

## How to Run a Cognos Restraint/Seclusion Summary Report

1. Click on “Cognos Reporting” on the left hand side. If this is not an option, contact your district/charter ISO to have these rights added.

JavaScript: NavigateToPage('Content/Admin/Menu/ReportNet.asp', '\_blank');

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2. Click on “Standard DOE Public Folders Shortcut.”

The screenshot shows the eSchoolPLUS web application interface. The browser address bar displays the URL: [https://reportnet.doe.k12.de.us/SPI/SPI\\_To\\_CRN.asp?dsn=WebSMS](https://reportnet.doe.k12.de.us/SPI/SPI_To_CRN.asp?dsn=WebSMS). The page header includes the eSchoolPLUS logo and the text "Red Clay Consolidated". Below the header, the user is logged in as "John Sadowski (DOE Discipline)". The main content area is titled "Public Folders" and displays a list of folders. The folder "Standard DOE Public Folders Shortcut" is circled in red. The list also includes folders such as "Academy of Dever Reports", "Antonio Alonso Academia", "Appoquinimink Reports", "Birth to Three Program", "Brandywine Reports", "Caesar Rodney Reports", "Campus Community Reports", "Cape Henlopen Reports", "Capital Reports", "Charter School of Wilmington Reports", "Christina Reports", "Colonial Reports", "ConvertedReports", and "Delaware Academy of Public Safety Reports". The table shows the modification date and time for each folder, along with a "More..." action link.

Name	Modified	Actions
*Standard DOE Public Folders Shortcut	October 20, 2014 10:14:04 AM	More...
Academy of Dever Reports	August 17, 2011 10:17:38 AM	More...
Antonio Alonso Academia	December 19, 2014 10:40:07 AM	More...
Appoquinimink Reports	July 9, 2014 10:00:36 AM	More...
Birth to Three Program	November 24, 2008 11:19:01 AM	More...
Brandywine Reports	September 4, 2014 11:00:08 AM	More...
Caesar Rodney Reports	February 3, 2015 11:00:42 AM	More...
Campus Community Reports	August 22, 2012 1:55:52 PM	More...
Cape Henlopen Reports	May 13, 2014 12:52:26 PM	More...
Capital Reports	September 17, 2014 9:38:05 AM	More...
Charter School of Wilmington Reports	November 14, 2014 1:24:07 PM	More...
Christina Reports	April 24, 2013 11:21:37 AM	More...
Colonial Reports	May 31, 2012 12:32:02 PM	More...
ConvertedReports	April 6, 2009 8:49:35 AM	More...
Delaware Academy of Public Safety Reports	August 17, 2011 10:23:05 AM	More...

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3. Click on “Standard DOE Public Reports.”

The screenshot shows a web browser window displaying the eSchoolPLUS+ IBM Cognos Connection interface. The browser's address bar shows the URL: [https://reportnet.doe.k12.de.us/SPL/SPL\\_To\\_CRN.asp?dsn=WebSMS](https://reportnet.doe.k12.de.us/SPL/SPL_To_CRN.asp?dsn=WebSMS). The page header includes the eSchoolPLUS+ logo and the text "Red Clay Consolidated". Below the header, the user is logged in as "John Sadowski (DOE Discipline)". The main content area shows a file explorer view of "Public Folders" with the following items:

Name	Modified	Actions
*Standard DOE Public Reports	September 27, 2011 10:42:25 AM	More...
Transition	September 30, 2014 10:24:53 AM	More...
Transition Addendum	October 20, 2014 11:35:06 AM	More...

The folder "\*Standard DOE Public Reports" is circled in red. The browser's status bar at the bottom shows the full URL: [https://reportnet.doe.k12.de.us/cognos10/cgi-bin/cognos.cgi?b\\_action=xts.run&m=portal/cc.xts&m\\_folder=i0BE8138A2F82150CB5FA0B3C9F602292](https://reportnet.doe.k12.de.us/cognos10/cgi-bin/cognos.cgi?b_action=xts.run&m=portal/cc.xts&m_folder=i0BE8138A2F82150CB5FA0B3C9F602292).

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### 4. Click on “Discipline Reports.”

