Illinois State Board of Education

Restraint and Time Out

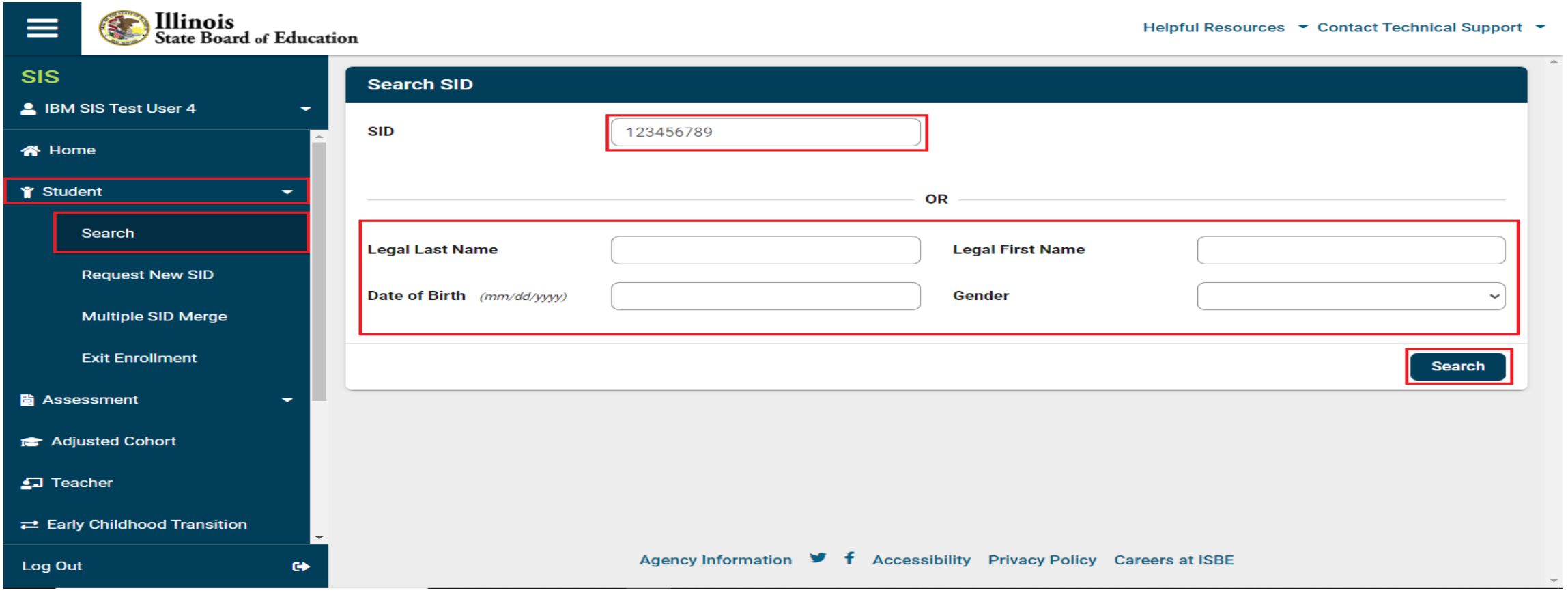
SIS School Year at a Glance

Submit data and verify accuracy of (Deadline - July 31):

- **Prenatal data**
- **Birth to 3 data**
- **Caregiver Demographic data (Birth to 3)**
- ***College Course Assignments***
- **College and Career Readiness Indicator**
- **Early Childhood Outcomes Entry and Progress Ratings for Pre-K Students with IEPs**
- **Early Childhood Program data**
- **Early Childhood Transition data**
- ***EL Information***
- ***EL Screener***
- **Gifted and Accelerated data**
- **Homeless data**
- ***Immigrant data***
- ***Outside Course Assignments (Grades 9-12 only)***
- **Restraint and Time Out data**
- **Regional Safe School Program (RSSP) data**
- ***Service Provider data (Students with IDEA Services only)***
- ***Student Address data (Students with IDEA Services only)***
- ***Student Course Assignments (K-12)***
- ***Teacher Course Assignments (K-12)***

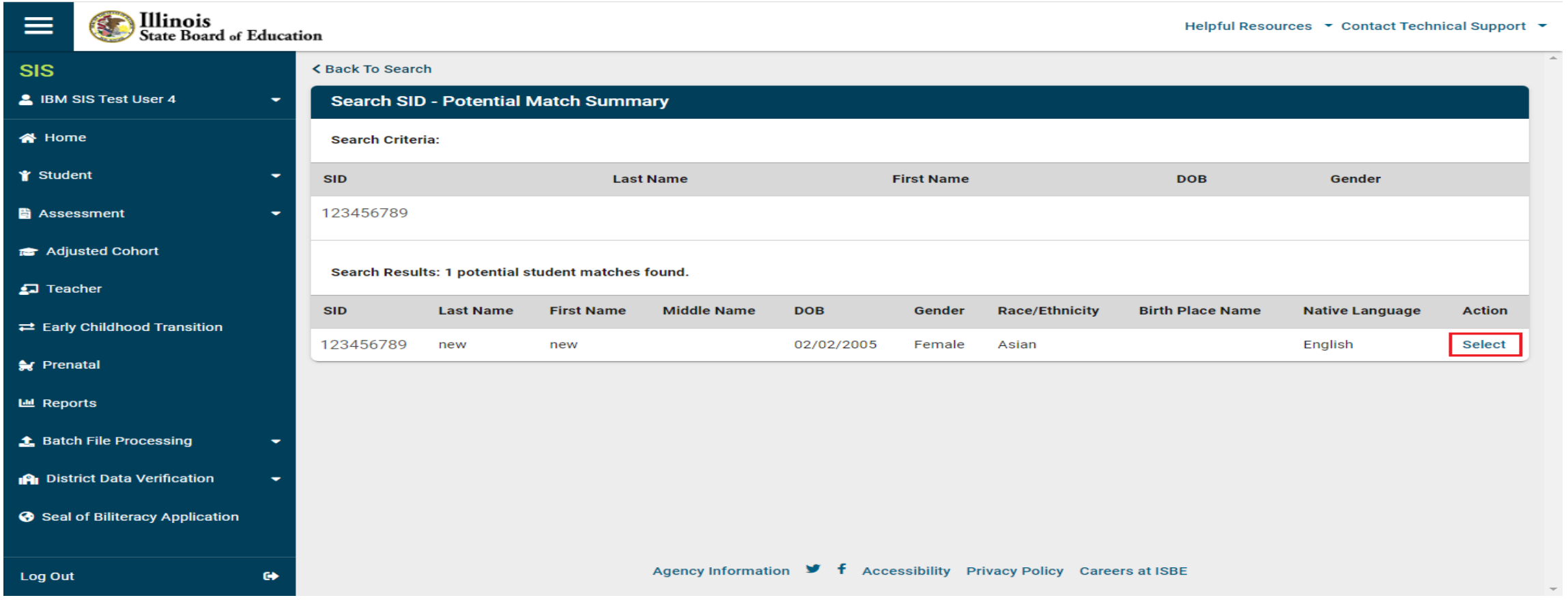
Restraint and Time Out

Search for Student by their SID



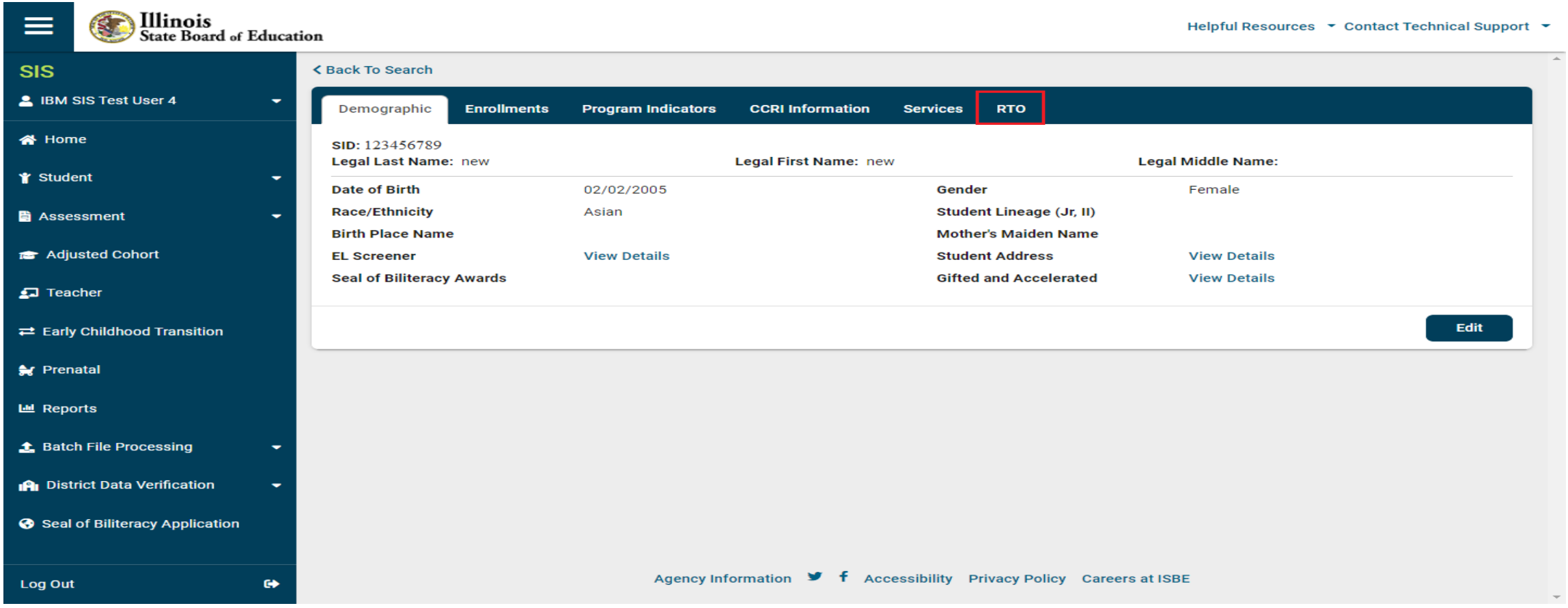
Restraint and Time Out

Click on ‘Select’ to select the student



Restraint and Time Out

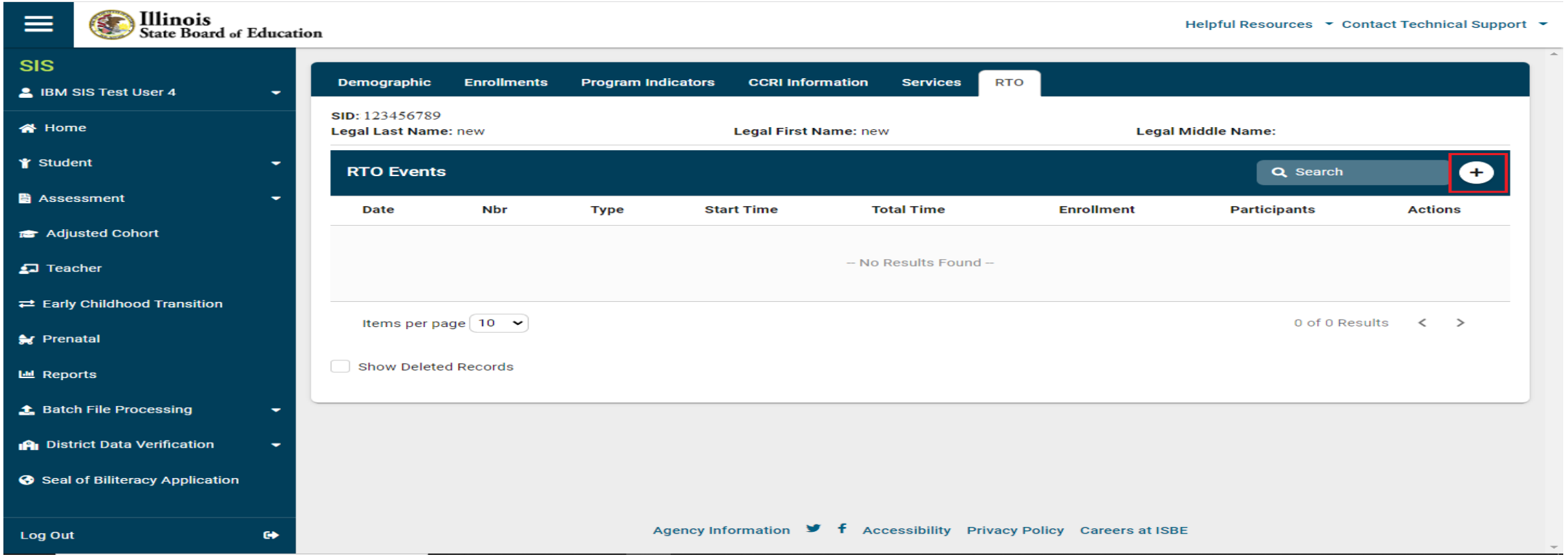
Select ‘RTO’ Tab



Restraint and Time Out

Add RTO Event:

