



TN PULSE: Restraint and Isolation Manual

For Users and Administrators

Tennessee Department of Education | July 2023

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Restraint and Isolation Tabs

School districts must report the use of restraint or isolation to the Tennessee Department of Education (TDOE) within five calendar days of the incident. See *State Board of Education Rule 0520-01-09-.23(10)*.

Beginning July 2023, the below user types have the ability to create **Draft Restraint** and **Isolation Incidents**. Special Education Supervisors are required to review and finalize **Restraint** and **Isolation Incidents**.

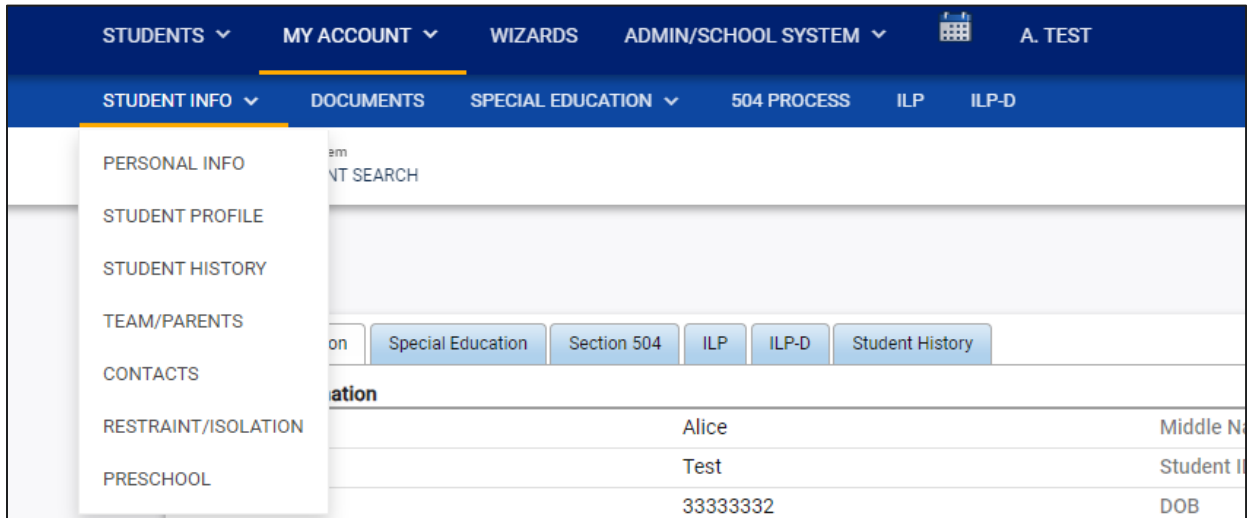
Below are the user types with permissions to **Create Draft Restraint** and **Isolation Incidents**:

- Permission Group 1
- Permission Group 5
- Permission Group 6
- Permission Group 7
- Permission Group 8
- Permission Group 9
- Permission Group 10
- Permission Group 15
- Permission Group 17
- Permission Group 18

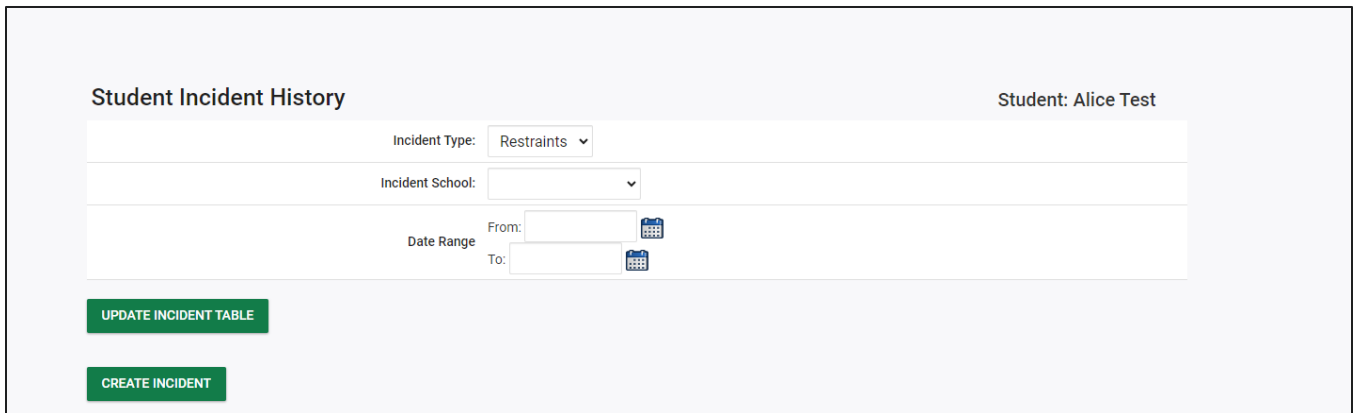
Information on how to follow the reporting rules for isolation and restraint can be found via the links below:

