







Restraint and Seclusion Incident Reporting



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Overview

- Ohio [rule](#) outlines standards for the implementation of positive behavior intervention supports (PBIS) and the use of restraint and seclusion.
- The rule requires districts to annually report incidents of restraint and seclusion to the Department.
- Data from the 2022-2023 school year is due by **August 4, 2023**.



Positive Behavior Intervention and Supports (PBIS)	Crisis Management and De-escalation (Restraint and Seclusion)
First component of the Rule	Second Component of the Rule
Proactive approach	Reactive approach
Helps reduce challenging behavior that <i>may</i> escalate to the point of a safety concern.	Used when behavior <i>has</i> escalated to a point of safety concerns.
Focus on creating a safe, predictable and supportive school environment by routinely teaching, practicing and reinforcing expected behaviors.	Staff attempt to de-escalate a student through verbal prompts, time for processing decisions and space.
Uses multitiered framework: universal supports (tier I), targeted supports (tier II), and individual supports (tier III).	If the unsafe behavior continues, the crisis intervention team <i>may</i> use physical restraint as a last resort in order to keep the student and others safe.



Restraint and Seclusion Data Collection

School districts and each building must complete **both** sections of the data collection to finalize the report.

Step 1-District level: Questions that address district policies.

Step 2- Building level: Questions that address specific number of student incidents of restraint and seclusion.



Where do you begin?

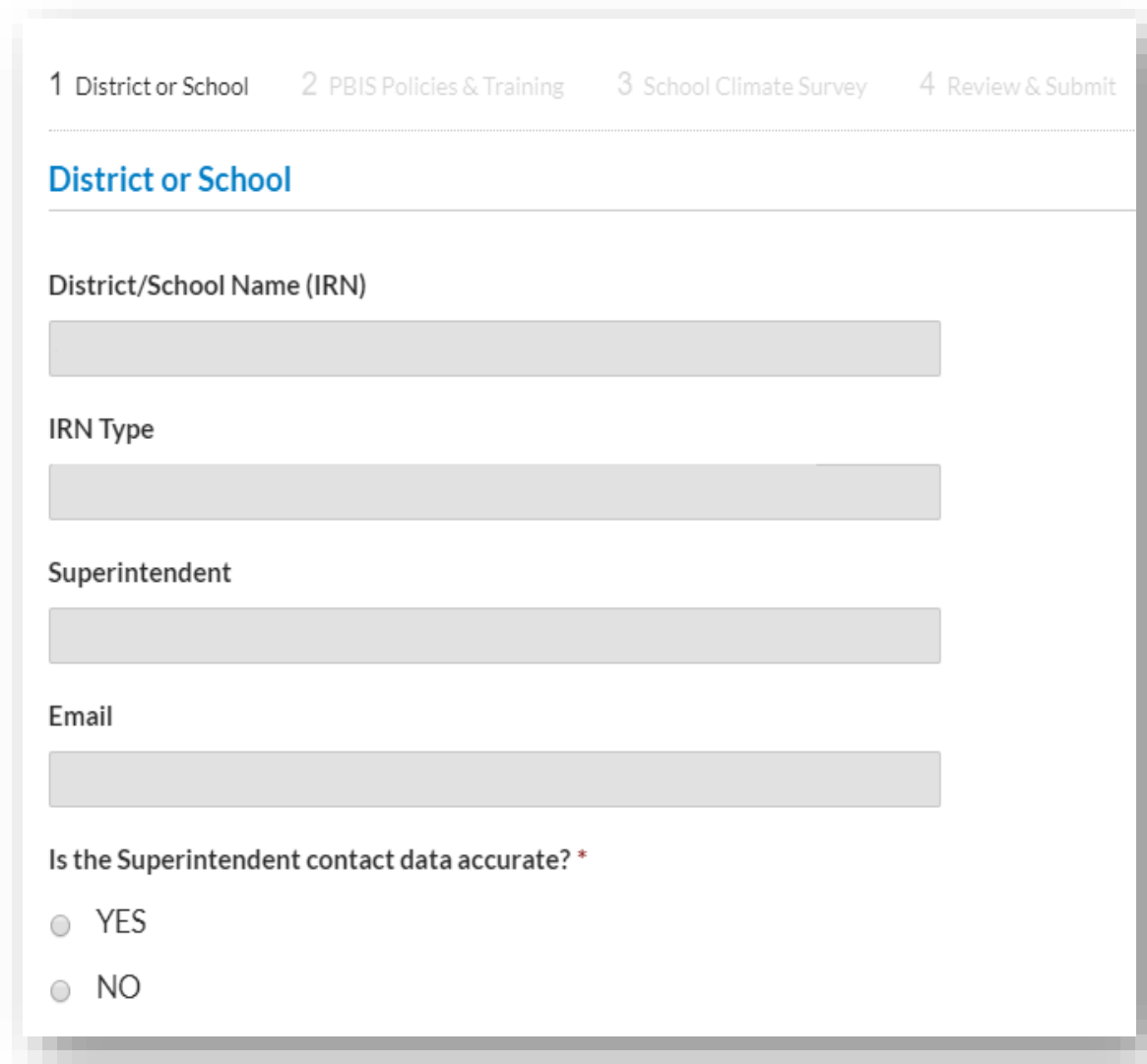
Each district's **superintendent** received an email from Ohio-K12 that contains a unique link for reporting.

