



## BEHAVIOR EMERGENCY REPORT (BER) GUIDELINES

To **prevent** emergency interventions **from being used in lieu of** planned, systematic behavioral interventions:

1. The parent and/or residential care provider, if appropriate, shall be notified within one school day when an emergency intervention is used or serious property damage occurs.
2. The AV SELPA Behavioral Emergency Report (BER), current version is available in the SEIS document library, shall immediately be completed and maintained in the student's file. The report shall include all of the following:
  - a. The name and age of the individual with exceptional needs.
  - b. The setting and location of the incident.
  - c. The name of the staff or other persons involved.
  - d. A description of the incident and the emergency intervention used, and whether the individual with exceptional needs is currently engaged in any systematic behavioral intervention plan.
  - e. Details of any injuries sustained by the individual with exceptional needs, or others, including staff, as a result of the incident.
  - f. In addition to this information, the following information will also be submitted to the school site administrator, district special education administrator, (or designee) and SELPA:
    - Grade
    - Primary Ethnicity
    - Primary Special Education Designation
    - Time period of restraint – meaning the time the emergency intervention (hold) began and the time the emergency intervention (hold) ended.
3. The Behavioral Emergency Report (BER) shall immediately be forwarded to, and reviewed by the designated responsible administrator.
  - a. A “designated responsible administrator” is the individual identified by the district to review BERs, collect data on the reports and recommend needed trainings at the site and district level to decrease the use of physical interventions. A “designated responsible administrator” may be a Principal or Assistant Principal at a school site, and a Special Education Director or Program Specialist at the District level.
  - b. The “designated responsible administrator” should review each report to ensure it has been fully and properly completed prior to signing the form.
4. If the “Behavioral Emergency Report” was written regarding a student who **does not have** a behavioral intervention plan, the designated responsible administrator shall, within two days, **schedule** an IEP to determine whether an FBA should be conducted and/or an interim behavior intervention plan developed. Parent notice is given and



consent must be obtained prior to commencement of an FBA. The IEP team must document the reasons for not conducting an FBA and/or developing an interim BIP.

- a. Parent is provided a Notice of Action (Prior Written Notice). This form must have a statement of the district's intent to provide or not provide an assessment, in order to understand the function of the student's behavior and provide a recommendation to the IEP team regarding the possible need for a Behavior Intervention Plan (BIP).
5. If the "Behavioral Emergency Report" was written regarding a student who **has** a behavioral intervention plan, any incident involving a previously **unseen** serious behavior problem or where a previously designed intervention is **not effective** should be referred to the IEP team to review and determine if the incident constitutes a need to modify the plan.
  - a. An "unseen behavior" is a behavior not previously seen by school staff that requires an emergency intervention. An example of this may be a student, who has a BIP to address self-injurious behavior only, elopes from the school campus and a restraint is utilized in order to maintain the student's safety.
  - b. After four to six weeks of BIP implementation, if a student fails to make progress towards utilizing the Functionally-Equivalent Replacement Behavior (FERB) instead of the targeted high-risk behavior, the team should meet to review and determine the need for a modified BIP. Failure to make progress towards the FERB goal indicates that the current plan is not effective in supporting the student to change the behavior.
  - c. Designated responsible administrators will monitor reports and follow-up with school personnel to ensure IEP meetings are scheduled, appropriate resources are provided for the implementation of the BIP, discuss a possible need to modify the BIP or call for an IEP meeting, as appropriate.
6. The designated responsible administrator will forward a copy of the completed BER to the district office for review by an identified responsible district designee.
7. The district designee or designated responsible administrator will submit a copy to the AVSELPA office **within 20 school days**.
8. The District-level designated responsible administrator will regularly report district BER data to the school superintendent and school board.