1. State Board of Education Rule 0520-01-09-.23(10), **Isolation and Restraint for Students Receiving Special Education**.
<https://publications.tnsosfiles.com/rules/0520/0520-01/0520-01-09.20230406.pdf>
2. Tennessee Department of Education, **Frequently Asked Questions: Restraint and Isolation for Students Receiving Special Education and Related Services**, (July 2021)
https://mcusercontent.com/b28b453ee164f9a2e2b5057e1/files/56860666-1c7b-c093-92b4-be8368909dda/Restraint_and_Isolation_FAQ_FINAL.pdf?mc_cid=c713870871&mc_eid=ebe3153dfc
3. Tennessee Department of Education, **Memo to Directors of Special Education** (Nov. 5, 2019)
<https://www.tn.gov/content/dam/tn/education/special-education/memo/Rlmemo.pdf>

- 1) From the **Main Menu**, select **Students** and then search for the student by first and last name. Select the student's name, and then click **Student Info** in the light blue menu followed by **Restraint/Isolation**.



- 2) Click **Create Incident** to create a new incident.



- 3) Choose if the incident is a **Restraint** or **Isolation** and click **Save**. A message will display asking the user to confirm the selection. Click **Yes** or **No**.

Student: Alice Test

Restraint or Isolation?

Restraint Isolation

SAVE

You have selected Restraint. Are you sure you want to proceed?

Yes No

SAVE

- 4) To create a new incident, complete the required fields, including incident date, time, duration, location, and any relevant details. Click **Continue**.

Student: Alice Test

Restraint or Isolation?

Restraint Isolation

Restraint Date <input style="width: 80%;" type="text" value="05/22/2023"/>	Restraint Duration <input type="text" value="N/A"/>
Location in School Facility <input type="text" value="Hallway/breezeway/sidewalk"/>	Location Details <input type="text"/>
Restraint Start <input type="text" value="1"/> <input type="text" value="00"/> <input type="radio"/> am <input checked="" type="radio"/> pm	Restraint End <input type="text" value="1"/> <input type="text" value="02"/> <input type="radio"/> am <input checked="" type="radio"/> pm

CONTINUE

- 5) A warning will appear if the restraint incident exceeds five (5) minutes or an isolation incident exceeds one (1) minute per year of the student's age. Users should confirm this information is correct and then proceed with finalizing the document. This warning does not prevent users from generating a final

Warning: The restraint incident duration exceeds 5 minutes. Please verify that this is the correct amount of time for this incident. An IEP meeting must be held if a physical holding restraint lasts longer than five (5) minutes.

Warning: The isolation incident duration is 17 minutes, which is longer than one (1) minute per year of the student's age. Please verify that this is the correct amount of time for this incident. An IEP meeting must be held if the isolation lasts longer than one (1) minute per year of the student's age.

document.

- 6) There is no current requirement to report names of students who witness restraint or isolation events. Staff or substitute staff who witness restraint or isolation events can be added by entering their name and title in the **Staff Involved in the Incident and their Job Titles** section for reporting purposes. Once a staff name is added, indicate if the staff member involved with the restraint or isolation incident is Certified to Restrain from the dropdown menu. Select a **Certification Type** for the staff member from the list or select **Other** and enter the type of certification training. Finally, users who restrained or isolated must add a signature. Check **Add Signature** and have the user who restrained or isolated sign in the field provided.

Staff Who Restrained the Student:

Del	First Name	Middle Name	Last Name	Title
DELETE STAFF	Teacher		Test	Teacher

Certified to Restrain: Yes

Certification Type:

- CPI: Crisis Prevention Intervention
- TCI: Therapeutic Crisis Intervention
- Handle with Care
- CRT: Certified Restraint Training
- Other

Add Signature
 By entering my name in this box, I acknowledge that I have reviewed this report and that it is accurate to the best of my knowledge
 Please enter your signature:

CLEAR SIGNATURE
ADD STAFF

- 7) If a witness was involved, enter **Name** and **Job Title**. If more people need to be added, select **Add Witness**.

Staff Involved in the Incident and Their Job Titles:

Del	Name	Job Title
<input type="button" value="DELETE WITNESS"/>	<input type="text" value="Emma Test"/>	<input type="text" value="Teacher"/>

- 8) The **Principal Information** section pulls in the list of School Administrators assigned to the student's school in TN PULSE. If the principal's name is not included in the dropdown list, select **Other** and type in the name.