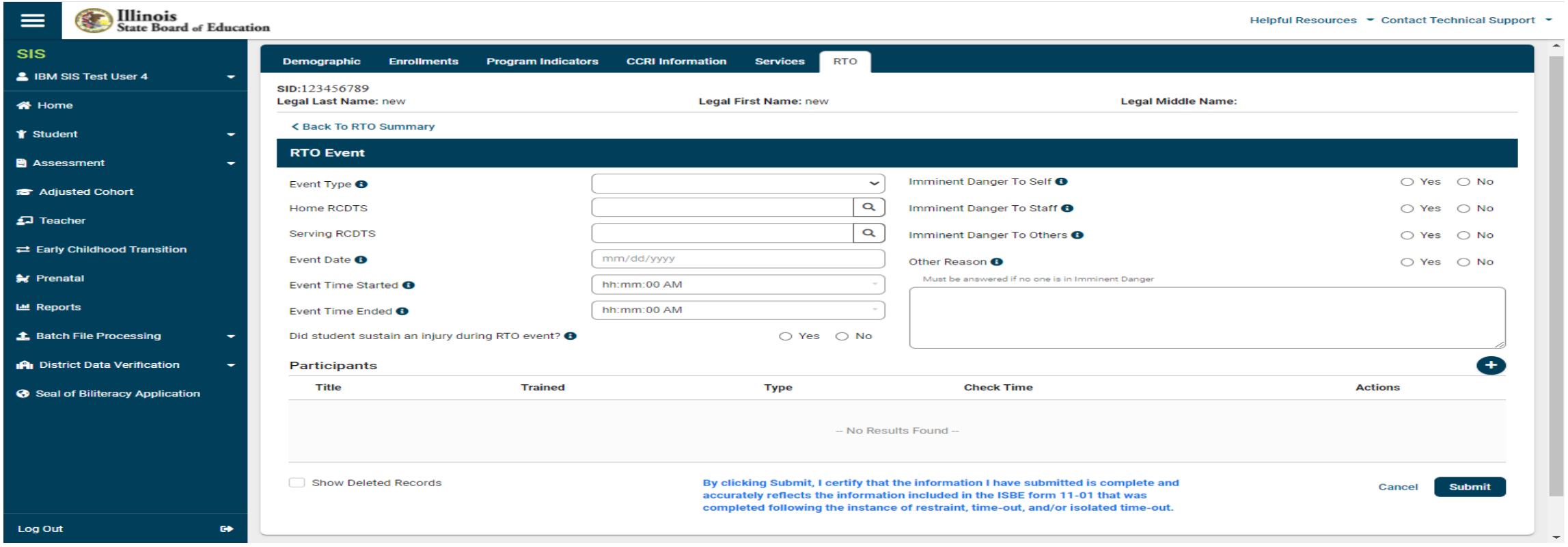
- Click on the '+' sign to add a RTO Event



