



# Involuntary Examination, Restraint and Seclusion (IERS) Reporting District-Level User Guide 2023-2024

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# Introduction: Policies and Procedures

## ***Guiding Legislation: Restraint***

- Section 1003.573, F.S.(7)(c-d), requires the Department to maintain aggregate data of incidents of restraint and disaggregate the data for analysis by county, school, student exceptionality, and other variables, including type and method of restraint used. Additionally, the Department must establish standards for documenting, reporting, and monitoring incident reports related to the use of restraint.
- The U.S. Department of Education, Office for Civil Rights, requires that any incidents of restraint of both students with and without disabilities be reported for the Civil Rights Data Collection (CRDC).

## ***Guiding Legislation: Seclusion***

- Section 1003.573(2), F.S., states that “each school district shall prohibit school personnel from using seclusion.”
- The U.S. Department of Education, Office for Civil Rights, requires that any incidents of seclusion of both students with and without disabilities be reported for the Civil Rights Data Collection (CRDC).

# Guiding Legislation: Involuntary Examination



# Getting Started: Login

- 1) Login at <https://portal.fdoesso.org/PORTAL/Sign-On/SSO-Home.aspx>.

**FDOE Single Sign-On**

The Single Sign-On (SSO) Portal provides users within Florida's educational community with a convenient way to log into multiple state resources with one account.

SELECT AN OPTION BELOW TO GET STARTED

**EDUCATORS**

**GUEST ACCESS**

- 2) The link above will take you to the webpage shown. Please choose the “Educators” option depicted above.

3) On the next screen, you will be prompted with a list of school districts. Please choose the district in which you are located.



Sign in with one of these accounts



SSO Hosted Users



Florida Department of Education



Alachua County School District

**B**

Baker County School District

**B**

Bradford County School District

**B**

Brevard County School District

**B**

Broward County School District

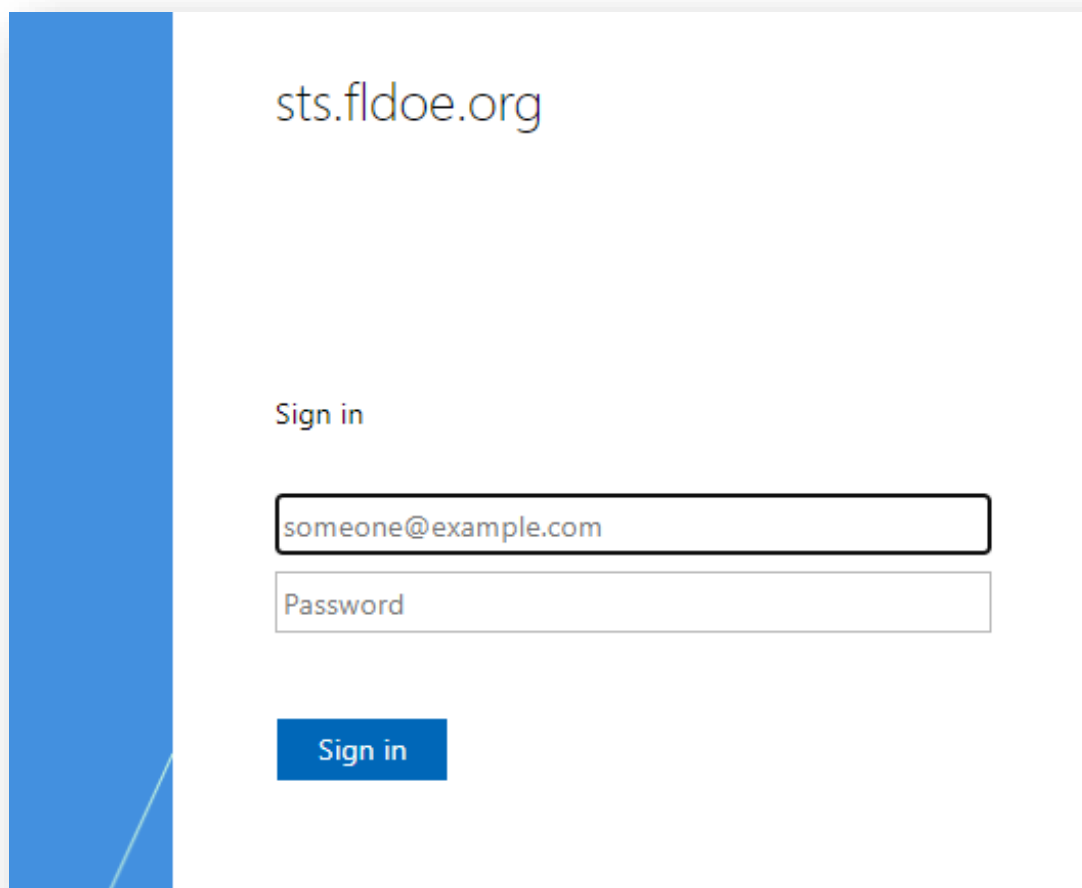


Charlotte County School District

**C**

Citrus County School District

- 4) The following screen will appear. Type in your email address and password for Single Sign-On (SSO) and press enter.



The screenshot shows a login page for the domain `sts.fldoe.org`. The page features a blue vertical bar on the left side. The main content area is white and contains the following elements:

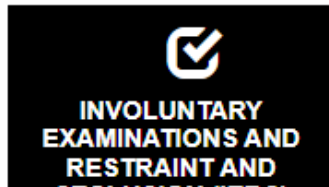
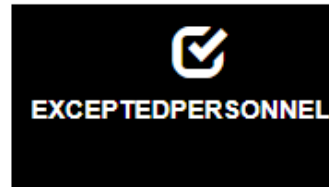
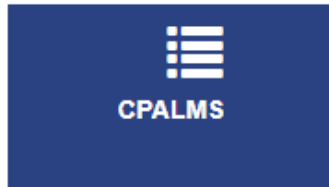
- The domain name `sts.fldoe.org` at the top.
- The text "Sign in" below the domain name.
- An input field containing the email address `someone@example.com`.
- An input field labeled "Password".
- A blue button labeled "Sign in" at the bottom.

