

From: [Conner, Dede - Director, Division of Enterprise Data](#)
To: [All State KSIS Contacts](#)
Cc: [Collett, Johnny - Director, Division of Learning Services](#); [Newton, Windy - Division of Student Success](#); [Hylton, Gretta - Division of Learning Services](#)
Subject: KSIS Notification: Restraint and Seclusion Data Consistency -
Date: Monday, September 30, 2013 11:14:10 AM
Importance: High

KSIS POCs – FYI - the information below went out to Safe Schools contacts today. Wanted you to be aware since you may get questions directed to you.

From: Newton, Windy - Division of Student Success
Sent: Monday, September 30, 2013 10:12 AM
Subject: Restraint and Seclusion Data Consistency
Importance: High

As of the beginning of the 2013-2014 school year, districts were required by [704 KAR 7:160, *The Use of Physical Restraint and Seclusion in Public Schools*](#) to begin capturing and reporting data on the use of physical restraint and seclusion. To facilitate this process, KDE developed within Infinite Campus (IC) a custom tab for restraint and seclusion labeled Restraint and Seclusion and established two new state resolution codes in the Behavior Management Tool, **SSP7: Restraint** and **SSP8: Seclusion**. Prior to the beginning of the school year, districts were directed to create new local resolution codes for restraint or seclusion and map to the appropriate state code, SSP7 or SSP8.

Because restraint and seclusion are state resolution options resulting from a behavior event, data must initially be entered within the Behavior Management Tool of IC. When a resolution to a behavior event is entered in IC a Resolution ID is created. If the resolution used by the district is one of physical restraint (SSP7) or seclusion (SSP8), data about this resolution must also be entered in the Restraint and Seclusion custom tab. The Resolution ID as generated in the Behavior Resolution must be entered manually into the Resolution ID field of the Restraint and Seclusion custom tab to connect these data to the behavior record. It is possible that for a single behavior event there may be multiple resolutions, each with unique Resolution IDs. **For every unique Resolution ID that has either SSP7 or SSP8 as the resolution, there must be a corresponding record entered in the R/S custom tab that contains the same Resolution ID.** Refer to the [2013-14 Behavior Data Standards](#) for descriptions and guidance on data entry for the Behavior Management Tool and the Restraint and Seclusion Tab.

School personnel have been entering data regarding the use of physical restraint and seclusion through the Restraint and Seclusion custom tab since the start of the school year. After the first month of the school year, KDE captured data entered through the custom tab for review and analysis. This review indicated that district personnel are acknowledging the use of physical restraint and seclusion in their schools, and are making strong efforts to fully comply with the regulation.

For restraint and seclusion program related questions, contact [Gretta Hylton](#) at 502-564-4970. For Infinite Campus questions regarding restraint and seclusion, contact [Windy Newton](#) at 502-564-4772. Thank you!