Restraint and Time Out

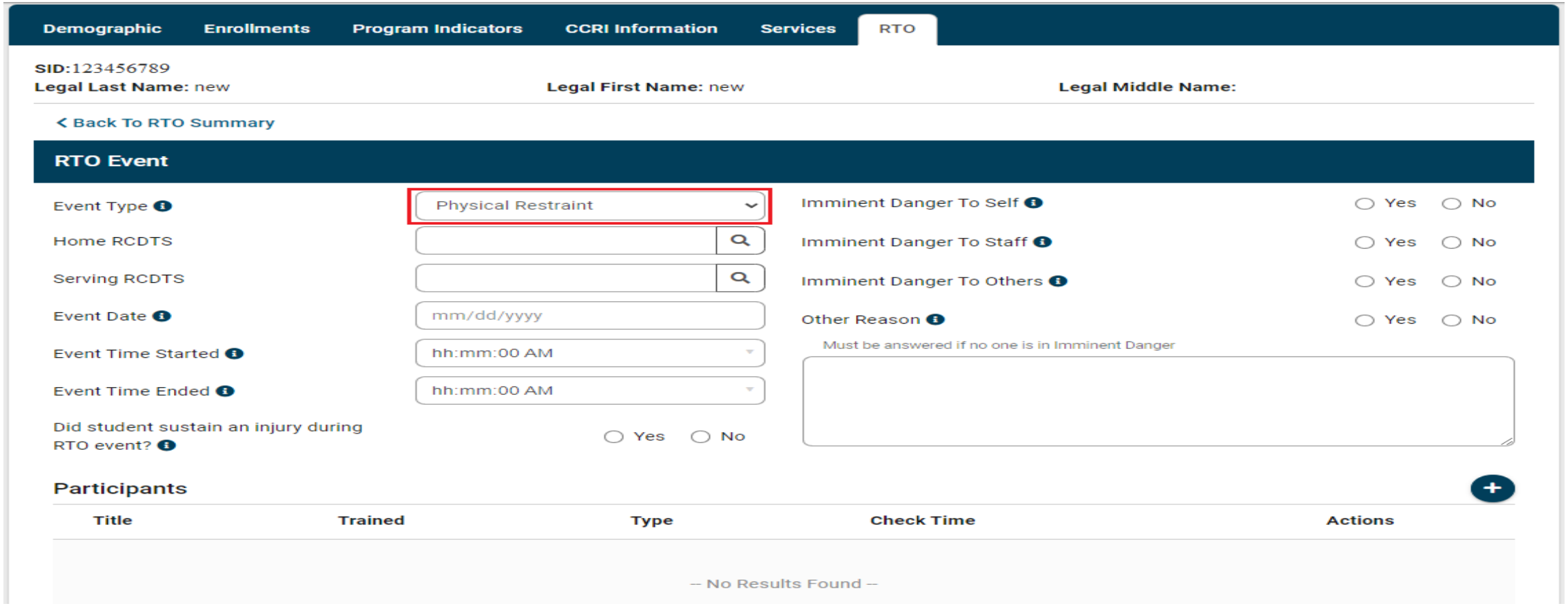
Event Details Page

- Based on the Event Type selection, Additional Details will be required



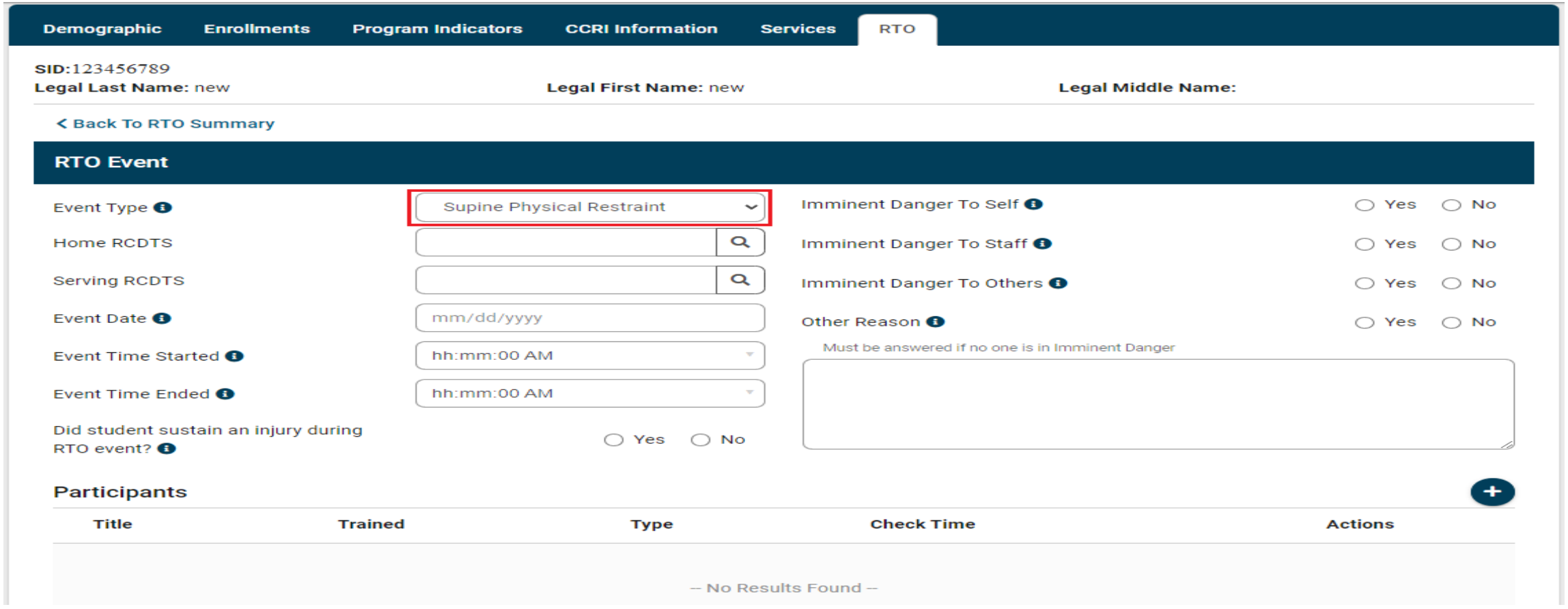
Restraint and Time Out

Event Type: Physical Restraint



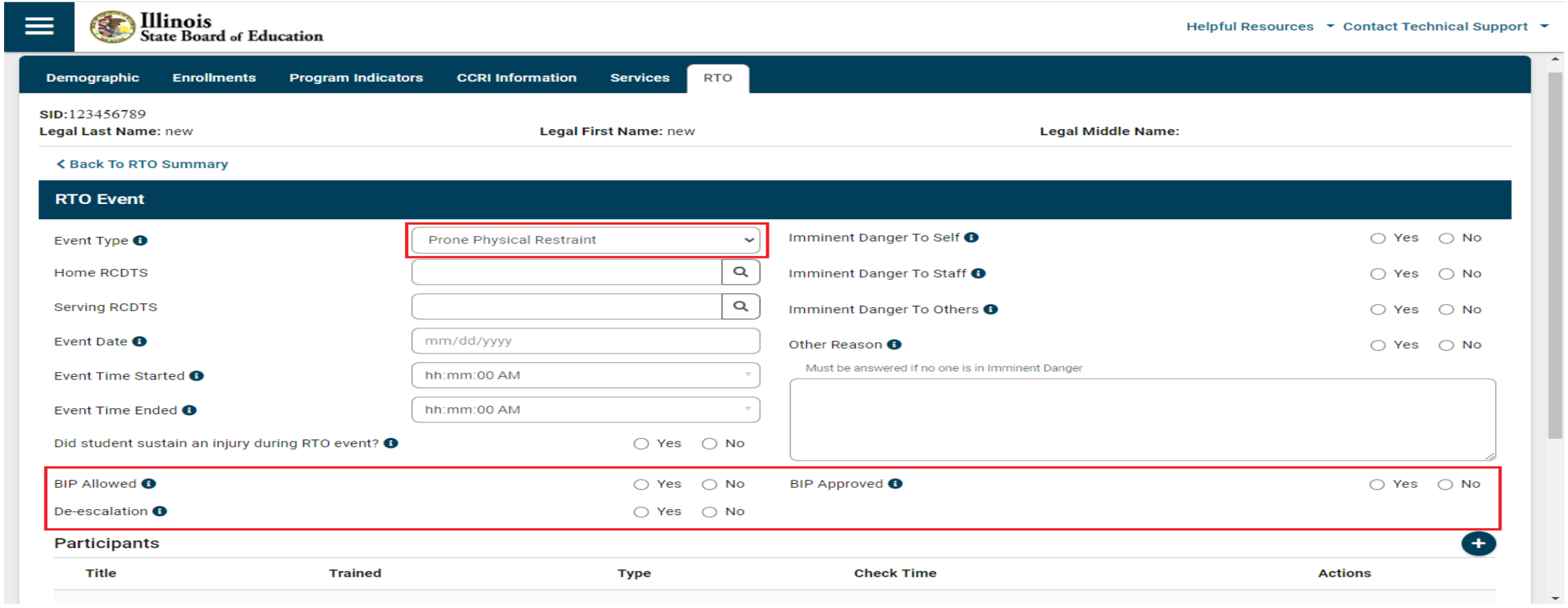
Restraint and Time Out

Event Type: Supine Physical Restraint



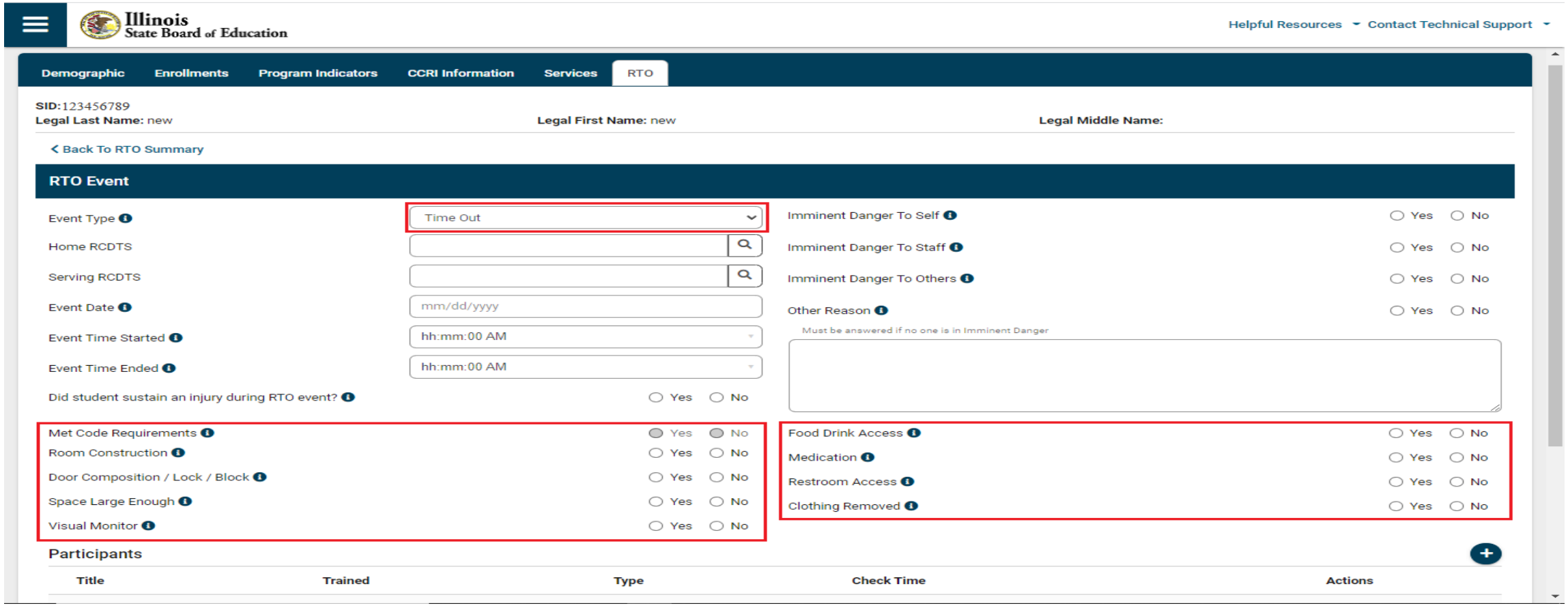
Restraint and Time Out

Event Type: Prone Physical Restraint



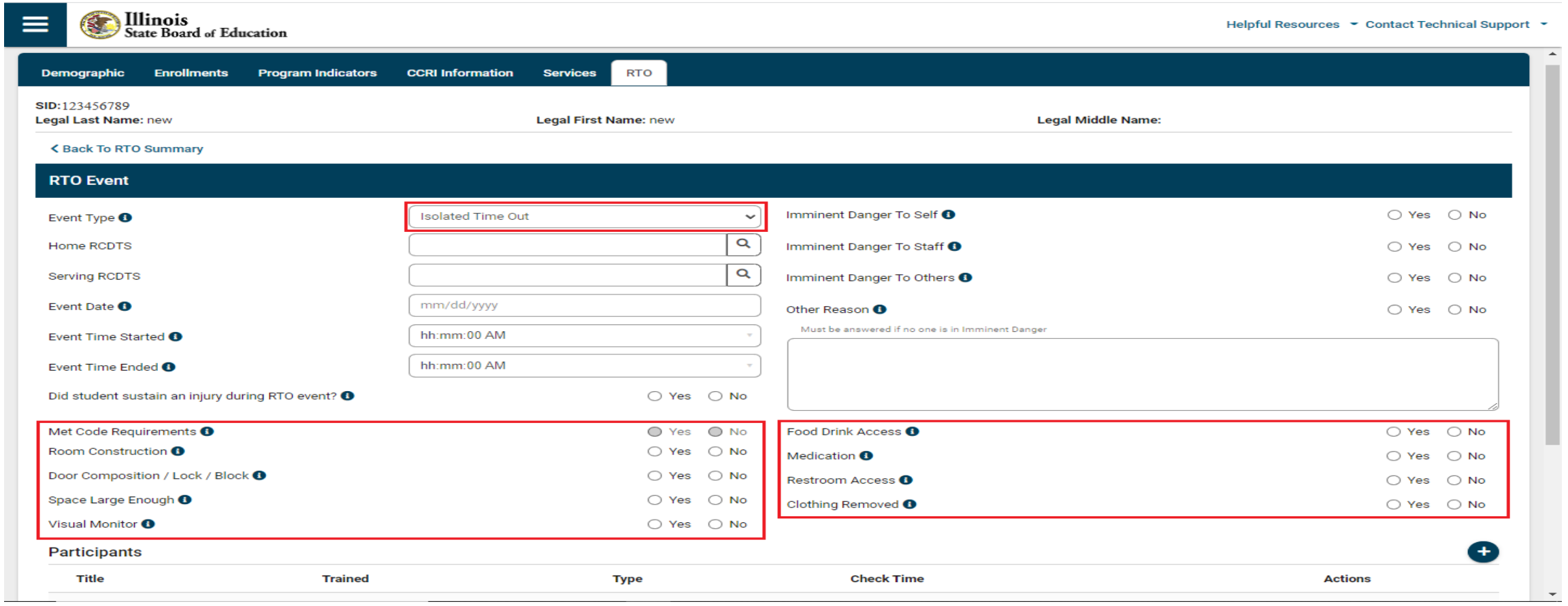
Restraint and Time Out

Event Type: Time Out



Restraint and Time Out

Event Type: Isolated Time Out



Restraint and Time Out

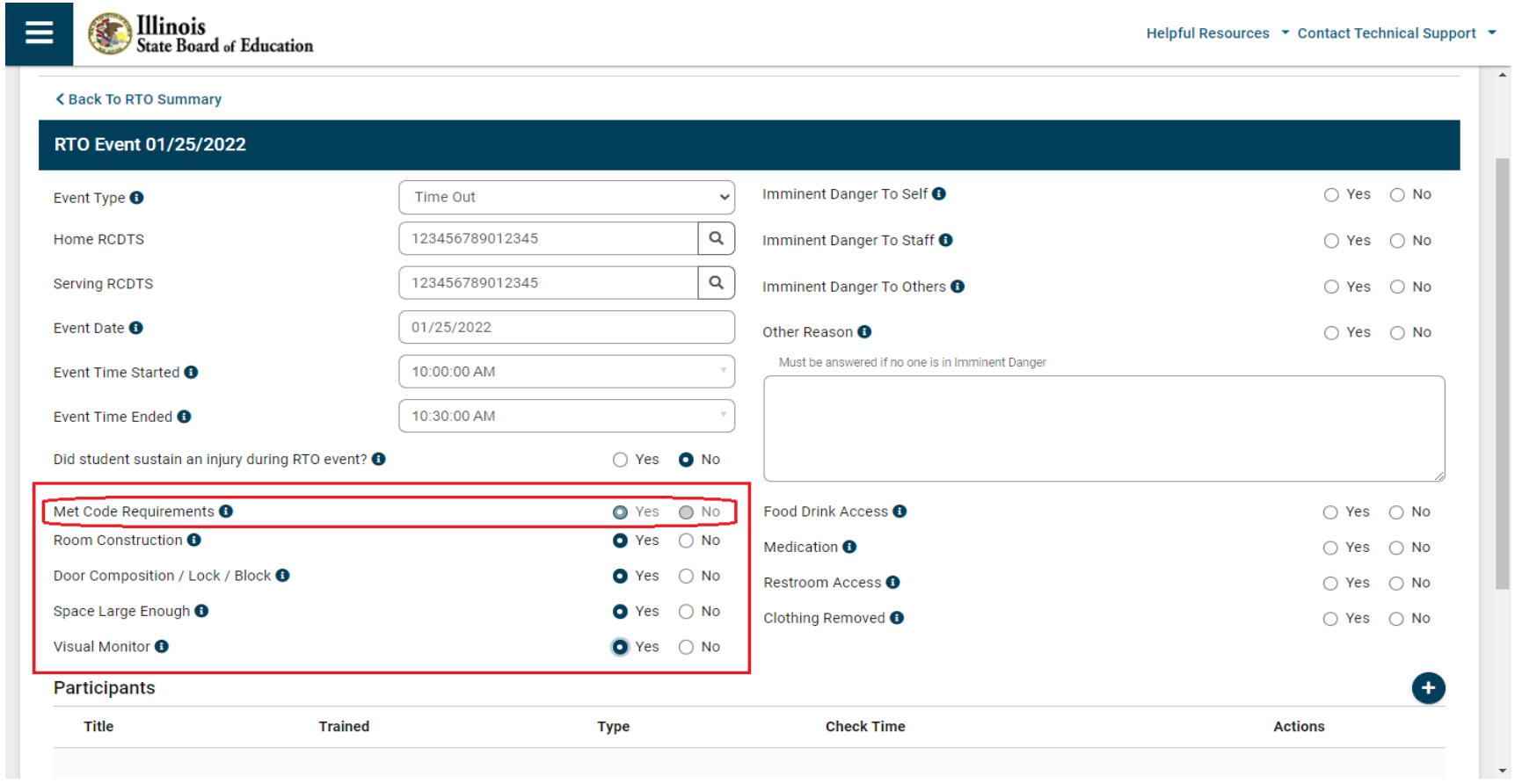
Event Details Validations (Example Provided for Event Type: Time Out)

'Met Code Requirements' field is **View Only**

If Room Construction, Door Composition/Lock/Block, Space Large Enough, Visual Monitor is set as 'Yes'

Then

'Met Code Requirements' field will be automatically set as 'Yes'



Restraint and Time Out

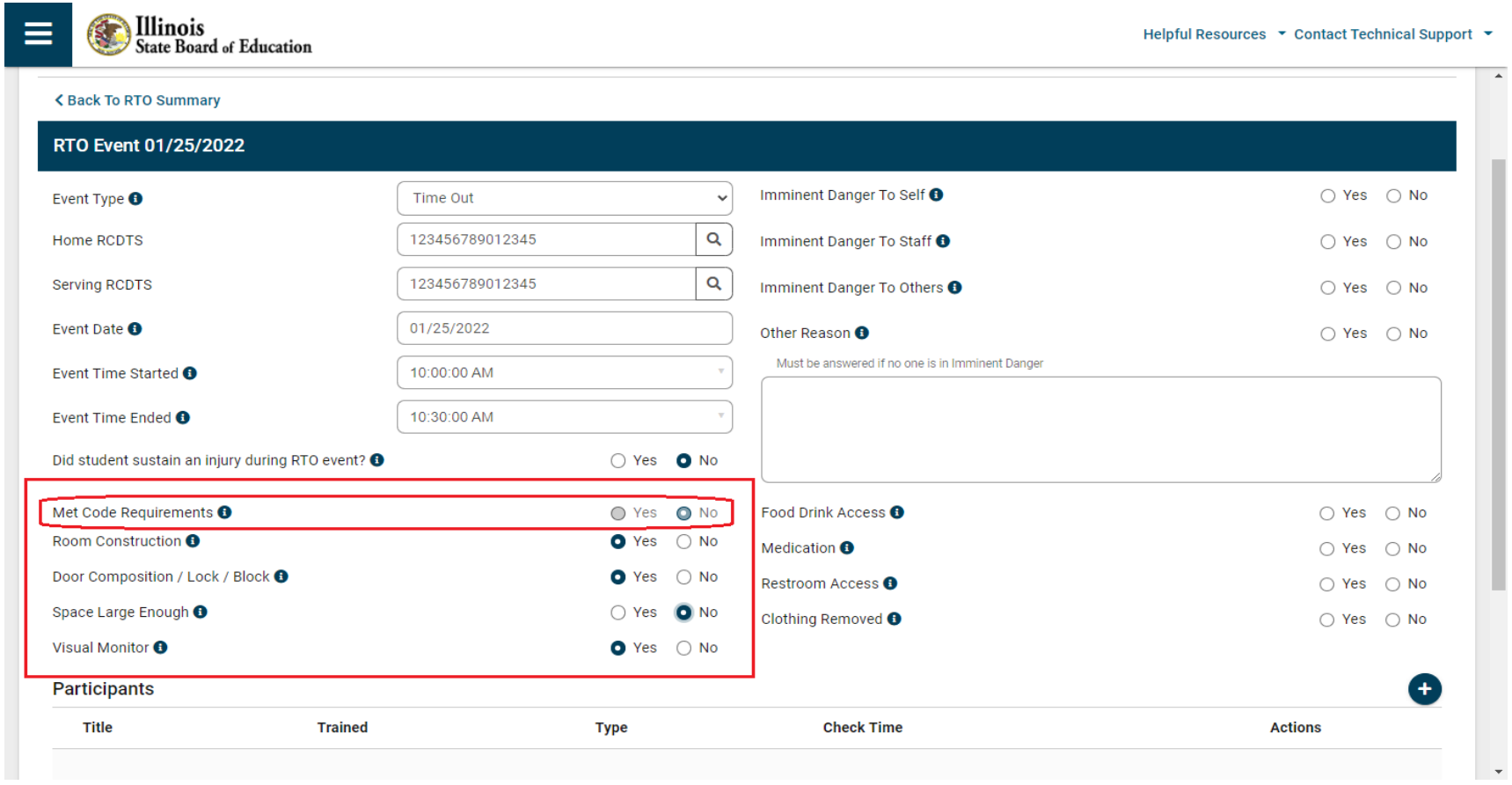
Event Details Validations (Example Provided for Event Type: Time Out)

'Met Code Requirements' field is **View Only**

If at least one of the fields (Room Construction, Door Composition/Lock/Block, Space Large Enough, Visual Monitor) is selected as 'No'

Then

'Met Code Requirements' field will be automatically set as 'No'



Restraint and Time Out

Event Details Validations (Example Provided for Event Type: Time Out)

If all the Imminent Danger Options are set as ‘No’

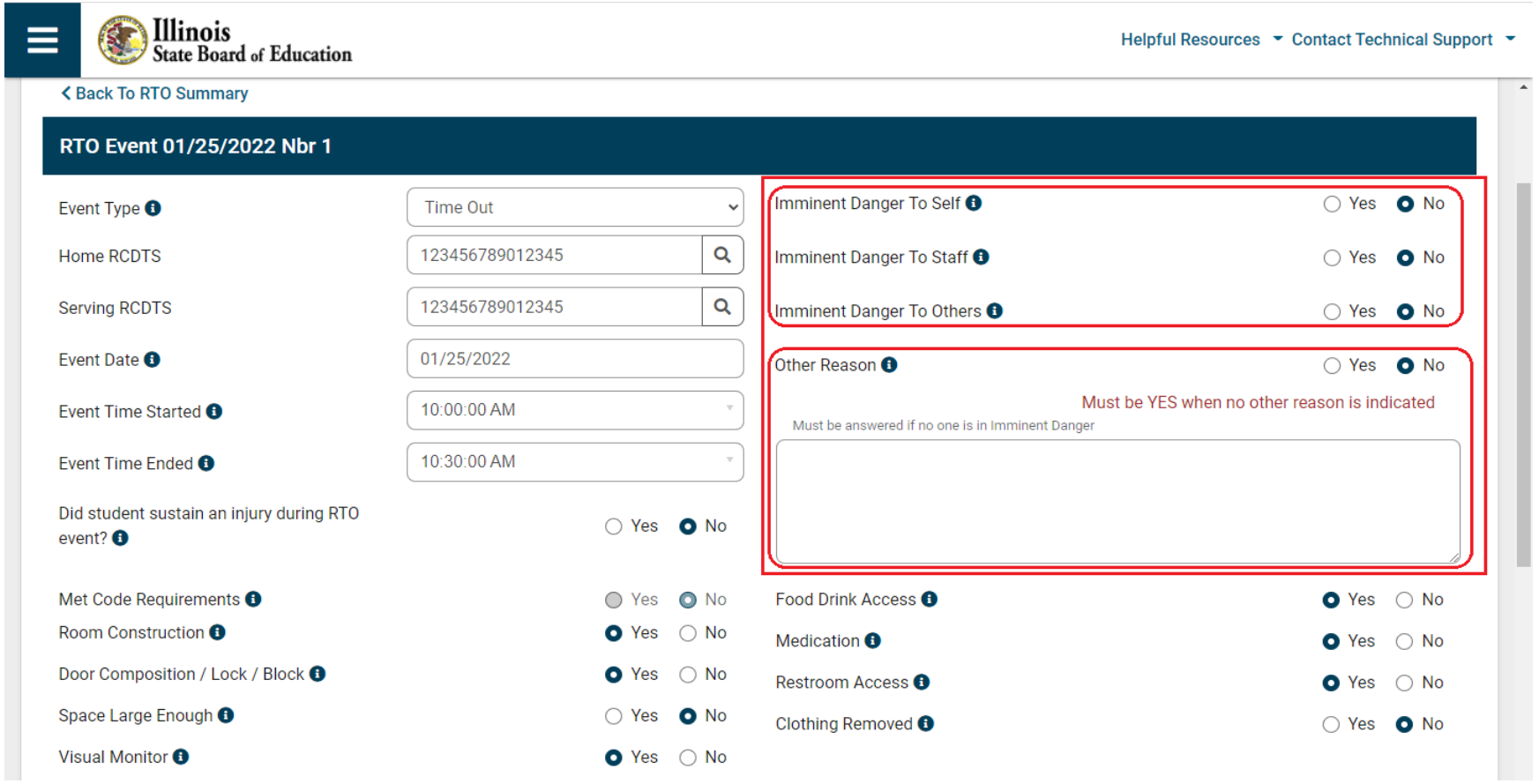
Then

‘Other Reason’ should be set to ‘Yes’