- 1) The user will then be taken to the **Main Applications Menu**. Click on the text: [Involuntary Examinations and Restraint and Seclusion \(IERS\)](#).

## Welcome

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The resources below are available for your use based on your role and permissions. To access the resource, click the tile below:





- 2) The following screen will appear. This page is for informational purposes only and houses downloadable templates of each type of incident report and the user manuals. To enter the application itself, select [SSO User Login](#).



## Involuntary Examinations and Restraint and Seclusion (IERS)

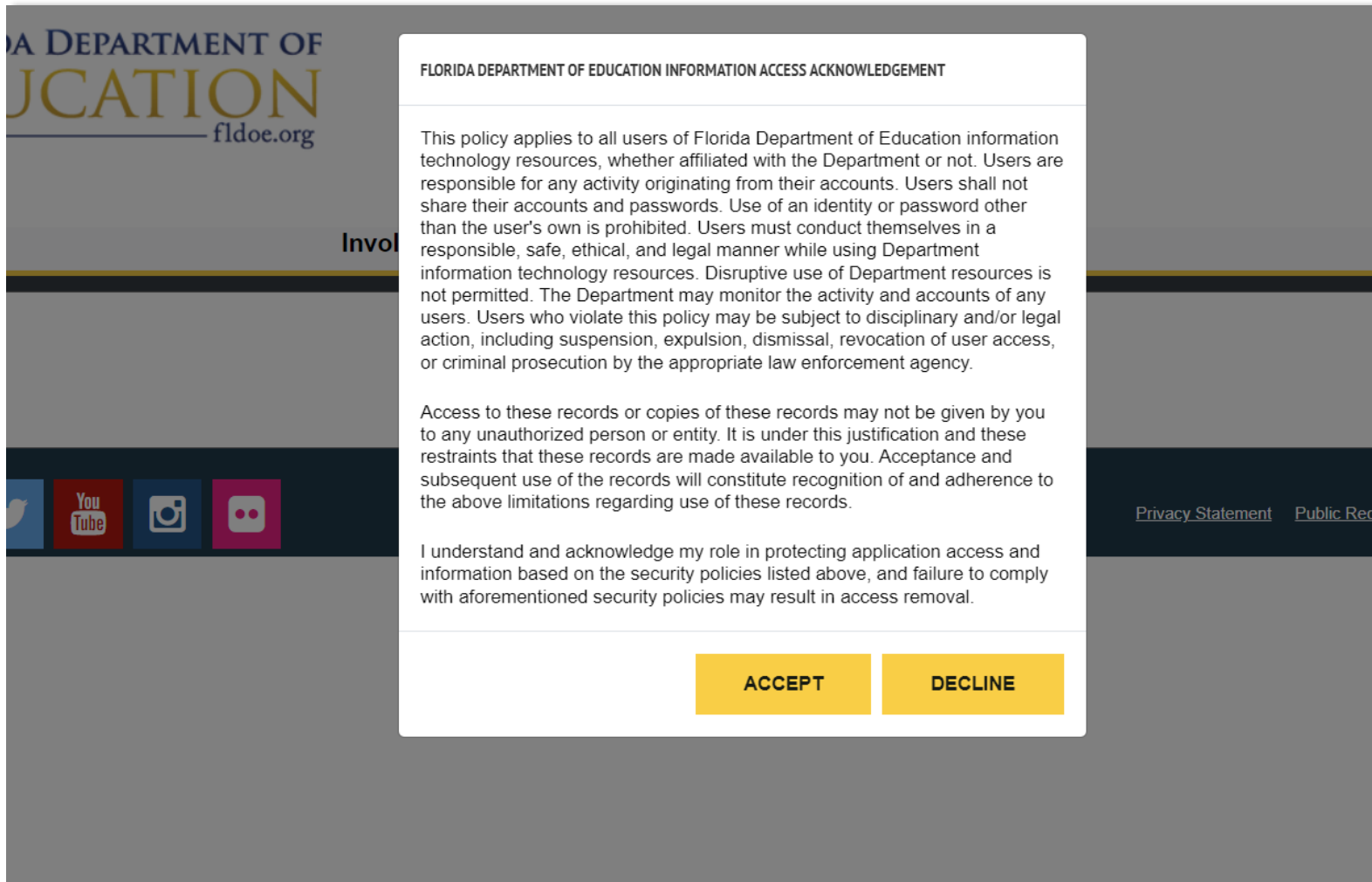
### SSO Login

[SSO User Login](#)