If the superintendent cannot locate the link- email support@ohio-k12.help.



District Level Information

- This section is a confirmation of your district's information.
- The district's name with corresponding IRN is populated, including the Superintendent's name and email address.
- If the Superintendent contact information is accurate, click *yes*.
- If the Superintendent contact is inaccurate, click *no*.



The screenshot shows a web form titled "District or School" with a progress indicator at the top: 1 District or School, 2 PBIS Policies & Training, 3 School Climate Survey, and 4 Review & Submit. The form fields are:

- District/School Name (IRN): [Redacted]
- IRN Type: [Redacted]
- Superintendent: [Redacted]
- Email: [Redacted]
- Is the Superintendent contact data accurate? *
 - YES
 - NO



District Information

Question: Has your district school board adopted revised policies and procedures regarding the implementation of PBIS and the use of restraint and seclusion, to align with Ohio’s revised rule (June 2021)?

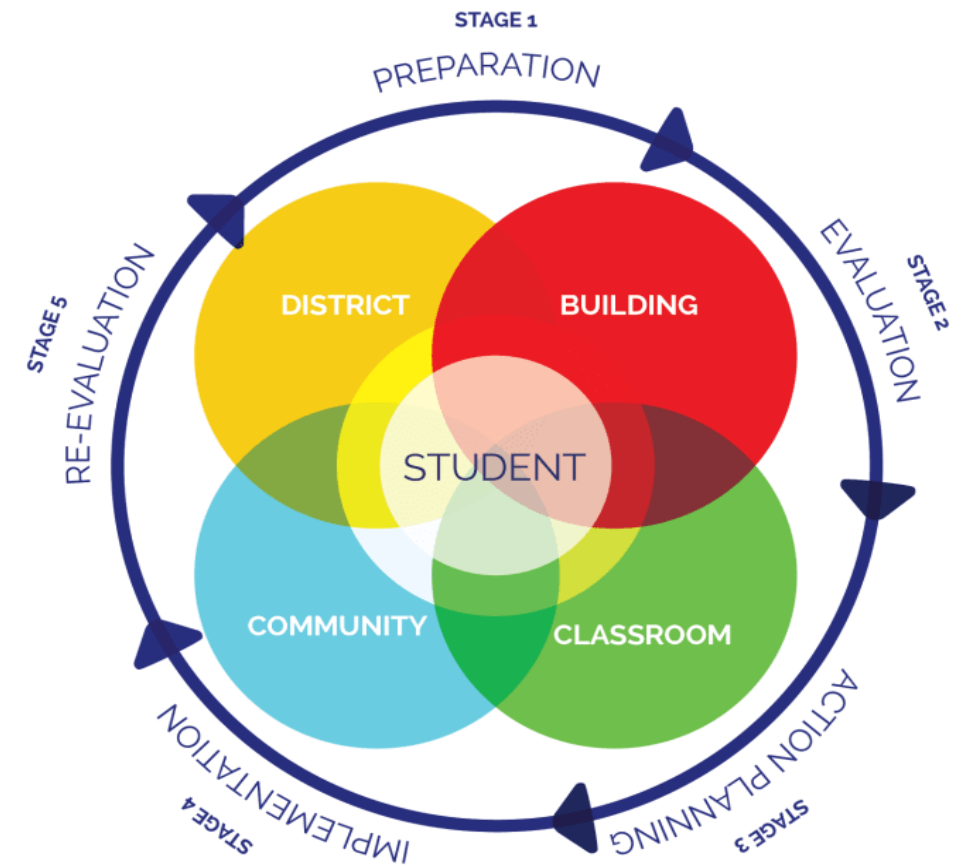
Answer: Select “yes” if your district has revised its policy since June 2021, or “no” if your district has not revised its policy.



