ISBE Physical Restraint and Time Out (Illinois)

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The ISBE Physical Restraint and Time Out Extract reports students who have been physically restrained or assigned to a time out or an isolated time out as part of a Behavior Response to a Behavior Incident.

ISBE Physical Restraint and Time Out

Report Logic

All students who are assigned a Behavior Response Type of the following in the selected calendar are included in the report:

- P: Physical Restraint
- T: Time Out
- I: Isolated Time Out
- PP: Prone Physical Restraint
- SP: Supine Physical Restraint

All behavior response records during the specified time (before the entered Effective Date, before the end of the selected calendar, after the start of the selected calendar) are included. This means

multiple records for a student are reported.

The date of the Behavior Response must fall on or before the Effective Date entered in the Extract Editor, on or before the Calendar End Date and must be on or after (or null) the Calendar Start Date.

The student must have at least one enrollment record in the selected calendar and the enrollment start date must be less than or the same as the Effective Date entered on the extract editor.

Students are not reported when:

- The enrollment record is marked as **State Exclude** or **No Show**.
- The Grade Level of Enrollment is marked as E**xclude from State Reporting**.
- The Calendar of enrollment is marked as **Exclude**.

Report Editor

Field	Description
Extract Type	Selection determines the extract that is generated. For this instance, select the **Physical Restraint and Time Out** option.
Effective Date	Entered date is used to return current enrollments for the report. This field automatically populates with the current date, but can be changed by entering a new date in *mm/dd/yyyy* format or by clicking the calendar icon to select a date. This date is required in order to generate the report. • If an enrollment record has an end date before the effective date, that record is not included • If an enrollment record has an end date after the effective date or does not have an end date, that record is included.
File Identifier	Indicates the number attached to the end of the file name and is used to differentiate the file from other files generated.
Students without State IDs	When marked, the report returns students who do not have state IDs assigned.
Strip Apostrophes	When marked, the following marks are removed from student names and other reported data: • Apostrophes ('), Commas (,), Periods (.) • Umlaut (Ö) • Tilde (Ñ) • Grave Accents (Ò), Acute Accents (Ó) • Circumflex (Ô) When not marked, these marks are not removed.

Field	Description
Report Protected Identities	When marked, student identity information (last name, first name, etc.) reports from the Protected Identity Information fields.
Format	Determines how the report generates. Use the **State Format (Comma Delimited)** when submitting the report to the state. Use the **HTML** or **Tab Delimited** option when reviewing data prior to state submission.
Ad hoc	Select a saved ad hoc filter to use when generating this report. Only those students included in the filter will be returned on the report if they meet the reporting requirements.
Calendar Selection	At least one calendar needs to be selected for the report to generate. Calendars can be chosen by **Active Year**, by **School** or by **Year**. If a calendar is selected in the Campus toolbar, that calendar is automatically selected.
Report Generation	The report can be generated immediately using the **Generate Extract** button. When there is a larger amount of data chosen (several calendars, large date range, etc.), use the **Submit to Batch** button, which allows the user to choose when the report is generated. See the Batch Queue article for more information.

Generate the Report

1. Select **Physical Restraint and Time Out** from the **Extract Type** field.
2. Enter the **Effective Date** for the report.
3. Enter a **File Identifier**. This is a three digit number attached to the file name used to differentiate itself from other ISBE Demographic and Enrollment Extract files generated.
4. Select the **Students w/o stateIDs** checkbox to include students without state IDs within the report.
5. If desired, mark the **Strip Apostrophes** checkbox.
6. If desired, mark the **Report Protected Identities** checkbox.
7. Select which **Format** to generate the report in. To preview information prior to submission to the state, use the HTML format. When submitting data to the state, use the State Format (Comma Delimited).
8. If desired, select an **Ad hoc Filter** from which to pull the student set.
9. Select which **Calendars** to include within the report.
10. Select the **Generate Extract** button or use the **Submit to Batch** option. The report displays in a separate window in the designated format.

ISBE Physical Restraint and Time Out, HTML Format

ISBE Physical Restraint and Time Out, State Format

ISBE Physical Restraint and Time Out, Tab Delimited

Report Layout

Header Layout

Element	Description	Location
File Type	The name of the extract being generated. Will always report a value of Physical Restraint and Time Out.	N/A
Total Records	The total amount of records generated. *Numeric*	N/A
File Name	Physical_Restraint_and_Time_Out_RCDT_Date _Fileidentifier.ext or .csv	N/A
File Date	The date the extract was generated. *MMDDYYYY*	N/A

Element	Description	Location
RCDTS	The Region-County-District-Type-School code that uniquely identifies the school generating the extract. *RRCCCDDDDDTTSSSS, 15 characters*	System Administration > Resources > District Information > Region Number District.regionNumber System Administration > Resources > District Information > County District.county System Administration > Resources > District Information > State District Number District.number System Administration > Resources > District Information > Type District.type System Administration > Resources > School > State School Number School.number

Extract Layout

Element	Description	Location
Student ID	The student identifier assigned in the ISBE SIS. *Numeric, 9 digits*	Census > People > Demographics > Person Identifies > State ID Person.studentStateID