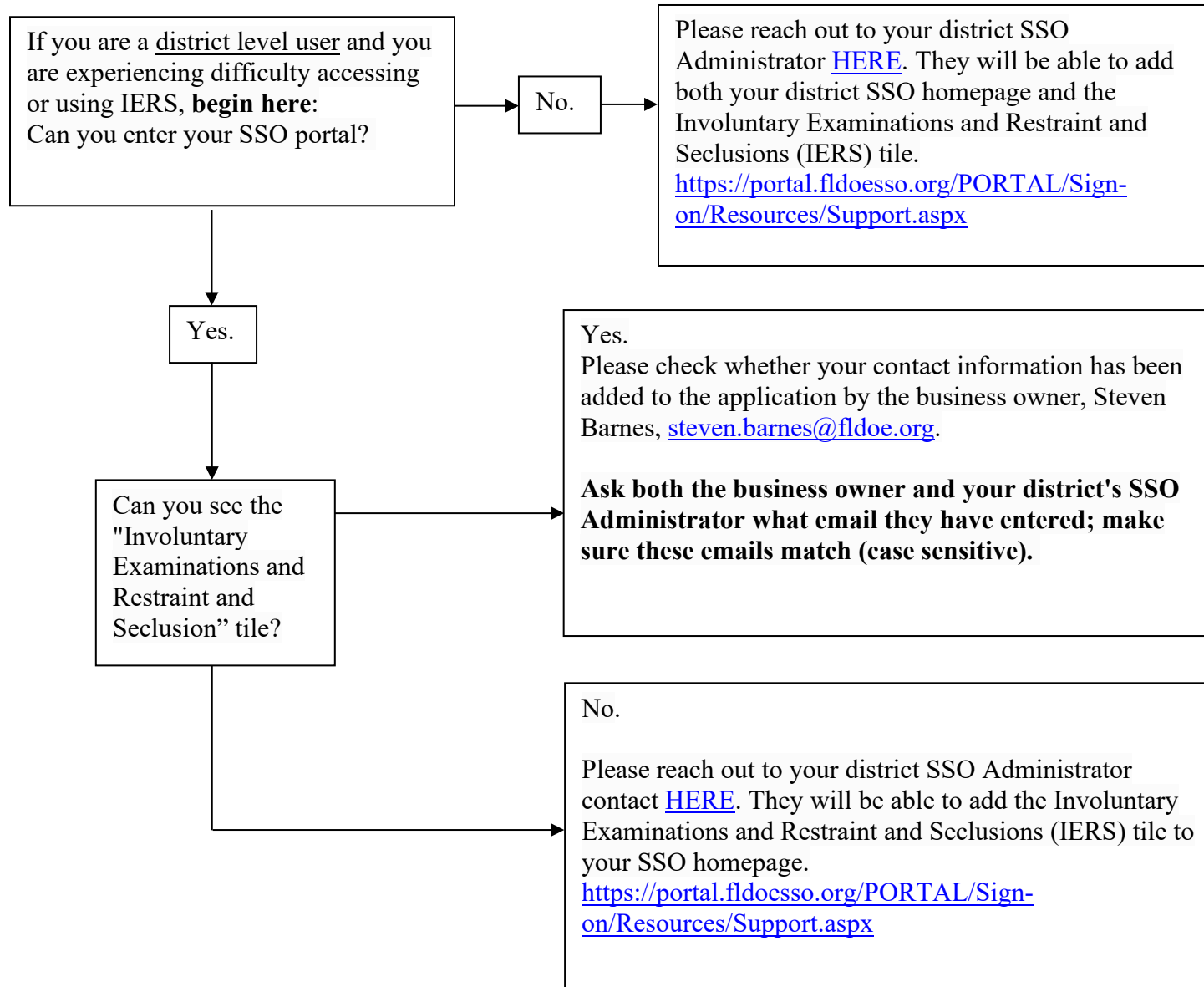
- Users must have access to Single Sign-On (SSO) to access the Involuntary Examinations and Restraint and Seclusion (IERS) application.  
All DISTRICT users must also be authorized by the DOE Administrator for the Involuntary Examinations and Restraint and Seclusion (IERS) application.  
All SCHOOL users must also be authorized by the District Administrator for the Involuntary Examinations and Restraint and Seclusion (IERS) application.
- District/School Users: Please contact your district IT department for access to SSO.  
*If you are unsure of your contact, please visit this site: <https://portal.fldoesso.org/PORTAL/Sign-on/Resources/Support.aspx>*
- Once you are authorized through the SSO and either the DOE or District admin, please use the SSO User Login button above to access the Involuntary Examinations and Restraint and Seclusion (IERS) application.
- Templates: Completing one of the following incident form templates does NOT fulfill the reporting requirement. Incident reporting must still be completed online.  
[Involuntary Examination Incident Form Template](#)  
[Restraint Incident Form Template](#)  
[Seclusion Incident Form Template](#)
- Manuals:  
[District Level Users Manual](#)  
[School Level Users Manual Updated April 2022](#)

If you have questions contact Bureau of Exceptional Education and Student Services at [besers@floridadoe.onmicrosoft.com](mailto:besers@floridadoe.onmicrosoft.com) or 850-245-0475.

- 3) The following screen will appear. Please review the Florida Department of Education Information Access Acknowledgement. Once completed, click on the “ACCEPT” button depicted below and enter the application.



# District-Level User Access Guide



# IERS District Level Users – Home Page

After logging in to the application, this home screen appears. From the home screen, a district-level user can make one of the following selections:

- **Manage Users:** this feature is only available to district-level users. On this page, the district-level user can view, edit, and add school-level user access.
- **View an Involuntary Examination Incident Report:** this feature allows the user to view involuntary examination incident reports.
- **View Restraint Incidents:** this feature allows the user to view restraint incident reports.
- **View Seclusion Incidents:** this feature allows the user to view seclusion incident reports.
- **Reports:** this feature allows the user to view a variety of reports combining data from all three types of incidents.

Additionally, templates of each form are available to view and print. Please note that printing and completing a paper copy of the template does not satisfy the reporting requirement; all incidents must be reported electronically in the application. Finally, district-level and school-level user manuals are available for reference.

**Involuntary Examinations and Restraint and Seclusion (IERS)**

Main Menu

Welcome test test of Broward

Main Menu

[Manage Users](#)

[View Involuntary Examination Incident Report \(Baker Act\)](#)  
[View Restraint Incidents](#)  
[View Seclusion Incidents](#)

[Reports](#)

Templates: **Completing one of the following incident form templates does NOT fulfill the reporting requirement. Incident reporting must still be completed online.**  
[Involuntary Examination Incident Form Template](#)  
[Restraint Incident Form Template](#)  
[Seclusion Incident Form Template](#)

[District Level Users Manual](#)  
[School Level Users Manual Updated April 2022](#)

# IERS District Level Users – Manage Users

Selecting the “Manage Users” option from the home page will bring the district user to the page displayed below. On this page, district users can review all active and inactive school-level users in the application to ensure each user is assigned to the appropriate school. Additionally, district users can edit information for existing school-level users by selecting “**Edit**” from the table on the screen or add new school-level users by selecting the “**Add New User**” button above the table on the screen.



Involuntary Examinations and

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[Main Menu](#)

Welcome test test of Broward

## Manage Users

Display by user access:  Active Users  In-Active Users  All

[Add New User](#) 

Last Name	First Name	Email	school ID	School Name	Access	Edit
Tester	CoralSprings	user2.resel@nowhere.com	2551	CORAL SPRINGS ELEMENTARY SCHOOL	True	<a href="#">Edit</a>
fg	fg	fg	0011	DEERFIELD BEACH ELEMENTARY SCHOOL	True	<a href="#">Edit</a>
gg	gg	gg	0011	DEERFIELD BEACH ELEMENTARY SCHOOL	True	<a href="#">Edit</a>

- Selecting “Add New User” or “Edit” will bring the district user to the **Add/Edit User** form. On this page, the district user will have the option of creating a new school-level user or editing an existing school-level user. For example, a district user can modify the school assignment for a school-level user who has been assigned to a different school than the previous year. Once all information has been added/edited, select the **Save** button.



