Florida Department of Education Bureau of Exceptional Education and Student Services (BEESS)

Restraint and Seclusion Reporting

District-Level User's Guide 2020-21





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Single Sign-On (SSO) Initial Log In

District-Level Users: Restraint and Seclusion SSO Initial Log In

- 1. In order for you to have access to the Restraint and Seclusion site, you must have been added as an authorized user by the local educational agency administrator for SSO authentication AND the BEESS Restraint and Seclusion administrator as a district-level user.
- 2. The Restraint and Seclusion data system is accessible through the Florida Department of Education's SSO Portal. You may access the portal at the following link: <u>http://portal.fldoesso.org</u>.



3. Once at the portal, select "EDUCATORS."

4. Select your school district from the list on the right-hand side of the screen and sign in using the credentials assigned to you by your school district.

Note: If you need your credentials, please contact your exceptional student education (ESE) Director or Restraint and Seclusion adminstrator.



5. Select the Restraint Seclusion Incident tab.

Note: If the Restraint Seclusion Incident tab does not appear, contact your ESE director to notify the district SSO administrator to request access to the BEESS Restraint and Seclusion data system.



HOME ABOUT

M	E	Ν	U

Welcome ReSel user1

The resources below are available for your use based on your role and permissions. To access the resource, click the tile below:

Announcements

My Resources



MANAGE ACCOUNT

Change/Reset Password

Security Questions



Restraint and Seclusion Incidents

SSO User Login

• Users must have access to Single Sign-On (SSO) to access the Restraint/Seclusion application.

All DISTRICT users must also be authorized by the DOE Administrator for the Restraint/Seclusion application. All SCHOOL users must also be authorized by the District Administrator for the Restraint/Seclusion application.

• District/School Users: Please contact your district IT department for access to SSO.

If you are unsure of your contact, please visit this site: <u>https://portal.fldoesso.org/PORTAL/Sign-on/Resources/Support.aspx</u>

- Once you are authorized through the SSO and either the DOE or District admin, please use the SSO User Login button above to access the Restraint/Seclusion application.
- Templates: Completing one of the following incident form templates does NOT fulfill the reporting requirement. Incident reporting must still be completed online.

Restraint Incident Form Template	
Manuals:	\rightarrow
District Level Users Manual School Level Users Manual	

Anyone can download blank incident report forms and district or school user manuals by clicking on the template links here.

If you have questions contact Steve Barnes at <u>Steven.Barnes@fldoe.org</u> or 850-245-0475.

The screen above is the Restraint and Seclusion landing page. If you get this page, select SSO User Login, otherwise you will taken to the main menu for district-level users.

The Florida Department of Education adds district-level users at the request of ESE administrators and have access to view final reports only (not drafts).



Restraint and Seclusion Incidents

Welcome Rachel Jennings of Alachua	Main Menu Change Password Log C	Out Your Session Time Left : 18 minutes.
Main Menu		District-level users can • Add school-level users
Manage Users		View incidents
View Restraint Incidents		Print incidents
View Seclusion Incidents		Export report data
Export Final Report Data to Excel		District-level users cannot:
Templates: Completing one of the following incident form tem Restraint Incident Form Template Seclusion Incident Form Template	plates does NOT fulfill the reporting i	Delete incident records Finalize incident records
District Level Users Manual School Level Users Manual		

Add and Manage School-Level Users

District-Level Users: Adding School-Level Users

1. After signing in, select "Manage Users" from the Main Menu.

Restraint and Seclusion Incidents	Idoe.org	
Welcome Rachel Jennings of Alachua	Main Menu Change Password Log Out	Your Session Time Left : 18 minutes.
Main Menu		
Manage Users		
View Seclusion Incidents Export Final Report Data to Excel	I	
Templates: Completing one of the following incid Restraint Incident Form Template Seclusion Incident Form Template District Level Users Manual School Level Users Manual	ent form templates does NOT fulfill the reporting requirement.	Incident reporting must still be completed online

2. From the Manage Users screen, select "Add New User"



District users may also edit information on existing users, remove users, or reset passwords for users who are unable to sign on due to lost or forgotten passwords.

Restraint and Seclusion Incidents

Welcome Rachel Jennings of Alachua

1

Main Menu | Change Password | Log Out |

Your Session Time Left : 20 minutes.

