Kansas State Department of Education

2011-2012
Emergency Safety Interventions Reporting User's Guide

Please Note: This help resource may refer to screen elements by their color and may be best viewed in full color.

www.ksde.org/kandis

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Part I: User Levels

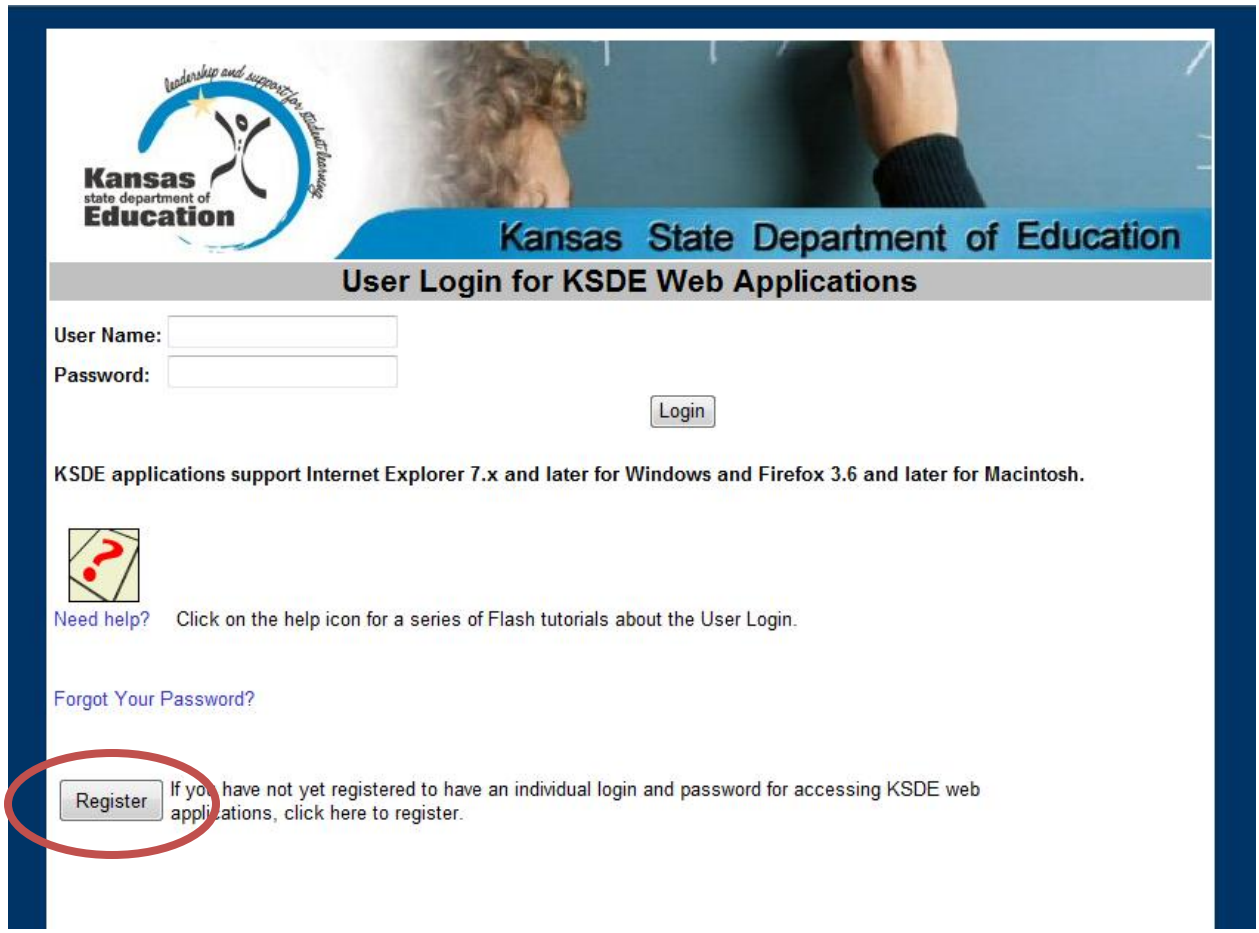
School-level access is usually for data entry staff, administrators, and program staff that enter/edit, submit or view emergency safety intervention data **only** for their school. District-level access is for data entry staff, administrators, and program staff who may enter/edit or view emergency safety interventions data for multiple schools within the same district.

User Level	Defined Roles/Responsibilities
School Data Entry	• May enter/edit emergency safety interventions incidents.
School Administrator	• May enter/edit seclusion incidents. • **Only a School Administrator may submit the Emergency Safety Interventions (Seclusion and Restraint) report quarterly.**
School Read Only	• This user type will be able to view and read-only version of the school's seclusion incidents and reports.
District Data Entry	• May enter/edit emergency safety interventions incidents after selecting a school within their district.
District Administrator	• May view emergency safety interventions reports. • Sets approval process settings in KAN-DIS.
District Read Only	• This user type will be able to view a read-only version of the district's emergency safety intervention incidents for all buildings and reports.