**Involuntary Examinations and Restraint and Seclusion (IERS)**

[Main Menu](#)

Welcome Langley korepanov of DOE

**Welcome test test of Broward**

**Manage Users**

[Go to User List](#)

**Add/Edit User**

District:   Super User

First Name:

Last Name:

Title:

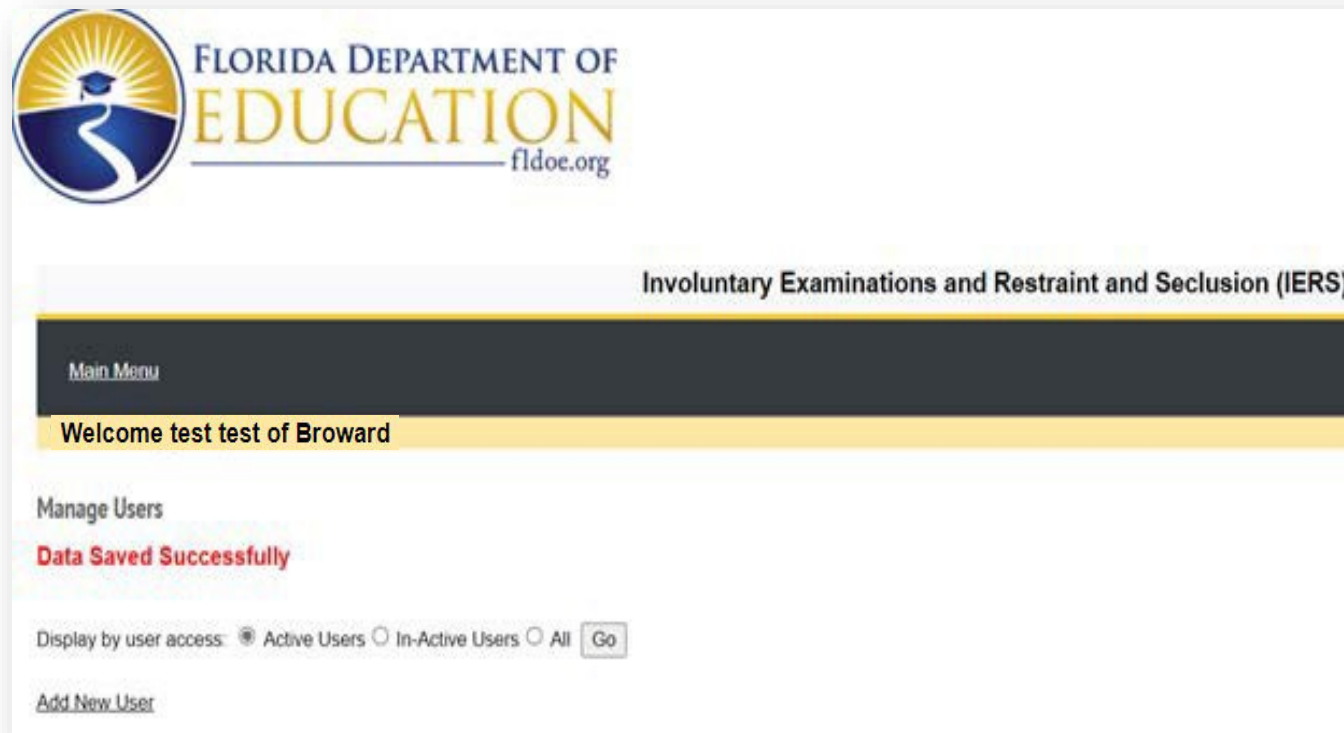
Email:

Check if user has permission to login to the system. Un-check if user's permission should be revoked.



If you have questions contact the Bureau of Exceptional Education and Student Services at [besers@floridadoe.onmicrosoft.com](mailto:besers@floridadoe.onmicrosoft.com) or 850-245-0475.

- The following screen will appear, indicating that the data were saved. The district user can review the table of users to ensure the changes/additions were saved appropriately.