District Information

The second section of the data collection addresses school climate surveys* and only needs completed *if* you are a traditional public school, community school or STEM school.

* School climate surveys are not a requirement for for Ohio districts and schools.



 **National School Climate Center**
Educating Minds and Hearts, because the 3 Rs Are Not Enough



District Information- School Climate

- The **1st question** asks if your district administered a School Climate Survey during the 2022-2023 school year. If you click *no*, you will be directed to Part 4 of the survey. If you select that you administered an existing survey it will ask for details.
- The **2nd question** asks what dimensions of school climate were covered by the School Climate Survey issued during the 2022-2023 school year. Select all applicable boxes.
- The **3rd question** asks when the School Climate Survey was administered during the 2022-2023 school year. Select the appropriate timeframe.
- The **4th question** asks if the School Climate Survey was administered district wide or only to certain schools during the 2022-2023 school year. Select the appropriate box.
- The **5th question** asks who in your district completed School Climate Surveys during the 2022-2023 school year. Select all applicable boxes.
- The **6th question and 7th questions** asks the approximate response rate for students and teachers of the School Climate Survey during the 2022-2023 school year. Select the appropriate boxes.



District Information- School Climate

- The **8th question** asks how the results of the School Climate Survey were used during the 2022-2023 school year. Select all applicable boxes.
- The **9th question** asks in what ways could your district benefit from guidance or support in the use of the School Climate Survey(s) for the 2023-2024 school year. Select the appropriate boxes.
- The **10th question** asks in which areas does your district or school align School Climate activities for the 2022-2023 school year. Select the appropriate boxes.
- The **11th question** asks how long your district has been administering School Climate Surveys. Select the appropriate box.
- The **12th question** asks who in your district administers School Climate Surveys. Select the appropriate boxes.
- The final question asks for additional information or perspectives on School Climate Surveys that you would like to share with the Department.



Step 2: Building Incident Reports

- Submit district level report (Step 1).
- Scroll down to *Step 2- Required Building Incident Reports*
- Each building name will be listed. Click “create report” on the right side of each listed building.
- When a building report is completed, it will show the date it was submitted.

STEP 2 - Required Building Incidents Reports	
Instructions Your school buildings needing incident reports are shown in 'red' and completed reports are shown in 'green' with the submitted date. Click on Create new report to enter a report.	
School Buildings (3)	
BUILDING NAME	ACTION
Elementary School	submitted on 2021-06-07
High School	submitted on 2021-06-07
Middle School	submitted on 2021-06-07



School Building Incident Reporting

The building section of the data collection must be completed separately for **each** building in your district.

If a building from your district is missing, or is incorrectly listed, please contact support@ohio-k12.help for assistance.



School Building Incident Reporting

Effective for the 2022-2023 school year, the revised rule states: after a student's third incident of restraint or seclusion in a school year, a team will meet to discuss the need to conduct or review a functional behavioral assessment (FBA) and/or behavior intervention plan (BIP). The meeting must occur within 10 school days of the third incident.

- If the Student has an IEP or 504 Plan, the meeting must be with the student's IEP or 504 Plan team.
- If the Student is a general education student, the team must include the parent or guardian, an administrator or designee, a teacher of the student, at least one staff member involved in the incident(s) and any other appropriate staff members.