Part II: Registering for Access to the KAN-DIS Application

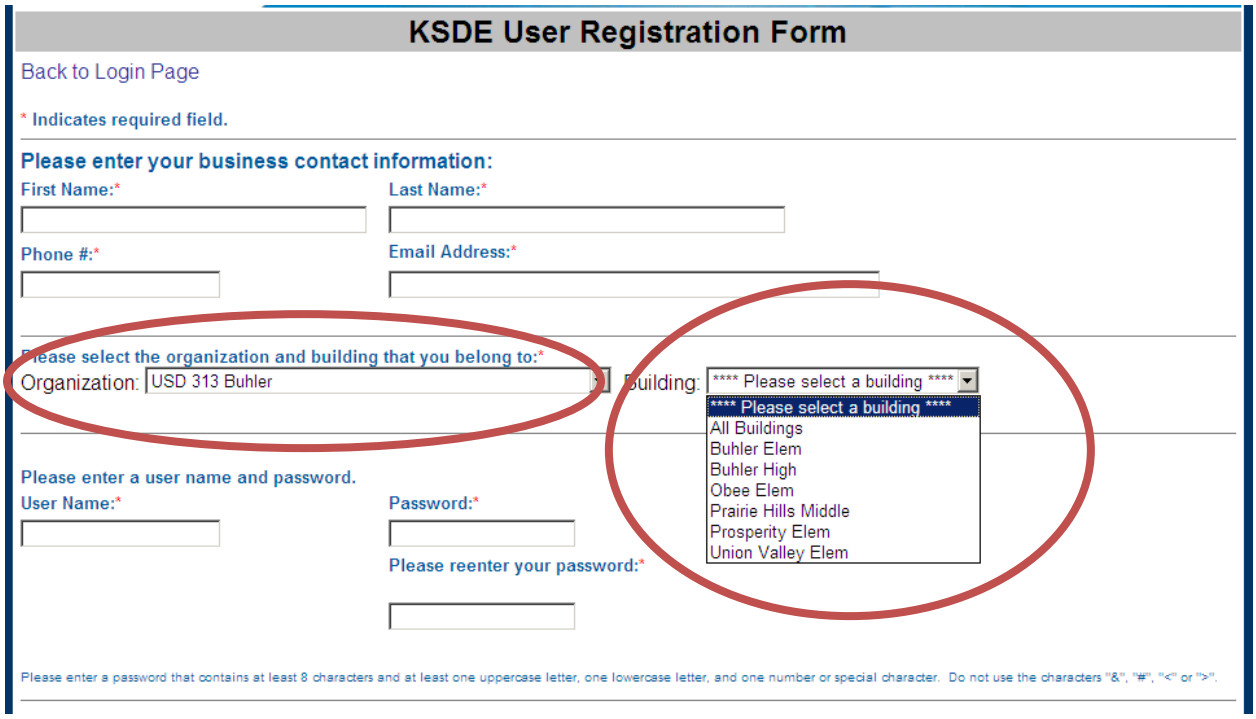
Individuals who do not have access to KSDE web applications need to register. Login to the KSDE Authentication website using the following web address: https://online.ksde.org/authentication/login.aspx. At this website, click on the Register button, as shown below:

NOTE:	You may want to skip this section if you have used KAN-DIS before, or if you already registered for access to the KAN-DIS Application.

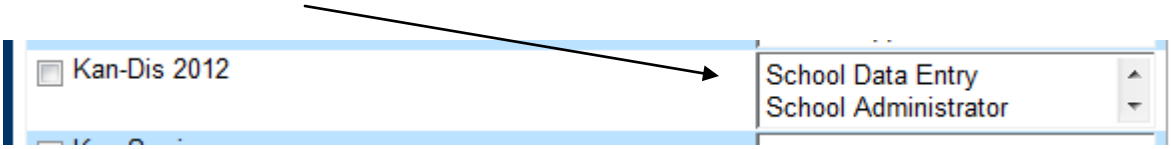


On the Registration page, enter the required information. Be aware that the Organization and Building that you have access to depend on what is entered in the "Building" field on the web applications registration page. For example, if you will be submitting and viewing data at the school-level for KAN-DIS, select the appropriate building name under the "Building" field.

TIP:	Do not use spaces when defining your login ID. When creating your password keep in mind the password requirements shown on the screen. You will need to remember the Login ID, password, security question/answer, and birth date that you entered. KSDE does not store this information for you.

