

Kansas State Department of Education



2013–14
Emergency Safety Interventions (ESI) Reporting
User's Guide

Please Note: This resource is best viewed in full color because it may refer to screen elements by their color.

www.ksde.org/kandis

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Part I: User Levels

School-level access is usually for data entry staff, administrators, and program staff that enter and edit, submit or view emergency safety intervention data **only** for their school. District-level access is for data entry staff, administrators, and program staff who may enter and edit or view ESI data for multiple schools within the same district.

User Level	Defined Roles/Responsibilities
School Data Entry	<ul style="list-style-type: none">• May enter and edit ESI incidents.
School Administrator	<ul style="list-style-type: none">• May enter and edit ESI incidents.• Only a School Administrator may submit the Emergency Safety Interventions (Seclusion and Restraint) reports quarterly.
School Read Only	<ul style="list-style-type: none">• This user type will be able to view a read-only version of the school's ESI reports.
District Data Entry	<ul style="list-style-type: none">• May enter and edit ESI incidents after selecting a school within their district.
District Administrator	<ul style="list-style-type: none">• May view ESI reports.• Sets approval process settings in KAN-DIS.
District Read Only	<ul style="list-style-type: none">• This user type will be able to view a read-only version of the district's ESI incidents for all buildings and reports.

Part II: Registering for Access to the KAN-DIS Application

Individuals who already have access to KSDE web applications may use the Manage My Account option to add KAN-DIS to your list of applications.

To add KAN-DIS to your list of available KSDE web applications (more detailed screenshots may be found on page 5 of this manual).

- Log in on the KSDE Web Applications page, <https://online.ksde.org/authentication/login.aspx>
- Click the "Manage My Account" link
- Select your Organization and Building
- Check the box in front of Kan-Dis 2014
- Select your access level
- Answer your security question
- Click "Submit"

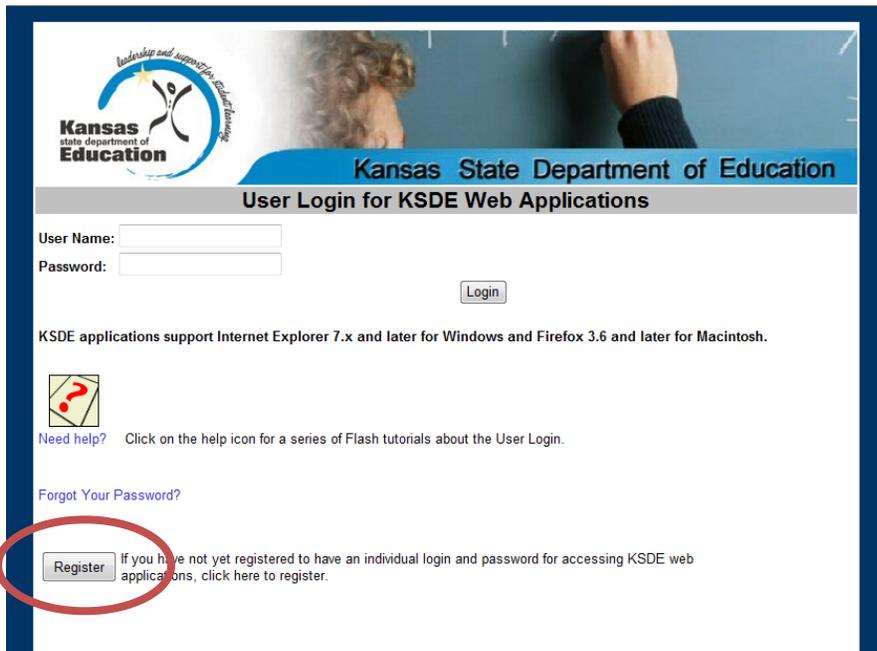
As with all KSDE web applications, the district superintendent will receive a request for approval before access is granted. After you are approved you will receive an email indicating that you may access KAN-DIS.

Individuals who need to change their user level may use the Manage My Account option depending on the change you need to make. If you have a district-level account and you wish to switch to a school-level account you must create a new log in. Information on how to do that is found below. If you have a school-level account and need to switch to the School Administrator level to be able to submit reports:

- Log in on the KSDE Web applications page, <https://online.ksde.org/authentication/login.aspx>
- Click the “Manage My Account” link
- Select your Organization and Building
- In the list next to Kan-Dis 2014 click on the user level you are requesting
- Answer your security question
- Click “Submit”

As with all KSDE web applications, the district superintendent will receive a request for approval before access is granted. After you are approved you will receive an email indicating that you may access KAN-DIS.