The screenshot shows the eSchoolPLUS+ web application interface. The browser address bar displays the URL: [https://reportnet.doe.k12.de.us/SPI/SPI\\_To\\_CRN.asp?dsn=WebSMS](https://reportnet.doe.k12.de.us/SPI/SPI_To_CRN.asp?dsn=WebSMS). The page header includes the eSchoolPLUS+ logo and the text "Red Clay Consolidated". Below the header, the user is logged in as "John Sadowski (DOE Discipline)". The main content area shows a list of public folders under "Standard DOE Public Reports". The "Discipline Reports" folder is highlighted with a red circle. The list includes the following folders and their modification dates:

Name	Modified	Actions
2014-2015 December 1 Child Count	November 14, 2014 9:45:36 AM	More...
Attendance Reports	September 25, 2014 12:55:40 PM	More...
Career and Technical Education Reports	August 17, 2011 10:42:55 AM	More...
DCAS Reports	September 16, 2011 11:54:53 AM	More...
<b>Discipline Reports</b>	September 23, 2014 2:18:27 PM	More...
DCE Homeless Reporting	February 11, 2014 1:55:36 PM	More...
DCE HQT Verification Reports	October 31, 2013 3:58:42 PM	More...
Dropout Reports	February 10, 2012 8:56:45 AM	More...
DSTP Reports	August 17, 2011 10:47:02 AM	More...
Gradebook Reports	September 19, 2014 8:42:04 AM	More...
Guidance Reports	January 21, 2015 2:13:27 PM	More...
ISP Plus Reports	May 9, 2014 3:15:37 PM	More...
KCCS Student Information	January 8, 2009 3:04:20 PM	More...
KCCS Unit Count	January 8, 2009 3:03:32 PM	More...
Labels	October 20, 2014 9:07:43 AM	More...

The browser address bar at the bottom of the screenshot shows the URL: [https://reportnet.doe.k12.de.us/cognos10/cgi-bin/cognos.cgi?b\\_action=xts.run&m=portal/cc.xts&m\\_folder=i3000D79EA98742B596156E95F89DF344](https://reportnet.doe.k12.de.us/cognos10/cgi-bin/cognos.cgi?b_action=xts.run&m=portal/cc.xts&m_folder=i3000D79EA98742B596156E95F89DF344)



## How to Run a Cognos Restraint/Seclusion Summary Report

6. Select appropriate prompts. You can select to have a detailed report or summary report by school or student. If you want all students included in the report, do not search and select a student name. Be sure to select the appropriate date range.

Display Options:  Full Detail  Summary Fields

Enter Date Range of Reports:

Earliest Date: 

2015						
Jan	Feb	Mar	Apr	May	Jun	Jul
Aug	Sep	Oct	Nov	Dec		
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Latest Date: 

2015						
Jan	Feb	Mar	Apr	May	Jun	Jul
Aug	Sep	Oct	Nov	Dec		
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

Optional  
Keywords:  
Search by last name

Options:  Search

Students:  
Choices:  
  
Deselect

Required prompts to be completed.

Optional prompt to be completed if you only want a report for an individual student or selected students.

## How to Run a Cognos Restraint/Seclusion Summary Report

- The sample below is a summary report, by school, with a date range of July 1, 2014 – February 10, 2015. Once you select the appropriate prompts, click on “Finish” to run the report.

The screenshot displays the eSchoolPLUS web application interface for Red Clay Consolidated. The browser address bar shows the URL: [https://reportnet.doe.k12.de.us/SPI/SPI\\_To\\_CRN.asp?dsn=WebSMS](https://reportnet.doe.k12.de.us/SPI/SPI_To_CRN.asp?dsn=WebSMS). The page title is "Red Clay Consolidated".

The interface includes a "Display Options" section with radio buttons for "Full Detail" and "Summary Fields". Below this is a date range selection tool titled "Enter Date Range of Reports". It features two calendar views: "Earliest Dates" for 2014 and "Latest Dates" for 2015. The "Earliest Dates" calendar shows the date July 1, 2014, selected. The "Latest Dates" calendar shows the date February 10, 2015, selected.

Below the calendars are optional search fields: "Optional Keywords: Search by last name" with a "Search" button, and "Optional Choices" with a list of student names and a "Deselect" button.

At the bottom of the interface, there are navigation buttons: "Cancel", "< Back", "Next >", and "Finish". The "Finish" button is highlighted with a red box.

## How to Run a Cognos Restraint/Seclusion Summary Report

8. Below is what the completed report looks like in HTML format. Click on the “page down” link to see other pages of the report. Click on the “bottom” link to go to the end of the report to see a district total. You may have to scroll down to view these links.

The screenshot shows a web browser displaying a Cognos report. The report title is "Restraint/Seclusion Summary Report by School". It is divided into sections for three different reporting buildings, each with a table of incident data. The data includes columns for ID, Student Name, Reporting Building, Location, Date of Report, Date of Action, Staff 1 Providing Action, and Date Parent/Guardian Notified. At the bottom of the page, navigation links for "Page down" and "Bottom" are circled in red.