If at least one of the Imminent Danger Options is set as ‘Yes’

Then

‘Other Reason’ can be set to ‘No’, provided there are no other reasons to restrain the student



Restraint and Time Out

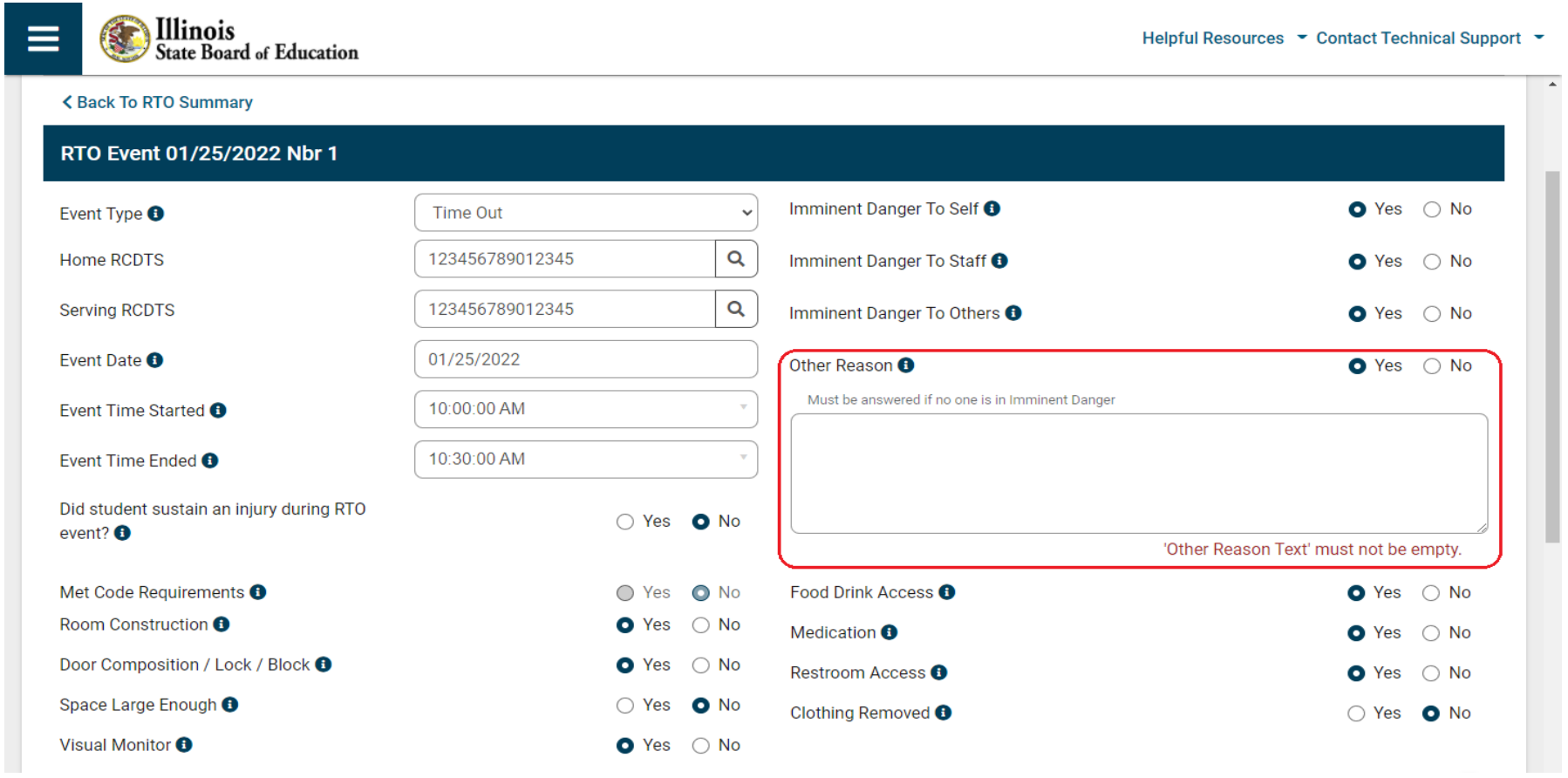
Event Details Validations (Example Provided for Event Type: Time Out)

If ‘Other Reason’ is set as ‘Yes’

Then

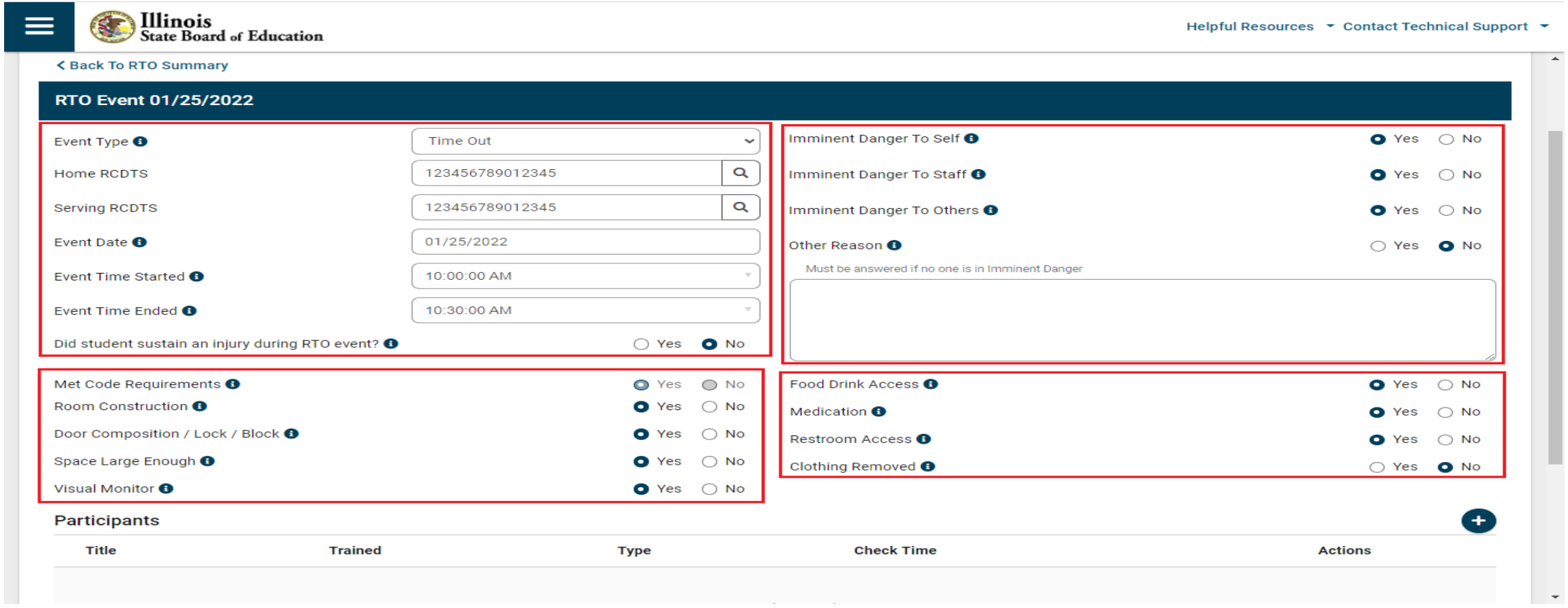
‘Text Box’ cannot be left empty

Maximum of 500 characters is allowed in the box



Restraint and Time Out

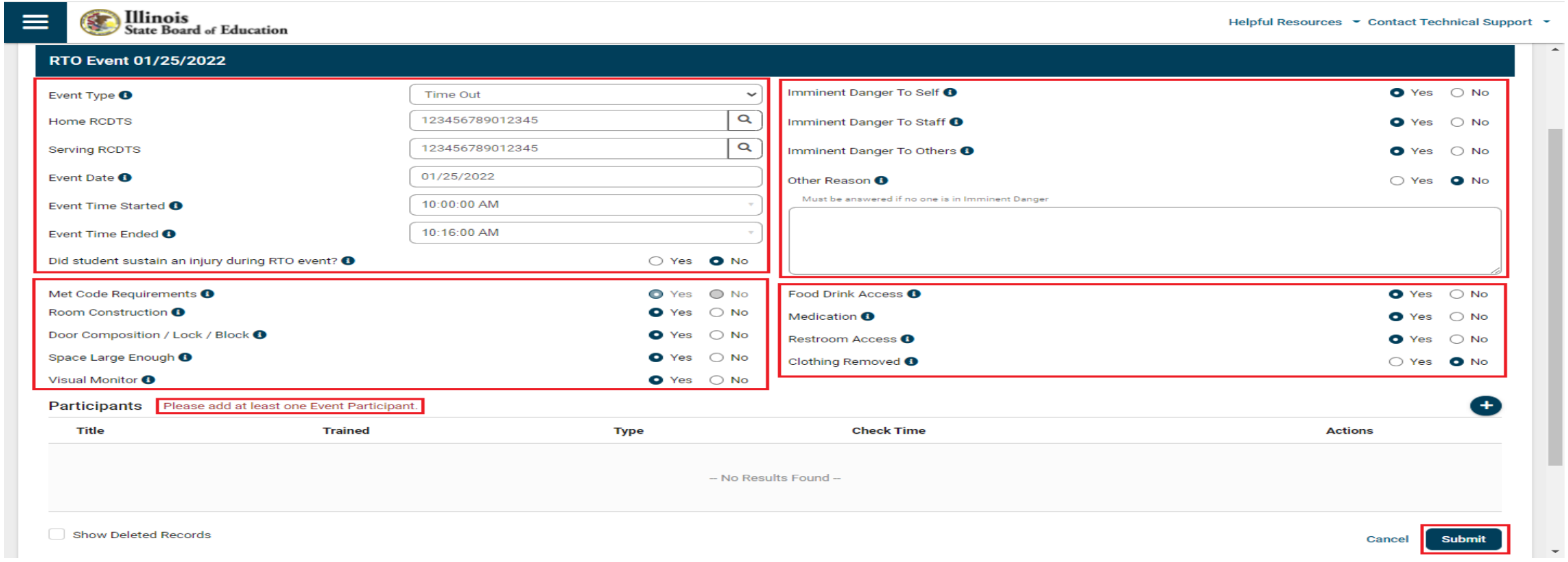
Add Event Details



Restraint and Time Out

Add Event Participant Validation

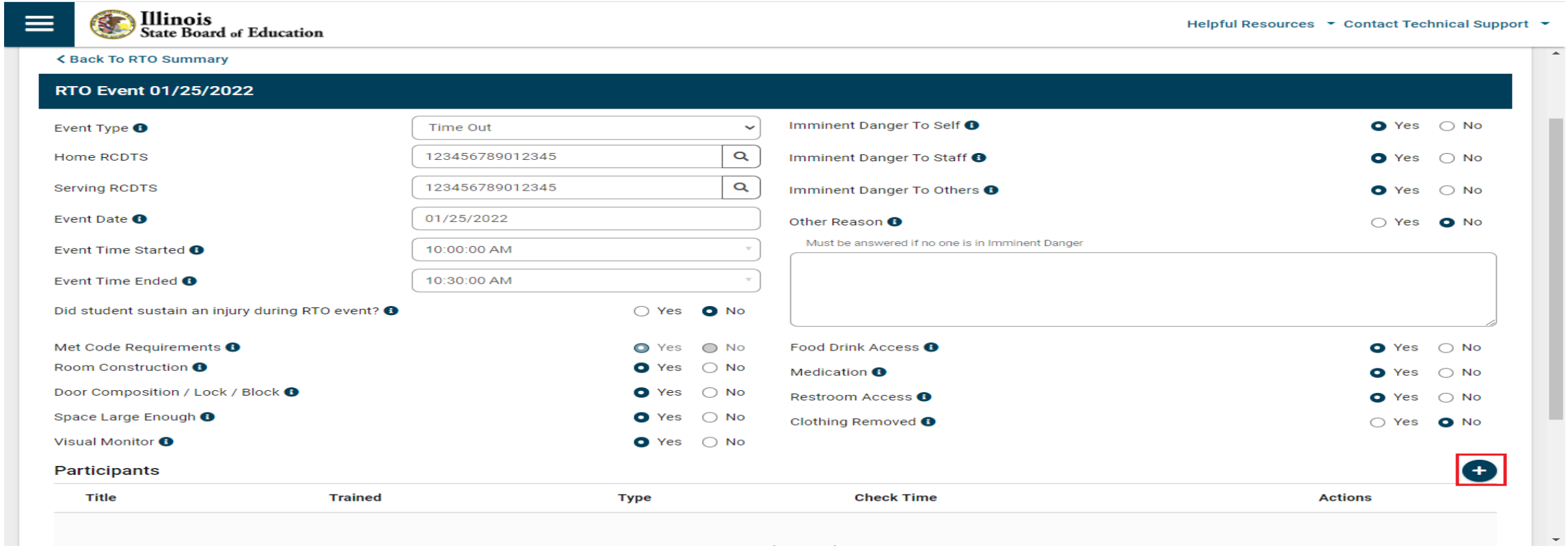
- At least one Event Participant must be provided



