



# Restraint and Seclusion: Technical Assistance Sessions

Maryland State Department of Education

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May 2023

# Presentation Outline

1. Introduction
2. Requirements for Documentation and Reporting
3. Restraint and Seclusion Process Guide
4. Guidance for Completing Part One: Notification
5. Guidance for Completing Part Two: Student and School Level Review with Recommendations
6. Action Steps



1. Introduction
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3. Restraint and Seclusion Process Guide
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5. Guidance for Completing Part Two: Student and School Level Review with Recommendations
6. Action Steps

# Introduction

## *Purpose*

# Purpose

The intent of this technical assistance session is to:

- Review the reporting requirements to Education Article §7-1101 *et seq.*
- Review the forms developed and disseminated for local use: Restraint and Seclusion Single Incident form and both parts of the Excessive Use Form
- Describe the process developed by the Maryland State Department of Education (MSDE), that operationalizes the law through the Single Incident Form and the Excessive Use Form





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# Requirements for Documentation and Reporting

## *Physical Restraint and Seclusion – Limitations, Reporting, and Training*

# Physical Restraint and Seclusion – Limitations, Reporting, and Training

The changes to Md. Code, Education § 7-1101 *et seq.* went into effect on July 1, 2022.

All LEAs, PAs, and nonpublic schools were required to implement the statutory requirements of the law related to the use of restraint and/or seclusion effective July 1, 2022.

The use of all restraint and seclusion forms will be required effective July 1, 2023, by all LEAs, PAs, and nonpublic schools.

# Physical Restraint and Seclusion – Limitations, Reporting, and Training

In general, the Md. Code, Education § 7-1101 *et seq.* (HB 1255):

1. Bans the use of seclusion in Local Education Agencies (LEAs) and Public Agencies (PA);
2. Places strict requirements around the use of seclusion in nonpublic schools;
3. Requires each school to notify the LEA and MSDE within four business days when a student is restrained and/or secluded 10 or more times in a given school year (PAs only must notify MSDE);
4. Requires the LEA to assess and provide behavioral intervention recommendations to the public or nonpublic school upon notification (MSDE will provide recommendations to PAs);
5. Requires the LEA/PA/nonpublic school to develop a corrective action plan if a system reports 10 or more incidents for one student or if the LEA/PA/nonpublic school fails to comply with the requirements of the law; and
6. Strengthens the collection of restraint and seclusion data tracking and reporting.

# Regulations

A requirement of the Md. Code, Education § 7-1101 *et seq.* is that MSDE develop regulations that address the requirements in the statute.

Amendments to COMAR 13A.08.04 *Student Behavior Interventions* were presented to the State Board at the March 28, 2023, State Board meeting. The State Board granted permission to publish the draft Amendments.



# Guiding Documents

## Restraint and Seclusion: Process Guide

Restraint or Seclusion Single Incident Report

Excessive Use (10 Incidents) of Restraint and/or Seclusion Report

Corrective Action Report

Exemplars

## Restraint and Seclusion: Implementation Guide

Restraint and Seclusion for All Students

Restraint and Seclusion for Students with Disabilities

Resources



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# Restraint and Seclusion Process Guide

*Understanding the notification and documentation process reporting restraints and seclusions*

# Stages of the Restraint and/or Seclusion Process

MSDE developed the *Restraint and Seclusion: Process Guide* to provide timelines, forms, and other information to support LEAs, PAs, and nonpublic schools in fulfilling the requirements of Education Article § 7-1101 *et seq.*

The three stages outlined in the *Restraint and Seclusion: Process Guide* are:

1. Restraint or Seclusion Single Incident
2. Excessive Use (10 Incidents) of Restraint and/or Seclusion
  - Part One: Notification of 10 Incidents of Restraint and/or Seclusion
  - Part Two: Student and School Level Review with Recommendations
3. Corrective Action

Utilization of these forms will be required effective July 1, 2023.

# Restraint or Seclusion Single Incident Report - Review

Each incident of restraint or seclusion shall be documented on the MSDE Restraint or Seclusion Single Incident Form and maintained in the student's record.	
Restraint or Seclusion Single Incident Report	
Purpose	Document the individual restraint/seclusion incident, including the team debrief with next steps to support the student.
Timeline and Deadlines	Documentation should occur as soon as possible after the incident.  The school must notify parents in writing or orally of the use of restraint or seclusion within 24 hours of the incident.
Personnel responsible	A school must identify an individual(s) to complete the required documentation and notify the parent.  To complete the debrief process, school personnel involved in the restraint and/or seclusion incident and any other appropriate individuals (e.g., the parent, the student, etc.) shall participate.

# Restraint or Seclusion Single Incident Report – Review

This universal form includes all data elements required by law:

- Student Demographic Information
- Prevention Strategies Implemented or Determined Inappropriate
- Precipitating Event/Antecedent
- Behavior that Prompted the Use of Restraint or Seclusion
- Type of Restraint Applied
- Student Behavior and Reaction During the Restraint or Seclusion
- Team Members Who Observed, Implemented, or Monitored
- Administrator Notified of the Restraint or Seclusion
- Student Injury
- Parent Notification
- Debrief



# Summary: Restraint Or Seclusion Single Incident Report

## Recipient of Documentation

The MSDE Restraint or Seclusion Single Incident form must be maintained in the student's record and follow the student across schools and LEAs.

*Example:* Incidents 1-7 happen at Happy Elementary.

The student transfers to Smiley Elementary.

The student record of incidents 1-7 must follow the student to Smiley Elementary.

Incidents 8-10 happen at Smiley Elementary.

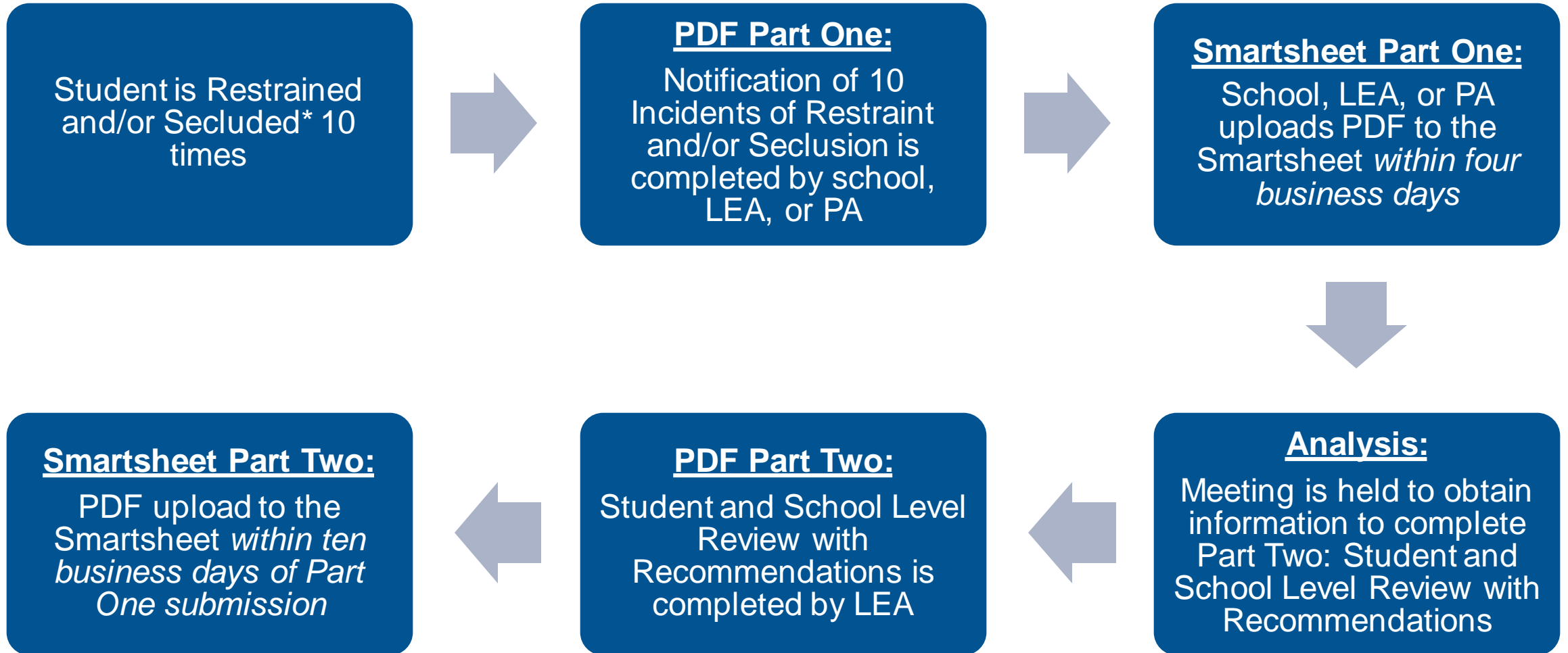
Smiley Elementary will submit the Excessive Use Form and include incidents 1-7 from Happy Elementary and 8-10 from Smiley Elementary.

