

REPORTING GUIDANCE: EMERGENCY SAFETY INTERVENTION (ESI) DATA COLLECTION IN THE KANSAS INTEGRATED ACCOUNTABILITY (KIAS) APPLICATION



KSDE's Reporting Expectations

Applicability

Emergency safety intervention law applies to “any learning environment, including any nonprofit institutional day or residential school and accredited nonpublic school, that receives public funding or which is subject to the regulatory authority of the state board of education.” K.A.R. § 91-42-1(n) (2016). KSDE has interpreted this to mean that emergency safety intervention law applies to any learning environment run by a public school district, cooperative, interlocal, service center, or accredited nonpublic school. This interpretation of the term “learning environment” will likely include early childhood programs or alternative programs that are bound by a public school district’s policies. Although emergency safety intervention law has wide applicability to learning environments, as defined above, the Emergency Safety Intervention Data Collection is only submitted by buildings accredited by the Kansas State Board of Education. All accredited buildings must submit a report regardless of whether they have any incidents to report.

Attendance and Responsible School Buildings

All reportable emergency safety intervention data must be submitted by a student’s responsible building on the date of the incident. KSDE defines responsible building for a student with a disability and an IEP as the student’s Responsible School Building, as this term is defined in the SPEDPro application. KSDE defines responsible building for a student without a disability and an IEP as the student’s Accountability School Identifier, as this term is defined in the KIDS application. You can find additional information about the applicable SPEDPro definition, <http://www.ksde.org/Portals/0/SES/MIS/MIS-DD.pdf>, and the KIDS definition, <http://kidsweb.ksde.org/Documents>, on the KSDE website. To access the relevant KIDS document, click on the document labeled Collection System File Specifications for the relevant school year. A student may attend school in a building other than their responsible building.

Documentation and Submission of Incidents

If a student attends school in a learning environment that is different than the student's responsible building:

- the staff in the learning environment where the student attends must collect all documentation of any emergency safety intervention incidents that occur with that student; and
- submit the documentation to the student's responsible building (as defined above) in time for that responsible building to submit its Emergency Safety Intervention Report to KSDE.

To be clear, emergency safety intervention incidents for a specific student should not be submitted by a student's attendance building, unless the student's attendance building is also the student's responsible building. KSDE staff will periodically request data on a random basis from certain learning environments, as well as a student's responsible building to ensure the student's responsible building is submitting emergency safety intervention incidents to KSDE for all students for which it is responsible.

Following are some clarifying examples:

Example 1: Placement by a District Outside of the Student's Responsible Building in an Another Learning Environment (e.g., A Learning Environment Operated by a Cooperative, Interlocal, Service Center, Specialty School, or Other Organization)

If a district places a student in a learning environment that is run by a cooperative, interlocal, service center, specialty school, or other organization, then staff in that learning environment:

1. Must collect all documentation of any emergency safety intervention incidents that occur with that student and
2. Submit that documentation to the student's responsible building (as defined above) in time for that responsible building to submit its Emergency Safety Intervention Data Collection to KSDE.

Example 2: Early Childhood

If a student attends an early childhood program that is bound by a public school district's policies, an accredited private school's policies, or the Kansas State Board of Education's regulations, then emergency safety intervention law applies to this learning environment.

If a student attends an early childhood program that is not a student's responsible building, then staff with the early childhood program:

1. Must collect all documentation of any emergency safety intervention incidents that occur with that student and
2. Submit that documentation to the student's responsible building (as defined above) in time for that responsible building to submit its Emergency Safety Intervention Data Collection to KSDE.

If staff with the early childhood program are unsure as to which building is the student's responsible building (as defined above), then they should ask district administration for guidance. The student's responsible building will often be the neighborhood school that the student's parent would enroll them in for kindergarten.

Example 3: Learning Environments Run in Whole or in Part by a Public School District

If a student attends a learning environment that is bound by a public school district’s policies or the Kansas State Board of Education’s regulations, then emergency safety intervention law applies to this learning environment. Staff for this learning environment should submit all emergency safety intervention incidents to KSDE through the Emergency Safety Intervention Data Collection in the KIAS application for any students for which it is responsible.

If a student attends a learning environment run in whole or in part by a public school district that is not a student’s Responsible School Building, then staff with the learning environment:

1. Must collect all documentation of any emergency safety intervention incidents that occur with that student and
2. Submit that documentation to the student’s responsible building (as defined above) in time for that responsible building to submit its Emergency Safety Intervention Data Collection to KSDE.

If staff with the learning environment are unsure as to which building is the student’s responsible building (as defined above), then they should ask district administration for guidance. The student’s responsible building may be the student’s neighborhood school.

Example 4: Student’s Responsible Building Changes during a Reporting Period

If a student’s Responsible School Building Changes during a reporting period, the student’s Responsible Building at the time of the incident must report the incident to KSDE.

Important Information

1. To access the KIAS application, once you have registered, go to KSDE’s authenticated applications page at, <https://apps.ksde.org/authentication/login.aspx>
2. A users’ guide is available, with reporting instructions, on the Emergency Safety Interventions page of the KSDE website, <http://www.ksde.org/Portals/0/ECSETS/ESI/ESI User Manual.pdf>.
3. For emergency safety intervention resources, please visit the TASN website at <https://ksdetasn.org/ksde/emergency-safety-interventions-esi-resources>.
4. For emergency safety intervention data analysis and information on the administrative review process, please visit the Emergency Safety Interventions page of the KSDE website, <http://www.ksde.org/Default.aspx?tabid=524>.

For more information, contact: Trish Backman tbackman@ksde.org (785) 296-6937 Brian Dempsey bdempsey@ksde.org (785) 296-5522	 <p>The logo for Kansas CAN features a stylized figure of a person in a graduation cap, holding a star, with a crescent moon below. The text "Kansas CAN" is positioned below the graphic.</p>	Kansas State Department of Education 900 S.W. Jackson Street, Suite 102 Topeka, Kansas 66612-1212 (785) 296-3201 www.ksde.org
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