Restraint and Time Out

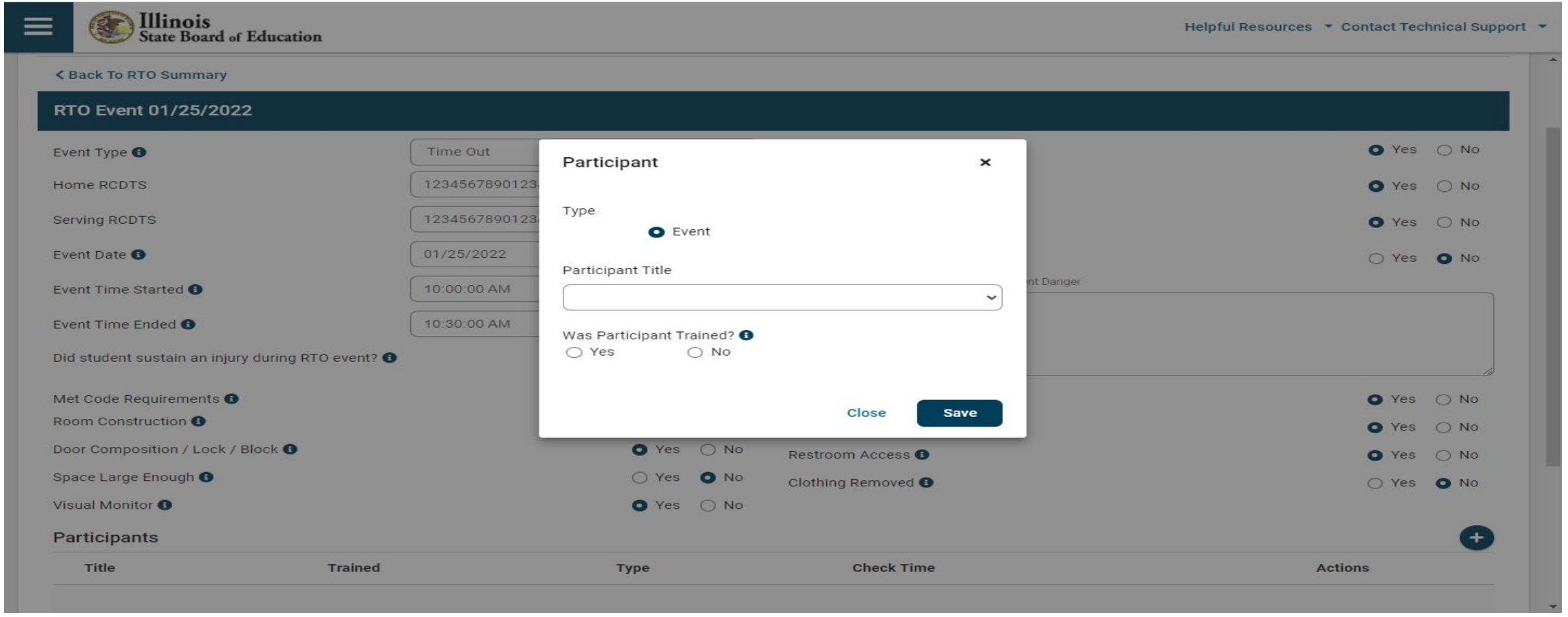
Add Event Participant Details

- Click on '+' sign to add an Event Participant



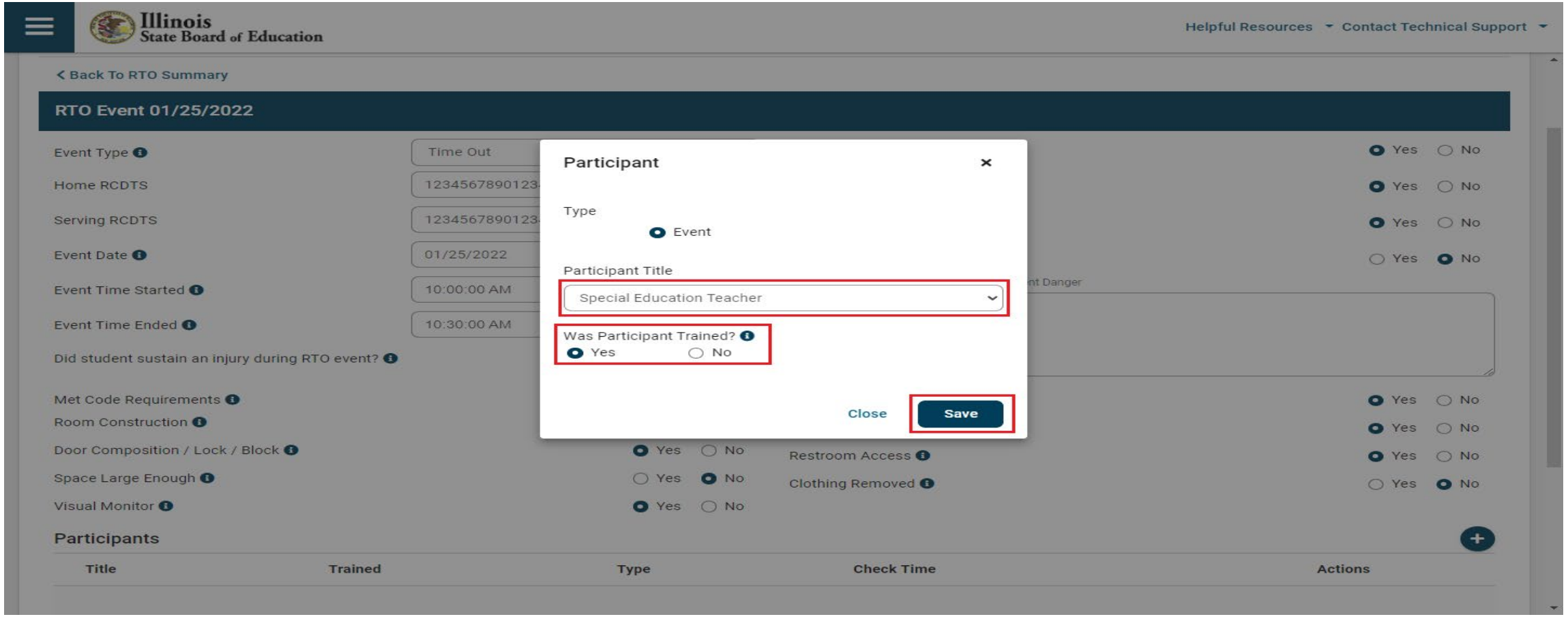
Restraint and Time Out

Add Event Participant Details – Pop Up



Restraint and Time Out

Add Event Participant Details and click on ‘Save’

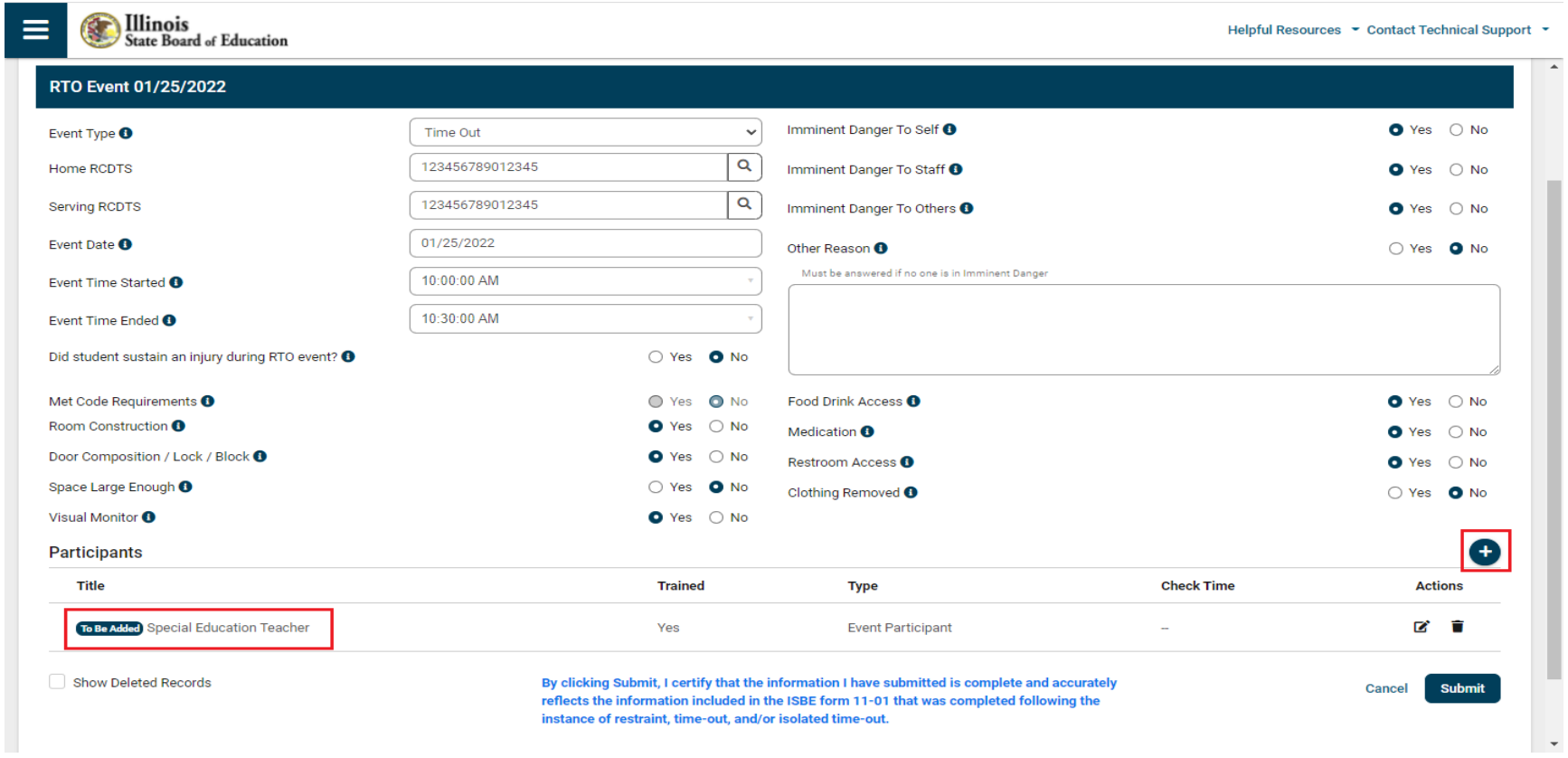


Restraint and Time Out

Event Participant Details Summary

A ‘To Be Added’ tag is displayed on the participants which are saved
The Participants will be added once we submit the form

Click on ‘+’ sign again to provide additional Event Participants



Restraint and Time Out

Safety Check Participant Validation (Example Provided for Event Type: Time Out)

At least one Safety Check Participant is required if:

Event Type is one of the following:

- Physical Restraint
- Prone Physical Restraint
- Supine Physical Restraint

AND

Event Duration >= 15 minutes

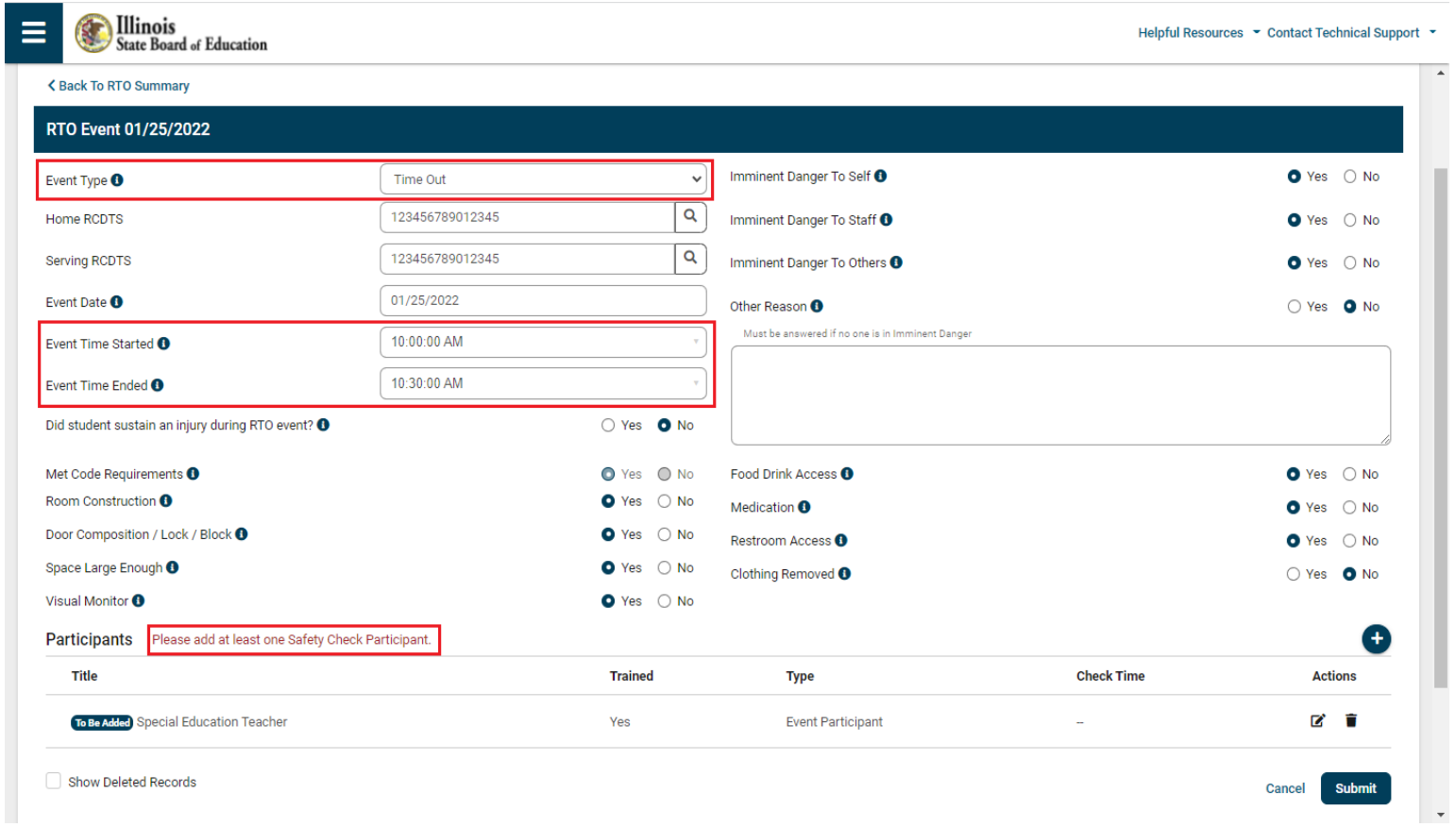
OR

Event Type is one of the following:

- Time Out
- Isolated Time Out

AND

Event Duration >= 30 minutes



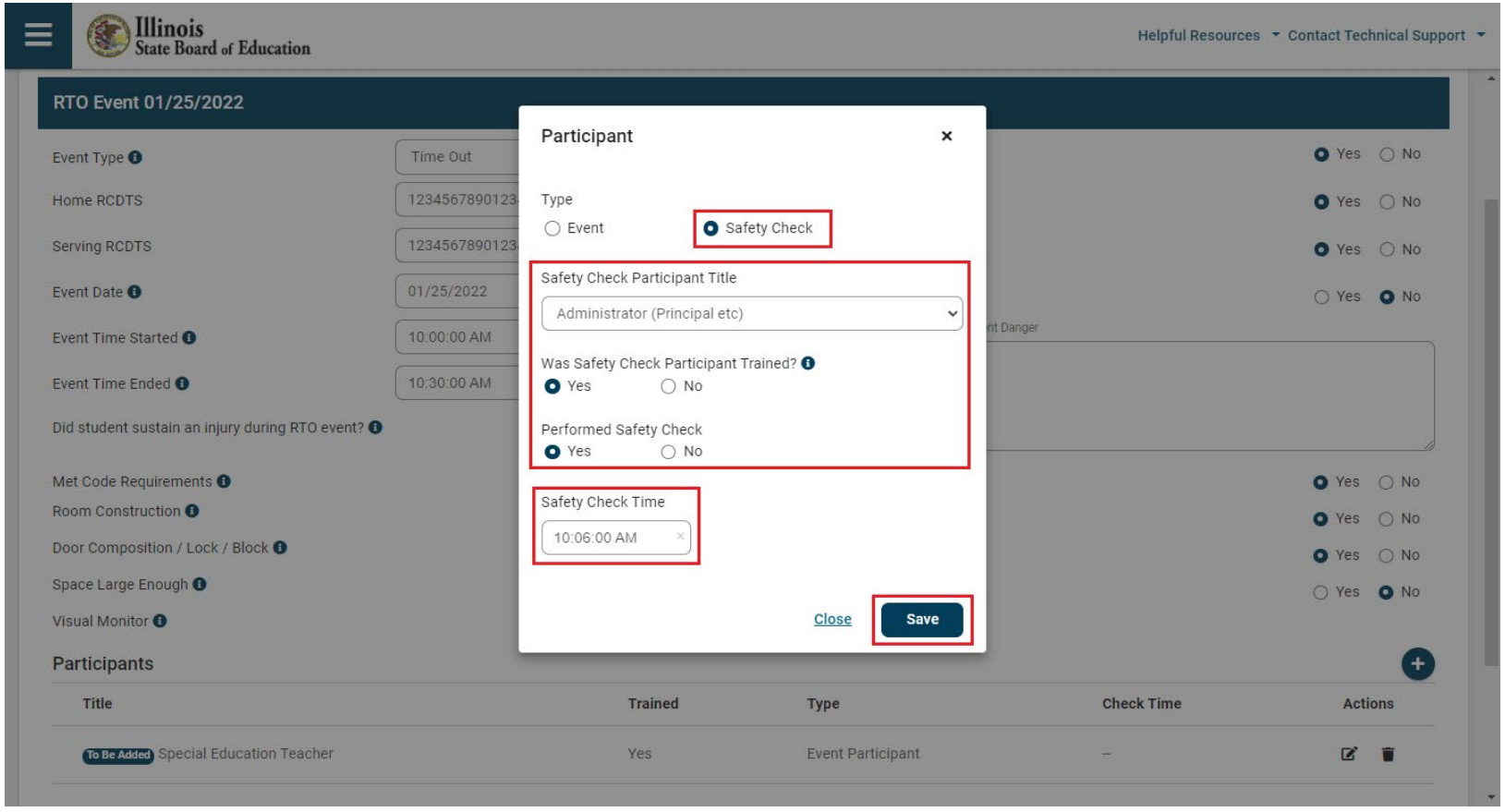
Restraint and Time Out

Add Safety Check Participant Details

Safety Check option is displayed only after at least one Event Participant is provided, and then you can add a Safety Check Participant

Select the Safety Check option and provide the Safety Check Participant Details and click on ‘Save’

If ‘Performed Safety Check’ is set to ‘Yes’ then ‘Safety Check Time’ is Mandatory

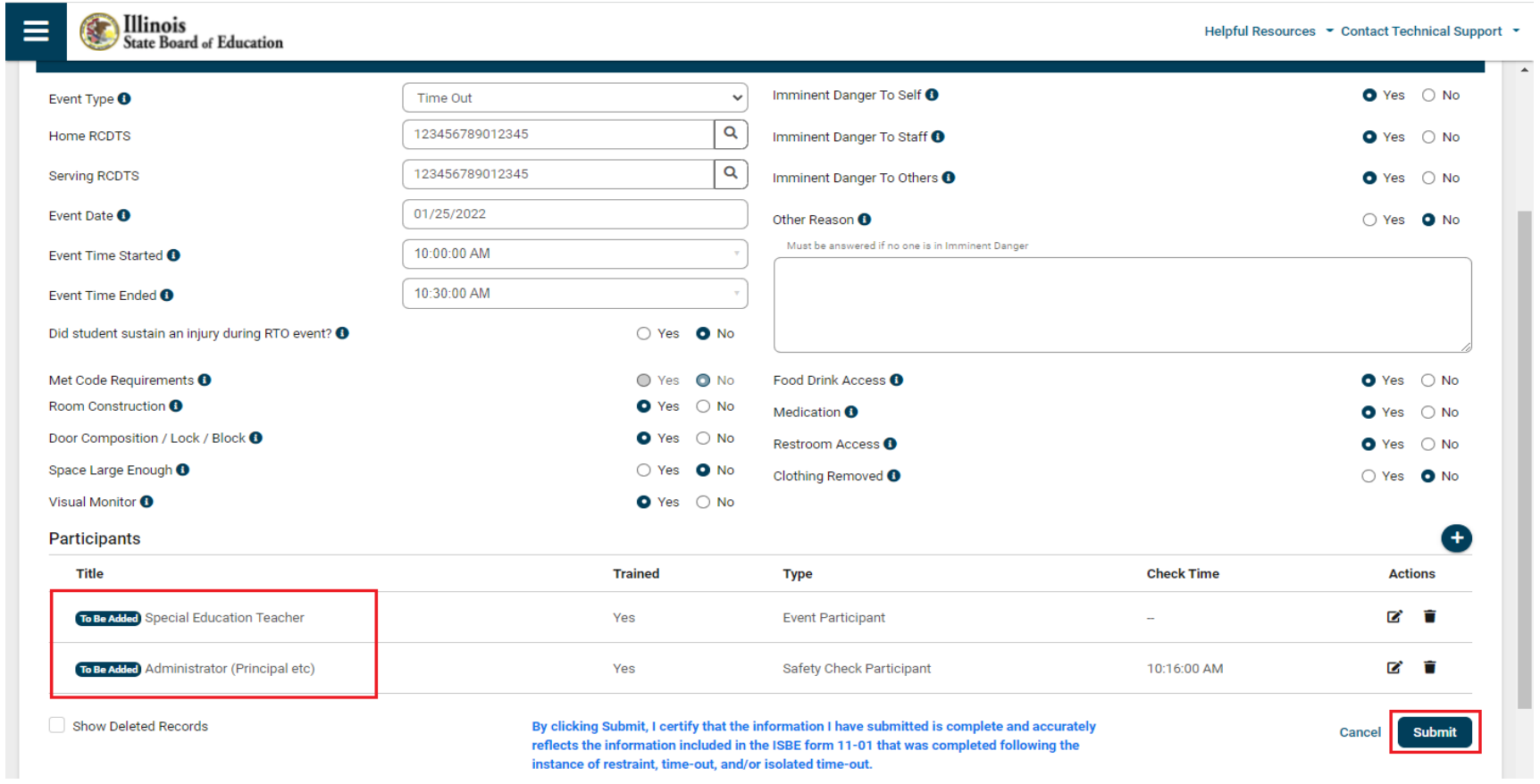


Restraint and Time Out

Participant Details Summary

A ‘To Be Added’ tag is displayed on the safety participants which are saved

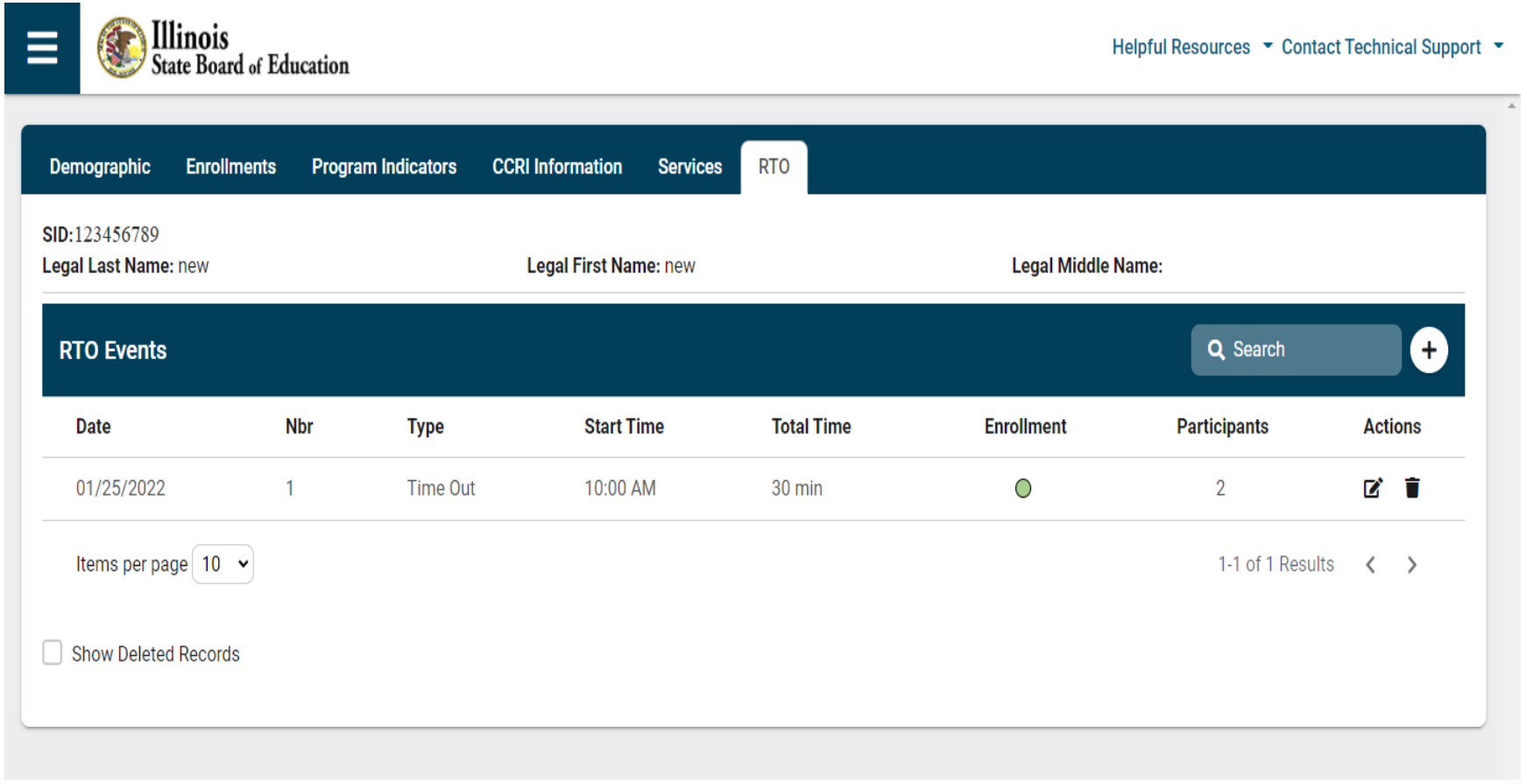
Verify all details then click on ‘Submit’ to save the data



Restraint and Time Out

Event Summary Page

After Successfully submitting the data, it will be directed to the Summary Page where you can see the summary of all the submitted events