# Excessive Use (10 Incidents) of Restraint and/or Seclusion

The Excessive (10 Incidents) Use of Restraint and/or Seclusion Report consisting of Part One and Part Two must be completed within 14 business days of the 10<sup>th</sup> incident.

	Part One: Notification of 10 Incidents of Restraint and/or Seclusion	Part Two: Student and School Level Review with Recommendations
<b>Purpose</b>	Document and notify the LEA and MSDE of every 10 <sup>th</sup> restraint and/or seclusion incident for an individual student.	Document the review of: (1) the student’s case, (2) assessment of the school’s behavioral health interventions, and (3) provide recommendations.
<b>Timeline and Deadlines</b>	Documentation must be provided <u>within four business days of the 10th incident</u> of restraint and/or seclusion, and every following 10th incident (e.g., 20th, ...)	Documentation must be provided <u>within 10 business days</u> of LEA/MSDE receipt of Part One: Notification of submission of Excessive (10 Incidents) Use of Restraint and/or Seclusion Notification Document

# Stages of the Excessive Use Form Process



\*Seclusion is only allowed in nonpublic schools

MD Code, Education, § 7-1101(f)

# Forms Overview

## Single Incident Reporting Form (Fillable PDF)

The PDF form was sent to directors of student services, directors of special education and local accountability coordinators in the e-mail regarding this training, dated May 2, 2023.

## Excessive Use Forms (PDF Form Part One: Notification; PDF Form Part Two: Student and School Level Review with Recommendations)

The PDF forms will be e-mailed to directors of student services, directors of special education and local accountability coordinators prior to July 1, 2023.

## Smartsheet Part One

A link to the Part One Smartsheet will be emailed to you prior to July 1, 2023.

## Smartsheet Part Two

A link to the Part Two Smartsheet will be sent to you directly after you complete the Part One Smartsheet.

The most up to date version of all PDF forms will be made available on the MSDE website.



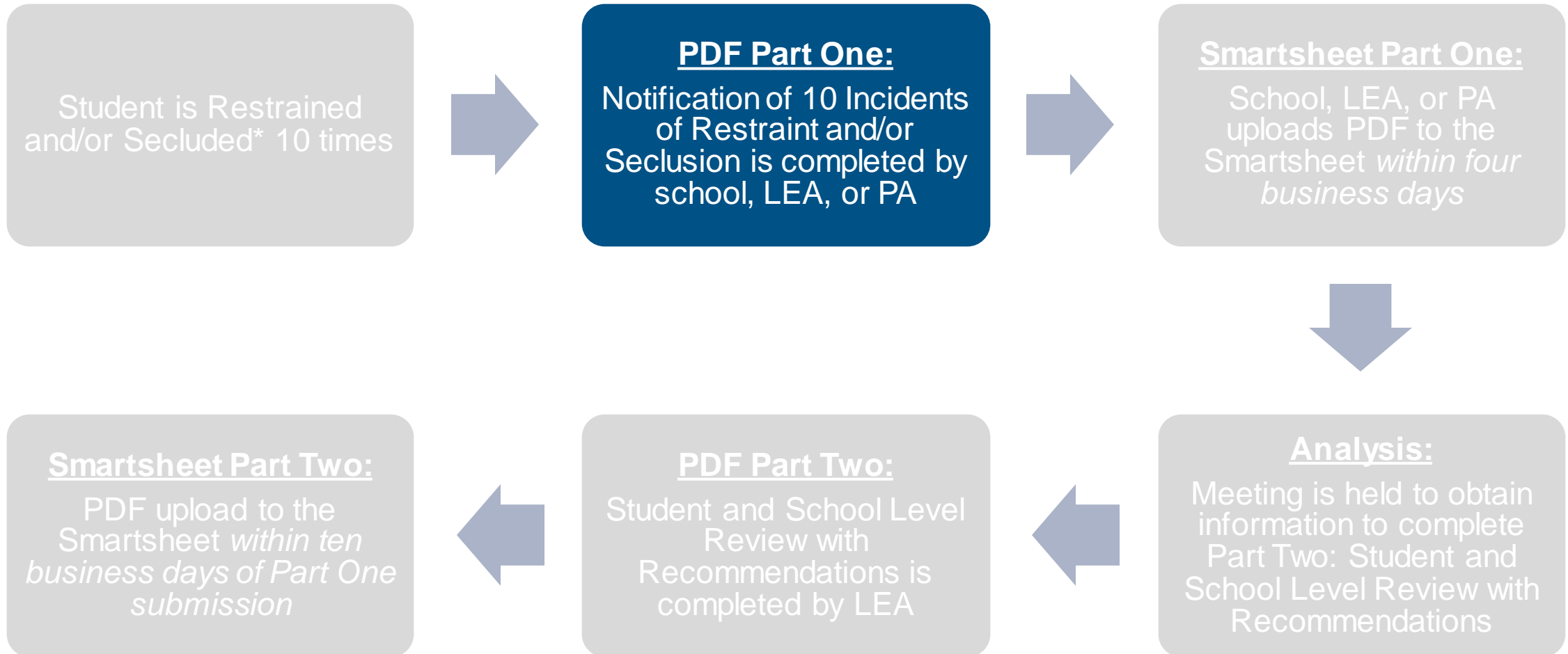
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# Guidance for Completing Part One: Notification

*Understanding the notification and documentation process for Part One*



# Stages of the Excessive Use Form Process



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MD Code, Education, § 7-1101(f)

# Excessive Use (10 Incidents) of Restraint and/or Seclusion

Part One: Notification of 10 Incidents of Restraint and/or Seclusion PDF

NOTIFICATION	
School Year:	<input type="text" value="----"/>
LEA / Public Agency / Nonpublic School name:	<input type="text"/>
LEA / Public Agency / Nonpublic School number:	<input type="text"/>
School name(s):	<input type="text"/>
School number(s):	<input type="text"/>
Date of Incident #10 (20,...):	<input type="text"/>
Date of notification to MSDE (from Nonpublic School, LEA, or Public Agency):	<input type="text"/>
Name and title of individual notifying MSDE:	<input type="text"/>