Question: Has the school building developed a procedure to flag the third incident of restraint or seclusion for a student in order to ensure a meeting is held to discuss whether an FBA or BIP needs created or revised?

Answer: yes or no



School Building Incident Reporting: Restraint Incidents

- The next step is to enter restraint incidents per building. It may be helpful to complete the [Worksheet for Tracking Restraint Incidents](#).

Worksheet for Tracking Restraint Incidents									
School Building Name	Total Incidents	With Disabilities (IEP)	Multiple Incidents	Created or Revised FBA	Created or Revised BIP	Suspended	Expelled	Injuries to Student	Injuries to Staff



School Building Incident Reporting: Restraint Incidents

- **School Building Name:** List the name of the specific school building in the district that you are reporting on.
- **Total Incidents of Restraint:** List the total number of incidents of restraint in the specific building during the 2022-2023 school year. See [Restraint and Seclusion Definitions](#) for guidance.
- **Total Incidents of Restraint - Students With IEPs:** Of the total number of incidents of restraint, how many incidents involved a student with an IEP? The number entered must **not** exceed the total incidents of restraint you provided in the previous question.
- **Multiple Incidents:** Provide the number of students who had more than one restraint. Include both IEP and non-IEP students. The number entered must **not** exceed the total incidents of restraint you provided in the prior question.



School Building Incident Reporting: Restraint Incidents by Disability Category

- The next step is to enter restraint incidents per disability category. It may be helpful to complete the [Worksheet for Restraints- Disability Type](#) to prepare your data.
- For the **total incidents** of restraint for students with IEPs in your building, provide the number of incidents per disability category. The total number of students in each category should **NOT** exceed the number entered on the previous question.
- If the building did not have any students restrained during the 2022-2023 school year, OR the students restrained in the building did NOT have IEPs, do not enter any information.



School Building Incident Reporting

- **Created or Revised Functional Behavioral Assessment:** Of the total number of restraint incidents, provide the number of incidents which resulted in the creation or amendment of a functional behavioral assessment (FBA).
- **Created or Revised Behavior Intervention Plan:** Of the total number of restraint incidents, provide the number of incidents which resulted in the creation or amendment who of a behavior intervention plan (BIP).
- **Restraint Resulting in Suspension:** Of the total number of restraint incidents, provide the number of those incidents which resulted in suspension.
- **Restraint Resulting in Expulsion:** Of the total number of restraint incidents, provide the number of those incidents which resulted in expulsion.
- **Restraint Resulting in Injury to Students:** Of the total number of restraint incidents, provide the number of incidents which resulted in an injury to the Student.
- **Restraint Resulting in Injury to Staff:** Of the total number of restraint incidents, provide the number incidents when staff were injured.



School Building Incident Reporting: Seclusion Incidents

- The next step is entering seclusion incidents per building. It may be helpful to complete the [Worksheet for Tracking Seclusion Incidents](#).

Worksheet for Tracking Seclusion Incidents									
School Building Name	Total Incidents	With Disabilities (IEP)	Multiple Incidents	Created or Revised FBA	Created or Revised BIP	Suspended	Expelled	Injuries to Student	Injuries to Staff



School Building Incident Reporting: Seclusion Worksheet

- **School Building Name:** List the name of the specific school building in the district that you are reporting on.
- **Total Incidents:** List the total number of incidents of seclusion, in the specific building, during the 2022-2023 school year. See [Restraint and Seclusion Definitions](#) for guidance.
- **Total Incidents of Seclusion- Students with IEPs:** Of the total number of incidents of seclusion, how many incidents involved a student with an IEP? The number entered must **not** exceed the total incidents of restraint you provided in the previous question.
- **Multiple Incidents:** Provide the number of students who had more than one seclusion. Include both IEP and non-IEP students. The number entered must **not** exceed the total incidents of restraint you provided in the prior question.



