Vermilion Association for Special Education

**Time-out, Isolated Time-out, and Restraint Annual Review Procedures**

According to the Illinois Administrative Code 23 IAC 1.280(b), the Vermilion Association for Special Education must establish an annual review procedure for the use of isolated time out, time out, or physical restraint. The review process must include:

1. The number of incidents involving the use of these interventions
2. The location and duration of each incident
3. Identification of the staff members who were involved
4. Any injuries or property damage that occurred
5. The timeliness of parental or guardian notification, timelines of agency notification, and administrative review.

As of July 1, 2020, The Vermilion Association for Special Education has established a review process as follows:

All incidents of restraint, isolated time-out, and time-out will be documented daily in a spreadsheet and reviewed by the Crisis Intervention Team on a monthly basis. The spreadsheet includes items 1-5 as listed above, and it additionally includes an administrative review to ensure that all aspects of the Illinois Administrative Code were followed including the presence of “imminent danger.”

Columns A-M will be completed by the Middlefork Secretary. Columns O-X will be completed by two assigned VASE administrators. If a violation of the school code is found by administration, a discussion and/or disciplinary conference will be held with the individual who initiated the use of the restrictive measure. Monthly review meetings will occur to analyze data and implement necessary systematic changes. In addition to the monthly reviews, the cooperative will hold a yearly review of the policies and procedures as required by school code.

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| Directions: Columns A-M will be completed by the Middlefork Secretary. Columns O-X will be completed by two assigned VASE administrators. All time-outs, isolated time-outs, and physical restraints will be reviewed to ensure that proper school code is being followed. If a violation of the school code is found by administration, a discussion and/or disciplinary conference will be held with the individual who initiated the use of the restrictive measure. Monthly review meetings will occur to analyze data and implement necessary systematic changes. In addition to the monthly reviews, the cooperative will hold a yearly review of the policies and procedures as required by school code. The cooperative will review: number of incidents, location and duration, staff involved, injuries, property damage, timeliness of notification to parents and agency, and timeliness of administrative review.  |  |
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| Student Name | Date | Time-out (TO), Isolated Time-out (ITO), Restraint (R) | Location of TO, ITO, or R | Duration of Incident | Staff Involved | Staff or Student Injuries (report filed?) | Property Damage Occurred? | Notice Sent to Parent | Notice Uploaded to SIS | Notice Filed in Office | Notice Sent to Home District | Occurence Number within 30 day timeframe |  | 1st Review Completed by: | Time-out Necessary? (Imminent Danger & Less Restrictive Measures Present) | Isolated Time-out Necessary? (Immiment Danger documented while staff was in the time out room with individual) | Physical Restraint Necessary? (Imminent Danger & Less Restrictive Measures Present) | Physical Restraint Prone/Supine Used? If so, documented as necessary? | 2nd Review Completed by:  | Time-out Necessary? (Imminent Danger & Less Restrictive Measures Present) | Isolated Time-out Necessary? (Immiment Danger documented while staff was in the time out room with individual) | Physical Restraint Necessary? (Imminent Danger & Less Restrictive Measures Present) | Physical Restraint Prone/Supine Used? If so, documented as necessary? |
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