# Excessive Use (10 Incidents) of Restraint and/or Seclusion

Part One: Notification of 10 Incidents of Restraint and/or Seclusion PDF

**STUDENT INFORMATION**

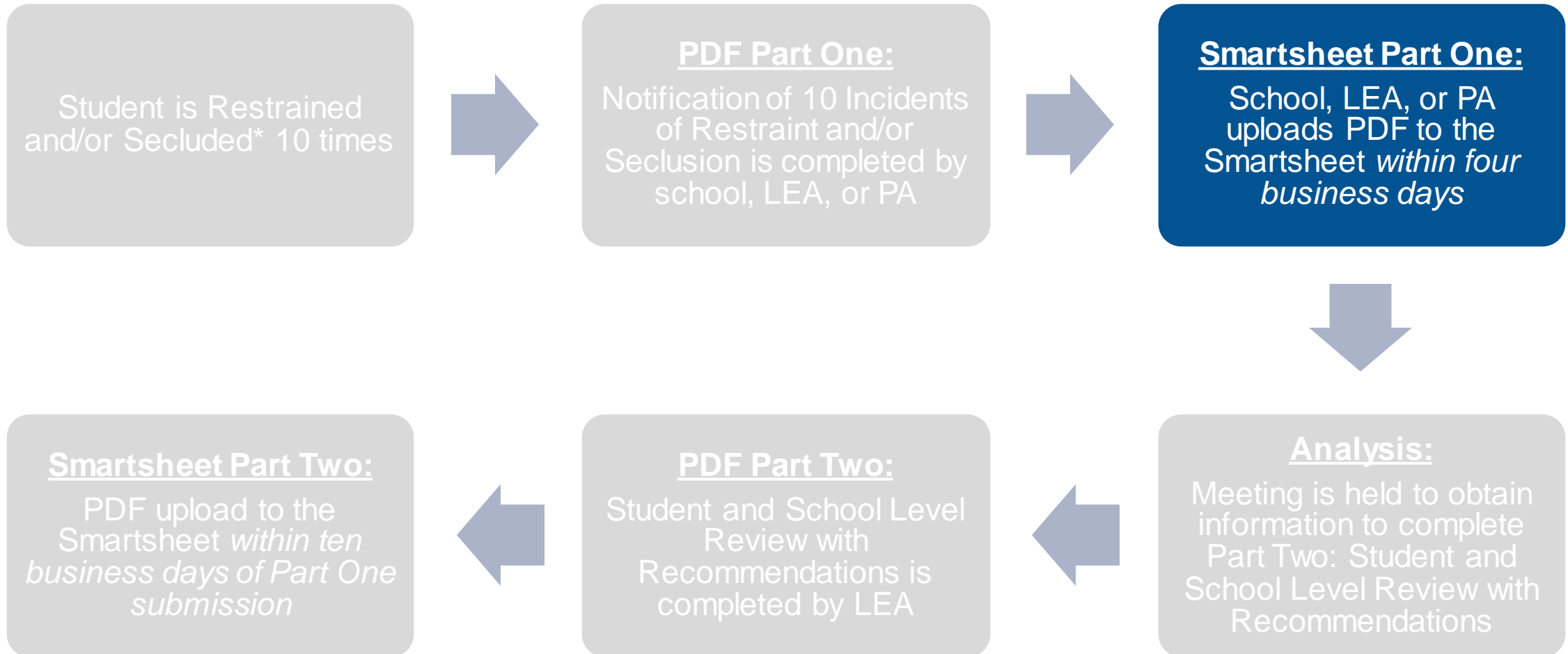
Student Name: <input type="text"/>	IEP or IFSP: <input type="checkbox"/> Yes <input type="checkbox"/> No
DOB: <input type="text"/>	Disability Code: <input type="text"/>
Student Age: <input type="text"/>	Placement Type: <input type="text"/>
Grade: <input type="text"/>	504 Plan: <input type="checkbox"/> Yes <input type="checkbox"/> No
State Assigned Student ID: <input type="text"/>	Number of Incidents Included in this Form: <input type="text"/>
Ethnicity: <input type="text"/>	
Race: <input type="text"/>	
Gender: <input type="text"/>	

# Excessive Use (10 Incidents) of Restraint and/or Seclusion

Part One: Notification of 10 Incidents of Restraint and/or Seclusion PDF

STUDENT INCIDENT INFORMATION						
Incident #	Incident Date	Restraint or Seclusion	Start Time and End Time	School Name	Behavior that posed "imminent serious physical harm"	Date and type of parent notification
		---			---	Type of Parent Noti
		---			---	Type of Parent Noti
		---			---	Type of Parent Noti
		---			---	Type of Parent Noti
		---			---	Type of Parent Noti
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# Stages of the Excessive Use Form Process



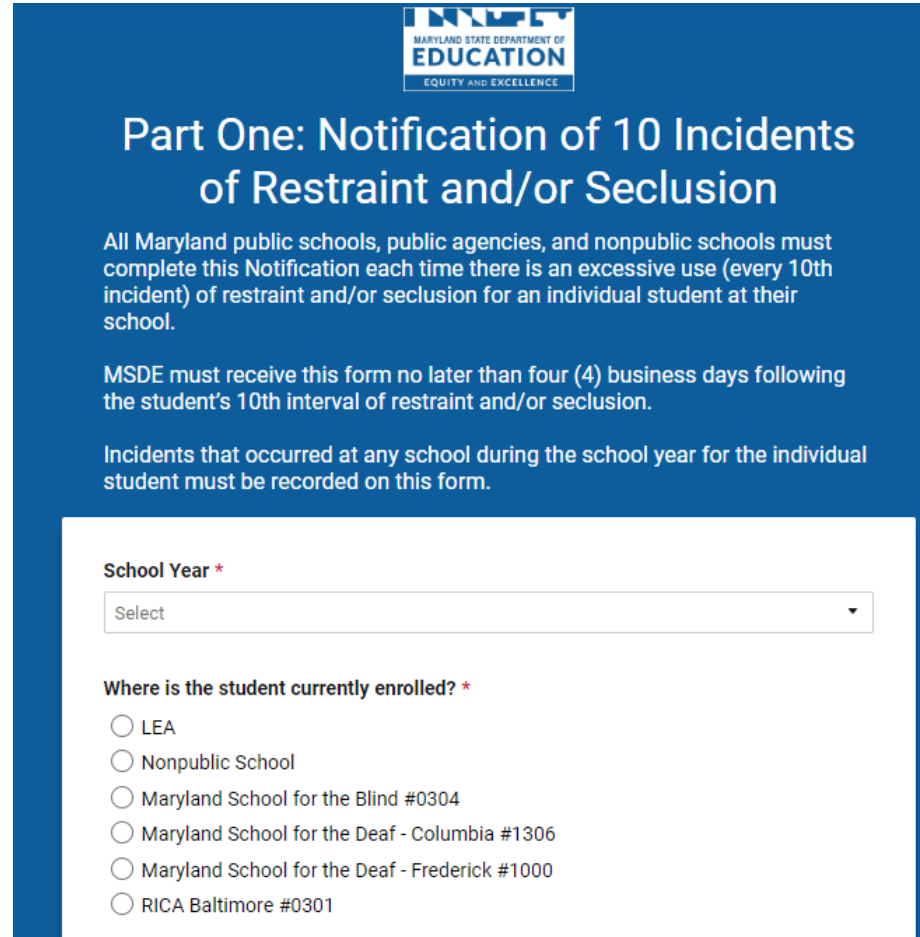
\*Seclusion is only allowed in nonpublic schools