School Building Incident Reporting: Seclusion Worksheet

- **Created or Revised Functional Behavioral Assessment:** Of the total number of seclusion incidents, provide the number of incidents which resulted in the creation or amendment of a functional behavioral assessment (FBA).
- **Created or Revised Behavior Intervention Plan:** Of the total number of seclusion incidents, provide the number of incidents which resulted in the creation or amendment of a behavior intervention plan (BIP).
- **Seclusion Resulting in Suspension:** Of the total number of seclusion incidents, provide the number of those incidents which resulted in suspension.
- **Seclusion Resulting in Expulsion:** Of the total number of seclusion incidents, provide the number of those incidents which resulted in expulsion.
- **Seclusion Resulting in Injury to Students:** Of the total number of seclusion incidents, provide the number of incidents when students were injured.
- **Seclusion Resulting in Injury to Staff:** Of the total number of seclusion incidents, provide the number incidents when staff were injured.



Completing the Report

- **Both** the district section (Step 1) and all building section (Step 2) must be completed for the data collection to be complete.
- Once your district has completed the data collection, your **superintendent** will receive an email confirmation that contains two PDFs. One PDF contains answers to the data collection for your district. The other PDF contains answers to data collection for each school building within your district.
- Please save the confirmation and PDFs for your records. You will not be able to access the PDFs after the reporting window has closed.



Frequently Asked Questions



Frequently Asked Questions

How do I get a new link to the data collection?

Answer: Please contact support@ohio-k12.help. This is the only way to get a new link.

How do I correct a previously submitted data collection?

Answer: Please contact support@ohio-k12.help.



Frequently Asked Questions

Who is required to report?

Answer: The following public agencies are required to report:

- Local, exempted village, city, joint vocational or cooperative school district as defined in Chapter 3311 of the Revised Code;
- An educational service center (ESC) that operates a school or educational program;
- A community school as defined in Chapter 3314 of the Revised Code;
- A science, technology, engineering and mathematics school as defined in Chapter 3326 of the Revised Code; or
- A college-preparatory boarding school as defined in Chapter 3328 of the Revised Code.
- For purposes of this rule, the term does not include schools operated in facilities under the jurisdiction of the Department of Rehabilitation and Corrections or the Department of Youth Services to report. See OAC 3301-35-15 for more information.

I completed the data collection, but I did not receive a confirmation email. Why?

Answer: Your district's superintendent will receive a confirmation email once the data collection is completed. Check that both the district and building level sections are complete.



Frequently Asked Questions

We have a new superintendent, and their contact information has changed. How do we get this updated?

Answer: Please contact support@ohio-k12.help to update your superintendent's contact information. Additionally, you should contact the Ohio Educational Directory System (OEDS) at OEDS.ContactUs@education.ohio.gov to update your superintendent's contact information.



Frequently Asked Questions

How often are we required to report this information?

Answer: Restraint and seclusion data is provided to the Ohio Department of Education annually. See the [Ohio rule](#) for more information regarding reporting.



Frequently Asked Questions

We have a student who is receiving services from an Educational Service Center (ESC) or a county board of developmental disabilities (Board of DD), who reports for the student?

Answer: For a student receiving services from an ESC or Board of DD, the district, ESC or Board of DD must work together to establish which entity will report.

Additionally, if an ESC or Board of DD works with multiple districts, the reporting expectations may be different depending on a school district's preference.

See [Who is Responsible for Reporting Restraint and Seclusion](#) for additional information.



**Community
School**

**Frequently
Asked
Questions**



Frequently Asked Questions

We are an online community school. Do we still have to report?

Answer: All community schools are required to report, and to have policies and procedures regarding the use of restraint, seclusion and positive behavior interventions and supports (PBIS). An online school would complete Part 1 (District Information) of the data collection, and if there were no incidents of restraints or seclusions, enter 0s in the column. See OAC 3301-35-15 for more information.

Our school did not exist last year. How do we report?

Answer: If the school's name and/or sponsor has changed from the previous year, but the school's Information Retrieval Number (IRN) has NOT changed – complete both parts of the data collection (i.e., district level and building level) using the information from that IRN. Schools whose IRN was not established in the previous school year must contact PBIS_Restraint_Seclusion_Questions@education.ohio.gov.



Additional Questions

Questions can be directed to the Department's restraint and seclusion mailbox:

PBIS_Restraint_Seclusion_Questions@education.ohio.gov





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