Emergency Safety Interventions Reporting Quick Start Instructions 2011-2012 School Year

These quick start instructions are designed for users who are responsible for documenting Emergency Safety Interventions (seclusion <u>and</u> restraint) for every school or schools in their district for all students. For more information about what constitutes an emergency safety intervention, consult the Seclusion Reporting Checklist and Restraint Reporting Checklist on the KAN-DIS website at <u>www.ksde.org/kandis</u> under the Documents tab.

Please note, even if you have <u>no</u> emergency safety interventions incidents to report for seclusion or restraint within a quarter, you still should submit the report with zero incidents.

<u>Getting Started – Emergency Safety Interventions</u>

I. <u>Seclusion Incident Reporting</u>

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

File ► View ► Help ►

Reports

Aggregate Report Status

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

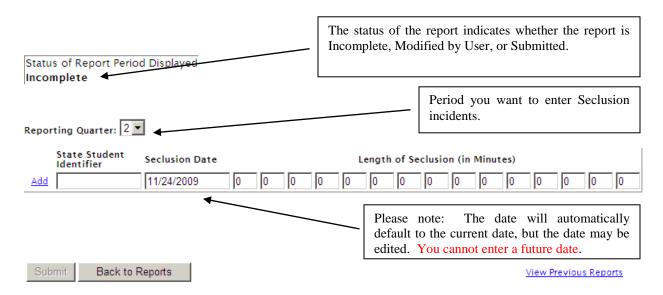
		NCLB Reports:	Report Status
		Table 1 : Incident Count	Modified By User
	Submit all NCLB and IDEA reports Submit	Table 2 : Student Count	Modified By User
		Table 3 : Students Involved With Firearms	Modified By User
		Table 4 : Firearm Outcomes	Modified By User
		Table 5 : Educational Services	Modified 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	Emergency Safety Intervention Reports:	Report Status
	Submit all Seclusion and	Emergency Safety Intervention Reports: Seclusion Report	Report Status Modified By User
	Seclusion and	· · · · · · · · · · · · · · · · · · ·	

Version 1.0 Page 1 of 12

Please note: Emergency Safety Intervention Reports are stand-alone reports in the KAN-DIS application. The Seclusion Report and the Restraint Report will not pull any incidents entered elsewhere in the KAN-DIS application. The Emergency Safety Intervention Reports are the only reports in KAN-DIS submitted by a school administrator quarterly.

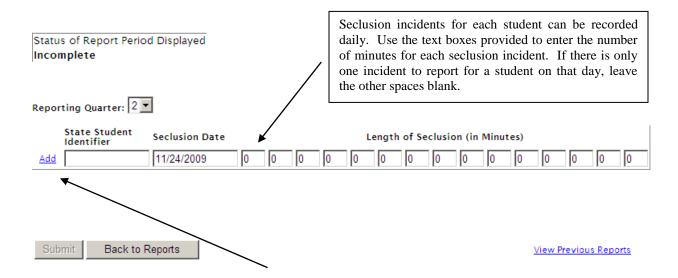
Entering Seclusion Incident Data

If you have not already entered any Seclusion incidents, you will see the following screen. For each day on which a seclusion 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



You may only enter new incidents for the current reporting period. However, using the Reporting Quarter drop down tab will allow you to view Seclusion Reports from previous Reporting Quarters. To return to the Report Selection Screen, click on the Back to Reports button.

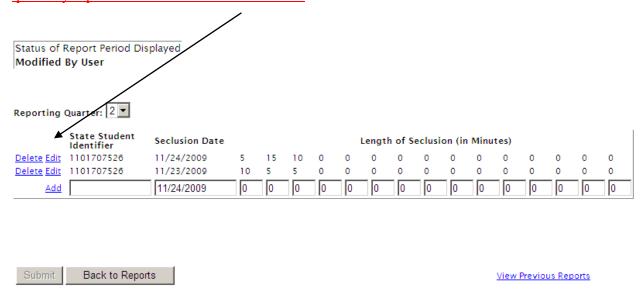
Version 1.0 Page 2 of 12



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.

Deleting or Updating a Seclusion Incident

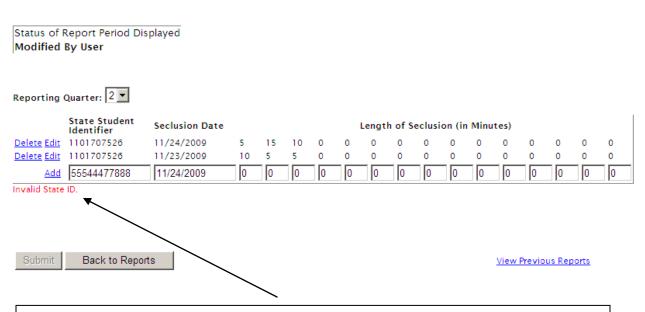
Once a seclusion incident has been entered in the report, you may delete or edit the row if changes need to be made. To delete or edit a row that has already been entered into the Seclusion Report, use the Delete or Edit links shown below. NOTE: <u>Data cannot be altered once the quarterly report has been submitted to KSDE</u>.