Individuals who do not have access to KSDE web applications need to register at the following web address: <https://online.ksde.org/authentication/login.aspx>. At this website, click on the Register button, as shown below:



On the Registration page, enter the required information. Be aware that the Organization and Building that you have access to depend on what is entered in the “Building” field on the web applications registration page. For example, if you will be submitting and viewing data at the school-level for KAN-DIS, select the appropriate building name under the “Building” field.

TIPS:

- User Name: do not use spaces
- Password requirements shown at the bottom of the screen
- KSDE does not store this information; you must remember it

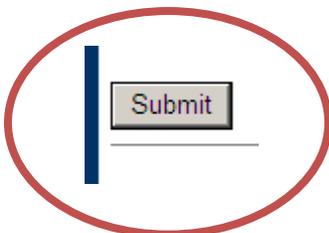
School-Level User Access

Note: There are three login types, School Data Entry, School Administrator, and School Read Only. Please review page 3 for the User Level roles and responsibilities you need.

District-Level User Access

Note: There are three login types, District Data Entry, District Administrator, and District Read Only. Please review page 3 for the User Level roles and responsibilities you need.

When you have completed all required information on the registration form, click the “Submit” button at the bottom of the screen.



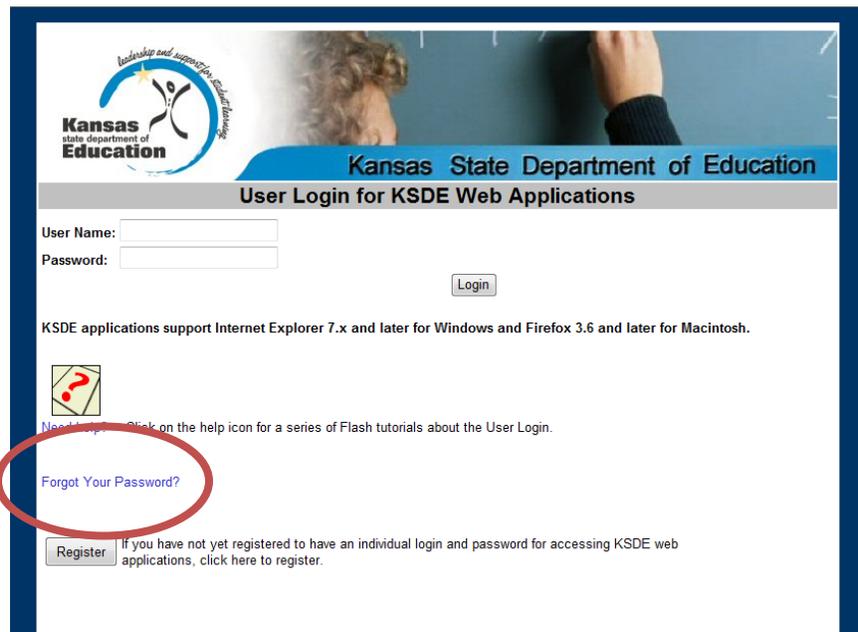
If all data on the registration form is valid, you will get a message that says “Thank You for Registering.” The registration request will be forwarded to the district superintendent for

approval. You will receive an email when your access request is approved and your username and password are ready for use.

Once approved, you can access KAN-DIS by logging into the KSDE Authentication website and entering your login information.

- 2.Auditor App 2011
- 3.Auditor Files
- 4.Directory Updates
- 5.K-Para System - User approval pending or application not active.
- 6.Kan-Dis 2014 ←
- 7.KCC Management System
- 8.KIDS Assignment System
- 9.KIDS Collection 2012
- 10.KIDS Collection 2012 - Special Access
- 11.Online Data Tool

TIP: Forgot your password? Click on the “Forgot Your Password” link on the Authentication screen. Enter the answer to the security question (you entered it when you originally registered), type in your birth date, and enter a new password. If your security question answer and birth date match what you originally entered when you registered for KSDE web application access, your new password will be activated. Remember KSDE does not store your password, so you are responsible for managing and remembering it.