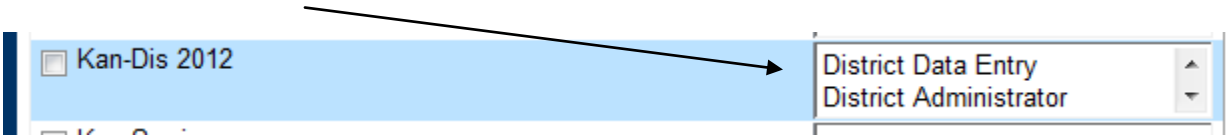


School Level User Access



Note: There are three login types, School Data Entry, School Administrator, and School Read Only. Please review page 3 for User Level roles and responsibilities you may need.

District Level User Access



Note: There are three login types, District Data Entry, District Administrator, and District Read Only. Please review page 3 for User Level roles and responsibilities you may need.

When you have completed all required information on the registration form, click the "Submit" button at the bottom of the screen.

If all data on the registration form is valid, you will get a message that says "Thank You for Registering". The registration request will be forwarded to the district superintendent for approval. <u>You will receive an email when your access request is approved and your username and password are ready for use.</u>

Once approved, you can access KAN-DIS 2012 by logging into the KSDE Authentication website and entering your login information previous entered.

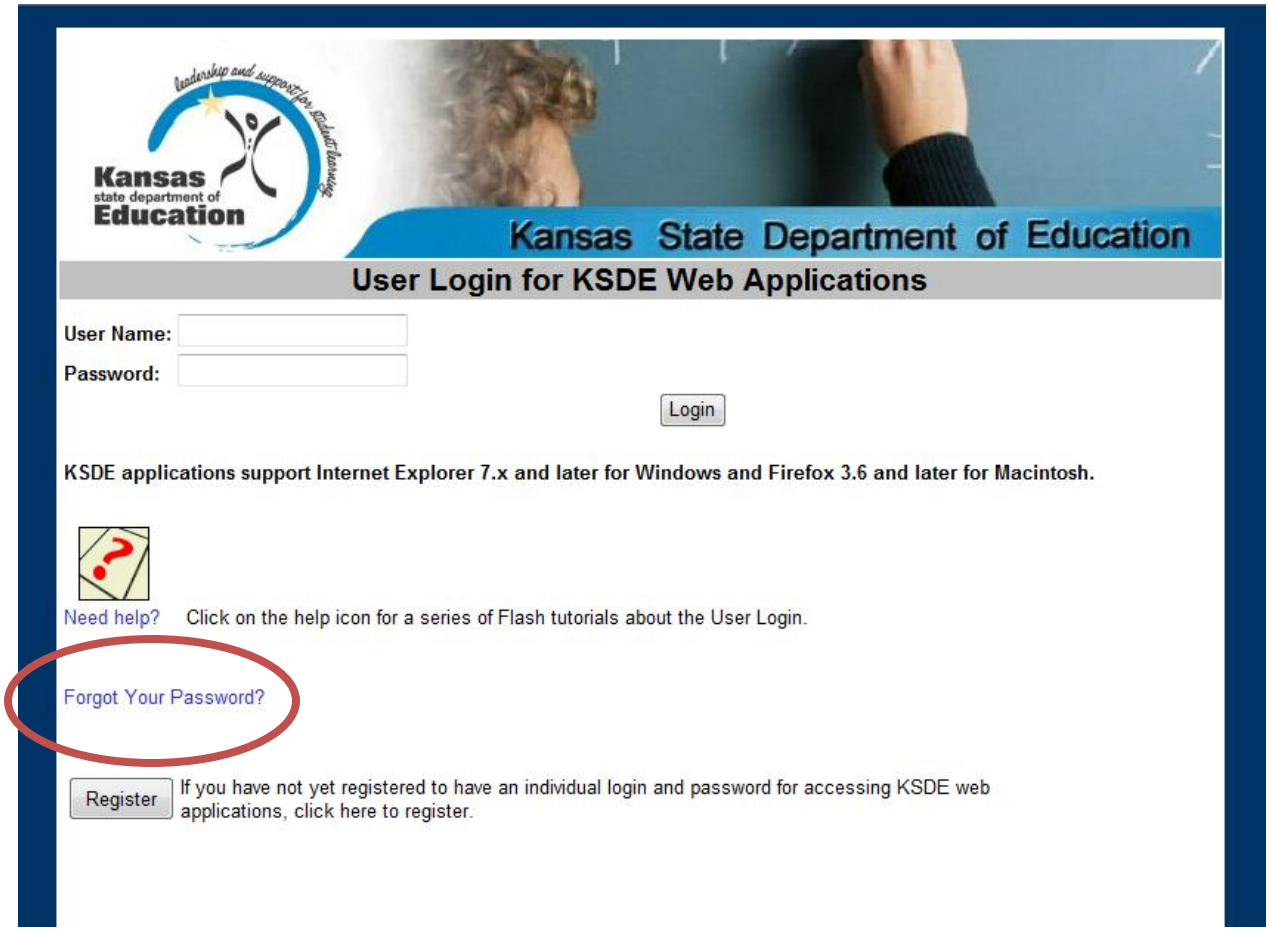
Individuals who already have access to KSDE web applications can use the Manage My Account option to add the KAN-DIS 2012 to their list of applications. As with all KSDE web applications, the district superintendent will receive a request for approval before access is granted.