MD Code, Education, § 7-1101(f)



# Excessive Use (10 Incidents) of Restraint and/or Seclusion

## Part One: Notification of 10 Incidents of Restraint and/or Seclusion Smartsheet



The screenshot shows a form titled "Part One: Notification of 10 Incidents of Restraint and/or Seclusion" with the Maryland State Department of Education logo at the top. The form contains the following text and fields:

**Part One: Notification of 10 Incidents of Restraint and/or Seclusion**

All Maryland public schools, public agencies, and nonpublic schools must complete this Notification each time there is an excessive use (every 10th incident) of restraint and/or seclusion for an individual student at their school.

MSDE must receive this form no later than four (4) business days following the student's 10th interval of restraint and/or seclusion.

Incidents that occurred at any school during the school year for the individual student must be recorded on this form.

**School Year \***

Select

**Where is the student currently enrolled? \***

- LEA
- Nonpublic School
- Maryland School for the Blind #0304
- Maryland School for the Deaf - Columbia #1306
- Maryland School for the Deaf - Frederick #1000
- RICA Baltimore #0301

# Excessive Use (10 Incidents) of Restraint and/or Seclusion

## Part One: Notification of 10 Incidents of Restraint and/or Seclusion Smartsheet

**Where is the student currently enrolled? \***

- LEA
- Nonpublic School
- Maryland School for the Blind #0304
- Maryland School for the Deaf-Columbia #1306
- Maryland School for the Deaf- Frederick #1000
- RICA Baltimore #0301

**Please select the LEA you represent. \***

06 - Carroll ▼

**Carroll School Name + Number \***

Cranberry Station Elementary (#0715) ▼

# Excessive Use (10 Incidents) of Restraint and/or Seclusion

## Part One: Notification of 10 Incidents of Restraint and/or Seclusion Smartsheet

**Where is the student currently enrolled? \***

- LEA
- Nonpublic School
- Maryland School for the Blind #0304
- Maryland School for the Deaf - Columbia #1306
- Maryland School for the Deaf - Frederick #1000
- RICA Baltimore #0301

**Nonpublic Name \***

0324 - Baltimore Lab: a division of the Lab School of Washington ▼

**LEA Responsible for Education \***

03 - Baltimore County ✕ ▼

# Excessive Use (10 Incidents) of Restraint and/or Seclusion

## Part One: Notification of 10 Incidents of Restraint and/or Seclusion Smartsheet

### Number of Incidents Reflected in this Report \*

Please select the number of incidents reflected in this report. For example Incidents 1-10 or 11-20 or 51-60.

### Date of the Incident that prompted this report \*

MSDE shall be notified at every 10th incident of restraint and/or seclusion (i.e. 10 incident, 20th incident, 30th incident.....80th incident...etc.).

This number is inclusive of all events during the current school year regardless of which school the event occurred. The number does NOT start over at a new school or placement.

The date entered below should reflect the date of the incident that prompted the notification to MSDE.

# Excessive Use (10 Incidents) of Restraint and/or Seclusion

## Part One: Notification of 10 Incidents of Restraint and/or Seclusion Smartsheet

**Name of Individual notifying MSDE \***

**Title of Individual notifying MSDE \***

**Email Address where confirmation to be sent: \***

Please enter an email address to have confirmation of submissions sent.

**Secondary Email Address where confirmation to be sent:**

Please enter an email address to have confirmation of submissions sent



# Excessive Use (10 Incidents) of Restraint and/or Seclusion

## Part One: Notification of 10 Incidents of Restraint and/or Seclusion Smartsheet

### Student Information

**Student First Name \***

Please enter the student first name as it appears in their legal school record

**Student Last Name \***

Please enter the student last name as it appears in their legal school record

**Student Date of Birth (DOB) \***

Please enter Date of Birth as MM/DD/YYYY

**State Assigned Student ID Number \***

Must be ten (10) digits

**State Assigned Student ID Confirmation \***

Re-Enter the student state assigned ID number

# Excessive Use (10 Incidents) of Restraint and/or Seclusion

## Part One: Notification of 10 Incidents of Restraint and/or Seclusion Smartsheet

<b>Ethnicity *</b>
<input type="text" value="Select or enter value"/>
<b>Race *</b>
<input type="text" value="Select"/>
<b>Gender *</b>
<input type="text" value="Select"/>
<b>Grade *</b>
<input type="text" value="Select"/>

# Excessive Use (10 Incidents) of Restraint and/or Seclusion

## Part One: Notification of 10 Incidents of Restraint and/or Seclusion Smartsheet

**Grade \***

Infants and Toddlers ▼

**Does the student currently have an IFSP? \***

Yes  No

**IFSP Eligibility Code \***

Select ▼

**IFSP Placement Type \***

Select ▼

# Excessive Use (10 Incidents) of Restraint and/or Seclusion

## Part One: Notification of 10 Incidents of Restraint and/or Seclusion Smartsheet

**Grade \***

Preschool ▼

**Does the student currently have a PS-PK IEP?**

Yes  No

**IEP Disability Code \***

Select ▼

**IEP PS-PK Placement Type \***

Select ▼

**Does the student currently have a 504 Plan? \***

Yes  No

# Excessive Use (10 Incidents) of Restraint and/or Seclusion

## Part One: Notification of 10 Incidents of Restraint and/or Seclusion Smartsheet

Grade \*

Does the student currently have an IEP? \*

Yes  No

IEP Disability Code \*

IEP K-12 Placement Type \*

Does the student currently have a 504 Plan? \*

Yes  No

# Excessive Use (10 Incidents) of Restraint and/or Seclusion

Part One: Notification of 10 Incidents of Restraint and/or Seclusion Smartsheet

## Upload Part One: Notification of 10 Incidents of Restraint and/or Seclusion \*

Please upload Part One Notification of 10 Incidents of Restraint and/or Seclusion. The most recent version of Part One can be found: \_\_\_\_\_.


Drag and drop files here or [browse files](#)

Submit

# Excessive Use (10 Incidents) of Restraint and/or Seclusion

## Part One: Notification of 10 Incidents of Restraint and/or Seclusion Confirmation Email



Thank you for submitting Part One of the Excessive Use of Restraint and Seclusion Form. Your confirmation number is 4287. 

Please be sure to complete Part Two: Student and School Level Review with Recommendations by going to <https://app.smartsheet.com/b/form/c871d7cfe622419497467b44a20c498e>.

Part Two must be completed within 10 business days from today.

### Pertinent Information:

Confirmation Number: 4287

Student ID #: 1234567890

School Year: 2024-2025

Submitter's Name: Jane Doe

LEA/Nonpublic School/Public Agency, School Name & Number: Nonpublic School 0314 - Children's Guild Inc.