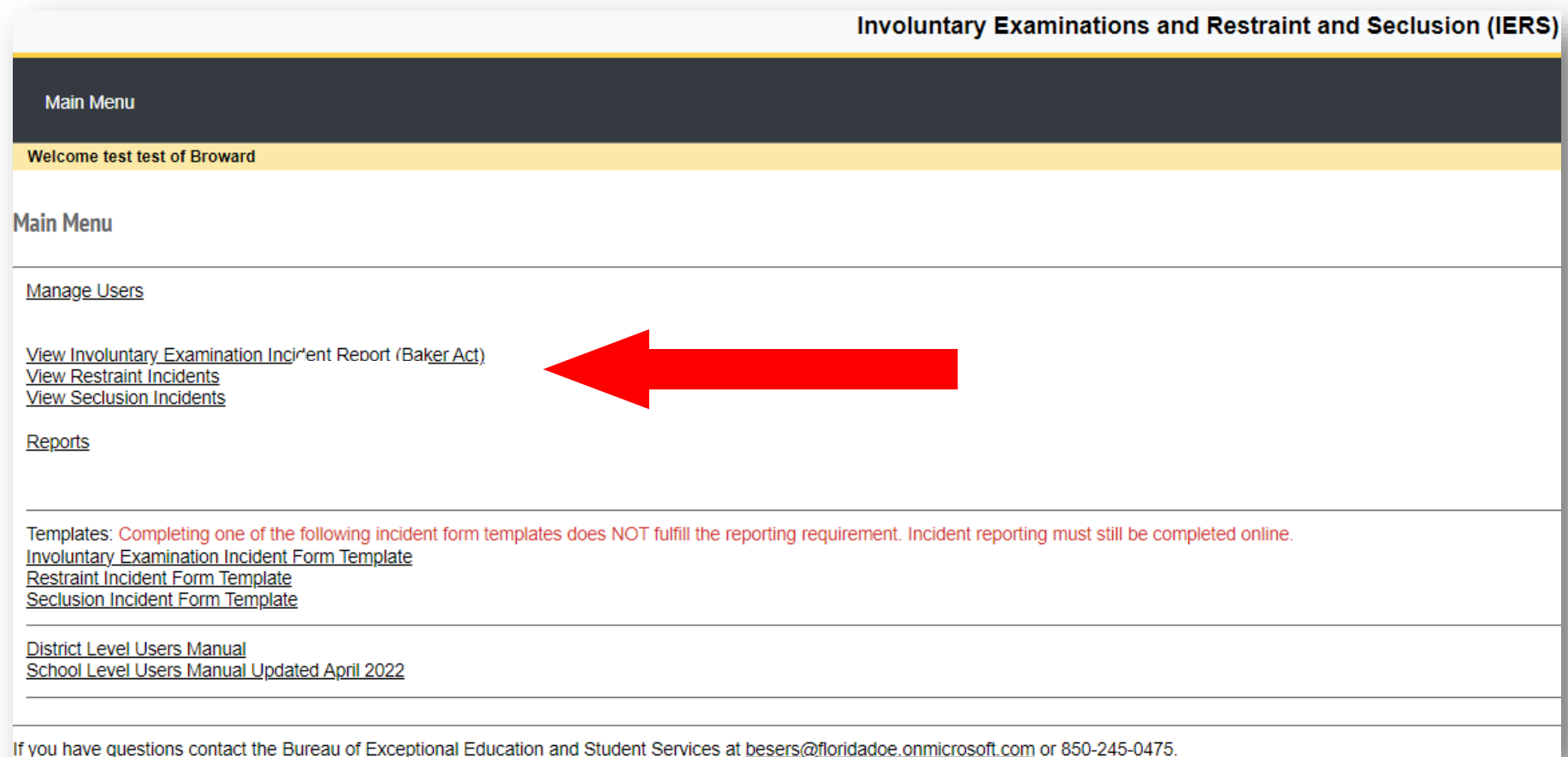


### **Additional Considerations**

- Because the school user's email is also the username, **active school users may only be registered at one school.**
- A district-level user may not also be registered as a school-level user at the same time. If a district-level user moves to the school-level, the district user must be marked as inactive on the list of district-level users before they can be added as a school-level user. The same is true if a school-level user moves to the district level.
- To remove or replace a user, select "Edit" and either (1) replace the user data with data for a replacement user, or (2) uncheck the box that gives the user permission to login to the system.
- All users must have both an SSO account that has been granted access to the IERS application and must have been manually added as a user on the Manage Users page.

# IERS District Level Users – View Incidents

- To view an involuntary examination, a restraint, or a seclusion incident, click on the corresponding links that say “**View Incidents**”, as shown by the red arrow in the picture.



The screenshot displays the IERS District Level Users interface. At the top right, the title "Involuntary Examinations and Restraint and Seclusion (IERS)" is visible. Below this, a dark grey header contains "Main Menu". A yellow banner below the header says "Welcome test test of Broward". The main content area is titled "Main Menu" and contains several sections: "Manage Users" with links for "View Involuntary Examination Incident Report (Baker Act)", "View Restraint Incidents", and "View Seclusion Incidents"; "Reports"; a red warning message about templates; and links for "District Level Users Manual" and "School Level Users Manual Updated April 2022". A red arrow points to the "View Incidents" links. At the bottom, contact information for the Bureau of Exceptional Education and Student Services is provided.

Involuntary Examinations and Restraint and Seclusion (IERS)

Main Menu

Welcome test test of Broward

Main Menu

[Manage Users](#)

[View Involuntary Examination Incident Report \(Baker Act\)](#)

[View Restraint Incidents](#)

[View Seclusion Incidents](#)

[Reports](#)

Templates: **Completing one of the following incident form templates does NOT fulfill the reporting requirement. Incident reporting must still be completed online.**

[Involuntary Examination Incident Form Template](#)

[Restraint Incident Form Template](#)

[Seclusion Incident Form Template](#)

[District Level Users Manual](#)

[School Level Users Manual Updated April 2022](#)

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- Below is an example of the **View RESTRAINT Incident Records** page. On this page, district-level users have the option to **View Final Reports**, **View Draft Reports**, **View Archived Reports**, and **View Deleted Reports**.
- For example, the district-level user will click the link that says, “View Final Reports”, as shown by the red arrow on the screen. (Please note that the other options will operate the same way.)

## Involuntary Examinations and Restraint and Seclusion (IERS)

[Main Menu](#)

Welcome test test of Broward

### View RESTRAINT Incident Records



[View Final Reports](#) | [View Draft Reports](#) | [View Archived Reports](#) [View Deleted Reports](#)

If you have questions contact the Bureau of Exceptional Education and Student Services at [besers@floridadoe.onmicrosoft.com](mailto:besers@floridadoe.onmicrosoft.com) or 850-245-0475.

- Selecting the “**View Final Reports**” option allows district-level users to view all incident reports that have been saved as final in the IERS application for the current school year (August 1-July 31).
- Each line is a separate restraint incident report. To view a report, find the line of the report you wish to view and click on the link on the right side of the screen that says “**Print.**” The red arrow shows where to locate this link.
- District-level users can also delete restraint incident reports that have been entered in error at any time by clicking on the “**Delete**” link to the far right of the incident report. The user should ensure you are on the correct line for the incident report you wish to delete.