If you have any issues with your account please call Karen McClintock at (785) 291-0599.

Part III: Emergency Safety Interventions (ESI) Reporting Deadlines

Schools will report emergency safety interventions (seclusion and restraint) data through KAN-DIS during each quarters of the 2013–14 school year for all students. To ensure uniformity across the state, quarters for ESI reporting purposes are established annually and do not necessarily match district calendars.

- ❖ 1st Quarter Entry Dates: July 1, 2013 – September 30, 2013
- ❖ 1st Quarter Submission Window: September 30, 2013 – October 15, 2013

- ❖ 2nd Quarter Entry Dates: October 1, 2013 – December 31, 2013
- ❖ 2nd Quarter Submission Window: December 31, 2013 – January 15, 2014

- ❖ 3rd Quarter Entry Dates: January 1, 2014 – March 31, 2014
- ❖ 3rd Quarter Submission Window: March 31, 2014 – April 15, 2014

- ❖ 4th Quarter Entry Dates: April 1, 2014 – June 30, 2014
- ❖ 4th Quarter Submission Window: May 15, 2014 – June 30, 2014

Please note, even if you have no emergency safety interventions incidents to report for a quarter, you still must submit the report with zero incidents.

Part IV: Locating the ESI Reports

To access the Emergency Safety Intervention Reports (ESI) (Seclusion and Restraint), log into the KAN-DIS application as a school data entry, district data entry, or school administrator level user, hover your mouse over the View link and select “Reports” from the drop down menu.



Selecting “Reports” from the drop down menu under the View link will open the Report Selection Screen.

To open the Seclusion Report or Restraint Report, click on the name of the report you wish to edit.

NCLB Reports:		Report Status
Table 1 : Incident Count		Modified By User
Table 2 : Student Count		Modified By User
Table 3 : Students Involved With Firearms		Modified By User
Table 4 : Firearm Outcomes		Modified By User
Table 5 : Educational Services		Modified By User
Table 6 : Title IV		Modified By User
Table 8 : Crime Matrix		Modified By User
Table 9 : Behavior Incident Count		Modified By User
Table 10 : Bullying Incident Count		Modified By User

Submit all
NCLB and
IDEA reports

IDEA Reports:	Report Status
Table 7 : IDEA	Modified By User

Emergency Safety Intervention Reports:		Report Status
Seclusion Report		Modified By User
Restraint Report		Modified By User

Submit all
Seclusion and
Restraint reports

Please note: The ESI Reports are stand-alone reports in the KAN-DIS application and the ESI Reports will not pull any incidents entered elsewhere in the KAN-DIS application. The ESI Reports must be submitted by a School Administrator quarterly.

Part V: Entering ESI (Seclusion and Restraint) Incident Data

Seclusion

If you have not already entered any seclusion incidents, you will see the following screen. For each day on which an ESI incident occurs, report the student's State ID, the date, and the length of seclusion (in minutes) for each individual incident then select the Add button to save the seclusion incident data entered on that row. If an incident of seclusion occurs that lasts less than one minute please report this incident as having lasted one minute.

The status of the report indicates whether the report is incomplete, has been modified by a user, or has been submitted.

Status of Report Period Displayed
Incomplete

Quarter you want to enter ESI incidents.

Reporting Quarter: 2

State Student Identifier	Seclusion Date	Length of Seclusion (in Minutes)													
Add	11/24/2009	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Please note: The date will automatically default to the current date, but the date may be edited. You cannot enter a future date.

Submit Back to Reports [View Previous Reports](#)

Restraint

If you have not already entered any restraint incidents, you will see the following screen. For each day on which an ESI incident occurs, report the student's State ID, the date, and the length of restraint (in minutes) for each individual incident then select the Add button to save the restraint incident data entered on that row. If an incident of restraint occurs that lasts less than one minute please report this incident as having lasted one minute.

The status of the report indicates whether the report is incomplete, has been modified by a user, or has been submitted.

Quarter you want to enter ESI incidents.