Date of Submission: 05/03/23, 12:25 PM

Date of Incident that Prompted this Report: 05/01/23

Confirmation Emails will come from either: [restraintandseclusion.msde@maryland.gov](mailto:restraintandseclusion.msde@maryland.gov) or [automation@app.smartsheet.com](mailto:automation@app.smartsheet.com)



# Excessive Use (10 Incidents) of Restraint and/or Seclusion

## Part One: Notification of 10 Incidents of Restraint and/or Seclusion

### Timeline and Deadlines

- LEAs must develop internal processes for how to notify **MSDE** within four business days of each increment of **10 incidents of restraint and/or seclusion**.

Option #1-The individual school notifies the LEA and MSDE

*Example:* Smiley Elementary notifies Peak County Schools (LEA) and MSDE

Option #2-The individual school notifies the LEA, and the LEA notifies MSDE

*Example:* Smiley Elementary notifies the LEA, and the LEA notifies MSDE

- Nonpublic schools **must notify both MSDE and their LEA** within four business days of each increment of 10 incidents of restraint and/or seclusion.
- PAs **must notify MSDE** within four business days of each increment of 10 incidents of restraint and/or seclusion.

# Excessive Use (10 Incidents) of Restraint and/or Seclusion

## Part One: Notification of 10 Incidents of Restraint and/or Seclusion

### Submission Procedures as of July 1, 2023

Part One of the Excessive Use (10 incidents) of Restraint and/or Seclusion must be submitted to MSDE within four (4) business days of each increment of 10 incidents of restraint and/or seclusion.

- A fillable PDF form will be provided prior to July 1, 2023.
- The PDF form will be submitted to MSDE through the Smartsheet capturing pertinent information.

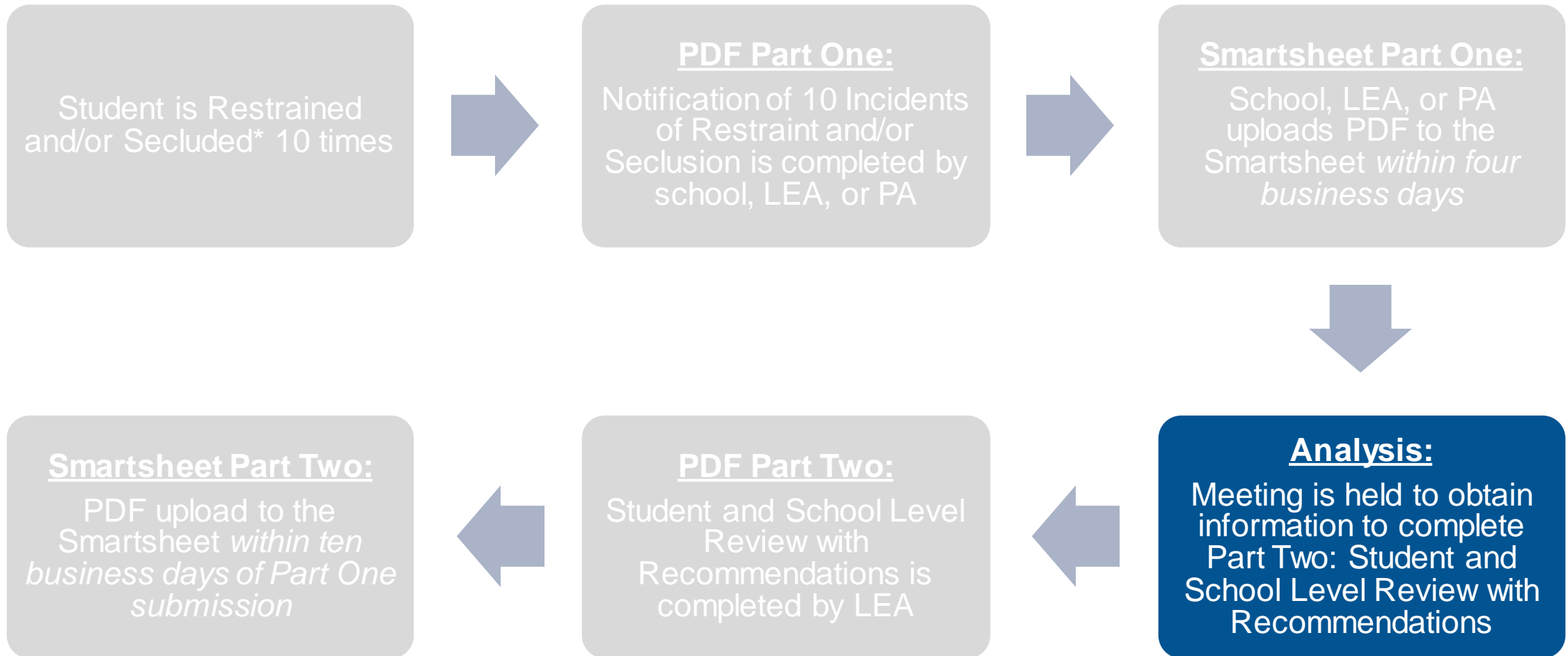


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## Guidance for Completing Part Two: Student and School Level Review with Recommendations

*Understanding how to complete and submit the documents in for Part Two*

# Stages of the Excessive Use Form Process



\*Seclusion is only allowed in nonpublic schools

MD Code, Education, § 7-1101(f)

# Excessive Use (10 Incidents) of Restraint and/or Seclusion

## Analysis to Inform Part Two: Student and School Level Review with Recommendations

On receipt of notice from a public school or nonpublic school of an increment of 10 incidents of restraint and/or seclusion, the LEA or MSDE shall within 10 business days:

- Review the student's case, including the circumstances of each incident of restraint and/or seclusion and other pertinent information;
- Assess the school's pattern of proactive positive behavioral health supports and interventions;
- Evaluate whether the school could use less restrictive behavioral health interventions; and
- Share the LEA's recommendations with MSDE and the public school or nonpublic school. MSDE will conduct the review for PAs.

# Excessive Use (10 Incidents) of Restraint and/or Seclusion

Analysis to Inform Part Two: Student and School Level Review with Recommendations

## Implementation Recommendations

- LEAs should consider developing a cross departmental team comprised of various stakeholders who are **knowledgeable of the student, interventions, and other impacting factors** to provide student and school level recommendations.
  - School psychologists or other clinical staff
  - Special educators
  - General educators
  - Behavior support staff
  - Administrators