Principal Information

Name of Principal (or designee) Notified:

Date of Notification: Time of Notification: am pm

- 9) The **Parent Information** section pulls in the list of parents from the **Parents** page of the **IEP Process**. If the parent is not included in the dropdown list, select **Other** and type in the name.

Parent Information

Name of Parent:

Date of Notification: Time of Notification: am pm

Method of Notification: Notified By:

10) If parent notification of an incident extends beyond 24 hours or if the notification occurs before the date/time of the incident, a warning will appear asking users to confirm the date and time of notification. If this information is correct, users can proceed with finalizing the document. This warning does not prevent users from generating a final document.



Parent notification date/time is prior to the incident date/time. Please confirm the dates and times.

- 11) Add **Antecedents** and **Student Demeanor** by typing a narrative in the text box provided. Use the dropdown menus to select **Yes** or **No** for the following questions. If **Yes** is selected for any question, a text box will appear where users can add additional information. Add **Restraint Notes** if applicable.

Antecedents:
Description of the antecedents that immediately preceded the use of isolation or restraint and the specific behavior being addressed (describe why it was considered an emergency)

Student Demeanor:
Describe the student's observed physical and verbal behavior at the end of the isolation or restraint:

Did the Student Die?:
 ▾

Was the Student Injured?:
 ▾

Did a Staff Member Die?:
 ▾

Was Staff Injured?:
 ▾

Was there Property Damage?:
 ▾

Does the Student have an FBA and/or BIP?:
 ▾

Is an IEP Meeting required as a result of this incident?
 ▾

Was the student's condition evaluated by a school nurse, principal, or principal's designee after the incident?:
 ▾

Restraint Notes:

12) Review the incident, make edits if needed, and then create a draft document. A draft document must be created before users can create a final.

Date Generated	Document Type	Type	Generated By
07/03/2023	Restraint Document	(Draft)	Jennifer Test Stem

CREATE DRAFT REPORT

i The ability to create a final document will become available once a draft is created and any errors are resolved.

SAVE

Date Generated	Document Type	Type	Generated By
07/03/2023	Restraint Document	(Draft)	Jennifer Test Stem

CREATE DRAFT REPORT **CREATE FINAL REPORT**

SAVE

SUPERVISOR NOTIFICATIONS

- Notifications will be sent to supervisors if the restraint or isolation incident involved a student injury or death.
- Notifications will be sent to the supervisors when a **Draft Restraint** or **Isolation Incident** is created.
- To view a student’s incident history, select the **Restraint/Isolation** tab from the **Students Menu**. Users can filter by **Incident Type**, **Incident School** and **Data Range**.

Previous Restraint and Isolation Documents

All previous restraint and isolation documents are located on the **Restraint/Isolation Documents** tab of the student's **Documents** page. As new incidents are documented, all restraint/isolation documents will auto-populate in this tab. Users can also upload any other relevant restraint/isolation documents in this tab.

Documents created for Alice Test (School Year: 2022-2023) VIEW ALL

General	Del	Doc ID	Date Generated	Generated By	Document	Batch	Status	1	Change Tab	Signatures
Restraint/Isolation Documents	<input type="checkbox"/>	15683	06/30/2023	Jennifer Stem	Restraint Document (inactive)	PDF	<input type="checkbox"/>	(Draft)	Restraint/Isolation Document	

An 'E' in the 'Del' column indicates that the document is associated with an Event. A 'C' in the 'Del' column indicates that the document is associated with a Parent Contact. In either case, the document can't be deleted until the associated event or contact is deleted. An 'A' in the 'Del' column indicates that the document is associated with another Document and will be deleted when the associated document is deleted.

Note: Only the TN PULSE Administrator has permission to delete a restraint or isolation document from the student's **Documents** page. To delete an incorrect isolation or restraint document, send a message to the TN PULSE Help Desk.

Approve a Restraint or Isolation Incident

From the **Main Menu**, select **Admin/School System** and then **Restraint/Isolation Tracker**. *Note:* When a draft is created the SPED supervisor gets a notification letting them know they have a draft incident to review.

1. Filter by **Incident Type**, **School** and **Date Range** to pull up the list of incidents assigned to the Admin/School System. To view the list of draft incidents, select **Draft** from the **Incident Type** dropdown and then click **Update Incident Table**.

Incident Type:
Restraints ▾

Incident Status:
Draft ▾

Incident School:
Sample School ▾

Date Range

From:

To:

UPDATE INCIDENT TABLE

There are too many incidents to display. Please limit the list using the limiting criteria above. When you have selected the appropriate limits, click the Update Incident Table button to display the list of incidents.