Element	Description	Location
SAP ID	The Student ID number used by the school to identify the student within their local system. Numeric, 50 digits	Census > People > Demographics > Person Identifiers > Student Number Person.studentNumber
Legal Last Name	The student's legal last name. When the Report Protected Identities checkbox is marked on the report editor, the student's last name reports from the Legal Last Name field if populated. *Alphabetical, 30 characters*	Census > People > Identity Information > Last Name Identity.lastName Census > People > Identities > Protected Identity Information > Legal Last Name Identity.legalLastName
Legal First Name	The student's legal first name. When the Report Protected Identities checkbox is marked on the report editor, the student's first name reports from the Legal First Name field if populated. *Alphabetical, 30 characters*	Census > People > Identity Information > First Name Identity.firstName Census > People > Identities > Protected Identity Information > Legal First Name Identity.legalFirstName
Date of Birth	The student's date of birth. *Date field, 10 characters (MM/DD/YYYY)*	Census > People > Demographics > Person Information > Birth Date Identity.birthDate

Element	Description	Location
RCDTS for Home School	The Region-County-District-Type-School code that uniquely identifies the elementary, middle/junior, or high school the student attends or would attend if not placed/transferred to another school/program to receive needed services. When the Enrollment **Home District** and Enrollment **Home School** fields are populated, the two codes are concatenated. *RRCCCDDDDDTTSSSS, 15 characters*	System Administration > Resources > District Information > Region Number District.regionNumber --- System Administration > Resources > District Information > County District.county --- System Administration > Resources > District Information > State District Number District.number --- System Administration > Resources > District Information > Type District.type --- System Administration > Resources > School > State School Number School.number
School Year	Reports the school year for which data is being submitted. Data for school year 2020-2021 reports as 2021. *Numeric, 4 digits (YYYY)*	System Administration > Calendar > Calendar > Calendar Info > End Year Calendar.endYear
Delete Record	This is used to delete the PRTO record with code 99. If PRTO record is valid, this field is blank. *Numeric, 4 digits*	N/A

Element	Description	Location
Event Date	Reports the month, day and year on which the behavior response occurred. *Date field, 10 digits (YYYY-MM-DD)*	Behavior > Behavior Management > Response Details > Response Date BehaviorResponse.date
Event Number	Reports the sequential number to identify a specific event when a student has multiple events. The default value is 01. Multiple events report sequentially, from smallest incident ID to largest (e.g., 01, 02, etc.). *Numeric, 2 digits*	Behavior > Behavior Management > Incident ID BehaviorEvent.incidentID
Event Type	Reports the type of behavior response assigned to the student. - Reports **01**: **Physical Restraint** when the Behavior Response is **P: Physical Restraint**, defined as holding a student or otherwise restricting a student's movements. - Reports **02**: **Time Out** when the Behavior Response is **T: Time Out,** defined as a behavior management technique for the purpose of calming or de-escalation that	Behavior > Behavior Management > Response Details > Response Type BehaviorResponseType.responseType

Element	Description	Location
	involves the involuntary monitored separation of a student from classmates with an adult trained under subsection (i) for part of the school day, only for a brief time, in a non-locked setting. • Reports **03**: **Isolated Time Out** when the Behavior Response **is I: Isolated Time Out**, defined as the involuntary confinement of a student alone in a time out room or other enclosure outside the classroom without a supervising adult in the time out room or enclosure. • Reports **04: Prone Physical Restraint** when the Behavior Response is **PP: Prone Physical Restraint**, defined as a physical restraint in which a student is held face down on the floor or other surface and physical pressure is applied to the student's body to keep the student in the prone position. • Reports **05: Supine Physical Restraint** when the Behavior Response	

Element	Description	Location
	is **SP: Supine Physical Restraint**, defined as a physical restraint in which a student is held face up on the floor or other surface and physical pressure is applied to the student's body to keep the student in the supine position. *Numeric, 2 digits*	
Event Start Time	Reports the start time of the behavior response. *Time field, 4 digits (HH:MM)*	Behavior > Behavior Management > Response Detail > Response Start Time BehaviorResponse.startTime
Event End Time	Report the end time of the behavior response. *Time field, 4 digits (HH:MM)*	Behavior > Behavior Management > Response Detail > Response Start Time BehaviorResponse.endTime
Imminent Danger to Self	Reports whether the student was considered to be an imminent danger to self during the response. Reports a value of 01 when the Student was an Imminent Danger to Self during the response checkbox is marked on the Student Response Detail. Otherwise, reports a value of 02. *Numeric, 2 digits*	Behavior > Behavior Management > Response Detail > Student Details > Student was an Imminent Danger to Self during Response BehaviorResponse.imminentDangerToSelf

Element	Description	Location
Imminent Danger to Staff	Reports whether the student was considered to be an imminent danger to staff during the response. Reports a value of 01 when the Student was an Imminent Danger to Staff during the response checkbox is marked on the Student Response Detail. Otherwise, reports a value of 02. *Numeric, 2 digits*	Behavior > Behavior Management > Response Detail > Student Details > Student was an Imminent Danger to Staff during Response BehaviorResponse.imminentDangerToStaff
Imminent Danger to Other Students	Reports whether the student was considered to be an imminent danger to other students during the response. Reports a value of 01 when the Student was an Imminent Danger to Other Students during the response checkbox is marked on the Student Response Detail. Otherwise, reports a value of 02. *Numeric, 2 digits*	Behavior > Behavior Management > Response Detail > Student Details > Student was an Imminent Danger to Other Students during Response BehaviorResponse.imminentDangerToOtherStudents