# Excessive Use (10 Incidents) of Restraint and/or Seclusion

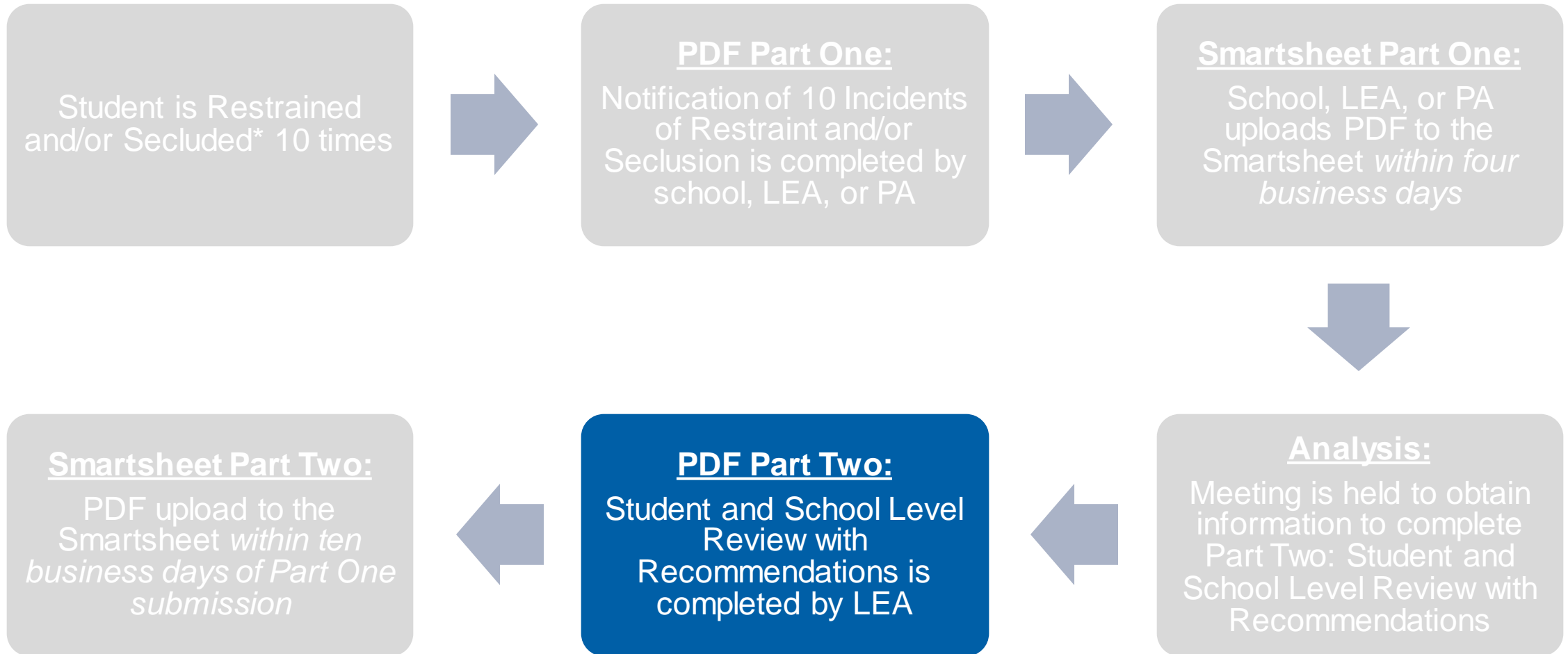
Analysis to Inform Part Two: Student and School Level Review with Recommendations

## Implementation Recommendations

- Considerations for discussion may include:
  - Type of interventions used, frequency, effectiveness;
  - Staffing and personnel adjustments;
  - Environmental and scheduling factors influencing behavior; and
  - Schoolwide behavioral and social emotional interventions.
- All data should be reviewed to determine any changes in the frequency and duration of restraints and/or seclusion.



# Stages of the Excessive Use Form Process



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MD Code, Education, § 7-1101(f)

# Excessive Use (10 Incidents) of Restraint and/or Seclusion

## Part Two: Student and School Level Review with Recommendations

<p>The Excessive (10 Incidents) Use of Restraint and/or Seclusion Report consisting of Part One and Part Two must be completed within <u>10 business days of the submission of Part One.</u></p>	
<p><b>Part Two: Student and School Level Review with Recommendations</b></p>	
<p><b>Purpose</b></p>	<p>Document the review of the student’s case, assessment of the school’s behavioral health interventions, and provide recommendations.</p>
<p><b>Timeline and Deadlines</b></p>	<p>Documentation must be provided within <u>10 business days of MSDE receipt</u> of Notification of submission of Part One: Excessive (10 Incidents) Use of Restraint and/or Seclusion Notification Document</p>

# Excessive Use (10 Incidents) of Restraint and/or Seclusion

Part Two: Student and School Level Review with Recommendations PDF

IDENTIFYING INFORMATION	
Date of Incident #10 (20, ...):	[REDACTED]
Date of Part Two Submission to MSDE:	[REDACTED]
LEA / Public Agency / Nonpublic School Name:	[REDACTED]
LEA / Public Agency / Nonpublic School Number:	[REDACTED]
School Name:	[REDACTED]
School Number:	[REDACTED]
Student Name:	[REDACTED]
State Assigned Student ID:	[REDACTED]

# Excessive Use (10 Incidents) of Restraint and/or Seclusion

## Part Two: Student and School Level Review with Recommendations PDF

HISTORY OF BEHAVIOR ASSESSMENT AND PLANNING	
Current Functional Behavior Assessment Date:	[Redacted] N/A <input type="checkbox"/>
Behavior Intervention Plan Implementation Date:	[Redacted] N/A <input type="checkbox"/>
<b>Functional Behavior Assessment (FBA)</b> <ol style="list-style-type: none"> <li>If an FBA has not previously been done for the student one should begin immediately.</li> <li>If an FBA has previously been completed for the student (even recently), the FBA should be reviewed by a qualified individual other than the person who previously completed it.</li> </ol>	
FBA date of development/review:	[Redacted]
Name & Title of individuals conducting/reviewing the FBA:	[Redacted]
<b>Behavior Intervention Plan (BIP)</b> <ol style="list-style-type: none"> <li>If a BIP has not previously been created for the student, one should be developed immediately using information gleaned from the FBA.</li> <li>If a BIP currently exists, the BIP plan should be reviewed by a qualified individual other than the person who previously developed or reviewed and amended by the IEP team for a Student with Disabilities (SWD).</li> </ol>	
BIP date of development/review:	[Redacted]
Name & Title of individuals conducting/reviewing the BIP:	[Redacted]

# Excessive Use (10 Incidents) of Restraint and/or Seclusion

Part Two: Student and School Level Review with Recommendations PDF

PATTERN OF BEHAVIORAL HEALTH INTERVENTIONS FOR THE STUDENT		
Behavior Health Interventions Type of behavior health interventions used or scheduled to be used with the identified student (list individually)	Fidelity of Implementation Frequency, duration of intervention use (when began, how often used, etc.)	Student's Response to the Intervention Is the intervention effective? Could it be modified to increase effectiveness?
	Start Date: <input type="text"/> Frequency of Implementation: <input type="text"/>	Intervention Effectiveness: <input type="text"/> Recommendations: <input type="text"/>
	Start Date: <input type="text"/> Frequency of Implementation: <input type="text"/>	Intervention Effectiveness: <input type="text"/> Recommendations: <input type="text"/>
	Start Date: <input type="text"/> Frequency of Implementation: <input type="text"/>	Intervention Effectiveness: <input type="text"/> Recommendations: <input type="text"/>
What other relevant personal or environmental information will inform recommendations?		<input type="text"/>

# Excessive Use (10 Incidents) of Restraint and/or Seclusion

Part Two: Student and School Level Review with Recommendations PDF

PATTERN OF BEHAVIOR INTERVENTIONS USED BY THE SCHOOL		
The review team should identify schoolwide behavior interventions and approaches currently being implemented at this school to reduce the use of physical restraint or seclusion (nonpublic schools only) for ALL students.		
Type of behavior health interventions used (list individually)	Frequency and duration of use (when began, how often used, etc.)	Apparent impact upon student behavior

