Restraint and Seclusion Incident Reporting

FREQUENTLY ASKED QUESTIONS

General Questions

1. **How do I get a new link to the data collection?**
    Contact support@ohio-k12.help to request a new link. The Department of Education and Workforce (Department) is unable to issue links.

2. **How do I correct a previously submitted data collection?**
    Please contact support@ohio-k12.help to change data submission.

3. **Who is required to report?**
    The following public agencies are required to report:

    -   Local, exempted village, city, joint vocational, or cooperative school district as defined in Chapter 3311 of the Revised Code;
    -   An educational service center (ESC) that operates a school or educational program;
    -   A community school as defined in Chapter 3314 of the Revised Code;
    -   A science, technology, engineering and mathematics (STEM) school as defined in Chapter 3326 of the Revised Code; or
    -   A college-preparatory boarding school as defined in Chapter 3328 of the Revised Code.

4. **I completed the data collection but did not receive a confirmation email. Why?**
    The district's or community school's superintendent will receive a confirmation email once both steps of the data collection are completed. Check that both the district (step 1) and building (step 2) sections are completed. Please save the PDF copies of the data report. The reporting system does not save reports for future use.

5. **We have a new superintendent, and the contact information has changed. How do we get this updated in the system?**
    Please contact support@ohio-k12.help to update your superintendent's contact information in order to send a new link. Additionally, contact the Ohio Educational Directory System (OEDS) at OEDS.ContactUs@education.ohio.gov to update the superintendent's contact information.

6. **How often are we required to report this information?**
    The Department collects restraint and seclusion data annually.

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7. **The district has a student who is receiving services from an Educational Service Center (ESC) or a County Board of Developmental Disabilities (Board of DD), who reports for the student?**
    The district must work with the ESC or Board of DD to establish which entity will report (the district or the ESC/Board of DD). The Department recommends the district includes the plan for restraint and seclusion reporting in the contract or memorandum of understanding with the ESC or Board of DD.

    If an ESC or Board of DD works with multiple districts, the reporting expectations may be different depending on the various districts' preferences. It is important to work together to establish which entity is reporting for students that are placed at an ESC or Board of DD. See Who is Responsible for Reporting Restraint and Seclusion for additional information.

Community School Questions

8. **Our community school only has one building, do we still need to complete both Part 1 (district information) and Part 2 (building information) of the data collection?**
    Yes, Part 1 and Part 2 collect different information and both parts of the data collection must be completed in order to the submission to be finalized.

9. **We are an online community school. Do we need to report?**
    Online community schools must follow the requirements established in Ohio [Administrative Code,](#) including restraint and seclusion reporting. There may be times, such as proctoring a test in person, that online school staff interact with a student who demonstrates unsafe behaviors warranting the use of restraint or seclusion. If there are no incidents of restraint or seclusion to report for the school year, enter 0s for Part 2 (building information).

10. **Our school did not exist last year. How do we report?**
    If the school's name and/or sponsor has changed from the previous year, but the school's Information Retrieval Number (IRN) has NOT changed – complete both parts of the data collection (i.e., district level and building level) using the information from that IRN. Schools whose IRN was not established in the previous school year must contact [PBIS_Restraint_Seclusion_Questions@education.ohio.gov.](mailto:PBIS_Restraint_Seclusion_Questions@education.ohio.gov)

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