

# PPRA Requirements for the Annual Review and Annual Restraint Review Report



## Introduction

This guidance document is intended to support implementation of the requirements found in [1 CCR 301-45](#), the Rules for the Administration of the Protection of Persons from Restraint Act (PPRA). Since 2009, the PPRA has required each school district and institute charter school to establish a review process for restraints, conduct the review process at least annually, and document the results of the review process in a written report.

The purpose of the annual review process is to ascertain that the school district or institute charter school is properly administering restraint, identifying additional training needs, minimizing and preventing the use of restraint by increasing the use of positive behavior interventions, and reducing the incidence of injury to students and staff.

[HB 22-1376](#) now requires that the written report, referred to as the Annual Restraint Review Report, be submitted to the Colorado Department of Education (CDE) beginning June 30, 2024, and every June 30 thereafter. The school district or institute charter school must submit one unredacted version of the report and one redacted version of the report where data reflecting less than 16 students is redacted to protect student privacy. Please note that the review is conducted at the school district level, not at the administrative unit (AU) level. Each individual school district must submit a separate Annual Restraint Review Report.

## Frequently Asked Questions

### **Q1: What should a school district or institute charter school consider as part of the annual review process?**

A: School districts or institute charter schools must consider the topics below as a part of their annual review process. The school district or institute charter school must include its analysis of these topics as a part of the Annual Restraint Review Report submitted to CDE.

- Explain how the school district or institute charter school analyzed incident reports, including consideration of procedures used during the restraint, preventative or alternative techniques tried, documentation, and follow up.
  - Describe what, if any, changes to policy, procedures, or practice the school district or institute charter school will make based on the analysis of incident reports.
- Explain how the school district or institute charter school considered the training needs of staff.
  - Describe what, if any, changes to the training of staff the school district or institute charter school will make based on its review of staff training needs.
- Explain how the school district or institute charter school reviewed staff to student ratios.

- Describe what, if any, changes to staff-to-student ratios the school district or institute charter school will make based on its review.
- Explain how the school district or institute charter school reviewed environmental considerations, including physical space, student seating arrangements, and noise levels.
  - Describe what, if any, changes the school district or institute charter school will make based on its review of environmental considerations.

**Q2: What data must a school district or institute charter school include in its Annual Restraint Review Report?**

A: The PPRA requires school districts and institute charter schools to include certain data in their Annual Restraint Review Reports submitted to CDE. The Annual Restraint Review Report must document the number of students restrained in a year **and** the total number of restraints in a year. Data should be categorized and reported in such a way that it provides the following information:

- The total number of **physical restraints** lasting for more than one minute but less than five minutes.
- The total number of **physical restraints** lasting five minutes or more.
- The total number of **students** who experienced at least one restraint that lasted from 1:00 to 4:59 minutes.
- The total number of **students** who experienced at least one restraint lasting five minutes or more.

**Q3: What data must be included regarding mechanical restraints<sup>1</sup> or prone restraints<sup>2</sup>?**

A: School districts or institute charter schools must provide differentiated information for mechanical and prone restraints, if any, that were administered by safety employees under the exceptions in sections 2.02(b)(ii) or 2.02(d)(ii) of the Rules for the Administration of the PPRA.

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<sup>1</sup> Mechanical Restraint means a physical device used to involuntarily restrict the movement of a student or the movement or normal function of his or her body. Mechanical restraints do not include devices recommended by a physician, occupational therapist, or physical therapist and agreed to by a student's IEP Team or Section 504 Team and used in accordance with the student's Individualized Education Program (IEP) or Section 504 Plan; Protective devices such as helmets, mitts, and similar devices used to prevent self-injury and in accordance with a student's IEP or Section 504 Plan; Adaptive devices to facilitate instruction or therapy and used as recommended by an occupational therapist or physical therapist, and consistent with a student's IEP or Section 504 Plan; or Positioning or securing devices used to allow treatment of a student's medical needs.

<sup>2</sup> Prone Restraint means a restraint in which the individual who is being restrained is secured in a prone (face down) position.

**Q4: Are school districts required to track restraints for district authorized charter schools or separate schools operated by the school district for students with disabilities?**

A: Yes. School district must track restraints for students enrolled in district authorized charter schools or separate schools operated by the school district for students with disabilities. This data should be included in the school district’s overall review and Annual Restraint Review Report.

**Q5: What entity should track restraint data for Institute Charter Schools?**

A: Each institute charter school must track its own restraints, complete its own review, and submit an Annual Restraint Review Report.

**Q6: Are school districts required to include restraint data for their students who are placed outside their schools, authorized charters, or separate schools which they operate?**

A: No. School districts are not required to include the use of restraints for their students who are placed outside of their schools, authorized charters, or separate schools that they operate (e.g. students placed at an alternative school operated by a BOCES or a facility school). However, public education agencies may have additional reporting requirements under law or contract, even if their restraints are not reported to a school district pursuant to these rules.

**Q7: May school districts or institute charter schools create separate categories of data for separate schools or programs that only serve students with disabilities for reporting data in the Annual Restraint Review Report?**

A: Yes. School districts can create separate categories of data for separate schools or programs that only serve students with disabilities. Without revealing any confidential student data, the school district or institute charter school may also include the context for when and why restraints may be necessary to protect students from self-harm or from harming other students or staff.

**Q8: How do school districts and institute charter schools submit their Annual Restraint Review Report?**

A: School districts and institute charter schools will submit their Annual Restraint Review Reports through Synplicity. District data respondent(s) will receive a link to the folder no later than May 15, 2024. The Report is due to CDE no later than the close of business on June 30<sup>th</sup> of each year unless June 30<sup>th</sup> falls on a weekend or holiday. In this event, the Report is due to CDE by close of business the following business day.