Please note: The date will automatically default to the current date, but the date may be edited. **You cannot enter a future date.**

[View Previous Reports](#)

Status of Report Period Displayed
Incomplete

Reporting Quarter: 1

	State Student Identifier	Restraint Date	Length of Restraint (in Minutes)																				
Add		08/26/2011	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Save Back to Reports

You may only enter new incidents for the current reporting period. Until a quarterly submission window closes (refer to page 7 for dates) you may still enter new seclusion or restraint incidents for that quarter. Using the Reporting Quarter drop down tab will allow you to view seclusion or restraint incidents from previous reporting quarters. To return to the Report Selection Screen, click on the Back to Reports button.

Seclusion incidents for each student can be recorded daily. Use the text boxes provided to enter the number of minutes for each seclusion incident. If there is only one incident to report for a student on that day, leave the other spaces blank.

Status of Report Period Displayed
Incomplete

Reporting Quarter: 2

	State Student Identifier	Seclusion Date	Length of Seclusion (in Minutes)																				
Add		11/24/2009	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Submit Back to Reports

[View Previous Reports](#)

ESI incidents for each student may be recorded daily. Use the text boxes provided to enter the number of minutes for each seclusion or restraint incident. If there is only one incident to report for a student on that day, leave the other spaces blank.

Please note: **You must select the Add link to save the row.** Repeat this process for each student and for every date that a student was placed in seclusion and/or restraint.

Part VI: Deleting or Updating an ESI Incident

Once an ESI incident has been entered in the report, you may edit or delete the row if changes need to be made. To edit or delete a row that has already been entered into either the Seclusion Report or Restraint Report, use the “Delete” or “Edit” links as shown.

Status of Report Period Displayed
Modified By User

Reporting Quarter: 1

		State Student Identifier	Restraint Date	Length of Restraint (in Minutes)																				
Delete	Edit	1870982258	08/26/2011	5	10	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Delete	Edit	1870982258	08/25/2011	10	5	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Add		08/26/2011	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Save Back to Reports [View Previ](#)

Please note: **Data cannot be altered once the quarterly report has been submitted to KSDE.** To request that a report be unlocked for further editing please contact Laura Jurgensen at ljurgensen@ksde.org or (785) 296-5522. This request must be made before the reporting window closes for the quarter.

Part VII: Error Messages

You will be notified of any data entry errors in the reporting with red error messages appearing under the report. In the following example, the State Student Identifier is not a number recognized by the Kansas Individual Data on Students (KIDS) system, and no minutes have been entered in any of the fields. In the other example is an attempt to enter a future date. **You must correct all errors before an ESI incident will be saved.**

Status of Report Period Displayed
Modified By User

Reporting Quarter:

	State Student Identifier	Seclusion Date	Length of Seclusion (in Minutes)																
Delete Edit	1101707526	11/24/2009	5	15	10	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Delete Edit	1101707526	11/23/2009	10	5	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Add	55544477888	11/24/2009	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Invalid State ID.



[View Previous Reports](#)

All error messages will appear below the report and must be corrected before a student can be added and the incident saved.

Reporting Quarter:

	State Student Identifier	Restraint Date	Length of Restraint (in Minutes)																	
Delete Edit	7360026121	08/22/2011	5	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Delete Edit	7360026121	08/26/2011	0	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Add	7360026121	09/02/2011	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

The incident date may not be in the future.



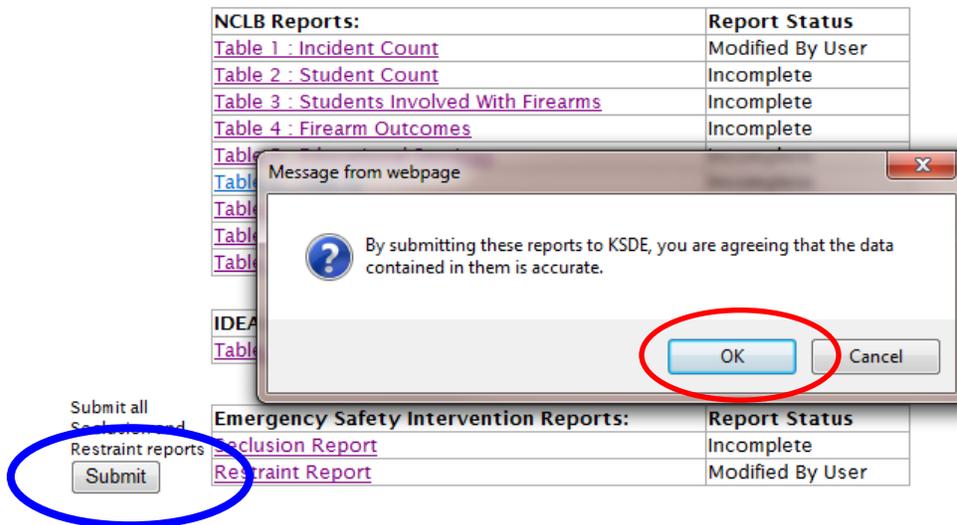
[View Previous Reports](#)

All error messages will appear below the report and must be corrected before a student can be added and the incident saved.