To add KAN-DIS 2012 to your list of available KSDE web applications…

- Login on the KSDE Web Applications page (as shown above)
- Click the "Manage My Account" link (shown below)
- Select your Organization and Building (as shown above)
- Check the box in front of KAN-DIS 2012 (as shown above)
- Select your access level (as shown above)
- Click "Submit" (as shown above)

Your request will be sent to the district superintendent for approval. When approved, you will receive an email indicating that you can access KAN-DIS 2012 once you have logged into Authentication.

TIP:	If you forget your KSDE web applications password, click on the link that says "Forgot Your Password?" on the Authentication screen. You will be prompted to supply the answer to a security question (you entered it when you originally registered), type in your birth date, and enter a new password. If your security question answer and birthday match what you originally entered when you registered for KSDE web application access, then your new password will be activated. Keep in mind that KSDE does not know your password, so you are responsible for managing and remembering it.



Part III: Emergency Safety Interventions Reporting and Submission Date Deadlines

Schools will report emergency safety interventions (seclusion and restraint) data through KAN-DIS during the 1st, 2nd, 3rd, and 4th quarters of the 2011-2012 school year for all students.

- 1st Quarter Entry Dates: July 1, 2011 –September 30, 2011
- 1st Quarter Submission Deadline: October 15, 2011

- 2nd Quarter Entry Dates: October 1, 2011 –December 31, 2011
- 2nd Quarter Submission Deadline: January 15, 2012

- 3rd Quarter Entry Dates: January 1, 2012 – March 31, 2012
- 3rd Quarter Submission Deadline: April 15, 2012

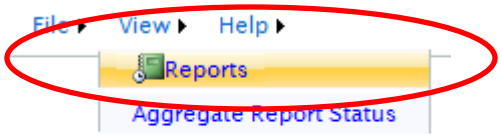
- 4th Quarter Entry Dates: April 1, 2012– May 31, 2012
- 4th Quarter Submission Deadline: June 15, 2012

Beginning in the 2011-2012 school year, quarterly emergency safety intervention reporting will be collected through KAN-DIS from all public schools for the use of seclusion and restraint on all students.

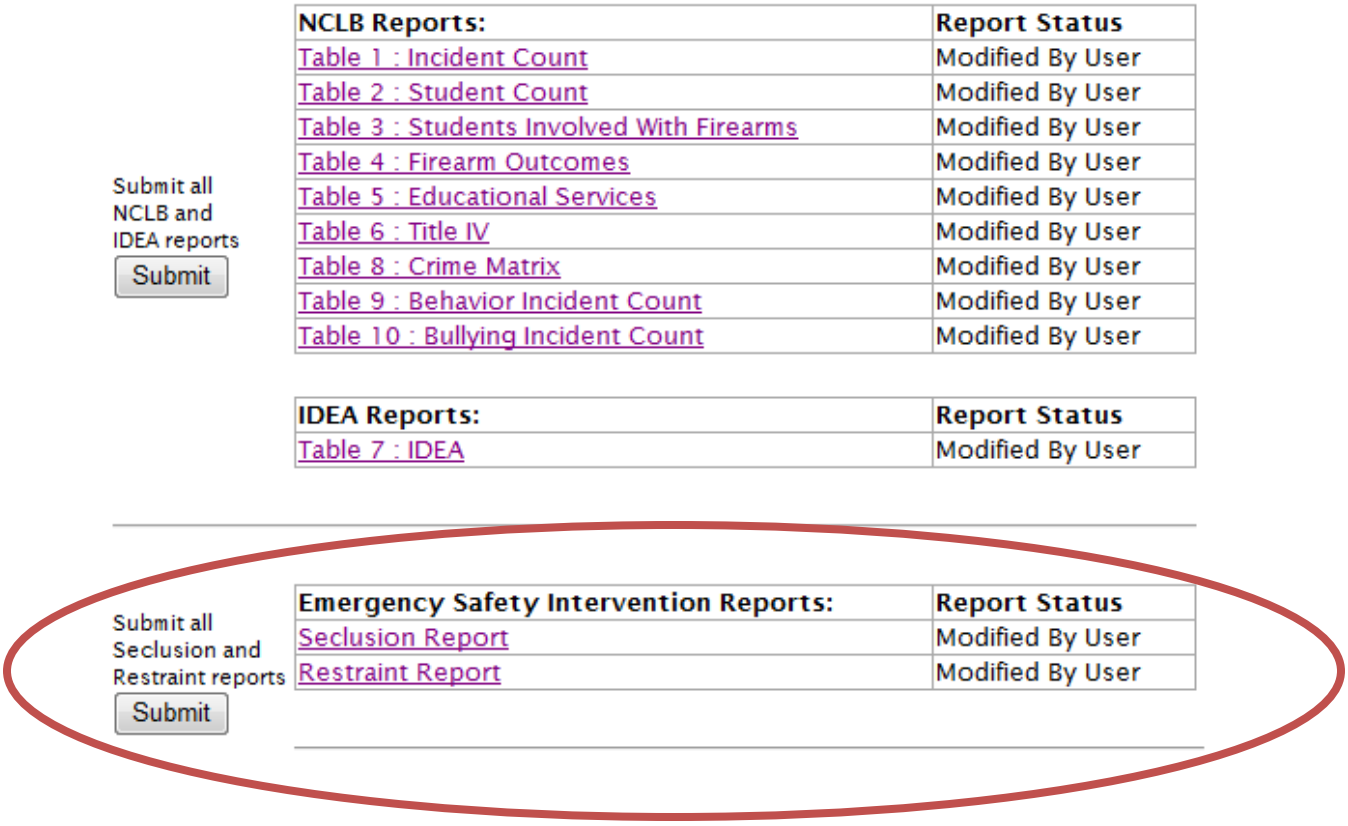
Please note, even if you have no emergency safety interventions incidents to report for a quarter, you still must submit the report with zero incidents.

