Presentation Outline

1. Introduction
2. Requirements for Documentation and Reporting
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
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
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

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Restraint or Seclusion Single Incident Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document the individual restraint/seclusion incident, including the team debrief with next steps to support the student.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Timeline and Deadlines</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Documentation should occur as soon as possible after the incident.</td>
<td></td>
</tr>
<tr>
<td>The school must notify parents in writing or orally of the use of restraint or seclusion within 24 hours of the incident.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Personnel responsible</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A school must identify an individual(s) to complete the required documentation and notify the parent.</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
</tbody>
</table>
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 10th incident.

<table>
<thead>
<tr>
<th>Part One:</th>
<th>Part Two:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notification of 10 Incidents of Restraint and/or Seclusion</td>
<td>Student and School Level Review with Recommendations</td>
</tr>
</tbody>
</table>

**Purpose**
- Document and notify the LEA and MSDE of every 10th 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.

**Timeline and Deadlines**
- Documentation must be provided **within four business days of the 10th incident** of restraint and/or seclusion, and every following 10th incident (e.g., 20th, ...)
- Documentation must be provided **within 10 business days** 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

1. **PDF Part One:** Notification of 10 Incidents of Restraint and/or Seclusion is completed by school, LEA, or PA

2. **Smartsheet Part One:** School, LEA, or PA uploads PDF to the Smartsheet within four business days

3. **Smartsheet Part Two:** PDF upload to the Smartsheet within ten business days of Part One submission

4. **PDF Part Two:** Student and School Level Review with Recommendations is completed by LEA

5. **Analysis:** Meeting is held to obtain information to complete Part Two: Student and School Level Review with Recommendations

*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.
1. Introduction
2. Requirements for Documentation and Reporting
5. Guidance for Completing Part Two: Student and School Level Review with Recommendations
6. Action Steps

Guidance for Completing Part One: Notification

*Understanding the notification and documentation process for Part One*
Stages of the Excessive Use Form Process

PDF Part One: Notification of 10 Incidents of Restraint and/or Seclusion is completed by school, LEA, or PA

Smartsheet Part One: School, LEA, or PA uploads PDF to the Smartsheet within four business days

Smartsheet Part Two: PDF upload to the Smartsheet within ten business days of Part One submission

PDF Part Two: Student and School Level Review with Recommendations is completed by LEA

Analysis: Meeting is held to obtain information to complete Part Two: Student and School Level Review with Recommendations

*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 PDF

[Notification form image]
Excessive Use (10 Incidents) of Restraint and/or Seclusion

Part One: Notification of 10 Incidents of Restraint and/or Seclusion PDF
### Guidance for Completing Part One: Notification

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

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

<table>
<thead>
<tr>
<th>Incident #</th>
<th>Incident Date</th>
<th>Restraint or Seclusion</th>
<th>Start Time and End Time</th>
<th>School Name</th>
<th>Behavior that posed “imminent serious physical harm”</th>
<th>Date and type of parent notification</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>
Stages of the Excessive Use Form Process

- **Student is Restrained and/or Secluded* 10 times**
- **PDF Part One:** Notification of 10 Incidents of Restraint and/or Seclusion is completed by school, LEA, or PA
- **Smartsheet Part One:** School, LEA, or PA uploads PDF to the Smartsheet within four business days
- **Analysis:** Meeting is held to obtain information to complete Part Two: Student and School Level Review with Recommendations
- **PDF Part Two:** Student and School Level Review with Recommendations is completed by LEA
- **Smartsheet Part Two:** PDF upload to the Smartsheet within ten business days of Part One submission

*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
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

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<table>
<thead>
<tr>
<th>Where is the student currently enrolled? *</th>
</tr>
</thead>
<tbody>
<tr>
<td>LEA</td>
</tr>
<tr>
<td>Nonpublic School</td>
</tr>
<tr>
<td>Maryland School for the Blind #0304</td>
</tr>
<tr>
<td>Maryland School for the Deaf - Columbia #1306</td>
</tr>
<tr>
<td>Maryland School for the Deaf - Frederick #1000</td>
</tr>
<tr>
<td>RICA Baltimore #0301</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nonpublic Name *</th>
</tr>
</thead>
<tbody>
<tr>
<td>0324 - Baltimore Lab: a division of the Lab School of Washington</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LEA Responsible for Education *</th>
</tr>
</thead>
<tbody>
<tr>
<td>03 - Baltimore County</td>
</tr>
</tbody>
</table>
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.

Select

**Date of the Incident that prompted this report**
MSDE shall be notified at every 10th incident of restraint and/or seclusion (i.e. 10th 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

- Ethnicity
  - Select or enter value

- Race
  - Select

- Gender
  - Select

- Grade
  - 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 *
  - Select

- Does the student currently have an IEP? *
  - Yes
  - No

- IEP Disability Code *
  - Select

- IEP K-12 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

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

Guidance for Completing Part One: Notification

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/c871d7cfe522410497467b44a20c498e.