Manage Users

Display by user access:
Active Users O In-Active Users O All Go

Last Name	First Name	Email	school ID	School Name	Access	Edit	reset password
							recerption
Celli	Anne	Anne.Celli@bbop.com	0342		True	<u>Edit</u>	<u>reset</u>
Doe	Jane	test@test.com	0151	GAINESVILLE HIGH SCHOOL	True	<u>Edit</u>	<u>reset</u>
James	Lorraine	LJ.james@fldoe.org	0271	SANTA FE HIGH SCHOOL	True	<u>Edit</u>	<u>reset</u>
Lacap	Marie	lacapkins@gmail.com	0271	SANTA FE HIGH SCHOOL	True	Edit	reset

3. Fill in information for the new user and select "Save."



Restraint and Seclusion Incidents

Welcome Rachel Jennings of Alachua	Main Menu Change Password Log Out	Your Session Time Left : 20 minutes.
Manage Users Go to User List		
Add/Edit User		
District:		
School: -select-		~
First Name:		
Last Name:		
Title:		
Email:		
Check if user has permission to login to the system.	Un-check if user's permission should be revoked.	
Save		
If you have questions contact Steven Barnes at <u>Steven.E</u>	arnes@fldoe.org or 850-245-0475.	

4. After you select save, you will see the following screen, indicating that the data was saved and the new user is included in the list.

Restrain	FLO EI	RIDA DEPARTMEN	IT OF					
Welcome R	achel Jenni	ngs of Alachua		Main Menu Change Password Log Out	1		Your Session	Time Left : 20 minutes.
Manage Data Save Display by r	Users d Succes user access	sfully ↓	Users O,	All Go				
Last Name	First Name	<u>Email</u>	school ID	School Name	Access	Edit	reset password	
Celli	Anne	Anne.Celli@bbop.com	0342		True	<u>Edit</u>	reset	
Riprock	Dash	riprockd@alachua.com	0022	EARLY LEARNING ACADEMY AT DUVAL	True	<u>Edit</u>	reset	
Doe	Jane	test@test.com	0151	GAINESVILLE HIGH SCHOOL	True	<u>Edit</u>	reset	
James	Lorraine	LJ.james@fldoe.org	0271	SANTA FE HIGH SCHOOL	True	<u>Edit</u>	reset	
Lacap	Marie	lacapkins@gmail.com	0271	SANTA FE HIGH SCHOOL	True	<u>Edit</u>	reset	
User	New	new@user.com	0261	NEWBERRY HIGH SCHOOL	True	<u>Edit</u>	reset	

5. You can sort the list by Last Name, First Name, Email, School ID, School Name, or Access. To sort the list by School Name, select the header "School Name."

Restrain	FLO EI	RIDA DEPARTMEN DUCATIO fi	NT OF					
Welcome R	achel Jenni	ngs of Alachua		Main Menu Change Password Log Out	1		Your Session	Time Left : 20 minutes.
Manage Display by a	Users user access ser	: ● Active Users ○ In-Active	Users O					
Last Name	First Name	Email	<u>school ID</u>	School Name	Access	Edit	reset password	
Riprock	Dash	riprockd@alachua.com	0022	EARLY LEARNING ACADEMY AT DUVAL	True	<u>Edit</u>	reset	
Doe	Jane	test@test.com	0151	GAINESVILLE HIGH SCHOOL	True	<u>Edit</u>	reset	
Yarbrough	Nicholas	nicholas.yarbrough@fldoe.org	0321	IDYLWILD ELEMENTARY SCHOOL	True	<u>Edit</u>	reset	
Celli	Anne	Anne.Celli@bbop.com	0031	J. J. FINLEY ELEMENTARY SCHOOL	True	<u>Edit</u>	reset	
User	New	new@user.com	0261	NEWBERRY HIGH SCHOOL	True	<u>Edit</u>	reset	
James	Lorraine	LJ.james@fldoe.org	0271	SANTA FE HIGH SCHOOL	True	<u>Edit</u>	reset	
Lacap	Marie	lacapkins@gmail.com	0271	SANTA FE HIGH SCHOOL	True	<u>Edit</u>	<u>reset</u>	

If you have questions contact Steven Barnes at <u>Steven.Barnes@fldoe.org</u> or 850-245-0475.