Part IV: Getting Started with Seclusion or Restraint Reporting

To access the Emergency Safety Intervention Reports (Seclusion and Restraint), log into the KAN-DIS 2012 application as a school data entry or school administrator level user, go to the View link and select "Reports" from the drop down menu.



Selecting "Reports" from the drop down menu under the View link will open the Report Selection Screen. To open the Seclusion or Restraint Report, click on the name of the report you wish to edit.



Submit all NCLB and IDEA reports

Submit

NCLB Reports:	Report Status
Table 1 : Incident Count	Modified By User
Table 2 : Student Count	Modified By User
Table 3 : Students Involved With Firearms	Modified By User
Table 4 : Firearm Outcomes	Modified By User
Table 5 : Educational Services	Modified By User
Table 6 : Title IV	Modified By User
Table 8 : Crime Matrix	Modified By User
Table 9 : Behavior Incident Count	Modified By User
Table 10 : Bullying Incident Count	Modified By User

IDEA Reports:	Report Status
Table 7 : IDEA	Modified By User

Submit all Seclusion and Restraint reports

Submit

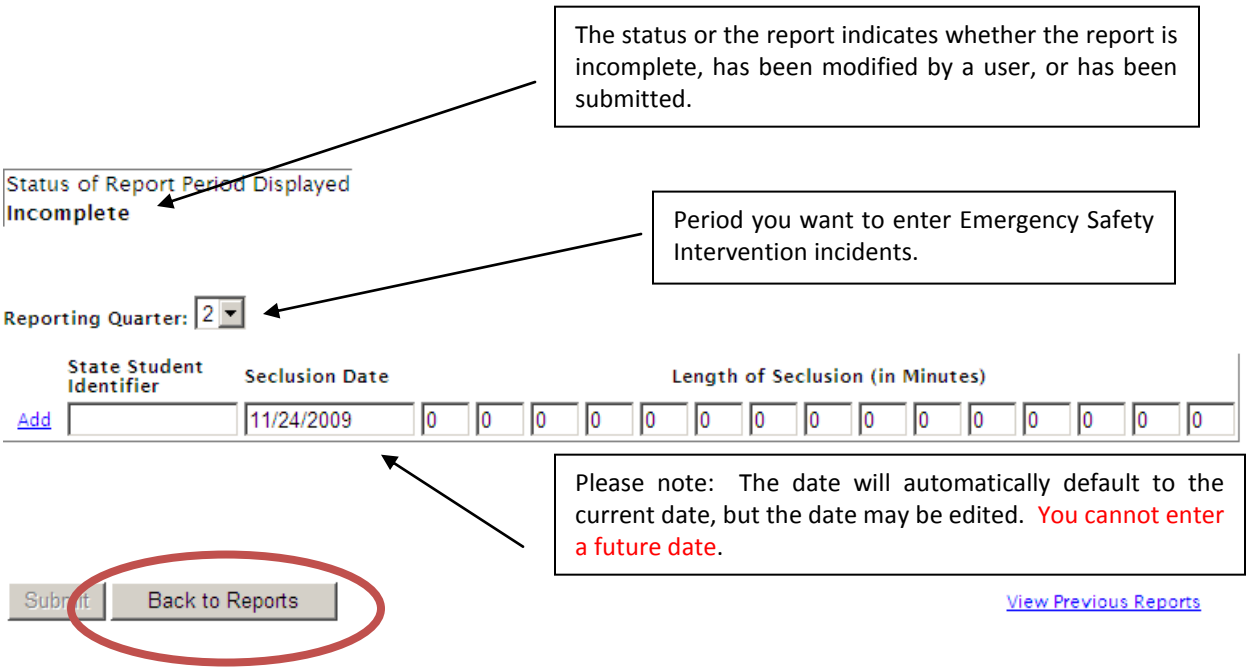
Emergency Safety Intervention Reports:	Report Status
Seclusion Report	Modified By User
Restraint Report	Modified By User

Please note: The Emergency Safety Interventions Reports are stand-alone reports in the KAN-DIS application and the Emergency Safety Interventions Reports will not pull any incidents entered elsewhere in the KAN-DIS application. The Emergency Safety Interventions Reports should be submitted by a School Administrator quarterly.

