

The background of the entire page is a dark blue color. On the right side, there is a complex, abstract pattern of light blue and white geometric shapes. This pattern includes various sizes of squares, some of which are outlined, and some that are solid. These shapes are interconnected by thin, light blue lines that form a network-like structure. The overall effect is a modern, minimalist design.

# OK EDPlan™

## Seclusion and Restraint

October 2021



## OK EDPlan<sup>™</sup> - Seclusion and Restraint

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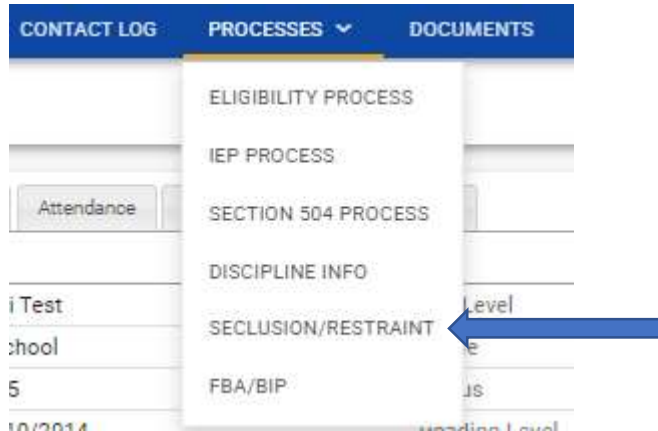
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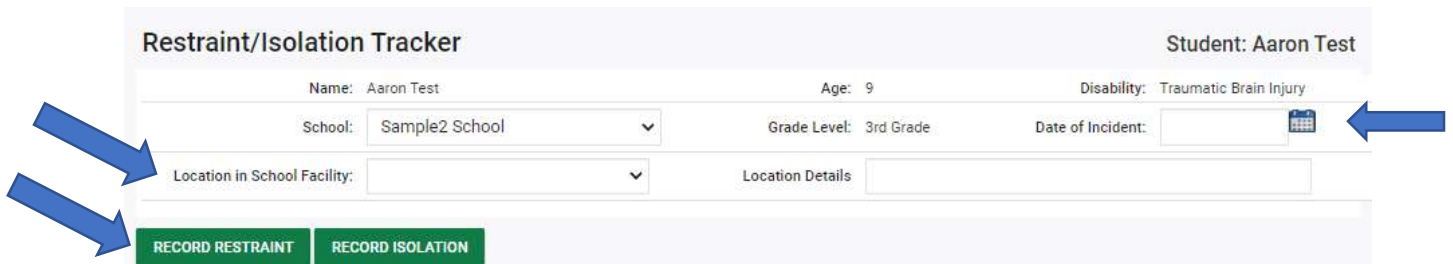
## OK EDPlan™ - Seclusion and Restraint

### Documenting a Restraint event

1. From the student menu bar, select Processes, then Seclusion/Restraint.



2. Enter the Date and Location of the incident, then select Record Restraint.

A screenshot of the 'Restraint/Isolation Tracker' form. The form is titled 'Restraint/Isolation Tracker' and has a sub-header 'Student: Aaron Test'. The form contains several input fields: 'Name: Aaron Test', 'Age: 9', 'Disability: Traumatic Brain Injury', 'School: Sample2 School', 'Grade Level: 3rd Grade', 'Date of Incident: [calendar icon]', 'Location in School Facility: [dropdown]', and 'Location Details: [text area]'. Below these fields are two green buttons: 'RECORD RESTRAINT' and 'RECORD ISOLATION'. Three blue arrows point to the 'Date of Incident' field, the 'Location in School Facility' dropdown, and the 'RECORD RESTRAINT' button.

3. Enter the Incident Narrative.

A screenshot of the 'Incident Narrative' section of the form. It features a large, empty text area for entering the incident narrative. The text 'Incident Narrative' is displayed above the text area. A small blue arrow points to the bottom right corner of the text area.

4. Add staff who restrained the student. Click Add Staff, then Search for Staff, and enter the last and/or first name of the staff member. Click Show Staff That Match. Note: Staff must be entered as EDPlan users to appear in the search. Paraprofessionals can be added with a user type of 'No Login' in order for them to appear in the staff search.



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Last Name	First Name
<input type="text" value="Test"/>	<input type="text"/>

SHOW STAFF THAT MATCH

5. A list of matching staff members will be displayed, check to select the staff member. Click Add and Return.

<input checked="" type="checkbox"/>	Test	Jack
<input checked="" type="checkbox"/>	Test	GenEd

BACK ADD AND RETURN

6. Staff members involved in the restraint will be displayed. Indicate Yes or No for Certified to Restrain.

Staff Who Restrained the Student:

Del	First Name	Middle Name	Last Name	Title	Certified to Restrain
<input type="checkbox"/>	Jack		Test	QA	--Select--
<input type="checkbox"/>	GenEd		Test	General Education Teacher	--Select--

7. Click Add Witnesses to document any staff who may have witnessed the restraint. Click Search for Staff, enter the staff member's last and/or first name, then click Show.

