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**Oversight Plan for Reducing ESI**

**Executive Team Member Role:**

1. Update necessary documents with revised policy statement
2. Develop goal(s) for reducing ESI
3. Introduce revised policy statement, Action Plan, goal(s) for reducing ESI, Oversight Plan, Treatment Integrity Plan, Staff Recognition Plan, and revised mission and policy statement to all staff
4. Introduce revised policy statement and goal(s) to families
5. Ensure the review of the Action Plan is on the agenda for all meetings
6. Ensure that data is [collected, graphed,](https://www.ksdetasn.org/resources/2463) used to make decisions, posted, and progress is recognized
7. Implement Treatment Integrity Forms and monitor implementation of professional development plans
* [Teacher Treatment Integrity Form](https://www.ksdetasn.org/resources/2465)
* [Direct Care Staff Treatment Integrity Form](https://www.ksdetasn.org/resources/2466)
1. Assist with the [Analysis of Debriefing Form](https://www.ksdetasn.org/resources/2468) and monitor the implementation of the prevention plan
2. Create a Performance Development Team
3. Ensure implementation of performance development training for new hires, ongoing training, and as outlined on prevention plan from [Analysis of Debriefing Form](https://www.ksdetasn.org/resources/2468)
4. Monitor and communicate progress with the implementation of strategies from performance development training
5. Post and recognize progress towards goal(s)
6. Communicate progress towards goal(s) to families
7. Provide opportunities for families to complete satisfaction surveys

**On-Site Supervisor Role:**

1. Gather baseline of reducing ESI goal
2. Assist with analyzing goal data
3. Supervise all crisis events to observe the effectiveness of de-escalation and debriefing techniques
4. Lead debriefing with staff and complete [Debriefing Forms](https://docs.google.com/document/d/11j1NRavrsDQUOt594SLp0q13kGao98SzkVtsScAr4hY/edit)
5. Assist with the [Analysis of Debriefing Form](https://docs.google.com/document/d/1mvAUa-gIgc2FkeGfssUzPSUqKD7Kb_1gXlXvYuYWcAw/edit) and communicate the prevention plan
6. Model and provide feedback on the implementation of the strategies form performance development training
7. Provide feedback to executive team member regarding teacher and direct-care staff’s implementation of performance development training and prevention plan on [Analysis of Debriefing Form](https://www.ksdetasn.org/resources/2468)

**Teacher and Direct Care Staff Role:**

1. Understand, be able to describe, and implement the steps to achieving the goal(s) to reduce ESI
2. Demonstrate a positive attitude about the goal(s) to reduce ESI
3. Meet performance criteria of Treatment Integrity Forms
	* [Teacher Treatment Integrity Form](https://www.ksdetasn.org/resources/2465)
	* [Direct Care Staff Treatment Integrity Form](https://www.ksdetasn.org/resources/2466)
4. Receive rewards through [Staff Recognition Plan](https://www.ksdetasn.org/resources/2464)
5. Assist with the [Analysis of Debriefing Form](https://www.ksdetasn.org/resources/2468) and the development of the prevention plan
6. Provide input on performance development training
7. Implement strategies taught by Performance Development Team with fidelity
8. Provide transition opportunities throughout the school day
9. Provide opportunities for committee representation for all students
10. Provide debriefing opportunities for all students to their ability
11. Provide documentation to parents regarding each crisis incident

**Student Role:**

1. Participate in the debriefing discussion to their potential after each use of ESI
2. Participate in the development of the prevention plan on the [Analysis of Debriefing Form](https://www.ksdetasn.org/resources/2468) to their potential
3. Participate in learning to self-monitor behavioral goals to their potential
4. Participate in daily social-emotional instruction
5. Receive reinforcement for displaying taught replacement behavior
6. Participate in choice-making throughout the school day
7. Participate in school committees to their potential and preference

**Family Role:**

1. Be introduced to the revised policy statement and goal(s) for reducing ESI
2. Receive communication about progress towards goal(s)
3. Receive documentation regarding each crisis event, including those where an ESI was prevented
4. Participate in developing the prevention plan on the [Analysis of Debriefing Form](https://www.ksdetasn.org/resources/2468)
5. Participate in performance development training as indicated in IEP
6. Participate in satisfaction surveys

Adapted from Huckshorn, K.A.; LeBel, J.; Caldwell, B. (Eds.) (2018). Six Core Strategies©: Preventing Violence, Conflict and the Use of Seclusion and Restraint in Inpatient Behavioral Health Settings. An Evidence-based Practice Curriculum Training Manual. Originally developed with the National Association of State Mental Health Program Directors (2002-2009): Alexandria, VA. All rights apply to use of these author edited materials.