<u>Date Record Entered</u>	<u>Date of Incident</u>	<u>Last Name</u>	<u>First Name</u>	<u>Middle Name</u>	<u>District</u>	<u>School</u>	<u>Duration</u>	<u>Report Status</u>	<u>Print</u>	<u>Delete</u>
7/21/2022 1:36 PM	7/21/2022						0 hours 9 minutes	FINAL	<a href="#">Print</a>	<a href="#">Delete</a>
8/18/2022 10:36 AM	8/17/2022						0 hours 9 minutes	FINAL	<a href="#">Print</a>	<a href="#">Delete</a>
8/23/2022 8:38 AM	8/22/2022						0 hours 3 minutes	FINAL	<a href="#">Print</a>	<a href="#">Delete</a>
8/22/2022 2:58 PM	8/22/2022						0 hours 13 minutes	FINAL	<a href="#">Print</a>	<a href="#">Delete</a>
8/24/2022 12:17 PM	8/23/2022						0 hours 2 minutes	FINAL	<a href="#">Print</a>	<a href="#">Delete</a>
8/25/2022 11:26 AM	8/24/2022						0 hours 35 minutes	FINAL	<a href="#">Print</a>	<a href="#">Delete</a>
9/12/2022 3:37 PM	9/12/2022						0 hours 1 minutes	FINAL	<a href="#">Print</a>	<a href="#">Delete</a>
9/14/2022 3:16 PM	9/12/2022						0 hours 16 minutes	FINAL	<a href="#">Print</a>	<a href="#">Delete</a>



# IERS District Level Users – State and District Reports

- Returning to the home screen, select the link that says, “**Reports**”, as shown by the red arrow.

Involuntary Examinations and Restraint and Seclusion (IERS)

Main Menu

Welcome test test of Broward

Main Menu

[Manage Users](#)

[View Involuntary Examination Incident Report \(Baker Act\)](#)

[View Restraint Incidents](#)

[View Seclusion Incidents](#)

[Reports](#)

Templates: **Completing one of the following incident form templates does NOT fulfill the reporting requirement. Incident reporting must still be completed online.**

[Involuntary Examination Incident Form Template](#)

[Restraint Incident Form Template](#)

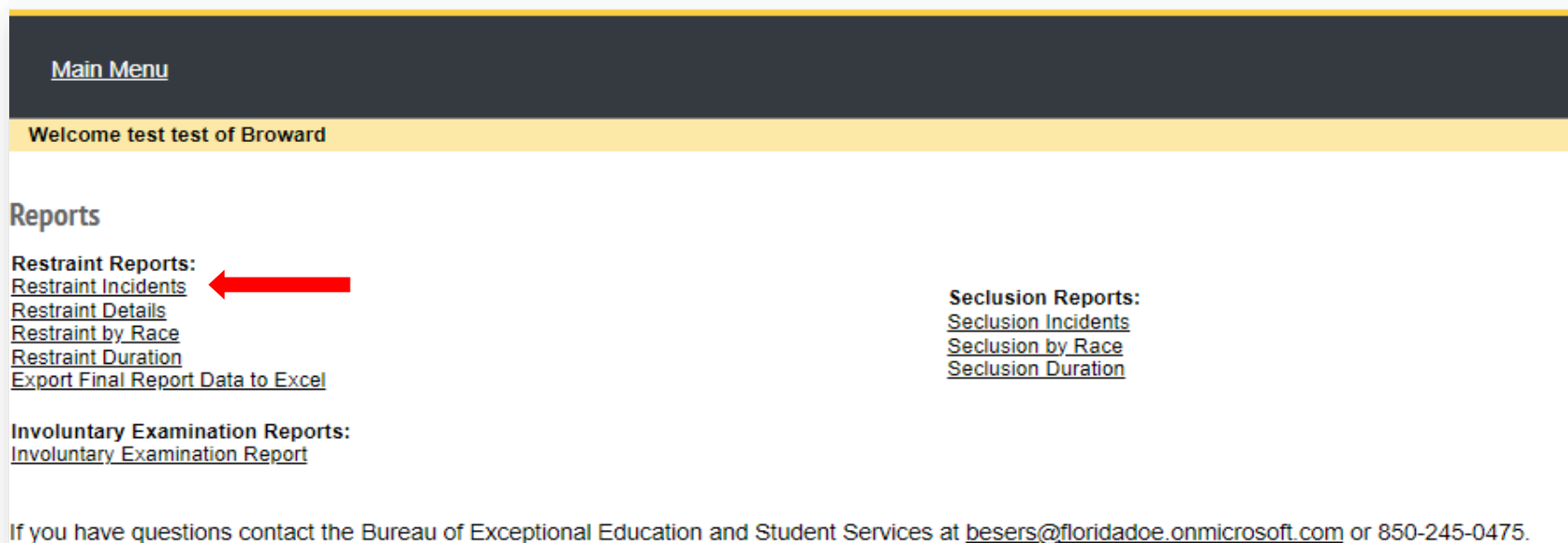
[Seclusion Incident Form Template](#)

[District Level Users Manual](#)

[School Level Users Manual Updated April 2022](#)

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- After clicking on the “**Reports**” button, the menu of reports that can be run will open. The district-level user will have the following reports available:
  - Under **Restraint Reports:**
    - Restraint Incidents: Restraint incidents disaggregated by grade, number of incidents, number of students, and by primary exceptionality.
    - Restraint Details: Restraint incidents disaggregated by Crisis Management Strategy type and type of restraint used.
    - Restraint by Race: Restraint incidents disaggregated by Race.
    - Restraint Duration: This report counts restraint incidents by common duration of time.
    - Export Final Report Data to Excel: List of all incidents (Involuntary Examinations, Restraints and Seclusions) and all information for each incident.
  - Under **Seclusion Reports:**
    - Seclusion Incidents: Seclusion report disaggregated by grade, number of incidents, number of students, and by Primary Exceptionality.
    - Seclusion by Race: Seclusion report disaggregated by Race.
    - Seclusion Duration: Seclusion Duration report counts seclusion incidents by common duration of time.
  - Under **Involuntary Examination Reports:**
    - Involuntary Examination Report: Disaggregation of involuntary examination incidents.



- The example below shows the **Restraint Incidents Search Criteria** page, which appears after a district-level user selects the “**Restraint Incidents**” option on the **Reports** page.
- There are two timeframe options available when running a report:
  - On the left side of the screen, the district level user has the option to search by Timeframe (Annual or Quarterly), School Year, and Display Type (counts or percentages).
    - The Annual timeframe will run a report of incidents between August 1 and July 31 of the selected school year.
    - The Quarterly timeframe will run a report of incidents for a specified quarter of the selected school year (August 1 through October 31; November 11 through January 1; February 1 through April 30; or May 1 through July 31).
  - On the right side of the screen, the district-level user has the option to Enter Date Parameters, which requires a start date and an end date in MM/DD/YYYY format.
    - This option allows users to narrow the search further to a specific week, month, etc.
- Once you have selected your timeframe and entered all required search criteria, click the “**Run Report**” button, as shown by the red arrow.