☒ Search for Staff

Last Name	First Name
<input type="text" value="test"/>	<input type="text"/>

SHOW



## OK EDPlan™ - Seclusion and Restraint

8. Select witnesses, then click Add and Return.

<input checked="" type="checkbox"/>	Test	Test	counc
<input checked="" type="checkbox"/>	Test	Tom	Special Educator

BACK SAVE ADD AND RETURN 

9. Enter the name of the principal or their designee, and the time the principal was notified of the restraint.

Principal Information

Name of Principal (or designee) Notified:

Time of Notification:   ☐ am ☐ pm

10. Enter the name of the parent, time, and method of notification, and who made the parent notification.

Parent Information

Name of Parent:

Time of Notification:   ☐ am ☐ pm

Method of Notification:

Notified By:

11. Enter the Restraint Type, Restraint Reason, Restraint Start Time and Restraint End Time.  
Restraint Duration will be calculated based on the start and end time.

Restraint Type:

Restraint Reason:

Restraint Date: 10/04/2021

Restraint Start:   ☐ am ☐ pm

Restraint End:   ☐ am ☐ pm

Restraint Duration: N/A



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12. Enter information relevant to the incident in the Prior Interventions text field.

Prior Interventions:

13. Enter a description of the antecedents that immediately preceded the use of restraint and the specific behavior being addressed (describe why it was considered an emergency) in the Antecedents text field.

Antecedents:

14. Enter a description of the student's observed physical and verbal behavior at the end of the restraint in the Student Demeanor text field.

Student Demeanor:

15. Answer the following questions.

Has the student had a functional behavior assessment?

Does the student have a behavior intervention plan?

Is an IEP Meeting necessary as a result of this incident?



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Note that a Yes answer to some questions may require additional questions to be answered.

Was the Student Injured?:

Yes ▾

Explanation of Student Injury:

Was Medical Care Provided?:

Yes ▾

Explanation of Medical Care:

16. Enter any additional notes.

Restraint Notes:

17. Create a draft or final Restraint Report document.

CREATE DRAFT REPORT

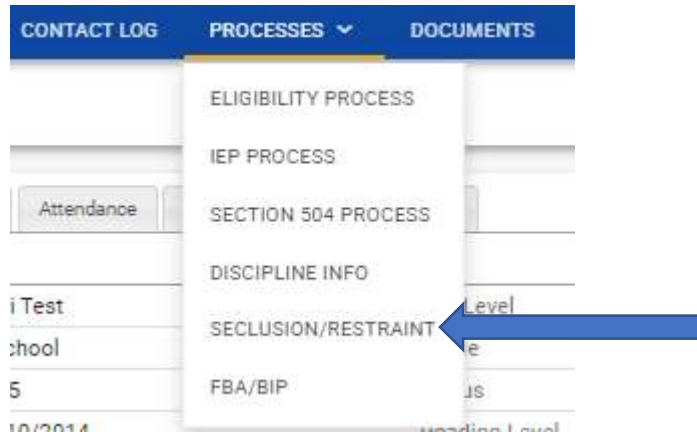
CREATE FINAL REPORT



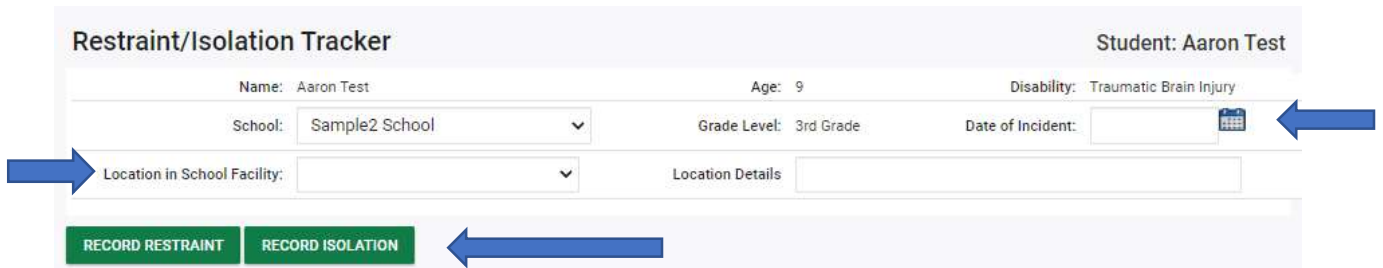
## OK EDPlan™ - Seclusion and Restraint

### Documenting a Seclusion/Isolation event

1. From the student menu bar, select Processes, then Seclusion/Restraint.



2. Enter the Date and Location of the incident, then select Record Isolation. Note: The terms Seclusion and Isolation are used interchangeably.