6. Continue adding users for all schools in your district.

Additional Considerations

- Because the users email is also the User ID, *active* users may only be registered at one school.
- A district-level user may not also be registered at the school level at the same time. If a district-level user moves to the school level, the user must be marked as inactive on the list of district-level users before they can be added as a school-level user. The same is true if a school-level user moves to the district-level.
- In order to remove or replace a user, select "Edit" and either (1) replace the user data with data for a replacement use, or (2) uncheck the box that gives the user permission to login to the system.

View Restraint and Seclusion Incidents

District-Level Users: Viewing and Printing Incident Reports

1. Sign in using the SSO Portal defined in the initial log in (pages 1-5) or put in the landing page below and select the SSO User Login tab then follow the instructions on pages 1-5.

The landing page can be found at <u>https://web01.fldoe.org/RestraintSeclusionIncident/Default.aspx</u>.



Restraint and Seclusion Incidents

SSO User Login

- Users must have access to Single Sign-On (SSO) to access the Restraint/Seclusion application. All DISTRICT users must also be authorized by the DOE Administrator for the Restraint/Seclusion application. All SCHOOL users must also be authorized by the District Administrator for the Restraint/Seclusion application.
- District/School Users: Please contact your district IT department for access to SSO.
 - If you are unsure of your contact, please visit this site: <u>https://portal.fldoesso.org/PORTAL/Sign-on/Resources/Support.aspx</u>
- Once you are authorized through the SSO and either the DOE or District admin, please use the SSO User Login button above to access the Restraint/Seclusion application.
- Templates: Completing one of the following incident form templates does NOT fulfill the reporting requirement. Incident reporting must still be completed online.

Restraint Incident Form Template Seclusion Incident Form Template

Manuals:

District Level Users Manual School Level Users Manual

If you have questions contact Steve Barnes at Steven.Barnes@fldoe.org or 850-245-0475.

2. Signing in will take you to the main menu (below).

FLORIDA DEPARTMENT OF EDUCATION fildoe.or Restraint and Seclusion Incidents	DF J rg	
Welcome Rachel Jennings of Alachua	Main Menu Change Password Log Out	Your Session Time Left : 19 minutes.
Main Menu		
Manage Users		
View Restraint Incidents		
View Seclusion Incidents		
Export Final Report Data to Excel		
Templates: Completing one of the following incident form Restraint Incident Form Template Seclusion Incident Form Template	n templates does NOT fulfill the reporting requirement	t. Incident reporting must still be completed online.
District Level Users Manual School Level Users Manual		
If you have questions contact Steven Barnes at Steven.Ba	arnes@fldoe.org or 850-245-0475.	

3. If at the main menu you select View Restraint Incidents, you will be taken to the following screen, where you can opt to view final reports, draft reports (if available) or archived reports.



Restraint and Seclusion Incidents

Welcome Rachel Jennings of Alachua	Main Menu Change Password Log Out	Your Session Time Left : 17 minutes.

View RESTRAINT Incident Records

View Final Reports | View Draft Reports | View Archived Reports

If you have questions contact Steven Barnes at <u>Steven.Barnes@fldoe.org</u> or 850-245-0475.

4. Selecting view final reports will take you to a screen like this where you may view or print any of the incident reports listed.

my	Florida	Depart	ment	of E	DI	JC	ATION		
Restraint a	and Seclusion	n Incidents							
Welcome Mari	e Lacap of Alachua	1		Main	<u>Menu</u> Cha	ange Pass	word Log Out		
View REST	RAINT Incide	nt Records							
FINAL Repor	rts								
View Final Repo Date Record Entered	orts View Draft Rep Date Final Report Complete	Dorts <u>View Arch</u>	ived Report <u>Last</u> <u>Name</u>	<u>S</u> <u>First</u> <u>Name</u>	<u>Middle</u> <u>Name</u>	District	<u>School</u>	Report Status	Print
7/7/2010 1:51 PM	7/7/2010	7/6/2010 12:12 PM	Blosson	Joe		Alachua	CHARLES W. DUVAL ELEMENTARY SCHOOL	FINAL	<u>Print</u>
7/7/2010 12:58 PM	7/7/2010	7/6/2010 3:11 PM	Bonaparte	Napoleon	Н.	Alachua	IDYLWILD ELEMENTARY SCHOOL	FINAL	<u>Print</u>
7/7/2010 12:26 PM	7/7/2010	7/7/2010 9:15 AM	Burke	Lorraine		Alachua	SANTA FE HIGH SCHOOL	FINAL	<u>Print</u>
7/8/2010 3:49 PM	7/8/2010	7/7/2010 9:15 AM	Jones	Brian	G	Alachua	SANTA FE HIGH SCHOOL	FINAL	<u>Print</u>
11/3/2010 1:39 PM	11/3/2010	10/31/2010 7:04 AM	smith	jan		Alachua	SANTA FE HIGH SCHOOL	FINAL	<u>Print</u>