**Restraint Incidents Search Criteria**

[Back to Reports](#)

\* Select Timeframe

\* Select Year

Display Type  
 Counts  Percentage

Or

Enter Date Parameters  
 Start Date   
 End Date

←

- The report will open an Excel spreadsheet that has a variety of information running from left to right on the screen.
- The screenshots below break down the Excel spreadsheet into sections to view it clearly. The first section of the report shows the district and school numbers, district and school names, number of incidents, number of students, and student count by grade level (PK-3, 4-8, and 9-12).
- This report also includes a data overview at the state level.

District/School	District Name/School Name	Number of Incidents	Number of Students	Students in Grades PK-3	Students in Grades 4-8	Students in Grades 9-12
**	XXXXX	21	21	3	14	4
99	State	21	21	3	14	4
**	XXXXX ELEMENTARY SCHOOL	6	6	0	4	2
**	XXXXX SCHOOL	10	10	2	7	1
**	XXXXX MIDDLE SCHOOL	1	1	0	1	0
**	XXXXX ELEMENTARY SCHOOL	1	1	1	0	0
**	XXXXX HIGH CENTER	1	1	0	1	0
**	XXXXX EDUCATION CENTER	2	2	0	1	1

- As you continue to scroll right, the report will show the number of restraint incidents reported by exceptionality. This screen covers ASD, DHH, DD, DSI, EBD, HH, IND, LI, OI, and OHI. (A list defining each acronym is located on page 23.)
- The remaining exceptionalities are listed on the next page.

Students with ASD	Students with DHH	Students with DD	Students with DSI	Students with EBD	Students with HH	Students with InD	Students with LI	Students with OI	Students with OHI
3	1	1	0	13	0	1	2	0	0
3	1	1	0	13	0	1	2	0	0
2	1	1	0	1	0	1	0	0	0
0	0	0	0	8	0	0	2	0	0
0	0	0	0	1	0	0	0	0	0
1	0	0	0	0	0	0	0	0	0
0	0	0	0	1	0	0	0	0	0
0	0	0	0	2	0	0	0	0	0

- The section of the report below continues to identify restraints by exceptionality. This portion covers SLD, SI, TBI, VI, Gifted, 504 and N/A. The N/A represents counts for students without disabilities.
- On the far-right end of the report, you will be able to see the total population of students with disabilities (SWD) in the district as well as the percentage of SWD restrained during the timeframe of the report.

Students with SLD	Students with SI	Students with TBI	Students with VI	Students with GIF	Students with 504	Students with N/A	Fall 2022 SWD Population	Pct of SWD restraint
0	0	0	0	0	0	0	37485	0.06%
0	0	0	0	0	0	0	37485	0.06%
0	0	0	0	0	0	0	37485	0.02%
0	0	0	0	0	0	0	37485	0.03%
0	0	0	0	0	0	0	37485	0.00%
0	0	0	0	0	0	0	37485	0.00%
0	0	0	0	0	0	0	37485	0.00%
0	0	0	0	0	0	0	37485	0.01%



# IERS Acronym List

- Below is a list of the acronyms associated with each exceptionality that will be shown in the report.

Acronym	Exceptionality
ASD	Autism Spectrum Disorder
DHH	Deaf or Hard-of-Hearing
DD	Developmentally Delayed
DSI	Dual Sensory Impaired
EBD	Emotional/Behavioral Disability
HH	Hospitalized or Homebound
IND	Intellectual Disability
LI	Language Impaired
OI	Orthopedic Impairment
OHI	Other Health Impaired
SLD	Specific Learning Disability
SI	Speech Impaired
TBI	Traumatic Brain Injury
VI	Visual Impairment
GIF	Gifted
504	Section 504
N/A	Students without Disabilities

# District Level IERS Email Notifications

- In the new Involuntary Examination, Restraint and Seclusion (IERS) auto-generated email notifications, incidents of IE and Restraint/Seclusion are separated, and the titles of the emails have been corrected to match.
- There are a total of 6 notifications related to restraint and seclusion incidents.
- There are a total of 4 notifications related to IE incidents.
- Many of the questions requiring a response from the restraint notifications have been removed from the email to reduce duplicating questions that were already answered in the restraint report.
- There is an addition to the notifications stating that a BEESS staff member may be in contact with the district following a review of the restraint incident report and they WILL be in contact following a seclusion incident.

## Restraint Notifications

1. **Draft Status:** This notification is triggered when a restraint incident is left in draft status for over 48 hours. The notification contains the date the incident report was saved as a draft and the name of the school in which the incident occurred. This notification serves as a reminder to the school-level user to return to the IERS application and finalize the draft. Per s. 1003.573(7), F.A.C., a school must provide the parent/guardian with the completed incident report in writing by mail within 3 school days after a student was restrained.
2. **Duration Over 60 Minutes:** This notification is triggered when a restraint incident that lasted longer than 60 minutes from start time to stop time is reported. The notification contains the date the incident report was saved as final and the name of the school in which the incident occurred. This notification serves as a prompt for a district-level user to review the incident and follow up with the staff involved. Additionally, this notifies districts that BEESS will also be reviewing the report and may be in contact should they have any questions or concerns about the incident.
3. **Multiple Incidents - 30 Days:** This notification is triggered when multiple restraint incidents involving the same student within a 30-day period have been reported. The notification contains the dates of the restraints and the name of the school in which the incidents occurred. This notification serves as a prompt for a district-level user to review the incident, along with the student's records, and to follow up with the staff involved. The notification also asks districts to confirm that the requirements of s. 1003.573(6), F.A.C., involving crisis intervention plans (CIPs) were met. Additionally, this notifies districts that BEESS will also be reviewing the reports and may be in contact should they have any questions or concerns about the incidents and/or the student's CIP.
4. **Multiple Incidents - 45 Days:** This notification is triggered when multiple restraint incidents involving the same student within a 45-day period have been reported. The notification contains the dates of the restraints and the name of the school in which the incidents occurred. This notification serves as a prompt for a district-level user to review the incident, along with the student's records, and follow up with the staff involved. The notification also asks districts to

confirm that the requirements of s. 1003.573(6), F.A.C., involving crisis intervention plans (CIPs) were met. Additionally, this notifies districts that BEESS will also be reviewing the reports and may be in contact should they have any questions or concerns about the incidents and/or the student's CIP.

