



Green Hills AEA

Serve • Support • Advocate

INCIDENT DEBRIEFING MEETING FORM

A debriefing meeting consists of relevant staff, family, and others to thoroughly discuss an incident of restraint or seclusion. The purpose of the debriefing meeting is to improve future outcomes by reducing the likelihood of future problem behavior and the subsequent use of physical restraint or seclusion.

Schools must hold a debriefing meeting as soon as practicable but within five school days of the day, the report and letter are mailed or provided to the parent unless the parent asks for an extension of time or the parent and school agree to an alternate date and time.

Student Name: _____

Date of occurrence: _____

Date of meeting: _____

Time of meeting: _____

Location of meeting: _____

<i>Names of individuals attending the debriefing meeting:</i>	<i>Required participants:</i>
	Employee who administered physical restraint or seclusion
	Administrator or employee <u>not</u> involved in the incident
	Administrator or employee who approved continuation of the physical restraint or seclusion
	Other relevant personnel designated by the school
	If indicated by student's behavior in the incident, an expert in behavioral/mental health or other discipline
	Parent/guardian of the student (must be invited)

	Student - with parent/guardian consent
	Other:

Documentation reviewed during the meeting (must include at least the incident report; and BIP, IHP, IEP and/or safety plan if applicable). Check those that apply or add others.

✓ Incident Report (REQUIRED)	Behavior Intervention Plan	Individualized Health Plan	Individualized Education Plan	504 Plan
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Other: _____

Identification of patterns of behavior and proportionate response, if any, in the student and employees involved:

Possible alternative responses to the incident/less restrictive means, if any:

Additional resources, if any, that could facilitate those alternative responses in the future:

Plans for additional follow up actions, if any:

This form has been reviewed and completed by the undersigned district employee. A written copy of this form will be sent to the student's guardian within three school days of the debriefing meeting.

Employee Signature: _____

Date delivered to Parent/Guardian: _____

Method of delivery to Parent/Guardian: _____