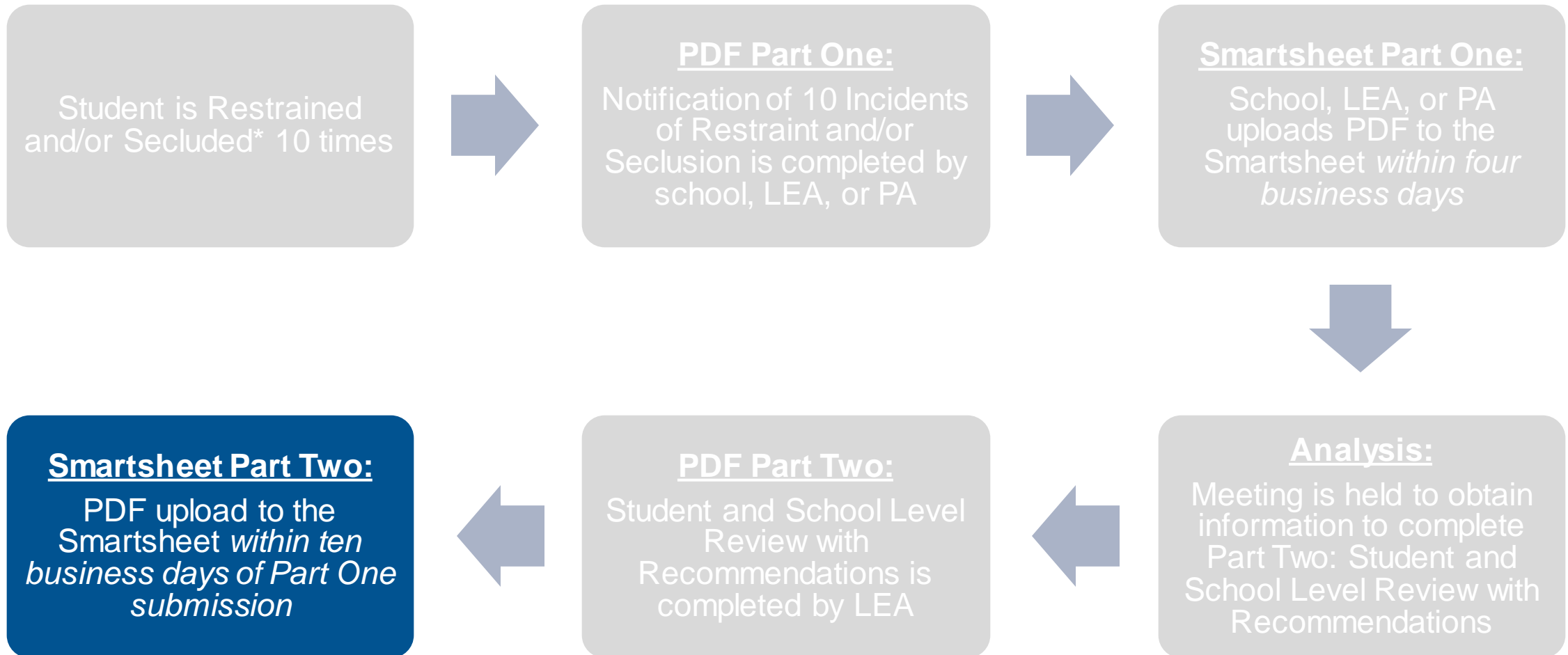
# Excessive Use (10 Incidents) of Restraint and/or Seclusion

Part Two: Student and School Level Review with Recommendations PDF

RECOMMENDATIONS	
<p>The review team should identify recommendations specific to the student and for the school. Recommendations should be listed here as a means of communicating to MSDE and other relevant stakeholders. Recommendations related to the need for additional professional learning, resources, and support at the school to reduce the excessive use of physical restraint or seclusion should be considered.</p>	
Student Specific Recommendations	School Specific Recommendations



# Stages of the Excessive Use Form Process

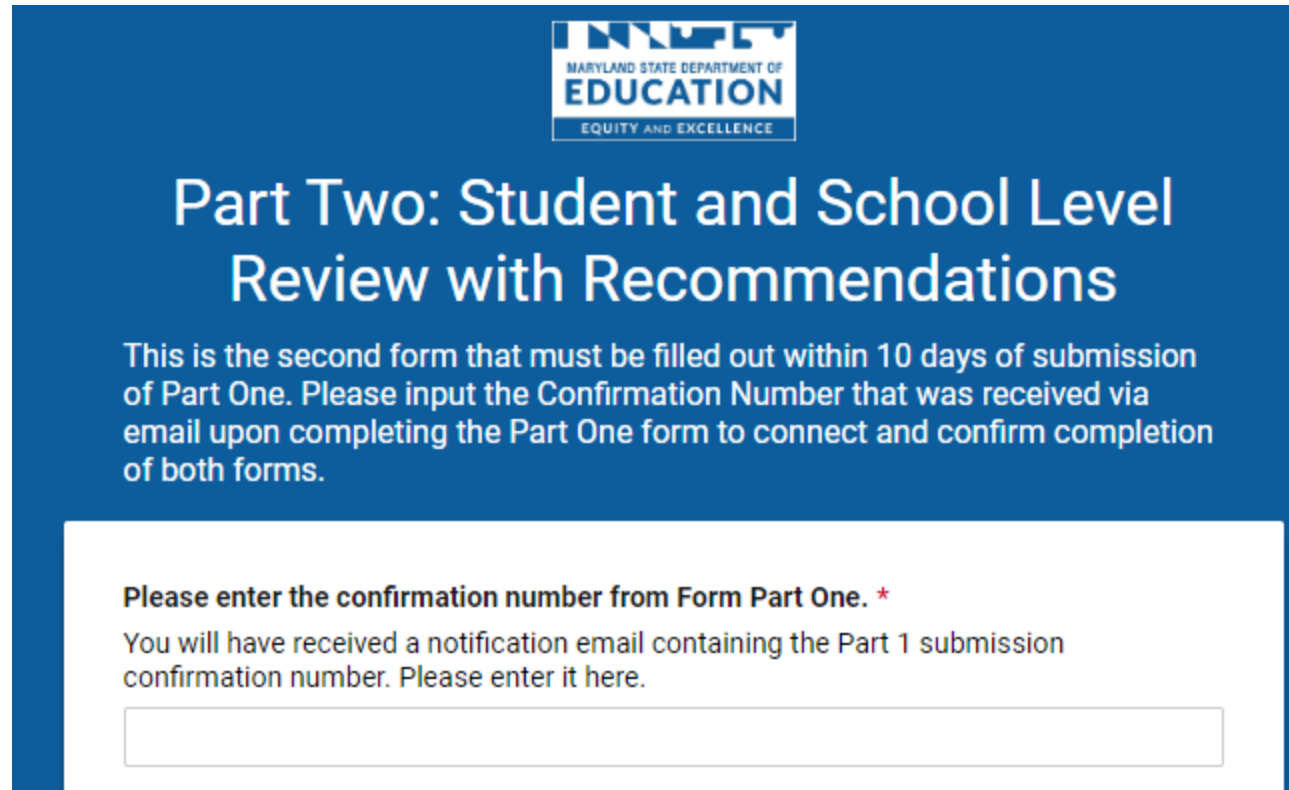


\*Seclusion is only allowed in nonpublic schools


MD Code, Education, § 7-1101(f)

# Excessive Use (10 Incidents) of Restraint and/or Seclusion

Part Two: Student and School Level Review with Recommendations Smartsheet



The screenshot shows a blue header with the Maryland State Department of Education logo and the title 'Part Two: Student and School Level Review with Recommendations'. Below the title is a paragraph of instructions. A white box contains a required field for the confirmation number from Form Part One, with a red asterisk indicating it is mandatory.