5. **Mechanical Restraint:** This notification is triggered when a mechanical restraint incident is reported. The notification contains the date of the restraint and the name of the school in which the incident occurred. This notification serves as a prompt for a district-level user to review the incident report and confirm compliance with s. 1003.573(3)(a), F.A.C., involving the use of mechanical restraint. Additionally, this notifies districts that BEESS will also be reviewing the report and may be in contact should they have any questions or concerns about the incident.
6. **Seclusion:** This notification is triggered when a seclusion incident is reported. The notification contains the date of the seclusion and the name of the school in which the incident occurred. It also references the prohibition of seclusion per s. 1003.573(2), F.A.C. This notification serves as a prompt for a district-level user to review the incident report and follow up with the staff involved. Additionally, this notifies districts that BEESS will also be reviewing the report and **WILL** be in contact to discuss the incident as well as the next steps and any corrective actions needed.

### **Involuntary Examination Notifications**

1. **Draft Status:** This notification is triggered when an IE incident report is left in draft status for over 48 hours. The notification contains the date the incident report was saved as a draft and the name of the school in which the incident occurred. This serves as a reminder to the school-level user to return to the IERS application and finalize the draft.
2. **Multiple Incidents - 30 Days:** This notification is triggered when multiple IE incidents involving the same student within a 30-day period are reported. The notification contains the dates of the IEs and the name of the school in which the incidents occurred. This notification serves as a prompt for a district-level user to review the incident, along with the student's records, and follow up with the staff involved. The notification also asks districts to respond to several questions regarding referral for mental health services, development of a safety plan and parent involvement in the development of the safety plan.
3. **Multiple Incidents - 45 Days:** This notification is triggered when multiple IE incidents involving the same student within a 45-day period are reported. The notification contains the dates of the IEs and the name of the school in which the incidents occurred. This notification serves as a prompt for a district-level user to review the incident, along with the student's records, and follow up with the staff involved. The notification also asks districts to respond to several questions regarding referral for mental health services, development of a safety plan and parent involvement in the development of the safety plan.
4. **Final Status:** This notification is triggered when an IE incident report is saved as final. The notification contains the date the incident report was saved as final and the name of the school in which the incident occurred. This notification serves as a prompt to both district-level staff and FDOE staff that an IE has occurred in the district.

# District-Level User – Super User Guidance

- Each district has a **Super User** role. This person is responsible for adding Primary Email Contact, Secondary Email Contact, and Tertiary Email Contact, as well as the email addresses for the Student Services Director and District Safety Lead. These contacts will receive the notification emails discussed in the previous section. A Super User can be identified by contacting the business owner, Steven Barnes, at [Steven.Barnes@fldoe.org](mailto:Steven.Barnes@fldoe.org).
- For a Super User to access the list of email recipients:
  1. Select "**Manage Users**" from the home page. In addition to the options discussed in 11-13, the district super user will have the option "**Add/Edit Email notification contact.**"
  2. Under the **Restraint/Seclusion Notification Emails** heading, the district super user can provide the email addresses for secondary and tertiary contacts. Please note that the primary contact should pre-populate with the super user's email address. Additional contacts are not required but are recommended. Please note that school-level users cannot save incidents if the primary email contact field is not populated.
  3. Under the **Involuntary Examination Notification Emails** heading, the district super user must provide the email addresses for the Student Services Director and the District Safety Specialist. two Involuntary Examination Notification emails. Please note that school-level users cannot save incidents if these emails are not populated.

Involuntary Examinations and Restraint and Seclusion (IERS)

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Manage Users

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Restraint/Seclusion Notification Emails

\* Incidents can NOT be saved until a Primary Email address is entered

Primary Email Contact:

Secondary Email Contact:

Tertiary Email Contact:

Involuntary Examination Notification Emails

\* Incidents can NOT be saved until both emails are populated

Student Services Director

District Safety Lead:

## IERS Business Rules – User Functionality

- District-level Users have the ability to:
  - Edit Final Restraint Incident reports within 30 days of finalization.
  - Delete Restraint Incident reports at any time.
  - View any Restraint or Involuntary Examination Incident reports that have been deleted.
  - Unlock or delete Involuntary Examination Incident reports.
- Student-level Users have the ability to:
  - Submit an initial Restraint or Involuntary Examination Incident report.
  - Delete or edit Final Restraint Incident reports within 30 days.

# Important Web Links

- **Student and Staff Database Manuals:** <http://fldoe.org/accountability/data-sys/database-manuals-updates/>
- **Bureau of Exceptional Education and Student Services:** <http://fldoe.org/academics/exceptional-student-edu/>
- **Program Accountability/Assessments and Data Systems (PAADS):** <http://fldoe.org/academics/exceptional-student-edu/data/>
- **Student Support Services:** <https://www.fldoe.org/schools/k-12-public-schools/sss/>
- **FDOE Single Sign-On Portal:** <https://portal.fldoesso.org/PORTAL/Sign-on/SSO-Home.aspx/>
- **Know Your Schools Portal:** <https://edudata.fldoe.org/>
- **Know Your Data Portal:** <https://edudata.fldoe.org/AdvancedReports.html>
- **PK-12 Public School Data Publications & Reports:** <http://fldoe.org/accountability/data-sys/edu-info-accountability-services/pk-12-public-school-data-pubs-reports/index.shtml>
- **Know Your Schools Portal:** <https://edudata.fldoe.org/>
- **Office of Safe Schools:** <http://fldoe.org/safe-schools/>