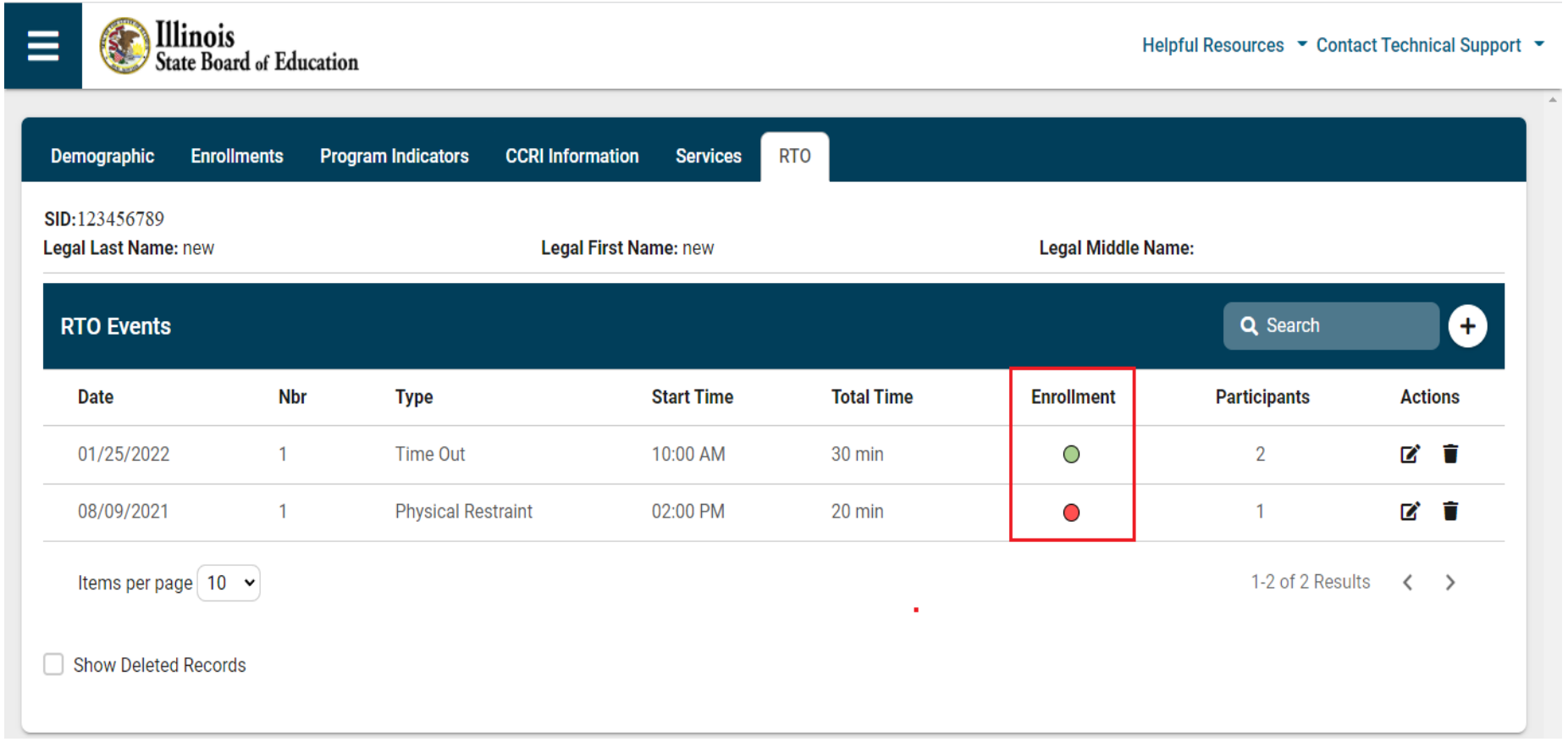


Restraint and Time Out

Event Summary Page – Matched/Unmatched Enrollment

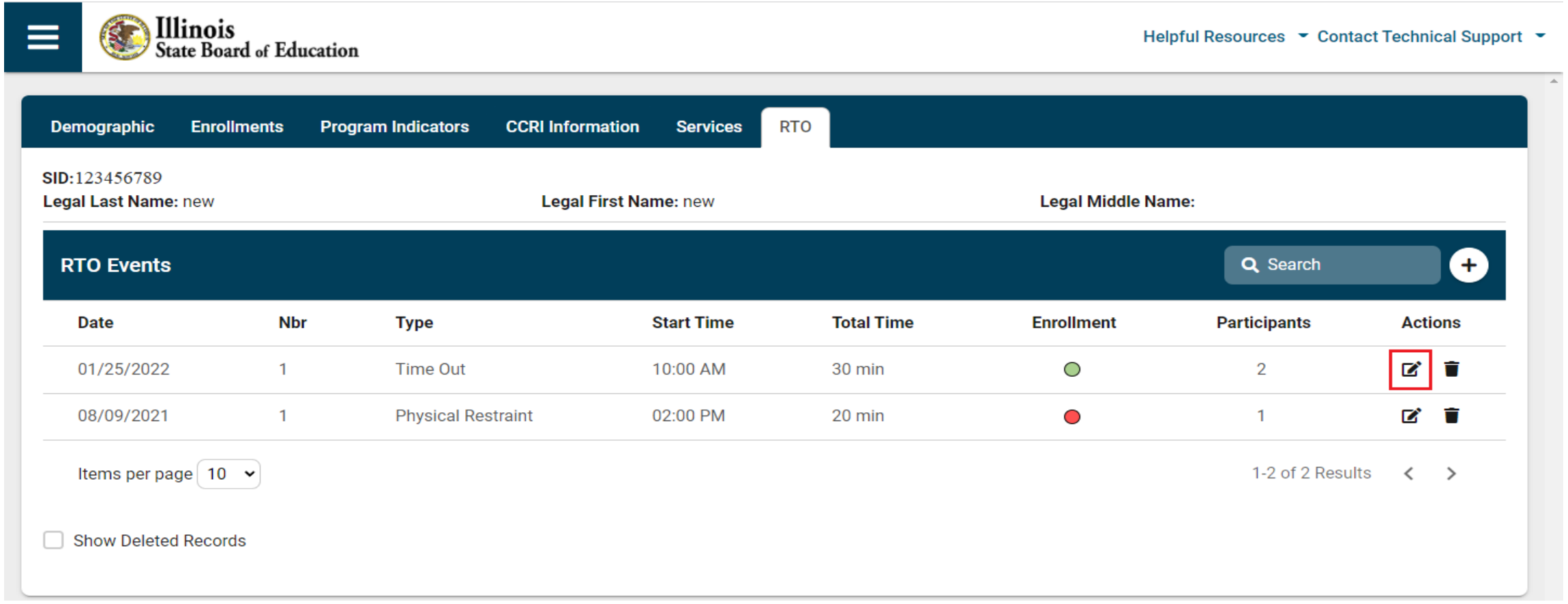
If the record matches with an enrollment in SIS a GREEN signal appears on the 'Enrollment' field

If the record does not match with an enrollment in SIS a RED signal appears on the 'Enrollment' field



