

## Restraint and Time Out

Data Element	Mandatory	Data Type	Code	Value	Description	Validation Rules / Notes
<p><b>General Rules:</b>  <b>To add</b> or to <b>update</b> an RTO record, the student must have a valid SIS SID.            RTO records may be created for students in any grade.  <b>To add</b> an RTO record, the following conditions must be met:            The District Admin RCDT should match RTO record's Home or Serving RCDT.            The current School Year should match the RTO record's School Year.</p> <p>The RTO record should be entered within 48 hours of the Event.</p>						
<b>Event Date</b>	Mandatory	Char(10)	mm/dd/yyyy		The month, day, and year on which the Event occurred.	•Event Date cannot be a future date.
<b>Event Type</b>	Mandatory	Char(2)			The type of physical restraint, isolated time out, or time out identified.	
		01	Physical Restraint		“Physical restraint” means holding a student or otherwise restricting a student’s movements.	
		02	Time Out		“Time out” means a behavior management technique for the purpose of calming or de-escalation that involves the involuntary monitored separation of a student from classmates with an adult trained or part of the school day, only for a brief time, in a non-locked setting. .	
		03	Isolated Time Out		“Isolated time out” means the involuntary confinement of a student alone in a time out room or other enclosure outside the classroom without a supervising adult in the time out room or enclosure.	
		04	Prone Physical Restraint		“Prone Physical Restraint” means a physical restraint in which a student is held face down on the floor or other surface and physical pressure is applied to the student's body to keep the student in the prone position.	
		05	Supine Physical Restraint		“Supine Physical Restraint” means a physical restraint in which a student is held face up on the floor or other surface and physical pressure is applied to the student's body to keep the student in the supine position.	
<b>Event Start Time</b>	Mandatory	Char(8)	HH:MM:SS AM/PM		The start time of the physical restraint/time out/isolated time out	•Six numeric characters represent the time ranging

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					from midnight (00:00:00) to one minute before midnight (11:59:59). <ul style="list-style-type: none"> <li>•Event Start and End Time cannot be the same. May not overlap with any other <b>Event Start/End Time</b> combination. May be equal to another <b>Event End Time</b>.</li> </ul>
<b>Event End Time</b>	Mandatory	Char(8)	HH:MM:SS AM/PM	The end time of the physical restraint/time out/isolated time out	<ul style="list-style-type: none"> <li>•Six numeric characters represent the time ranging from midnight (00:00:00) to one minute before midnight 11:59:59).</li> <li>•Event Start and End Time cannot be the same. May not overlap with any other <b>Event Start/End Time</b> combination. May be equal to a subsequent <b>Event Start Time</b></li> </ul>
<b>Imminent Danger to Self</b>	Mandatory	Char(2)		The RTO was initiated because the student was determined to be a danger to him/her/them self.	
			01	Yes	
			02	No	
<b>Imminent Danger to Staff</b>	Mandatory	Char(2)		The RTO was initiated because the student was determined to be a danger to staff.	
			01	Yes	
			02	No	
<b>Imminent Danger to Others</b>	Mandatory	Char(2)		The RTO was initiated because the student was determined to be a danger to others.	
			01	Yes	
			02	No	
<b>Other</b>	Mandatory	Char(2)		A flag to determine if a restraint or time out was performed without imminent danger to self, staff, or others.	Mandatorily Yes, if the Imminent Danger flags are all 'No'
			01	Yes	

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			02	No	
<b>Other Text</b>	Conditional	Char(500)			Text box is mandatory to provide details if all the Imminent flags are selected as 'No'. This field may be completed as optional, if one of the Imminent flags is a Yes.
					If all the Imminent flags are selected as 'No' then 'Other' text field is Mandatory A minimum of 25 characters is required, a maximum of 500 characters are allowed.
<b>Did the student sustain an injury during the RTO Event</b>	Mandatory	Char(2)			Any damage to a student's physical condition including pain, illness, or emotional distress
			01	Yes	
			02	No	
<b>Prone Restraint BIP Allowed</b>	Conditional	Char(2)			The student's IEP Behavior Intervention Plan allows for prone restraints.
			01	Yes	
			02	No	
<b>Prone Restraint BIP Approved</b>	Conditional	Char(2)			An approved Behavior Intervention Plan is a BIP that was fully completed as part of a finalized IEP. Partially completed BIPs and continued IEP meetings with a BIP part of it are not considered approved.
			01	Yes	
			02	No	
<b>Prone Restraint De-escalation</b>	Conditional	Char(2)			De-escalation techniques were attempted before initiating the prone restraint.
			01	Yes	
			02	No	
<b>Time Out/Isolated Time Out Access - Food/Drink</b>	Conditional	Char(2)			At customary times and if reasonable to provide, the student was allowed food and drink access.
					Mark 'Yes' if reasonable access allowed.