Version 1.0 Page 3 of 12

Error Messages within Seclusion Reporting

You will be notified of any data entry errors in the Seclusion Report 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. You must correct all errors before a Seclusion incident will be saved.

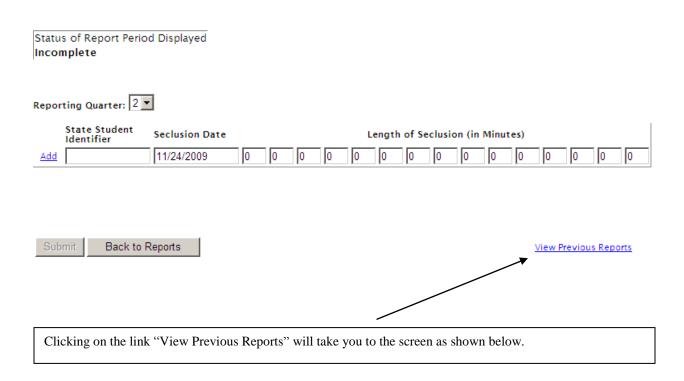


All error messages will appear below the report and must be corrected before a student can be added or if you have edited the seclusion incident. If you still have questions about the Seclusion Guidelines, contact Jana Bradfield at jbradfield@ksde.org or call 785-296-5522 for assistance.

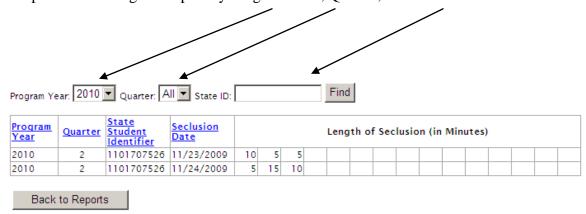
Version 1.0 Page 4 of 12

View Previous Reports Section

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



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, and State ID as shown below.



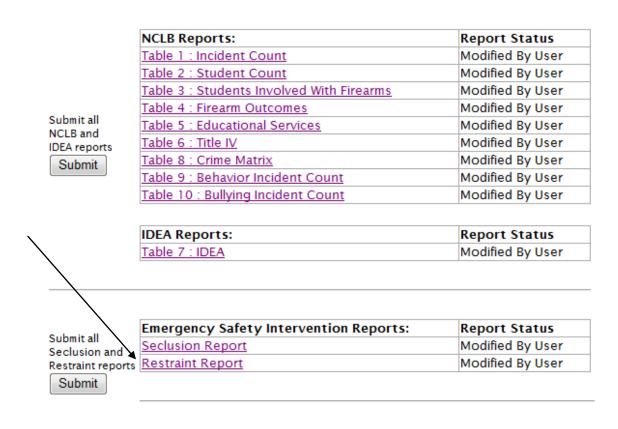
Version 1.0 Page 5 of 12

II. Restraint Incident Reporting

To access the Restraint Report, log into the KAN-DIS 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 Restraint Report, click on the name of the report you wish to edit.

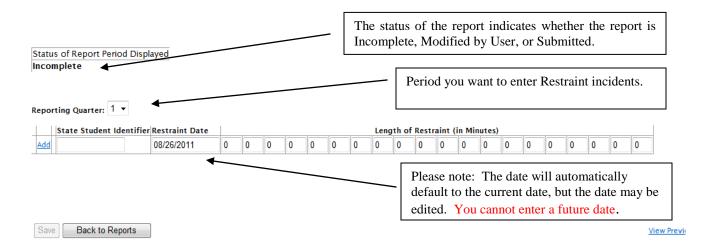


Please note: Emergency Safety Intervention Reports are stand-alone reports in the KAN-DIS application. The Seclusion Report and the Restraint Report will not pull any incidents entered elsewhere in the KAN-DIS application. The Emergency Safety Intervention Reports are the only reports in KAN-DIS submitted by a school administrator quarterly.

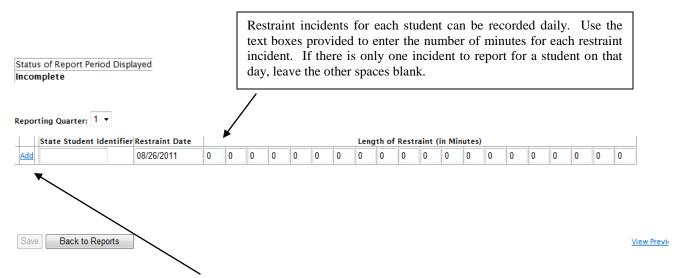
Version 1.0 Page 6 of 12

Entering Restraint Incident Data

If you have not already entered any Restraint incidents, you will see the following screen. For each day on which a restraint 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. However, using the Reporting Quarter drop down tab will allow you to view Restraint Reports from previous Reporting Quarters. To return to the Report Selection Screen, click on the Back to Reports button.