Part VIII: Submitting ESI Reports

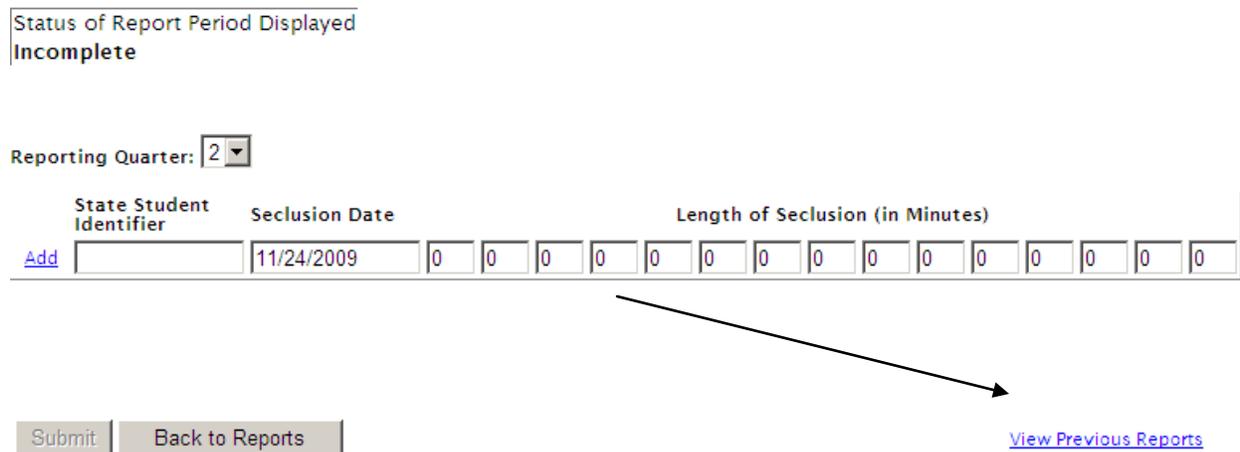
ESI incidents can be saved and managed in Kan-Dis for the entire reporting quarter. Once the submission window for the reporting opens, the "Submit" button will no longer appear grayed out and a School Administrator level user can submit the final report by clicking the "Submit" button.

A verification window will open asking you to agree that all of the data in the ESI reports is accurate since you will no longer be able to edit the report once it is submitted. Click on the “Cancel” button if you are not ready to submit the ESI reports. Click on the “OK” button, shown below in red, if you have no further seclusion incidents to report for the current reporting quarter. Clicking “OK” will lock the report and no more edits can be made to this quarterly report.



Part IX: View Previous Reports

You can view reports you have previously submitted in by clicking on the “View Previous Reports” link.



Clicking on the link “View Previous Reports” from either the seclusion or restraint report will take you to the screen as shown below.

From this screen you can see all the incidents you have entered for all students. You also have the option of viewing this report by Program Year, Quarter, or State ID as shown below.

Program Year: Quarter: State ID:

<u>Program Year</u>	<u>Quarter</u>	<u>State Student Identifier</u>	<u>Seclusion Date</u>	Length of Seclusion (in Minutes)																
2010	2	1101707526	11/23/2009	10	5	5														
2010	2	1101707526	11/24/2009	5	15	10														

Emergency Safety Interventions Report Help: For more information about the ESI reporting requirements, visit the KAN-DIS website at www.ksde.org/kandis under the Documents tab. For ESI resources please visit <http://ksdetasn.org/cms/index.php/esi-resources>.

For IT assistance, please contact the **KSDE IT Help Desk at (785) 296-7935**.

For questions or concerns on what constitutes ESI (seclusion and restraint) or to request that a report be unlocked for further editing please contact Laura Jurgensen at (785) 296-5522 or ljurgensen@ksde.org.