2. Select **Details** next to the incident that needs to be finalized.

Incidents							
Del	Incident Type	Incident Date	Created By	School	Student	Status	Details / Approve
<input type="checkbox"/>	Restraint	01/10/2023	Kristi Weber	Sample School	Santiago Test	Draft	<div style="background-color: #28a745; color: white; padding: 2px 5px; border-radius: 3px;">DETAILS</div>
<input type="checkbox"/>	Restraint	02/13/2023	Danya Lavender	Sample School	Alicia Bagelly Test	Draft	<div style="background-color: #28a745; color: white; padding: 2px 5px; border-radius: 3px;">DETAILS</div>
<input type="checkbox"/>	Restraint	03/01/2023	Danya Lavender	Sample School	Amanda Test	Draft	<div style="background-color: #28a745; color: white; padding: 2px 5px; border-radius: 3px;">DETAILS</div>
<input type="checkbox"/>	Restraint	03/20/2023	April Ebbinger	Sample School	Alicia Bagelly Test	Draft	<div style="background-color: #28a745; color: white; padding: 2px 5px; border-radius: 3px;">DETAILS</div>
<input type="checkbox"/>	Restraint	03/20/2023	April Ebbinger	Sample School	Alicia Bagelly Test	Draft	<div style="background-color: #28a745; color: white; padding: 2px 5px; border-radius: 3px;">DETAILS</div>
<input type="checkbox"/>	Restraint	03/23/2023	Zachary Stone	Sample School	Angela Wegner Test	Draft	<div style="background-color: #28a745; color: white; padding: 2px 5px; border-radius: 3px;">DETAILS</div>

- Review and complete the incident form. Click **Create Draft** and then **Create Final Report**.

Date Generated	Document Type	Type	Generated By
07/03/2023	Restraint Document	(Draft)	Jennifer Test Stem

[CREATE DRAFT REPORT](#)
[CREATE FINAL REPORT](#)

[SAVE](#)

- After a **Final** report is created, a stamp of completion will populate on the bottom of the page.

Date Generated	Document Type	Type	Generated By
07/03/2023	Restraint Document	Final	Jennifer Test Stem

Restraint completed: 2023-07-03 19:27:43.5877856

Delete a Restraint or Isolation Incident

- TN PULSE administrators have permission to delete draft and final incidents from the **Restraint/Isolation Tracker**. To delete an incident, select Admin/School System from the **Main** Menu and click **Restraint/Isolation Tracker**.

The screenshot shows the top navigation bar of the TN PULSE system. The 'ADMIN/SCHOOL SYSTEM' dropdown menu is expanded, showing several options. The 'RESTRAINT/ISOLATION TRACKER' option is highlighted with a red rectangular box. Other visible options include 'STUDENTS', 'MY ACCOUNT', 'WIZARDS', 'SCHOOLS', 'STUDENT TRANSFER', 'SCHOOL SYSTEM', 'USERS', 'REPORTS', 'COMPLIANCE MONITORING', and 'EDPLAN CONNECT'. The user's name 'A. TEST' and the page title 'Tennessee Reference System STUDENTS / DOCUMENTS' are also visible.

2. Search by **Incident Type, Status, School,** and/or **Date Range.** Click **Update Incident Table** to see results. Select the incident that needs to be deleted.

Incident Type: Restraints ▼

Incident Status: Final ▼

Incident School: Sample School ▼

Date Range: From: To:

UPDATE INCIDENT TABLE

3. Select the incident that needs to be deleted by checking the checkbox to the left of the incident you wish to delete. Click **Update Incident Table** to officially delete the incident.

UPDATE INCIDENT TABLE

Incidents

Del	Incident Type	Incident Date	Created By	School	Student	Status	Details / Approve
<input checked="" type="checkbox"/>	Restraint	01/09/2015	Alex Peek	Sample School	Rachel 619 Test	Final	DETAILS
<input checked="" type="checkbox"/>	Restraint	02/06/2015	Alex Peek	Sample School	Abbie Marie Testing	Final	DETAILS
<input type="checkbox"/>	Restraint	06/23/2015	Jennifer Stem	Sample School	Abbie Marie Testing	Final	DETAILS
<input checked="" type="checkbox"/>	Restraint	04/26/2016	Sheryn Ordway	Sample School	Blake1 Test	Final	DETAILS
<input type="checkbox"/>	Restraint	11/17/2016	Stephen Ely	Sample School	Beth Sam Test	Final	DETAILS

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