention required

No, No injury. However, ambulance called and student transported to hospital for psychiatric evaluation because student could not be calmed without additional intervention

No, No injury occurred during the Restraint. However, the student sustained an injury during the behavior that necessitated staff to respond by using Restraint.

[MODIFY INCIDENT RECORD](#)

Figure 60: Modify Incident Record

Please note, the incident code on the Student Incident History reveals of the number of modifications that have taken place on an incident. For example, Incident Code 284 in the image below has never been modified indicated by the Code of 284.0. Incident Code 239 has been modified once already as notated by Incident Code 239.1 and is currently being modified again as indicated by the Draft Incident Code 239.2.

Student Incident History CREATE NEW RESTRAINT INCIDENT CREATE NEW SECLUSION INCIDENT

Filter by Incident Type: **Restraint** Filter by Incident Code:

Filter by Date Range: From: mm/dd/yyyy To: mm/dd/yyyy

SEARCH

Showing 1 to 3 of 3 entries (filtered from 3 total entries)

Incident Code	Doc ID	Incident Type	Incident Date	Incident Location	Status	Delete	View/Edit
284.0	13719	Restraint	04/05/2022	Kathleen E. Goodwin Elementary School, 1060211	Final		DETAILS
239.1	13721	Restraint	03/21/2022	Plainfield High School, 1096111 from Currently Valid IEP	Final		DETAILS
239.2		Restraint	03/21/2022	Plainfield High School, 1096111 from Currently Valid IEP	Draft		DETAILS

Figure 61: Student Incident History

Only the most recently finalized version of any finalized incident is accessible. Once finalized, the modified incident replaces the original incident in the system and on the Student Incident History page as indicated by the change to Incident Code 239.2 below.

Student Incident History CREATE NEW RESTRAINT INCIDENT CREATE NEW SECLUSION INCIDENT

Filter by Incident Type: **Restraint** Filter by Incident Code:

Filter by Date Range: From: mm/dd/yyyy To: mm/dd/yyyy

SEARCH

Showing 1 to 2 of 2 entries (filtered from 2 total entries)

Incident Code	Doc ID	Incident Type	Incident Date	Incident Location	Status	Delete	View/Edit
284.0	13719	Restraint	04/05/2022	Kathleen E. Goodwin Elementary School, 1060211	Final		DETAILS
239.2	13722	Restraint	03/21/2022	Plainfield High School, 1096111 from Currently Valid IEP	Final		DETAILS

Figure 62: Student Incident History