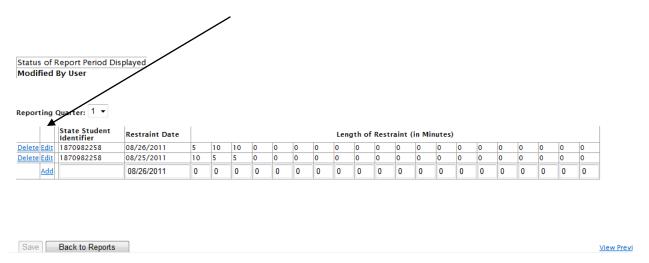


Note: You must select the Add link to save the row. Repeat this process for each student and for every date that a student was placed in restraint.

Version 1.0 Page 7 of 12

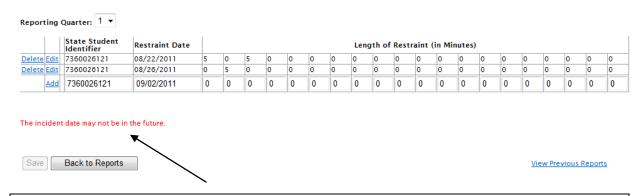
Deleting or Updating a Restraint Incident

Once a restraint incident has been entered in the report, you may delete or edit the row if changes need to be made. To delete or edit a row that has already been entered into the Restraint Report, use the Delete or Edit links shown below. NOTE: <u>Data cannot be altered once the quarterly report has been submitted to KSDE.</u>



Error Messages within Restraint Reporting

You will be notified of any data entry errors in the Restraint Report with red error messages appearing under the report. In the example below, the date entered is not valid. You cannot enter a date in the future. You must correct all errors before a Restraint incident will be saved.

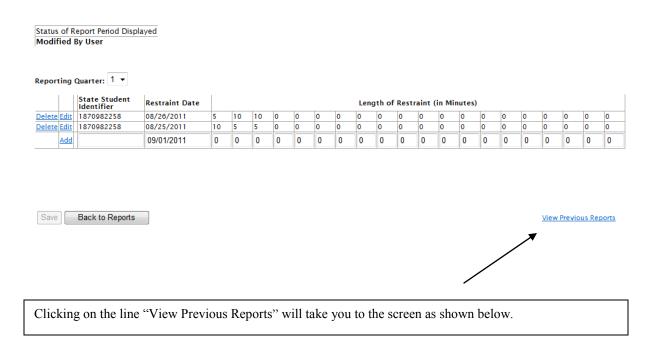


All error messages will appear below the report and must be corrected before a student can be added or if you have edited the restraint incident. If you still have questions about the Restraint Guidelines, contact Jana Bradfield at jbradfield@ksde.org or call 785-296-5522 for assistance.

Version 1.0 Page 8 of 12

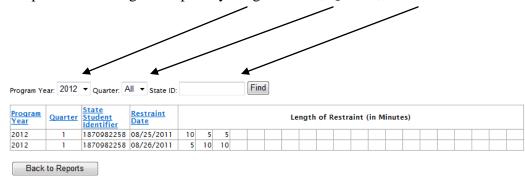
View Previous Reports Section

You can view reports you have previously submitted in Restraint Reporting by clicking on the link "View Previous Reports."



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

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, and State ID as shown below.

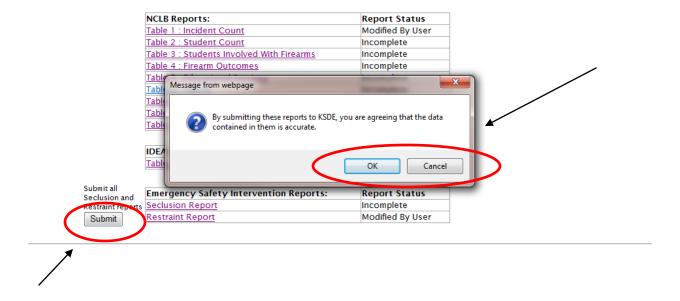


Version 1.0 Page 9 of 12

Submitting the Seclusion and Restraint Reports

Seclusion and Restraint incidents can be stored and managed in this report for the entire reporting quarter. Once the submission window for the Emergency Safety Intervention Reports 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.

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 reports. Click on the "OK" button if you have no further seclusion or restraint 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. If you need assistance after the reporting period has ended please review the informational box below.



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

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

Version 1.0 Page **10** of **12**

Submitting Seclusion and Restraint Reports Error Message

Both the Seclusion and Restraint reports must be "saved" even if you do not have any incidents to enter for either report so the Report Status shows "Modified by User." If you attempt to submit the reports before both reports have been "Modified By User" you will receive the following error.

Submit all	All reports must be completed before they may be submitted. Emergency Safety Intervention Reports: Report Status		
Seclusion and	Seclusion Report	Incomplete	
Submit Submit	Restraint Report	Modified By User	

Version 1.0 Page **11** of **12**

Revision History

Date	Reason for Changes	Version
5/17/2011	Copied 2010-2011 document over to the 2011-	v1.00
	2012 SY to update enhancements.	
8/29/2011	Updated by Special Education Services.	v1.00
8/31/2011	Updated to complete screen shots and document	v1.00
	format.	
9/08/2011	Final updates after review.	v1.00

Version 1.0 Page **12** of **12**