A screenshot of the 'Restraint/Isolation Tracker' form in the OK EDPlan system. The form is titled 'Restraint/Isolation Tracker' and is for 'Student: Aaron Test'. It contains several input fields: 'Name: Aaron Test', 'Age: 9', 'Disability: Traumatic Brain Injury', 'School: Sample2 School', 'Grade Level: 3rd Grade', 'Date of Incident:' (with a calendar icon), 'Location in School Facility:' (with a dropdown arrow), and 'Location Details'. A blue arrow points to the 'Date of Incident' field. Below the form, there are two green buttons: 'RECORD RESTRAINT' and 'RECORD ISOLATION'. A blue arrow points to the 'RECORD ISOLATION' button. A blue arrow also points to the 'Location in School Facility' dropdown.

3. Enter the Incident Narrative.

A screenshot of the 'Incident Narrative' section of the form. It features a large, empty text input area with a placeholder label 'Incident Narrative' at the top left. A small blue arrow points to the bottom right corner of the text area, where there is a small icon of a person with a checkmark.

4. Add staff who isolated the student. Click Identify Person Responsible for Isolation, then Search for Staff (unless you are the person responsible for Isolation), and enter the last and/or first name of the staff member. Click Show. Note: Staff must be entered as EDPlan users to appear in the search. Paraprofessionals can be added with a user type of 'No Login' in order for them to appear in the staff search.





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Last Name	First Name
<input type="text" value="Test"/>	<input type="text"/>

SHOW STAFF THAT MATCH

5. A list of matching staff members will be displayed, check to select the staff member. Click Add and Return.

<input checked="" type="checkbox"/>	Test	Jack
<input checked="" type="checkbox"/>	Test	GenEd

BACK ADD AND RETURN

6. Staff members involved in the Seclusion/Isolation will be displayed. Indicate Yes or No for Certified to Restrain.

Person Secluding Student:

First Name	Middle Name	Last Name	Title	Certified to Seclude
Alicia	M	Test	Alicia's Title	<div>Yes</div>

7. Click Add Witnesses to document any staff who may have witnessed the seclusion/isolation. Click Search for Staff, enter the staff member's last and/or first name, then click Show.

☒ Search for Staff

Last Name	First Name
<input type="text" value="test"/>	<input type="text"/>

SHOW



## OK EDPlan™ - Seclusion and Restraint

8. Select witnesses, then click Add and Return.

<input checked="" type="checkbox"/>	Test	Test	counc
<input checked="" type="checkbox"/>	Test	Tom	Special Educator

BACK SAVE ADD AND RETURN



9. Enter the name of the principal or their designee, and the time the principal was notified of the seclusion/isolation.

Principal Information

Name of Principal (or designee) Notified:

Time of Notification:   ☐ am ☐ pm

10. Enter the name of the parent, time and method of notification, and who made the parent notification.

Parent Information

Name of Parent:

Time of Notification:   ☐ am ☐ pm

Method of Notification:

Notified By:

11. Enter the Seclusion Type, Seclusion Reason, Seclusion Start Time and Seclusion End Time.  
Seclusion Duration will be calculated based on the start and end time.

Seclusion Type:

Seclusion Reason:

Seclusion Date: 11/02/2021

Seclusion Start:   ☐ am ☐ pm

Seclusion End:   ☐ am ☐ pm

Seclusion Duration: N/A



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12. Enter information relevant to the incident in the Prior Interventions text field.

Prior Interventions:

13. Enter a description of the antecedents that immediately preceded the use of seclusion and the specific behavior being addressed (describe why it was considered an emergency) in the Antecedents text field.

Antecedents:

14. Enter a description of the student's observed physical and verbal behavior at the end of the seclusion in the Student Demeanor text field.

Student Demeanor:

15. Answer the following questions.

Has the student had a functional behavior assessment?

Does the student have a behavior intervention plan?

Is an IEP Meeting necessary as a result of this incident?



## OK EDPlan™ - Seclusion and Restraint

Note that a Yes answer to some questions may require additional questions to be answered.

Was the Student Injured?:

Yes ▾

Explanation of Student Injury:

abc ✓

Was Medical Care Provided?:

Yes ▾

Explanation of Medical Care:

abc ✓

16. Enter any additional notes.

Seclusion Notes:

abc ✓

17. Create a draft or final Seclusion Report document.

CREATE DRAFT REPORT

CREATE FINAL REPORT