

Restraint and Time Out

Data Element	Mandatory	Data Type	Code	Value	Description	Validation Rules / Notes
<p>Attention: A District is required to submit complete, accurate information for any instance of restraint, time out, and/or isolated time out. One or more Restraint and Time Out (RTO) records are to be entered into the Student Information System (SIS) within 48 hours of the Event occurrence.</p> <p>An RTO record can be added to any student record in the Student Information System.</p> <p>To add an RTO record, a Home or Serving IWAS district administrator completes the form.</p> <p>Considerations regarding RTO records:</p> <ul style="list-style-type: none"> • RTO event Home or Serving RCDTS entry must match the IWAS user's RCDT (district level). • Associated Home and Serving districts <u>are the only entities able to view or edit this record</u>. • RTO data is accepted for Event Dates within the <i>current school year (August 1 through July 31)</i>. • A green Enrollment Match indicates an RTO record Event Date coincides with a non-erroneous student enrolment where BOTH Home and Serving RCDTS match. • A soft Delete allows removal of erroneous records. The Show Deleted Records checkbox reveals deleted records in view-only. • Event Start and End Time (and Evaluation Time) are recorded down to the second along with "AM" or "PM." • A least one original Event Participant is required. Additional may be added. • Based on the Event Type and <i>Event duration</i>, one or more <i>Evaluation Participants</i> are required. Refer to ISBE form 11-01 for guidance. • Based on the Event Type, additional data becomes required. 						
Event Date	Mandatory	Char(10)		mm/dd/yyyy	The month, day, and year on which the Event occurred.	•Event Date cannot be a future date.
Event Type	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. .	

Restraint and Time Out

		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.	
Event Start Time	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 from midnight (00:00:00) to one minute before midnight (11:59:59). •Event Start and End Time cannot be the same. May not overlap with any other Event Start/End Time combination. May be equal to another Event End Time .
Event End Time	Mandatory	Char(8)	HH:MM:SS AM/PM	The end time of the physical restraint/time out/isolated time out	• Six numeric characters represent the time ranging from midnight (00:00:00) to one minute before midnight 11:59:59). Event Start and End Time cannot be the same. • Event Start and End Time cannot overlap another RTO Event Start/End Time range. • Event End can be equal to another RTO Event’s Start Time.
Imminent Danger to Self	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	

Restraint and Time Out

Imminent Danger to Staff	Mandatory	Char(2)	The RTO was initiated because the student was determined to be a danger to staff.		
			01	Yes	
			02	No	
Imminent Danger to Others	Mandatory	Char(2)	The RTO was initiated because the student was determined to be a danger to others.		
			01	Yes	
			02	No	
Other	Mandatory	Char(2)	Used to indicate an alternate explanation exists for why the restraint or time out was performed without imminent danger to self, staff, or others.		
			01	Yes	Must be 'Yes' if all Imminent Danger indicators are 'No'
			02	No	
Other Text	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 maximum of 500 characters are allowed.	
Did the student sustain an injury during the RTO Event	Mandatory	Char(2)	Any damage to a student's physical condition including pain, illness, or emotional distress		
			01	Yes	
			02	No	
Prone Restraint BIP Allowed	Conditional	Char(2)	The student's IEP Behavior Intervention Plan allows for prone restraints.	Mark 'Yes' if Prone Restraint allowed per BIP. Mandatory when Event Type selected is Prone Restraint	
			01	Yes	
			02	No	
Prone Restraint BIP Approved	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.	Mark 'Yes' if Prone Restraint allowed and approved per BIP. Mandatory when Event Type selected is Prone Restraint.	

Restraint and Time Out

			01	Yes	
			02	No	
Prone Restraint De-escalation	Conditional	Char(2)			De-escalation techniques were attempted before initiating the prone restraint.
					Mark 'Yes' if Prone Restraint de-escalation was used. Mandatory when Event Type selected is Prone Restraint
			01	Yes	
			02	No	
Time Out/Isolated Time Out Access - Food/Drink	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. Mandatory when Event Type selected is Time Out or Isolated Time Out.
			01	Yes	
			02	No	
Time Out/Isolated Time Out Access – Restroom	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	
Time Out/Isolated Time Out Access – Medication	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	
Time Out/Isolated Time Out – Clothing Removed	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

Restraint and Time Out

			01	Yes	
			02	No	
Time Out/Isolated Time Out - Met Code Requirements	View-only	Char(2)			Room meets all health/life safety requirements of 23 Ill. Adm. Code 180. f all of Visual Monitor, Room Construction, Door Composition/Lock/Block, or Space Large Enough values are 'Yes', then this must be 'Yes' (Automatically filled). If any of Visual Monitor, Room Construction, Door Composition/Lock/Block, or Space Large Enough values are 'No', then this must be 'No' (Automatically filled).
			01	Yes	
			02	No	
Time Out/ Isolated Timeout - Visual Monitor	Conditional	Char(2)			Be designed to permit continuous visual monitoring of and communication with the student. 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', Met Code Requirements will be 'No'.
			01	Yes	
			02	No	
Time Out /Isolated Timeout - Room Construction	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. 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', Met Code Requirements will be 'No'.
			01	Yes	
			02	No	

Restraint and Time Out

Time Out/ Isolated Timeout - Door Composition/Lock/Block	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.	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', Met Code Requirements will be 'No'.
			01	Yes
			02	No
Time Out/Isolated Time Out - Space Large Enough	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', Met Code Requirements will be 'No'.
			01	Yes
			02	No
Participant Type	Mandatory	Char(2)	An identifier to determine the Event Participant type.	Associated with each Event identified above.
			01	Event Participant
			02	Evaluation Participant
				One or more Evaluation Participants are required based on the Event Type and Event duration.
Participant Title	Mandatory	Char(2)	The title of a person involved in the RTO Event or Evaluation.	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

Restraint and Time Out

			04	Administrator (Dean, Principal, Asst. principal, superintendent, DoSE, etc.)	Can be an Evaluation Participant.
			05	Social Worker	Can be an Evaluation Participant
			06	School Psychologist	
			07	Behavior Specialist	Can be an Evaluation Participant
			08	Related Service Staff (OT,PT, etc..)	
			09	School Nurse	Can be an Evaluation Participant
			10	Police Officer (SRO)	
			11	Licensed Educator	Can be an Evaluation Participant
			12	Licensed Clinical Practitioner	Can be an Evaluation Participant
			90	Other	
Event Participant - Trained	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.
			01	Yes	
			02	No	
Performed Event Evaluation	Mandatory	Char(2)		A determination if an Event Evaluation was performed.	Associated with each Event Evaluation 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.	Note: Limited Participant Roles are allowed for Evaluation as denoted.
			02	No	

Restraint and Time Out

Evaluation Time	Conditional	Char(8)	HH:MM:SS AM/PM	The time of the physical restraint/time out/isolated time out Evaluation.	Required when Performed Evaluation is 'Yes.' •Six numeric characters represent the time ranging from midnight (00:00:00) to one minute before midnight (11:59:59). •Must be within the Event Start/End Time combination.
------------------------	-------------	---------	-------------------	---	---

Restraint and Time Out