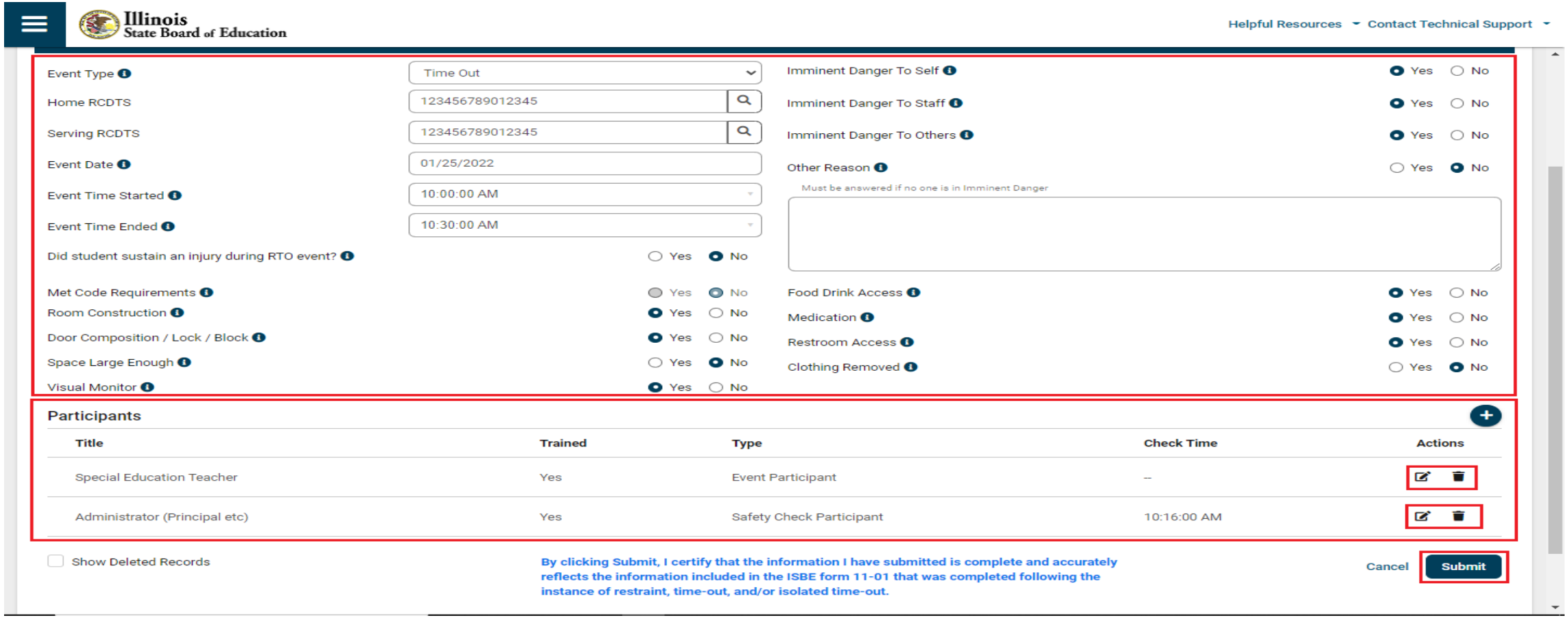
Restraint and Time Out

RTO Event - Edit



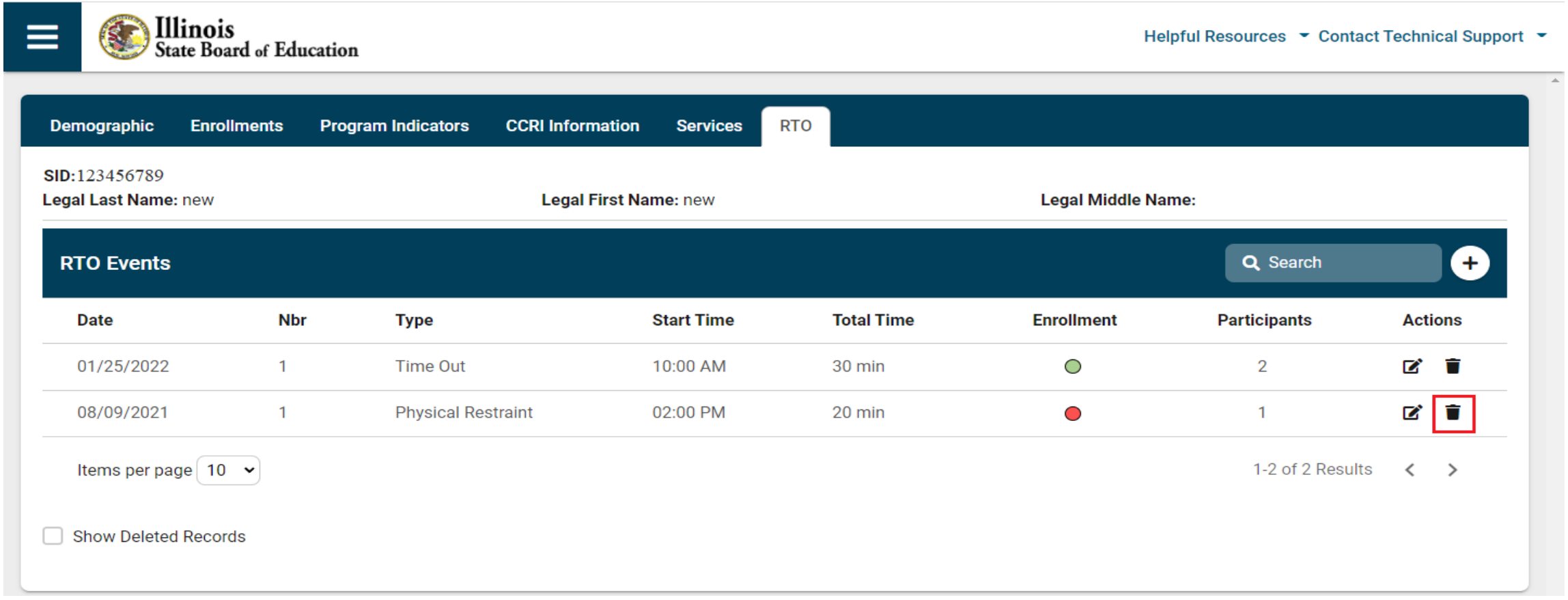
Restraint and Time Out

RTO Event Details – Edit/Submit



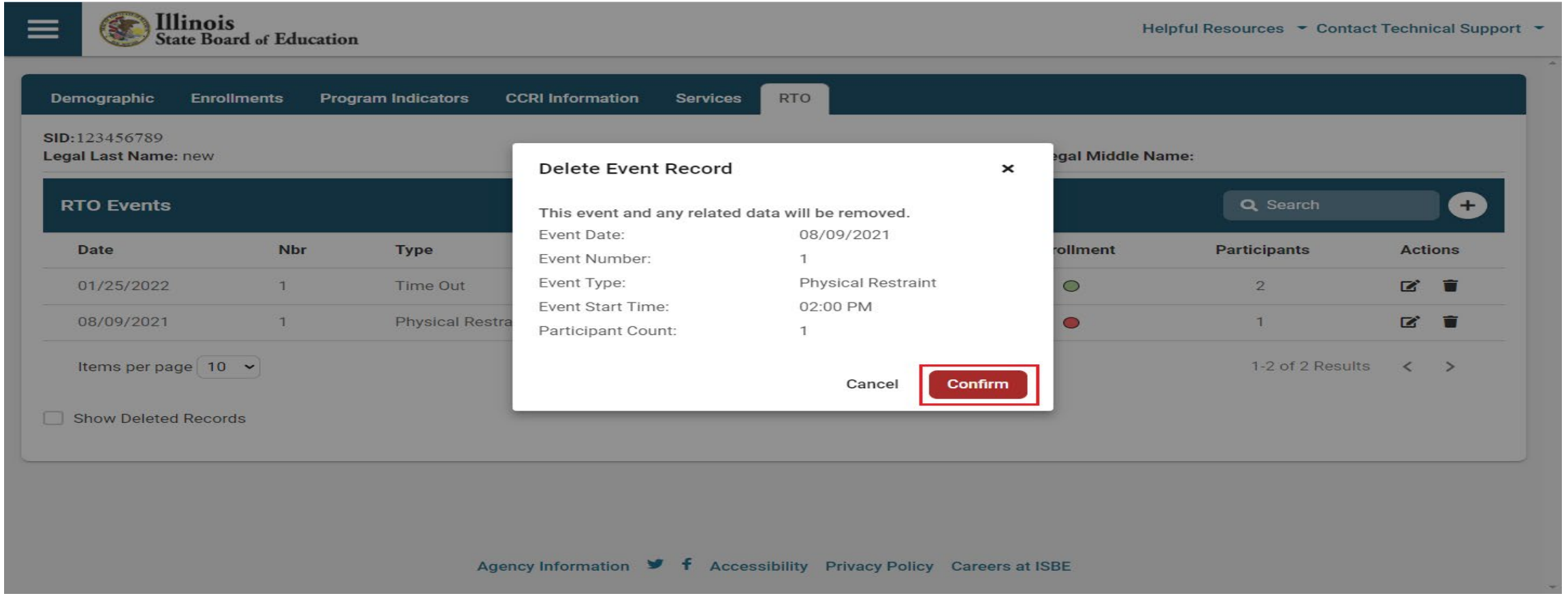
Restraint and Time Out

RTO Event - Delete



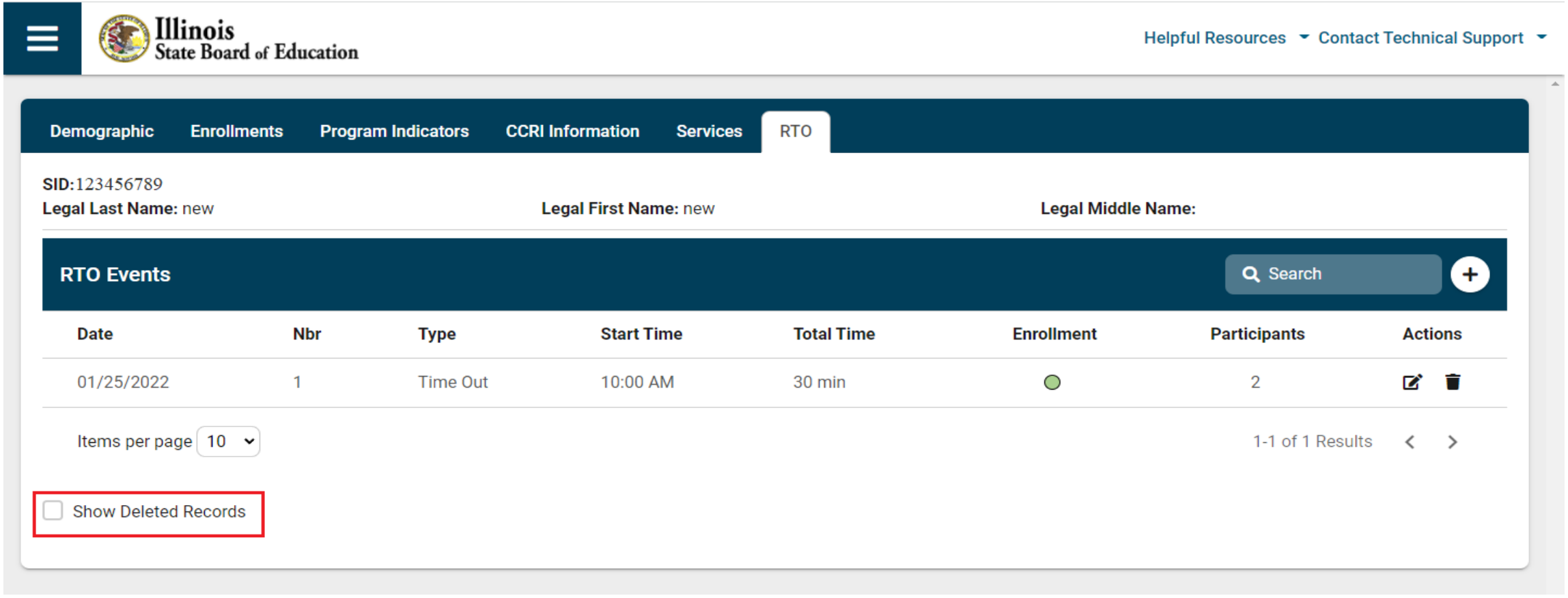
Restraint and Time Out

RTO Event – Delete Confirmation



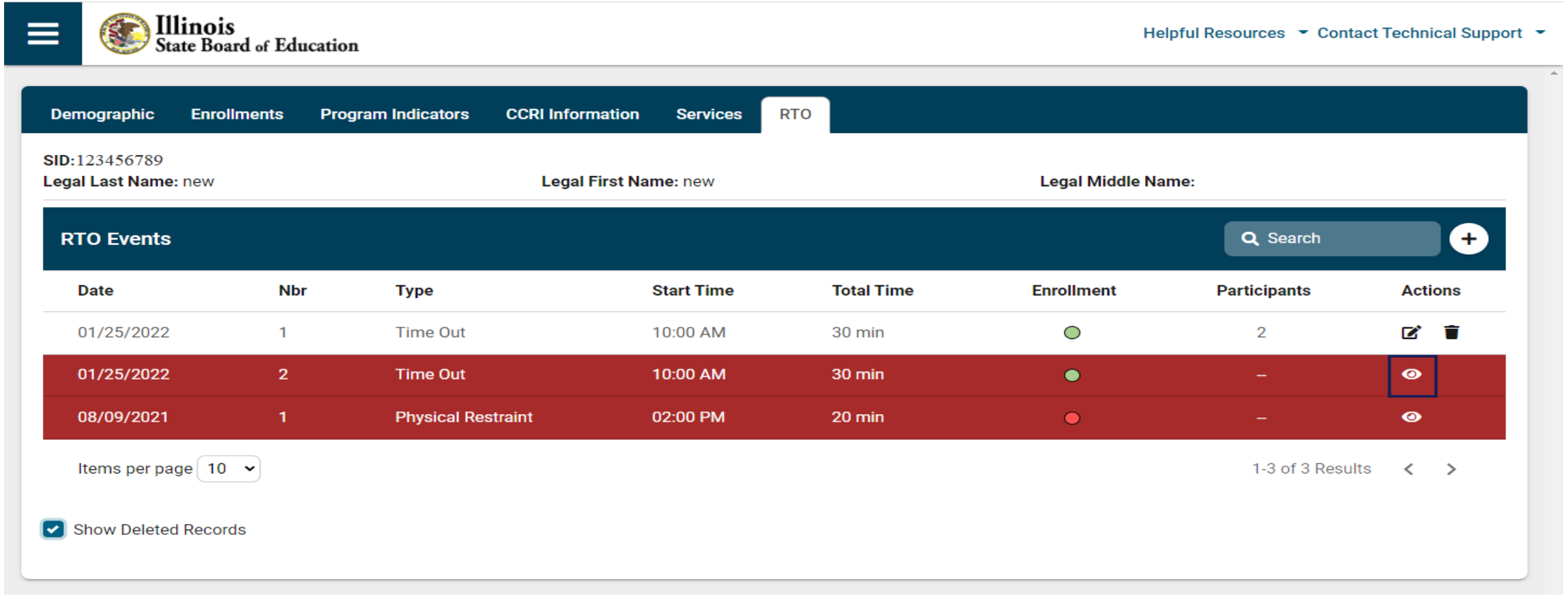
Restraint and Time Out

RTO Event – Show Deleted Records



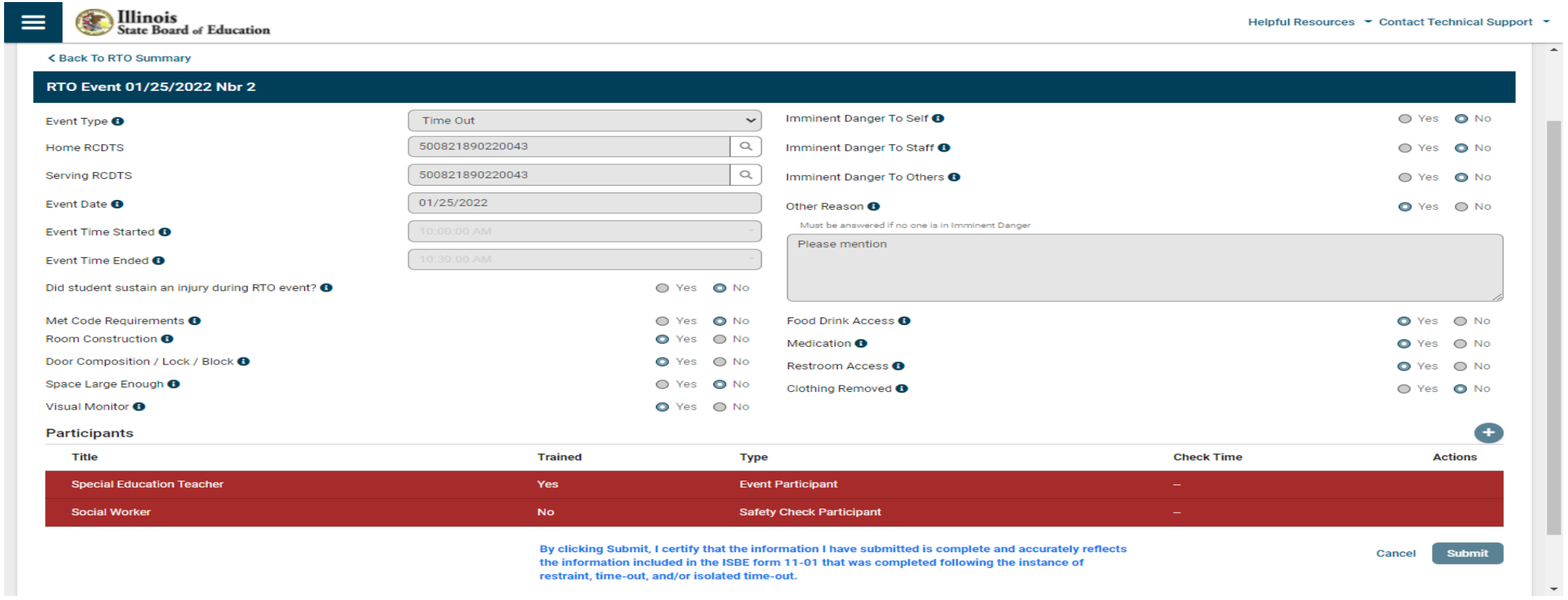
Restraint and Time Out

RTO Event – Deleted Records List (View Only)



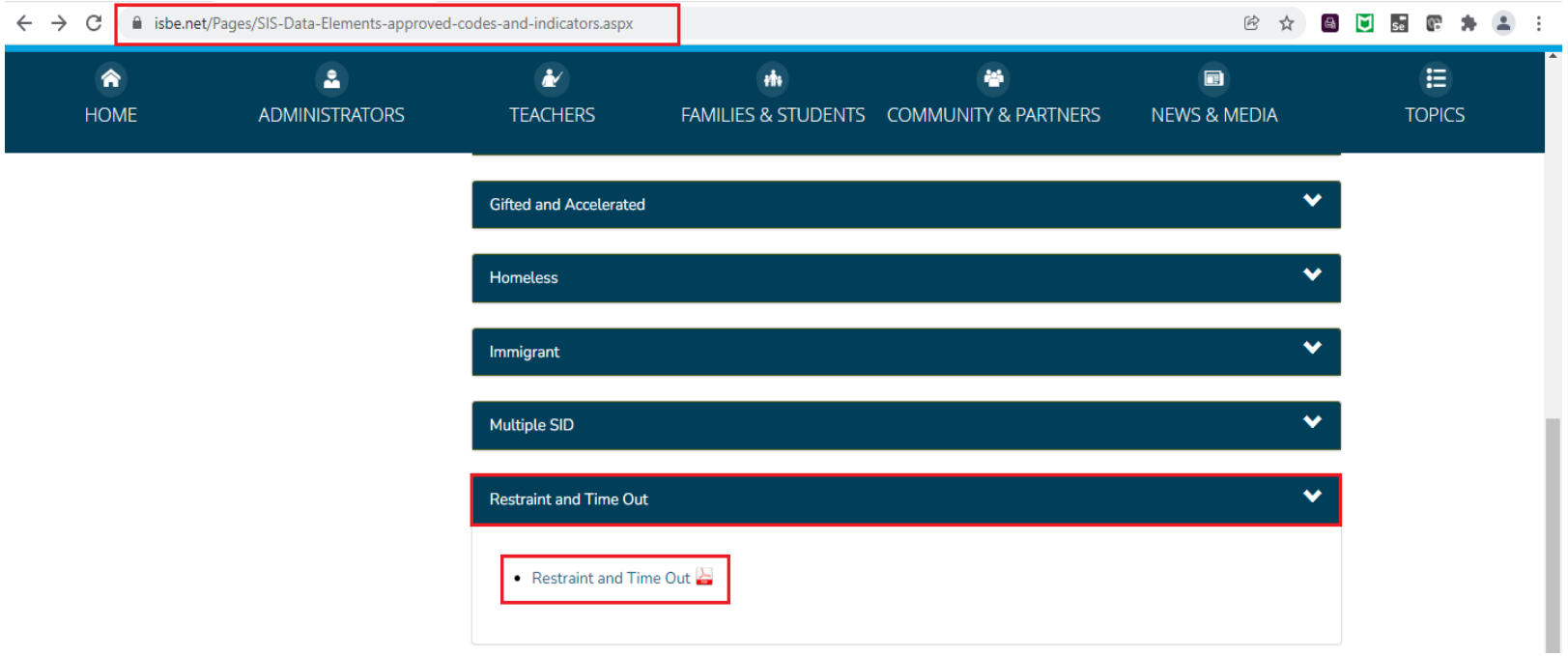
Restraint and Time Out

RTO Event – Deleted Event (View Only)



Restraint and Time Out

- Data Elements and Validations document for Restraint and Time Out is readily available in ISBE SIS
  - Navigate to SIS Webpage >> Data Elements and Validations >> Restraint and Time Out (**Link:** https://www.isbe.net/Pages/SIS-Data-Elements-approved-codes-and-indicators.aspx)



For additional **support regarding data entry**, please contact the **SIS helpdesk** at **217-558-3600 Option 3** or emailing **help@isbe.net**

For **policy questions** or questions about the data please contact the **Student Care Department** by emailing **restrainttimeout@isbe.net.**