



Technical Assistance Session: Incident Reporting Requirement for Local Education Agencies

August 23, 2018



Agenda

- Introduction and Purpose
- Regulatory Requirements for Reporting
- Types of Incidents
- Reporting an Incident
- Reporting Structure in QuickBase- Staff Qualifications Information Repository (SQUIRE)
- Resources
- Questions & Answers



Introduction and Purpose



Introduction and Purpose

- As the state education agency for the District of Columbia, OSSE is charged with setting high expectations, providing resources and support, and exercising accountability to ensure that all students receive an excellent education.
- In accordance with the District of Columbia Municipal Regulations (DCMR) Chapter 2800, OSSE is committed to ensuring that students with disabilities attending nonpublic schools or programs receive a free and appropriate public education (FAPE), with proper positive behavior supports, when needed, in a safe environment.
- OSSE has developed an application within QuickBase: Staff Qualifications Information Repository (SQUIRE) to permit nonpublic schools to upload their reports of individual incidents involving DC students.



Introduction and Purpose

- As of Monday, Aug. 27, 2018, nonpublic schools that hold a certificate of approval (COA) are required to notify OSSE of any incident that takes place at the nonpublic school or program and involves a District of Columbia student.
- Nonpublic schools are to complete the notification process in OSSE's Staff Qualifications Information Repository (SQUIRE) within one business day of the date of the incident.
- When a notification is made to OSSE, the LEA of enrollment will also receive an email alerting the LEA of the notification. The LEA should log onto SQUIRE as soon as possible to review the report.



Introduction and Purpose

- The new requirement does not relieve nonpublic schools and LEAs of their responsibility under Chapter 2800 of the DCMR regarding incident reporting and monitoring of student incidents.
 - LEAs will still maintain the same monitoring responsibilities for students placed at nonpublic schools.



Regulatory Requirements for Reporting



Notification to OSSE

- DCMR authorizes OSSE to receive information from nonpublic schools.
- DCMR §A-2836.1 requires a “nonpublic special education school or program shall make available to OSSE, on request, information on all aspects of the school’s program(s), staff credentials, certification by agencies other than OSSE, information regarding any complaints made, health and safety information, the individual records of DC students, and any other information that OSSE may reasonably require in exercising its duties as the SEA.”
- Pursuant to DCMR §A-2820.4, LEAs should receive a copy of written incident report within one (1) business day of a restraint or seclusion incident. The new requirement will also allow for OSSE to receive a notification of incidents that involve DC students who attend a nonpublic school or program as well as a copy of a completed incident form.
- Pursuant to DCMR §A-2830.2, LEAs should be receive in writing within one (1) business day a report for any other incident involving physical injury to a student. The new requirement will also allow for OSSE to receive a notification of incidents that involve DC students who attend a nonpublic school or program as well as a copy of a completed incident form.



Types of Incidents



Types of Incidents

- DCMR Chapter 28 provides specific reporting requirements for incidents involving any of our students that include:
 - physical restraint (DCMR 2816),
 - mechanical restraint (DCMR 2817), and
 - seclusion (DCMR 2819).
- In addition, the regulations specify a general requirement to report any situation that may include:
 - suspected abuse or neglect (DCMR §A-2811),
 - physical injury (DCMR §A-2830.2), and
 - emergency reporting (DCMR §A-2831.1).



Incident Report Requirements: Restraint and Seclusion



Incident Report Requirements

- Pursuant to DCMR §A-2820.1, if any form of restraint or seclusion is used, the nonpublic special education school or program shall prepare and file a written report consistent with the requirements of this section.
- Additional requirements:
 - DCMR §A-2820.3: The written incident report shall be prepared for each individual incident involving a restraint or seclusion, and shall be placed in the student’s permanent file within twenty four (24) hours of the incident.
 - DCMR §A-2820.5: Except in the case where a child’s IEP authorizes the use of restraint and/or seclusion and a BIP had been created, the IEP team shall meet within ten (10) school days of the incident to consider the need for an FBA and BIP and to discuss non-physical and non-restrictive de-escalation strategies. If the student has a BIP in place, the IEP team shall review and revise as appropriate. If the student is unable or unwilling to attend the IEP team meeting, the nonpublic special education school or program shall meet with the student individually to discuss the incident as appropriate after consulting with the sending LEA.