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 or 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.
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**

1. **Student is Restrained and/or Secluded* 10 times**
2. **PDF Part One:** Notification of 10 Incidents of Restraint and/or Seclusion is completed by school, LEA, or PA
3. **Smartsheet Part One:** School, LEA, or PA uploads PDF to the Smartsheet within four business days
4. **Smartsheet Part Two:** PDF upload to the Smartsheet within ten business days of Part One submission
5. **PDF Part Two:** Student and School Level Review with Recommendations is completed by LEA
6. **Analysis:** Meeting is held to obtain information to complete Part Two: Student and School Level Review with Recommendations

*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:
  o Type of interventions used, frequency, effectiveness;
  o Staffing and personnel adjustments;
  o Environmental and scheduling factors influencing behavior; and
  o 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

1. **Student is Restrained and/or Secluded* 10 times**
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*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

<table>
<thead>
<tr>
<th>Purpose</th>
<th>Document the review of the student’s case, assessment of the school’s behavioral health interventions, and provide recommendations.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Timeline and Deadlines</td>
<td>Documentation must be provided within <strong>10 business days of MSDE receipt</strong> of Notification of submission of Part One: Excessive (10 Incidents) Use of Restraint and/or Seclusion Notification Document</td>
</tr>
</tbody>
</table>
## Excessive Use (10 Incidents) of Restraint and/or Seclusion

Part Two: Student and School Level Review with Recommendations PDF

### IDENTIFYING INFORMATION

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Incident #10 (20, ...)</td>
<td></td>
</tr>
<tr>
<td>Date of Part Two Submission to MSDE</td>
<td></td>
</tr>
<tr>
<td>LEA / Public Agency / Nonpublic School Name</td>
<td></td>
</tr>
<tr>
<td>LEA / Public Agency / Nonpublic School Number</td>
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<tr>
<td>School Name</td>
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<tr>
<td>School Number</td>
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<tr>
<td>Student Name</td>
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<tr>
<td>State Assigned Student ID</td>
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</tbody>
</table>
## 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: | N/A |
| Behavior Intervention Plan Implementation Date: | N/A |

#### Functional Behavior Assessment (FBA)

1. If an FBA has not previously been done for the student one should begin immediately.
2. 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.

**FBA date of development/review:**

**Name & Title of individuals conducting/reviewing the FBA:**

#### Behavior Intervention Plan (BIP)

1. If a BIP has not previously been created for the student, one should be developed immediately using information gleaned from the FBA.
2. 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).

**BIP date of development/review:**

**Name & Title of individuals conducting/reviewing the BIP:**
Guidance for Completing Part Two: Student and School Level Review with Recommendations

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

Part Two: Student and School Level Review with Recommendations PDF

<table>
<thead>
<tr>
<th>Behavior Health Interventions</th>
<th>Fidelity of Implementation</th>
<th>Student's Response to the Intervention</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of behavior health interventions used or scheduled to be used with the identified student (list individually)</td>
<td>Frequency, duration of intervention use (when began, how often used, etc.)</td>
<td>Is the intervention effective? Could it be modified to increase effectiveness?</td>
</tr>
<tr>
<td>Start Date:</td>
<td>Intervention Effectiveness:</td>
<td>Recommendations:</td>
</tr>
<tr>
<td>Frequency of Implementation:</td>
<td>Recommendations:</td>
<td></td>
</tr>
<tr>
<td>Start Date:</td>
<td>Intervention Effectiveness:</td>
<td>Recommendations:</td>
</tr>
<tr>
<td>Frequency of Implementation:</td>
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<td>Recommendations:</td>
</tr>
<tr>
<td>Frequency of Implementation:</td>
<td>Recommendations:</td>
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What other relevant personal or environmental information will inform recommendations?
Excessive Use (10 Incidents) of Restraint and/or Seclusion

Part Two: Student and School Level Review with Recommendations PDF

<table>
<thead>
<tr>
<th>PATTERN OF BEHAVIOR INTERVENTIONS USED BY THE SCHOOL</th>
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<tbody>
<tr>
<td>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.</td>
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<tr>
<th>Type of behavior health interventions used (list individually)</th>
<th>Frequency and duration of use (when began, how often used, etc.)</th>
<th>Apparent impact upon student behavior</th>
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Guidance for Completing Part Two: Student and School Level Review with Recommendations

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

Part Two: Student and School Level Review with Recommendations PDF

<table>
<thead>
<tr>
<th>RECOMMENDATIONS</th>
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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.

<table>
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<tr>
<th>Student Specific Recommendations</th>
<th>School Specific Recommendations</th>
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May 2023
Stages of the Excessive Use Form Process

1. **Student is Restrained and/or Secluded* 10 times**

2. **PDF Part One:** Notification of 10 Incidents of Restraint and/or Seclusion is completed by school, LEA, or PA

3. **Smartsheet Part One:** School, LEA, or PA uploads PDF to the Smartsheet *within four business days*

4. **Smartsheet Part Two:** PDF upload to the Smartsheet *within ten business days of Part One submission*

5. **PDF Part Two:** Student and School Level Review with Recommendations is completed by LEA

6. **Analysis:** Meeting is held to obtain information to complete Part Two: Student and School Level Review with Recommendations

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*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

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

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

Part Two: Student and School Level Review with Recommendations Smartsheet
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 a BIP at the time of the incident that prompted this report? *
Indicate whether the student had a 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 or 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
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

- 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

- 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

- Questions related to data collection and access to Moveit should be directed to Dawn Hubbard, Program Manager, at dawn.hubbard@maryland.gov