

PENNSYLVANIA DEPARTMENT OF EDUCATION
OFFICE OF ELEMENTARY AND SECONDARY EDUCATION
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PENN*LINK

To: School District Superintendents
School District Special Education Directors
Intermediate Unit Executive Directors
Intermediate Unit Special Education Directors
Charter School Chief Executive Officers
Charter School Special Education Directors
Approved Private School Executive Directors
Chartered Schools for the Deaf and the Blind Executive Directors
Private Residential Rehabilitative Institution Executive Directors

From: Ann Hinkson-Herrmann, Director
Bureau of Special Education

Subject: 2017-18 School Year Restraint Information System Collection Tracking and Training

The 2017-18 school year Restraint Information System Collection (RISC) is open for data entry. The system has been enhanced and gives local educational agencies (LEAs) a greater opportunity to provide both more detail about restraints and to analyze trends in reducing the use of physical restraints on students.

The Bureau of Special Education (BSE) will continue to require the LEAs to report the restraints that occurred in each quarter. This reporting process encourages LEAs to report their restraints in a more timely manner. This, in turn, will also help LEAs monitor patterns of episodic behaviors and address them accordingly. The quarterly windows of reporting for the 2017-18 school year are as follows:

<u>Quarter</u>	<u>Begin Date</u>	<u>End Date</u>	<u>Last Day to Report</u>
1	07/01/2017	09/30/2017	10/14/2017
2	10/01/2017	12/31/2017	01/15/2018
3	01/01/2018	03/31/2018	04/15/2018
4	04/01/2018	06/30/2018	07/15/2018

The RISC reporting design provides an “End Date” for LEAs to comply with their end of quarterly reporting. In addition, there is a two-week window date labeled “Last Day to Report” to allow the LEAs to gather and report their students that attend an out of district facility and were placed in a restraint during that quarter. This two-week period is also a designated time for the LEAs that had no restraints during the quarter to report zero in the RISC. The BSE will continue to send out reminder PENN*LINKS of quarterly reporting.

The BSE will continue to monitor the restraint information entered by the LEAs. The RISC continues to require the LEA to report the incident, the unsafe behavior, and the de-escalation techniques utilized. The parent(s) must be notified by the LEA of the use of a restraint and schedule an Individualized Education

Program (IEP) meeting within 10 school days of the use of the restraint in the educational program or after written notice, the parent agrees in writing to waive the IEP meeting.

Some changes built into the 2017-18 the RISC include:

- The Program Location to define intermediate unit (IU) programs has been enhanced. The three defining options now are:
 - **IU operated classroom in a neighboring LEA** – An IU run classroom housed / located in another neighboring LEA's building that is not the student's home LEA.
 - **IU operated classroom in school building** – An IU run classroom housed / located in the student's district of residence. This building is a regular school building not a center or alternative based building away from the ebb and flow of regular education.
 - **Error! Hyperlink reference not valid.** – An IU run center / alternate setting outside of the regular LEA building and the ebb and flow of regular education.
- Predominant Type of Restraint(s) has been modified for more clarity.
- The check boxes under IEP Details now has to have one of the boxes checked to denote what interventions in the IEP meeting were discussed and incorporated to decrease the student's restraints. A box needs to be checked in order to move on to the next section of the document.

A RISC Report Training Go To Webinar provided last year on how to report continues to provide all LEAs the tools in reporting restraints within the RISC. This webinar is posted at <https://apps.leaderservices.com/risc/index.aspx> and then by clicking on login. All parties involved with the RISC are highly encouraged to view this webinar to learn how to report restraints, how to use of the system, and to understand the regulatory responsibility for the LEAs.

Questions regarding the RISC should be directed to either of the following special education advisers: Keith Focht at 717.783.6921 or kfocht@pa.gov / Patricia Haglund at 814.662.2662 or phaglund@pa.gov.