DCMR §A-2820.2

- A written incident report shall include the following information:
 - (a) The student's name;
 - (b) The date of the incident;
 - (c) The beginning and ending times of the incident, and beginning and ending times of actual restraint or seclusion;
 - (d) A description of relevant events leading up to the incident;
 - (e) A description of any interventions used prior to the implementation of restraint or seclusion;
 - (f) A log of events during the restraint, including the restraint technique(s) used;
 - (g) A log of events during the seclusion;
 - (h) A description of any injuries (whether to students, personnel or others) and/or property damage;
 - (i) A list and signatures of the school personnel who participated in the implementation, monitoring, and supervision of the restraint or seclusion event; and
 - (j) A description of the short-term planned approach to addressing the student's behavior in the future.



OSSE Notification: SQUIRE



Structure of the Incident Report System

Sections to complete

Incident Reports > **Add Incident Report**
▶ Reports & Charts

Save & close ▼ Cancel 🔍 Customize t

▼ **Student Details**

Student USI
Make a Selection... ▼

Student First Name Student Last Name

Student Gender Student Grade Student Date Of Birth Student Race

▼ **School Details**

Placing LEA Placing LEA Code

State Code Campus Name School Name

▼ **Incident Details**

Link to Regulations
http://dcrules.elaws.us/dcmr/t5_subt5-a_ch5-a28

Date Reported to LEA
mm-dd-yyyy 📅

Date Incident Occured
mm-dd-yyyy 📅

Type of Incident
Select up to 20 choices

Incident Document Upload
Choose File No file chosen

Supporting Document Upload
Choose File No file chosen

▼ **Parent Notification**

A copy of the written incident report was sent within one (1) business day of the incident to the student's parent(s)

Notification Method
Supporting Documents Upload
Choose File No file chosen



Structure of the Incident Report System

- Entering data for the student and the school

Incident Reports > Add Incident Report
▸ Reports & Charts

▼ **Student Details**

Student USI
[Redacted]

Student First Name [Redacted] Student Last Name [Redacted]

Student Gender [Redacted] Student Grade [Redacted] Student Date Of Birth [Redacted] Student Race [Redacted]

▼ **School Details**

Placing LEA [Redacted] Placing LEA Code [Redacted]

State Code [Redacted] Campus Name [Redacted] School Name [Redacted]



Structure of the Incident Report System

- Entering details of the Incident; Notifying parent(s)

Incident Details

Link to Regulations
http://dcrules.elaws.us/dcmr/t5_subt5-a_ch5-a28

Date Reported to LEA
07-27-2018

Date Incident Occured
07-27-2018

Type of Incident
Physical Injury Restraint (Physical)

Select up to 20 choices

Incident Document Upload
Choose File Incident Report - 7.27.18.pdf

Supporting Document Upload
Choose File No file chosen

Parent Notification

A copy of the written incident report was sent within one (1) business day of the incident to the student's parent(s)
Yes

Notification Method
Emailed


Supporting Documents Upload
Choose File No file chosen

- Abuse / Neglect
- Emergency Reporting
- Physical Injury
- Restraint (Physical)
- Restraint (Prone, Mechanical, Chemical)
- Seclusion



Structure of the Incident Report System

- Saving your work and next steps

Incident Reports > **Add Incident Report** **Save & close**  **Cancel**

▸ Reports & Charts

▼ **Parent Notification**

A copy of the written incident report was sent within one (1) business day of the incident to the student's parent(s)

Notification Method

Supporting Documents Upload

No file chosen

▼ **Incident Review Status**

Status



Resources



Resources

- [OSSE IDEA Part B Student Compliance Monitoring Tool Resource List](#)
- [OSSE Nonpublic School Special Education Resource Sheet: Positive Behavior Support and Emergency Behavioral Interventions](#)
- [Nonpublic School Review of Key Compliance Areas Webinar](#)
- [Nonpublic School Student Progress Monitoring and Special Education Compliance Tip Sheets](#)
- [Nonpublic Toolkit](#)
- [How to Navigate the OSSE Squire System](#)



Q&A



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Thank you!