  
MARYLAND STATE DEPARTMENT OF  
**EDUCATION**  
EQUITY AND EXCELLENCE

## Part Two: Student and School Level Review with Recommendations

This is the second form that must be filled out within 10 days of submission of Part One. Please input the Confirmation Number that was received via email upon completing the Part One form to connect and confirm completion of both forms.

**Please enter the confirmation number from Form Part One. \***

You will have received a notification email containing the Part 1 submission confirmation number. Please enter it here.

# Excessive Use (10 Incidents) of Restraint and/or Seclusion

## Part Two: Student and School Level Review with Recommendations Smartsheet

### Date of Incident that prompted the report \*

Please enter the date of the incident that prompted this report.

This number is inclusive of all events during the current school year regardless of which school the event occurred. The number does NOT start over at a new school or placement.

MSDE must be notified of each 10th incident of restraint and/or seclusion (i.e. 10th, 20th, 30th, 40th...etc)

### Where is the student currently enrolled? \*

- LEA
- Nonpublic School
- Maryland School for the Blind #0304
- Maryland School for the Deaf-Columbia #1306
- Maryland School for the Deaf- Frederick #1000
- RICA Baltimore #0301

# Excessive Use (10 Incidents) of Restraint and/or Seclusion

## Part Two: Student and School Level Review with Recommendations Smartsheet

**Where is the student currently enrolled? \***

- LEA
- Nonpublic School
- Maryland School for the Blind #0304
- Maryland School for the Deaf-Columbia #1306
- Maryland School for the Deaf- Frederick #1000
- RICA Baltimore #0301

**Please select the LEA you represent. \***

09 - Dorchester

**Dorchester School Name + Number \***

North Dorchester Middle School (#0208)

# Excessive Use (10 Incidents) of Restraint and/or Seclusion

## Part Two: Student and School Level Review with Recommendations Smartsheet

**Where is the student currently enrolled? \***

- LEA
- Nonpublic School
- Maryland School for the Blind #0304
- Maryland School for the Deaf-Columbia #1306
- Maryland School for the Deaf- Frederick #1000
- RICA Baltimore #0301

**Please select what Nonpublic School you represent \***

1305 - High Road Academy ▼

# Excessive Use (10 Incidents) of Restraint and/or Seclusion

## Part Two: Student and School Level Review with Recommendations Smartsheet

**Student First Name \***

Please enter student first name as it appears in the school record

**Student Last Name \***

Please enter student last name as it appears in the school record

**State Assigned Student ID \***

Enter the state assigned student identification number

**Email Address where confirmation should be sent \***

**Secondary Email Address to receive confirmation (if needed)**

# Excessive Use (10 Incidents) of Restraint and/or Seclusion

## Part Two: Student and School Level Review with Recommendations Smartsheet

### History of Behavior Assessment and Planning

**Did the student have an FBA at the time of the incident that prompted this report? \***

Indicate whether the student had an FBA on the date of the incident that prompted the report

Yes  No

**Did the student have an BIP at the time of the incident that prompted this report? \***

Indicate whether the student had an BIP on the date of the incident that prompted the report

Yes  No



# Excessive Use (10 Incidents) of Restraint and/or Seclusion

Part Two: Student and School Level Review with Recommendations Smartsheet

## Upload Part Two of the Excessive Use Form \*

Complete and Upload Part Two of the Excessive Use Form (Pattern of Behavioral Health Interventions for the Student; Pattern of Behavior Interventions used by the school; Recommendations). The most recent version of Part Two can be found:

\_\_\_\_\_

Drag and drop files here or [browse files](#)

Submit

# Excessive Use (10 Incidents) of Restraint and/or Seclusion

Part Two: Student and School Level Review with Recommendations Smartsheet Confirmation Email



Thank you for submitting Part Two of the Excessive Use of Restraint and Seclusion Form. You have completed the process of notifying MSDE.

Pertinent Information:

Confirmation Number from Part One: 4287.

Student ID #: 1234567890

School Year: 2024-2025

LEA/Nonpublic School/Public Agency, School Name & Number: Nonpublic School 0314 - Children's Guild Inc.

Date of Submission: 05/03/23, 12:25 PM

Date of Incident that Prompted this Report: 05/01/23

Confirmation Emails will come from either:  
[restraintandseclusion.msde@maryland.gov](mailto:restraintandseclusion.msde@maryland.gov) or  
[automation@app.smartsheet.com](mailto:automation@app.smartsheet.com)

# Excessive Use (10 Incidents) of Restraint and/or Seclusion

Part Two: Student and School Level Review with Recommendations

## Timeline and Deadlines

- Part Two must be provided within 10 business days of MSDE receipt of Notification of submission of Part One: Excessive (10 Incidents) Use of Restraint and/or Seclusion Notification Document.

*Example:* Part One Received on June 9, 2023; Part Two must be submitted by June 26, 2023

## June 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9 Part One Submitted	10
11	12	13	14	15	16	17
18	19 HOLIDAY	20	21	22	23	24
25	26 Part Two Due	27	28	29	30	



1. Introduction
2. Requirements for Documentation and Reporting
3. Restraint and Seclusion Process Guide
4. Guidance for Completing Part One: Notification
5. Guidance for Completing Part Two: Student and School Level Review with Recommendations
6. Action Steps

## Action Steps

*Action steps to support implementation of Md. Code, Education § 7-1101 et seq. (HB 1255)*

# Action Steps

## Now – June 2023

LEAs/PAs/nonpublic schools should establish internal procedures for full implementation of the procedures outlined in this training

## July 1, 2023

Full implementation of MSDE required forms and submission procedures

## Summer 2023

Mini-data collection for the period of February 1, 2023, through June 30, 2023, is due to MSDE

# Additional Technical Assistance and Support

## Open Office Hours (LEAs and PAs)

MSDE will host regular office hours to provide LEAs and PAs with a consistent, scheduled opportunity for thought partnership, clarification, and feedback.

This will allow for a facilitated conversation with peers and MSDE staff.

- 5/26/2023 11:00 AM to 12:00 PM
- 5/30/2023 3:00 PM to 4:00 PM
- 5/31/2023 12:00 PM to 1:00 PM

# Additional Technical Assistance and Support

## Open Office Hours (Nonpublic Schools)

MSDE will host office hours to provide nonpublic schools with a consistent, scheduled opportunity for thought partnership, clarification, and feedback.

This will allow for a facilitated conversation with peers and MSDE staff.

- 5/25/2023 11:00 AM to 12:00 PM

# Additional Technical Assistance and Support

## Individualized Technical Assistance

- Questions regarding the new statutory requirements and processes for all students should be directed to Dr. April Turner, School Psychological Services Supervisor, at [aprild.turner@maryland.gov](mailto:aprild.turner@maryland.gov)
- Questions regarding the operationalization of the additional requirements for students with disabilities, including the Individualized Education Program process, should be directed to Carmen Brown, Branch Chief, Interagency Collaboration, at [carmen.brown1@maryland.gov](mailto:carmen.brown1@maryland.gov)
- Questions related to the implementation of the requirements in nonpublic schools should be directed to Alexandra Cambra, Director, Program Approval, at [alexandra.cambra@maryland.gov](mailto:alexandra.cambra@maryland.gov)
- Questions related to data collection and access to *Moveit* should be directed to Dawn Hubbard, Program Manager, at [dawn.hubbard@maryland.gov](mailto:dawn.hubbard@maryland.gov)