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**Oversight Plan for Reducing ESI**

**School/District Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The purpose of this form is to communicate and monitor the responsibilities of each team member. Write a check mark in each box and the date when the step is completed or the process to ensure the step continues to be implemented is in place.

**Executive Team Member Role:**

* \_\_\_\_\_\_\_\_ Update necessary documents with revised policy statement
* \_\_\_\_\_\_\_\_ Develop goal(s) for reducing ESI
* \_\_\_\_\_\_\_\_ 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

* \_\_\_\_\_\_\_\_ Introduce revised policy statement and goal(s) to families
* \_\_\_\_\_\_\_\_ Ensure the review of the Action Plan is on the agenda for all meetings
* \_\_\_\_\_\_\_\_ Ensure that data is [collected, graphed,](https://www.ksdetasn.org/resources/2463) used to make decisions, posted, and progress

 is recognized

* \_\_\_\_\_\_\_\_ Implement Treatment Integrity Forms and monitor implementation of professional

 development plans

* [Teacher Treatment Integrity Form](https://www.ksdetasn.org/resources/3463)
* \_\_\_\_\_\_\_\_ Assist with the [Analysis of Debriefing Form](https://www.ksdetasn.org/resources/2468) and monitor the implementation of the

 prevention plan

* \_\_\_\_\_\_\_\_ Create a Performance Development Team
* \_\_\_\_\_\_\_\_ 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)

* \_\_\_\_\_\_\_\_ Monitor and communicate progress with the implementation of strategies from

 performance development training

* \_\_\_\_\_\_\_\_ Post and recognize progress towards goal(s)
* \_\_\_\_\_\_\_\_ Communicate progress towards goal(s) to families
* \_\_\_\_\_\_\_\_ Provide opportunities for families to complete satisfaction surveys

**On-Site Supervisor Role:**

* \_\_\_\_\_\_\_\_ Gather baseline on ESI goal
* \_\_\_\_\_\_\_\_ Assist with analyzing goal data
* \_\_\_\_\_\_\_\_ Supervise all crisis events to observe the effectiveness of de-escalation and debriefing

 techniques

* \_\_\_\_\_\_\_\_ Lead debriefing with staff and complete [Debriefing Form](https://www.ksdetasn.org/resources/2467)
* \_\_\_\_\_\_\_\_ Assist with the [Analysis of Debriefing Form](https://www.ksdetasn.org/resources/2468) and communicate the prevention plan
* \_\_\_\_\_\_\_\_ Model and provide feedback on the implementation of the strategies form performance

 development training

* \_\_\_\_\_\_\_\_ 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:**

* \_\_\_\_\_\_\_\_ Understand, be able to describe, and implement the steps to achieving the goal(s) to

 reduce ESI

* \_\_\_\_\_\_\_\_ Demonstrate a positive attitude about the goal(s) to reduce ESI
* \_\_\_\_\_\_\_\_ Meet performance criteria of Treatment Integrity Forms
	+ - [Teacher Treatment Integrity Form](https://www.ksdetasn.org/resources/3463)
* \_\_\_\_\_\_\_\_ Receive rewards through [Staff Recognition Plan](https://www.ksdetasn.org/resources/2464)
* \_\_\_\_\_\_\_\_ Assist with the [Analysis of Debriefing Form](https://www.ksdetasn.org/resources/2468) and the development of the prevention plan
* \_\_\_\_\_\_\_\_ Provide input on performance development training
* \_\_\_\_\_\_\_\_ Implement strategies taught by Performance Development Team with fidelity
* \_\_\_\_\_\_\_\_ Provide transition opportunities throughout the school day
* \_\_\_\_\_\_\_\_ Provide opportunities for committee representation for all students
* \_\_\_\_\_\_\_\_ Provide debriefing opportunities for all students to their ability
* \_\_\_\_\_\_\_\_ Provide documentation to parents regarding each crisis incident

**Student Role:**

* \_\_\_\_\_\_\_\_ Participate in the debriefing discussion to their potential after each use of ESI
* \_\_\_\_\_\_\_\_ Participate in the development of the prevention plan on the [Analysis of Debriefing Form](https://www.ksdetasn.org/resources/2468)

 to their potential

* \_\_\_\_\_\_\_\_ Participate in learning to self-monitor behavioral goals to their potential
* \_\_\_\_\_\_\_\_ Participate in daily social-emotional instruction
* \_\_\_\_\_\_\_\_ Receive reinforcement for displaying taught replacement behavior
* \_\_\_\_\_\_\_\_ Participate in choice-making throughout the school day
* \_\_\_\_\_\_\_\_ Participate in school committees to their potential and preference

**Family Role:**

* \_\_\_\_\_\_\_\_ Be introduced to the revised policy statement and goal(s) for reducing ESI
* \_\_\_\_\_\_\_\_ Receive communication about progress towards goal(s)
* \_\_\_\_\_\_\_\_ Receive documentation regarding each crisis event, including those where an ESI was

 prevented

* \_\_\_\_\_\_\_\_ Participate in developing the prevention plan on the [Analysis of Debriefing Form](https://www.ksdetasn.org/resources/2468)
* \_\_\_\_\_\_\_\_ Participate in performance development training as indicated in IEP
* \_\_\_\_\_\_\_\_ Participate in a [satisfaction survey](https://kusurvey.ca1.qualtrics.com/jfe/form/SV_eY8Y4iSQciTQ7T8)

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.