5. Select "print" next to the report you want to view or print and you will be taken to the report (sample below).



Crisis Management Training Strategy Used (specific to this incident): <u>TEACH (Techniques for Adolescent and Child Handling)</u> If other, please describe:

Type of most restrictive restraint used: <u>Seated</u> If mechanical, please describe:

Person using or assisting in restraint

 First Name
 Last Name
 Position

 Minerva
 McGonagall
 Teacher

At the school level, the printed report will include a separate page for the parent to sign and return, acknowledging receipt of the incident report. This page does not show in reports being viewed by districtlevel users.

Indicate what was happening before the restraint occurred (check all that apply).

The student was:

- Given a direction
- Interacting with peers

If Other, please describe: tyesttest

Indicate the behavioral strategies used to prevent/deescalate the behavior (check all that apply).

- Blocked behavior
- Provided reinforcers

Describe: test

Indicate the behavior that warranted the use of restraint.

Verbal threat/aggression Describe: test

Indicate who was at risk of immediate physical harm (check all that apply).

The student

How was it determined that there was imminent risk of serious injury or death to the student or others? Describe: test test

Indicate what occurred with the student immediately after termination of the restraint (check all that apply).

Environment change

Describe: test test

Did the student have any injuries, visible marks, or medical emergencies that occurred during the use of restraint?

<u>No</u>

If yes, describe:

Did anyone else (other students or adults) have any injuries, visible marks, or medical emergencies that occurred during the use of restraint?

No If yes, describe:

If you have questions contact Steven Barnes at Steven.Barnes@fldoe.org or 850-245-0475.

6. You will still need to select print under "File" in order to print the report.

Restraint and Secl	usion Inci	idents - Windows Internet Explorer	. 8 🗙
💽 🗢 🙋 http://apptest	t.fldoe.org/ESE	;/RestraintSeclusionIncident/IncidentReportPrint.aspx?incID=359788.typIncident=rest 🔽 🗟 🐓 🗙 🚺 Google	P -
File Edit View Favorites	Tools Help		
New Tab	Ctrl+T	CNN.com 🙋 Gmail 🚦 iGoogle 🗯 WFSU Radio Home 🍿 Tallahassee.com 🦳 Sayfie Review 🚥 NPR National Public Ra 🙋 Internet S	Start »
Duplicate Tab	Ctrl+K	raint and Secture T	nis 🔻 🔞 🗸
New Window	Ctrl+N		
Onen	Ctrl+O	A CATION	<u></u>
Edit with Microsoft Office Ex	cel	repartment of EDUCATION	
Save	Ctrl+S		
Save As			
Close Tab	Ctrl+W		
Page Setup		cidents	
Print	Ctrl+P	Main Menu Change Password Log Out	
Print Preview			
Send	•		
Import and Export			
Properties			
Work Offline			
Exit			

7. Follow the same procedures for viewing or printing seclusion reports. Note: School-level users may choose to archive final reports for management purposes. In these cases, you will only see the report if you select view archived reports.

Exporting Incident Report Data

District-Level Users: Exporting Incident Report Data

1. From the main menu, select "Export Final Report Data to Excel."

FLORIDA DEPARTMENT O EDUCATION fldoe.org	F	
Welcome Rachel Jennings of Alachua	Main Menu Change Password Log Out	Your Session Time Left : 20 minutes.
Main Menu		
Manage Users		
View Restraint Incidents		
View Seclusion Incidents		
Export Final Report Data to Excel		
Templates: Completing one of the following incident form Restraint Incident Form Template Seclusion Incident Form Template	templates does NOT fulfill the reporting requirement. Incid	ent reporting must still be completed online.
District Level Users Manual School Level Users Manual		
If you have questions contact Steven Barnes at Steven.Bar	mes@fldoe.org or 850-245-0475.	