Part V: Entering Emergency Safety Intervention Incident Data

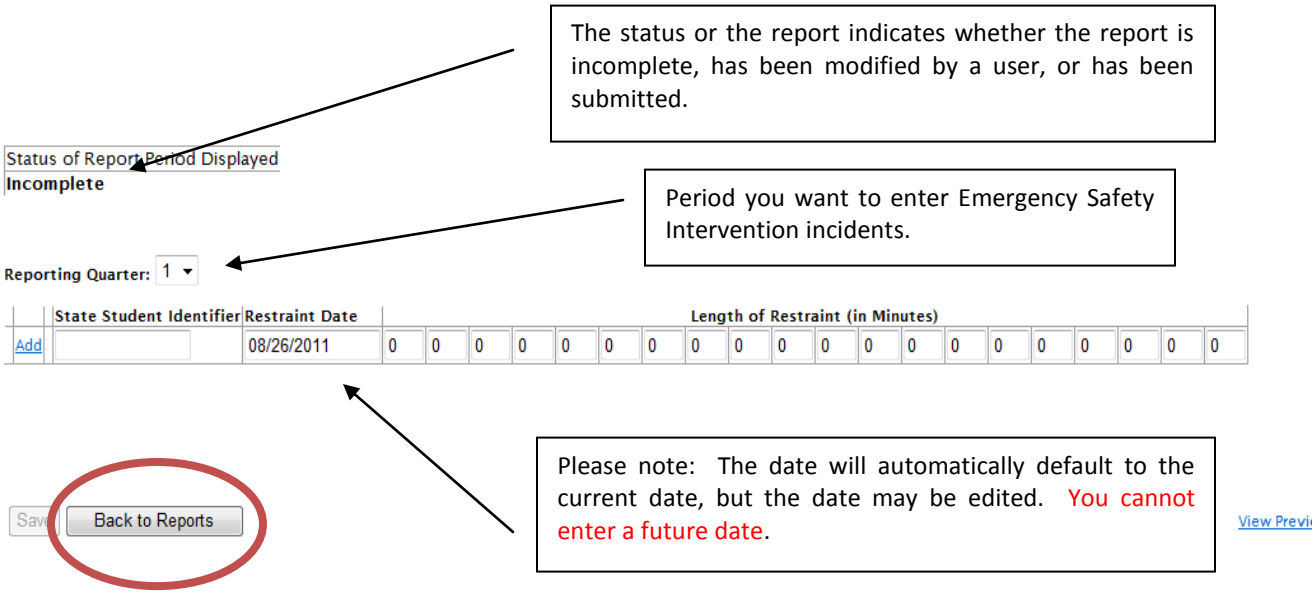
Seclusion

If you have not already entered any seclusion incidents, you will see the following screen. For each day on which an emergency safety intervention incident occurs, report the student's State ID, the date, and the length of seclusion (in minutes) for each individual incident then select the Add button to save the seclusion incident data entered on that row.