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					Mandatory when Event Type selected is Time Out or Isolated Time Out.
			01	Yes	
			02	No	
<b>Time Out/Isolated Time Out Access – Restroom</b>	Conditional	Char(2)		If requested, or at customary times, the student was allowed to use the restroom	Mark 'Yes' if reasonable access allowed. Mandatory when Event Type selected is Time Out or Isolated Time Out.
			01	Yes	
			02	No	
<b>Time Out/Isolated Time Out Access – Medication</b>	Conditional	Char(2)		The student's medication was provided at the prescribed times.	Mark 'Yes' if reasonable access allowed. Mandatory when Event Type selected is Time Out or Isolated Time Out.
			01	Yes	
			02	No	
<b>Time Out/Isolated Time Out – Clothing Removed</b>	Conditional	Char(2)		Except in circumstances in which there is a risk of self-injury or injury to staff or others, a student in isolated time out or time out shall not have his/her/their clothing removed, including, but not limited to, shoes, shoelaces, boots, or belts.	Mark 'Yes' if clothing removed. Mandatory when Event Type selected is Time Out or Isolated Time Out.
			01	Yes	
			02	No	
<b>Time Out/Isolated Time Out - Met Code Requirements</b>	Conditional	Char(2)		Room meets all of the health/life safety requirements of 23 Ill. Adm. Code 180 (Automatically filled)	If all of <b>Visual Monitor, Room Construction, Door Composition/Lock/Block, or Space Large Enough</b> values are 'Yes', then this must be 'Yes' (Automatically filled). If any of <b>Visual Monitor, Room Construction, Door Composition/Lock/Block, or Space Large Enough</b> values

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are 'No', then this must be 'No' (Automatically filled).

			01	Yes	
			02	No	
<b>Time Out/ Isolated Timeout - Visual Monitor</b>	Conditional	Char(2)			Be designed to permit continuous visual monitoring of and communication with the student.
			01	Yes	Mark 'Yes' if an isolated Time Out visual and verbal monitoring was used. Mandatory when Event Type selected is Time Out or Isolated Time Out. If the value is 'No', <b>Met Code Requirements</b> will be 'No'.
			02	No	
<b>Time Out /Isolated Timeout - Room Construction</b>	Conditional	Char(2)			Constructed of materials that cannot be used by students to harm themselves or others. NO electrical outlets or exposed wiring. NO object within the enclosure that can be used by students to harm themselves or others. Designed so the student cannot climb the walls.
			01	Yes	Mark 'Yes' if the Isolated Time Out space door is steel or solid wood and has a window. Mandatory when Event Type selected is Time Out or Isolated Time Out. If the value is 'No', <b>Met Code Requirements</b> will be 'No'.
			02	No	
<b>Time Out/ Isolated Timeout - Door Composition/Lock/Block</b>	Conditional	Char(2)			Steel door or solid-core construction wood door. If the door has a viewing panel, the panel is unbreakable. NOT fitted with a locking mechanism. NOT blocked by furniture or other inanimate objects.
			01	Yes	Mark 'Yes' if the Isolated Time Out space has a lock or is blocked. Mandatory when Event Type selected is Time Out or Isolated Time Out. If the value is 'No', <b>Met Code Requirements</b> will be 'No'.
			02	No	

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<b>Time Out/Isolated Time Out - Space Large Enough</b>	Conditional	Char(2)	Be the same ceiling height as the surrounding room or rooms and be large enough to accommodate not only the student being placed in isolated time out or time out but also, if applicable, any other individual who is required to accompany that student.	Mark 'Yes' if an isolated Time Out space met requirements. Mandatory when Event Type selected is Time Out or Isolated Time Out. If the value is 'No', <b>Met Code Requirements</b> will be 'No'.
			01	Yes
			02	No
<b>Participant Type</b>	Mandatory	Char(2)	An identifier to determine the Event Participant type.	Associated with each Event identified above.
			01	Event Participant
			02	Safety Check Participant
<b>Event Participant - Title</b>	Mandatory	Char(2)	The title of a person involved in the Event.	Two-digit number indicating the title of the person participating in the restraint of the student. with a varying number of records possible.
			01	Special Education Teacher
			02	General Education Teacher
			03	Paraprofessional
			04	Administrator (Dean, Principal, Asst. principal, superintendent, DoSE, etc.)
			05	Social Worker
			06	School Psychologist
			07	Behavior Specialist
			08	Related Service Staff (OT,PT, etc..)
			09	School Nurse
			10	Police Officer (SRO)
			90	Other
<b>Event Participant - Trained</b>	Mandatory	Char(2)	An identifier if the Event Participant described in the title, has been trained to handle a restraint or time out event.	Associated with each Event Participant identified above.

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			01	Yes	
			02	No	
<b>Performed Event Safety Check</b>	Mandatory	Char(2)		A determination if an Event Safety Check was performed.	Associated with each Event Check Time record identified above.
			01	Yes - Licensed Educator - a teacher who holds a PEL license in any general or special education area; this also includes administrators with a Type 75, Director of Special Education endorsement, or Superintendents endorsement AND is knowledgeable about the use of isolated time out or time out or trained in the use of physical restraint. or Licensed Clinical Practitioner (Practitioner – School Nurse, School Psychologist, Social Worker, Occupational Therapist, Physical Therapist, Board Certified Behavioral Analyst, or other licensed clinical staff) who are knowledgeable about the use of isolated time out or time out or trained in the use of physical restraint.	
			02	No	
<b>Event Safety Check Time</b>	Mandatory	Char(8)	HH:MM:SS AM/PM	The time of the physical restraint/time out/isolated time out Safety Check	<ul style="list-style-type: none"> <li>•Six numeric characters represent the time ranging from midnight (00:00:00) to one minute before midnight (11:59:59).</li> <li>•Must be within the <b>Event Start/End Time</b> combination.</li> </ul>

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