2. Enter the start and end date for which you would like to retrieve records and select "View."



Restraint and Seclusion Incidents

Welcome Rachel Jennings of Alachua	Main Menu Change Password Log Out	Your Session Time Left : 20 minutes.
Export Data		
Enter the data range for the records you would like to export.		
Begin Date		
End Date		
View If you have questions contact Steven Barnes at <u>Steven.Barnes@fldo</u>	e.org or 850-245-0475.	

3. You will be taken to the following screen:



Restraint and Seclusion Incidents

Welcome Rachel Jennings of Alachua	Main Menu Change Password Log Out	Your Session Time Left : 20 minutes.
Export Data		
Select another date range		
Select the link of the appropriate data, to export records.		
Data From: 1/1/15 12:00 AM - 1/31/15 11:59 PM		
Export Restraint/Seclusion Basic Incident Report text excel		
Export Restraint/Seclusion Context text excel		
Export Restraint/Seclusion Prevention Strategies		
Export Restraint/Seclusion Post-Incident Events text excel		
If you have questions contact Steven Barnes at Steven.Barnes@fldo	e.org or 850-245-0475.	

4. At this screen, you will need to export the four reports separately as either a text file or an Excel file. If you export all four files from this screen, you will get data for the same incident reports in four parts. All four files will contain basic demographic information (e.g., record ID, school year, report status, district ID and name, school ID and name, type of incident [restraint or seclusion], and the student's first, last and middle name). All four files will contain the same number of incidents in the same order.

If you choose to download text files (faster than downloading Excel): Select "Save" rather than "Open" and save the file to your desired location.

Restraint and Seclusion Incidents			
Welcome Rachel Jennings of Alachua	Main Menu Change Password Log Out	Your Session Time Left : 18 minutes.	
Export Data			
Select another date range			
Select the link of the appropriate data, to export record	ls.		
Data From: 1/1/15 12:00 AM - 1/31/15 11:59 PM			
Export Restraint/Seclusion Basic Incident Report text excel			
Export Restraint/Seclusion Context text excel			
Export Restraint/Seclusion Prevention Strategies text excel			
Export Restraint/Seclusion Post-Incident Events text excel			
If you have questions contact Steven Barnes at Steven	n.Barnes@fldoe.org or 850-245-0475.		
f 😏 🖬	0	All rights reserved FLDOE © 2017	Privacy Statement P
(Do you want to open or save incidentData.txt from webtest01.fldoe	Open Save 🔻 Cancel 🗙	

When you select save, "save as" or "save and open," you will be prompted to save the document in a location of your choice. You can then open and review the document.

FLORIDA DEPARTMENT EDUCATIO	r of N Decorg		
Restraint and Seclusion Incidents			
Welcome Rachel Jennings of Alachua	Main Menu Change Password Log Out	Your Session Time Left : 13 minutes.	
Export Data			
Select another date range			
Select the link of the appropriate data, to export recor	ds.		
Data From: 1/1/15 12:00 AM - 1/31/15 11:59 PM			
Export Restraint/Seclusion Basic Incident Report text excel			
Export Restraint/Seclusion Context text excel			
Export Restraint/Seclusion Prevention Strategies text excel			
Export Restraint/Seclusion Post-Incident Events			
If you have questions contact Steven Barnes at Steve	n.Barnes@fldoe.org or 850-245-0475.		
f 🏏 🗰	0	All rights reserved FLDOE © 2017	Privacy Statement Pt
<	The incidentData.txt download has completed.	Open 🔻	Open folder View downloads X

Open the saved file and make sure the date range is correct for your selection.

5. Exported files, either text or Excel, contain data fields from all incident reports between the begin and end dates. The file contains all final and archived reports (both restraint and seclusion). The data contained in the exported file (excerpt below) can be used for monitoring the use of restraint and seclusion incidents all schools.