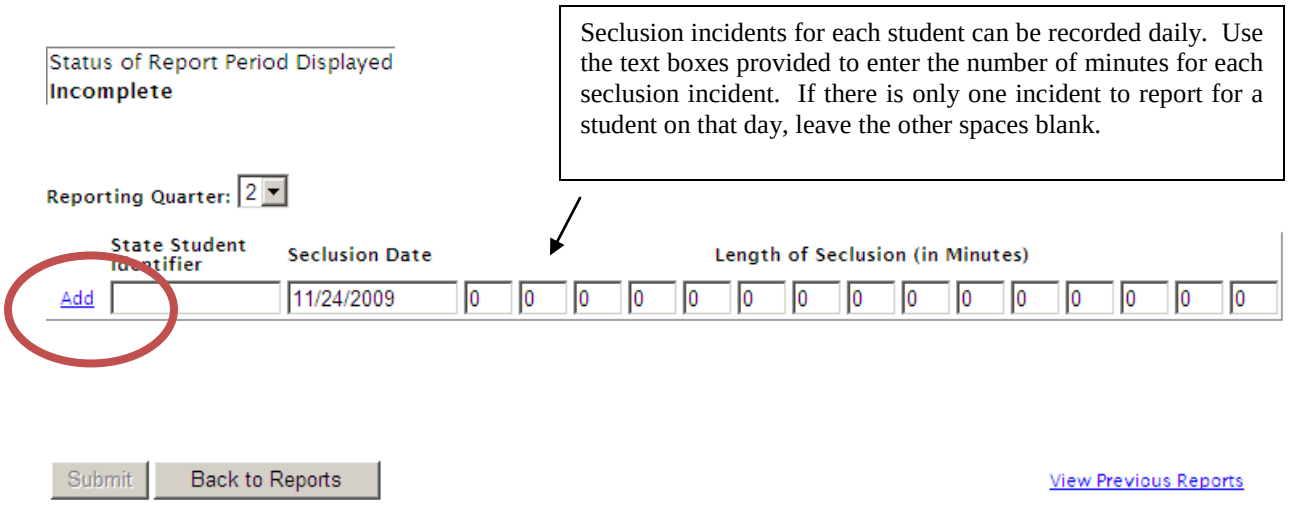


Restraint

If you have not already entered any restraint incidents, you will see the following screen. For each day on which an emergency safety intervention incident occurs, report the student's State ID, the date, and the length of restraint (in minutes) for each individual incident then select the Add button to save the restraint incident data entered on that row.



You may only enter new incidents for the current reporting period. Until a quarterly submission window closes, refer to page 9 for dates, you may still enter new seclusion or restraint incidents for that quarter. Just make sure the dates you enter are within the reporting period window. Using the Reporting Quarter drop down tab will allow you to view seclusion or restraint incidents from previous Reporting Quarters. To return to the Report Selection Screen, click on the Back to Reports button.



Emergency Safety Intervention incidents for each student can be recorded daily for either seclusion or restraint. Use the text boxes provided to enter the number of minutes for each seclusion or restraint incident. If there is only one incident to report for a student on that day, leave the other spaces blank.

You can enter incidents for the same student on the same date within different buildings within your district. Also, a student can have an incident recorded within two districts on the same date. Each district is responsible for entering emergency safety intervention incidents on a student.

Please note: **You must select the Add link to save the row.** Repeat this process for each student and for every date that a student was placed in seclusion and/or restraint.

Part VI: Deleting or Updating an Emergency Safety Intervention Incident

Once an emergency safety intervention incident has been entered in the report, you may edit or delete the row if changes need to be made. To edit or delete a row that has already been entered into either the Seclusion or Restraint Report, use the Edit or Delete links as shown below.

Please note: Data cannot be altered once the quarterly report has been submitted to KSDE. If you have technical issues, please contact the IT Help Desk at 785-296-7935.

Seclusion

Status of Report Period Displayed
Modified By User

Reporting Quarter: 2

		State Student Identifier	Seclusion Date	Length of Seclusion (in Minutes)														
Delete	Edit	1101707526	11/24/2009	5	15	10	0	0	0	0	0	0	0	0	0	0	0	0
Delete	Edit	1101707526	11/23/2009	10	5	5	0	0	0	0	0	0	0	0	0	0	0	0
	Add		11/24/2009	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Submit | Back to Reports | View Previous Reports

Restraint

Status of Report Period Displayed
Modified By User

Reporting Quarter: 1

		State Student Identifier	Restraint Date	Length of Restraint (in Minutes)																			
Delete	Edit	1870982258	08/26/2011	5	10	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Delete	Edit	1870982258	08/25/2011	10	5	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Add		08/26/2011	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Save | Back to Reports | View Prev

Part VII: Error Messages within Reporting

You will be notified of any data entry errors in the Reporting with red error messages appearing under the report. In the example below, the State Student Identifier is not a number recognized by the Kansas Individual Data on Students (KIDS) system, and no minutes have been entered in any of the fields. In the other example is an attempt to enter a future date. **You must correct all errors before an emergency safety intervention incident will be saved.**

Seclusion

Status of Report Period Displayed
Modified By User

Reporting Quarter: 2

	State Student Identifier	Seclusion Date	Length of Seclusion (in Minutes)														
Delete Edit	1101707526	11/24/2009	5	15	10	0	0	0	0	0	0	0	0	0	0	0	0
Delete Edit	1101707526	11/23/2009	10	5	5	0	0	0	0	0	0	0	0	0	0	0	0
Add	55544477888	11/24/2009	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Invalid State ID.

Submit | Back to Reports | View Previous Reports

All Seclusion error messages will appear below the report and must be corrected before a student can be added and the incident saved.

Restraint

Reporting Quarter: 1

		State Student Identifier	Restraint Date	Length of Restraint (in Minutes)																			
Delete	Edit	7360026121	08/22/2011	5	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Delete	Edit	7360026121	08/26/2011	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Add	7360026121	09/02/2011	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

The incident date may not be in the future.

Save | Back to Reports | View Previous Reports

All Restraint error messages will appear below the report and must be corrected before a student can be added and the incident saved.

Part VIII: View Previous Reports Section

You can view reports you have previously submitted in Seclusion or Restraint Reporting by Clicking on the link “View Previous Reports”.