А								
	В	С	D	E	F	G	Formula Bar H	-
us	districtID	distname	schoolID	SCHOOLNAME	typeOfIncident	reportStatus	dateFinal	studentF
AL	1	Alachua	151	GAINESVILLE HIGH SCHOOL	seclusion	FINAL	Wednesday, July 07, 2010	Jane
AL	1	Alachua	21	CHARLES W. DUVAL ELEMENTARY SCHOOL	restraint	FINAL	Wednesday, July 07, 2010	Joe
AL	1	Alachua	321	IDYLWILD ELEMENTARY SCHOOL	restraint	FINAL	Wednesday, July 07, 2010	Napoleo
AL	1	Alachua	271	SANTA FE HIGH SCHOOL	restraint	FINAL	Wednesday, July 07, 2010	Lorraine
AL	1	Alachua	271	SANTA FE HIGH SCHOOL	restraint	FINAL	Thursday, July 08, 2010	Brian
AL	1	Alachua	271	SANTA FE HIGH SCHOOL	seclusion	FINAL	Wednesday, July 07, 2010	James
AL	1	Alachua	271	SANTA FE HIGH SCHOOL	restraint	FINAL	Wednesday, November 03, 2010	jan
AL	1	Alachua	271	SANTA FE HIGH SCHOOL	restraint	FINAL	Wednesday, November 03, 2010	jan
AL	1	Alachua	271	SANTA FE HIGH SCHOOL	restraint	FINAL	Wednesday, November 03, 2010	jan
AL	1	Alachua	271	SANTA FE HIGH SCHOOL	restraint	FINAL	Wednesday, November 03, 2010	Jan 🚆
AL	1	Alachua	271	SANTA FE HIGH SCHOOL	restraint	FINAL	Thursday, November 04, 2010	Jan
AL	1	Alachua	271	SANTA FE HIGH SCHOOL	restraint	FINAL	Tuesday, November 09, 2010	Bob
HIVED	1	Alachua	271	SANTA FE HIGH SCHOOL	restraint	ARCHIVED	Wednesday, July 07, 2010	Lisa
	IS IL IL IL IL IL IL IL IL IL IL	districtID L 1	si district10 distname L di 1 Alachua L 1 Alachua	IssdistrictIDdistriameschoolIDILI1Alachua151ILI1Alachua211ILI1Alachua321ILI1Alachua271ILI1Alachua271ILI1Alachua271ILI1Alachua271ILI1Alachua271ILI1Alachua271ILI1Alachua271ILI1Alachua271ILI1Alachua271ILI1Alachua271ILI1Alachua271ILI1Alachua271	IsisdistrictIDdistnameschooIIDSCHOOLNAMEIL1Alachua151GAINESVILLE HIGH SCHOOLIL1Alachua21CHARLES W. DUVAL ELEMENTARY SCHOOLIL1Alachua321IDYLWILD ELEMENTARY SCHOOLIL1Alachua271SANTA FE HIGH SCHOOL	IssdistrictIDdistnameschoolIDSCHOOLNAMEtypeOfIncidentIL1Alachua151GAINESVILLE HIGH SCHOOLseclusionIL1Alachua21CHARLES W. DUVAL ELEMENTARY SCHOOLrestraintIL1Alachua321IDYLWILD ELEMENTARY SCHOOLrestraintIL1Alachua271SANTA FE HIGH SCHOOLrestraintIL	IsisdistrictIDdistnameschoolIDSCHOOLNAMEtypeOfIncidentreportStatusIL1Alachua151GAINESVILLE HIGH SCHOOLseclusionFINALIL1Alachua21CHARLES W. DUVAL ELEMENTARY SCHOOLrestraintFINALIL1Alachua321IDYLWILD ELEMENTARY SCHOOLrestraintFINALIL1Alachua271SANTA FE HIGH SCHOOLrestrai	IssdistrictIDdistnameschoolIDSCHOOLNAMEtypeOfIncidentreportStatusdateFinalIL1Alachua151GAINESVILLE HIGH SCHOOLseclusionFINALWednesday, July 07, 2010IL1Alachua21CHARLES W. DUVAL ELEMENTARY SCHOOLrestraintFINALWednesday, July 07, 2010IL1Alachua321IDYLWILD ELEMENTARY SCHOOLrestraintFINALWednesday, July 07, 2010IL1Alachua271SANTA FE HIGH SCHOOLrestraintFINALWednesday, November 03, 2010IL