Seclusion

Status of Report Period Displayed
Incomplete

Reporting Quarter: 2

	State Student Identifier	Seclusion Date	Length of Seclusion (in Minutes)													
Add		11/24/2009	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Submit | Back to Reports

View Previous Reports

Restraint

Status of Report Period Displayed
Modified By User

Reporting Quarter: 1

		State Student Identifier	Restraint Date	Length of Restraint (in Minutes)																			
Delete	Edit	1870982258	08/26/2011	5	10	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Delete	Edit	1870982258	08/25/2011	10	5	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Add		09/01/2011	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Save | Back to Reports

View Previous Reports

Clicking on the link "View Previous Reports" from either the seclusion or restraint report will take you to the screen as shown below.

From this screen you can see all the incidents you have entered for all students. You also have the option of viewing this report by Program Year, Quarter, or State ID as shown below.

Seclusion

Program Year: 2010 Quarter: All State ID: Find

Program Year	Quarter	State Student Identifier	Seclusion Date	Length of Seclusion (in Minutes)														
2010	2	1101707526	11/23/2009	10	5	5												
2010	2	1101707526	11/24/2009	5	15	10												

Back to Reports

Restraint

Program Year: 2012 Quarter: All State ID: Find

Program Year	Quarter	State Student Identifier	Restraint Date	Length of Restraint (in Minutes)																	
2012	1	1870982258	08/25/2011	10	5	5															
2012	1	1870982258	08/26/2011	5	10	10															

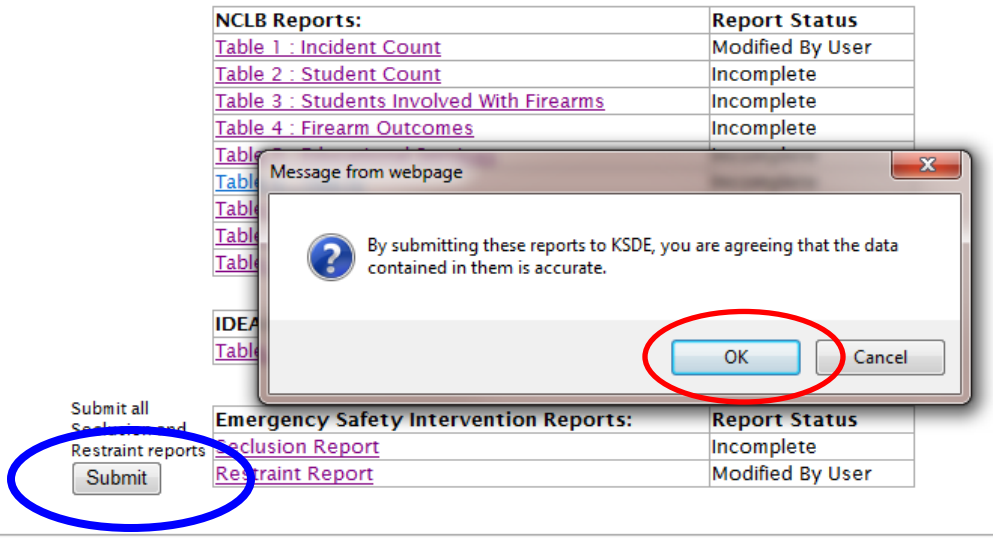
Back to Reports

Part VIIII: Emergency Safety Interventions Reports

Emergency Safety Interventions incidents can be stored and managed in this report for the entire reporting quarter. Once the submission window for the reporting opens, the Submit button will no longer appear grayed out and a school administrative level user can submit the final report by clicking the Submit button (shown below circled in blue).

An important reminder window will open asking you to agree that all of the data in the Seclusion and Restraint Reports is accurate since you will no longer be able to edit the report once it is submitted. Click on the Cancel button if you are not ready to submit the Seclusion or Restraint Report. Click on the OK button, shown below in red, if you have no further seclusion incidents to report for the current

Reporting Quarter. Clicking OK will lock the report and no more edits can be made to this quarterly report.



Emergency Safety Interventions Report Help: For more information about the seclusion or restraint guidelines and reporting requirements, visit the KAN-DIS website at www.ksde.org/kandis under the documents tab. If you still have questions about the Seclusion or Restraint Guidelines, please contact Jana Bradfield at jbradfield@ksde.org or call 785-296-5522.

If you are working with the Seclusion or Restraint Report in the KAN-DIS application and you are having technical issues, please contact the KSDE IT Help Desk at 785-296-7935.

Revision History

Date	Reason for Changes	Version
5/17/2011	Copied 2010-2011 document over to the 2011-2012 SY to update enhancements.	v1.00
8/29/2011	Updated by Special Education Services.	v1.00
8/31/2011	Updated to complete screen shots.	v1.00
9/08/2011	Updated after reviewing seclusion/restraint documentation.	V1.00