**Reporting Building: [Redacted] School (Count: 1)**

ID	Student Name	Reporting Building	Location	Date of Report	Date of Action	Staff 1 Providing Action	Date Parent/Guardian Notified
[Redacted]	[Redacted]	[Redacted]	Playgrounds/Athletic Fields	Dec 5, 2014	Dec 5, 2014	[Redacted]	Dec 5, 2014

**Reporting Building: [Redacted] ry School (Count: 6)**

ID	Student Name	Reporting Building	Location	Date of Report	Date of Action	Staff 1 Providing Action	Date Parent/Guardian Notified
[Redacted]	[Redacted]	[Redacted]	Classroom	Nov 20, 2014	Nov 20, 2014	[Redacted]	Nov 20, 2014
[Redacted]	[Redacted]	[Redacted]	Hall / Stairway	Jan 23, 2015	Jan 22, 2015	[Redacted]	Jan 22, 2015
[Redacted]	[Redacted]	[Redacted]	Classroom	Feb 2, 2015	Jan 30, 2015	[Redacted]	Jan 30, 2015
[Redacted]	[Redacted]	[Redacted]	Hall / Stairway	Dec 23, 2014	Dec 23, 2014	[Redacted]	Dec 23, 2014
[Redacted]	[Redacted]	[Redacted]	Hall / Stairway	Feb 4, 2015	Feb 3, 2015	[Redacted]	Feb 3, 2015
[Redacted]	[Redacted]	[Redacted]	Classroom	Dec 19, 2014	Dec 18, 2014	[Redacted]	Dec 19, 2014

**Reporting Building: [Redacted] School (Count: 2)**

ID	Student Name	Reporting Building	Location	Date of Report	Date of Action	Staff 1 Providing Action	Date Parent/Guardian Notified
[Redacted]	[Redacted]	[Redacted]	Hall / Stairway	Nov 13, 2014	Nov 13, 2014	[Redacted]	Nov 13, 2014
[Redacted]	[Redacted]	[Redacted]	Hall / Stairway	Nov 13, 2014	Nov 13, 2014	[Redacted]	Nov 13, 2014

**Reporting Building: [Redacted] (Count: 15)**

ID	Student Name	Reporting Building	Location	Date of Report	Date of Action	Staff 1 Providing Action	Date Parent/Guardian Notified
[Redacted]	[Redacted]	[Redacted]	Classroom	Sep 30, 2014	Sep 30, 2014	[Redacted]	Sep 30, 2014
[Redacted]	[Redacted]	[Redacted]	Classroom	Sep 30, 2014	Sep 30, 2014	[Redacted]	Sep 30, 2014
[Redacted]	[Redacted]	[Redacted]	Classroom	Sep 30, 2014	Sep 30, 2014	[Redacted]	Sep 30, 2014
[Redacted]	[Redacted]	[Redacted]	Classroom	Sep 30, 2014	Sep 30, 2014	[Redacted]	Sep 30, 2014
[Redacted]	[Redacted]	[Redacted]	Classroom	Oct 1, 2014	Oct 1, 2014	[Redacted]	Oct 1, 2014
[Redacted]	[Redacted]	[Redacted]	Classroom	Oct 10, 2014	Oct 10, 2014	[Redacted]	Oct 10, 2014
[Redacted]	[Redacted]	[Redacted]	Classroom	Sep 24, 2014	Sep 17, 2014	[Redacted]	Sep 17, 2014
[Redacted]	[Redacted]	[Redacted]	Classroom	Oct 29, 2014	Oct 28, 2014	[Redacted]	Oct 29, 2014
[Redacted]	[Redacted]	[Redacted]	Classroom	Oct 29, 2014	Oct 29, 2014	[Redacted]	Oct 29, 2014
[Redacted]	[Redacted]	[Redacted]	Classroom	Oct 29, 2014	Oct 29, 2014	[Redacted]	Oct 29, 2014
[Redacted]	[Redacted]	[Redacted]	Classroom	Oct 29, 2014	Oct 29, 2014	[Redacted]	Oct 29, 2014

Navigation links: [Page down](#) [Bottom](#)

## How to Run a Cognos Restraint/Seclusion Summary Report

9. You can click on this icon to save as an excel spreadsheet. Then select “View in Excel Options” and then “View in Excel 2007 Format.” Open the file in the next window. NOTE: The summary report will include all data elements when downloaded to Excel.

IBM Cognos Viewer - Restraint Seclusion Report by School (prompted)

John Sadowski (DOE Discipline) Log On

Keep this version

Restraint/Seclusion Summary Report by School

Reporting Building: [redacted] School (Count: 6)

ID	Student Name	Reporting Building	Location	Date of Report	Date of Action	Staff 1 Providing Action	Date Parent/Guardian Notified
[redacted]	[redacted]	[redacted]	Hall / Stairway	Feb 4, 2015	Feb 3, 2015	[redacted]	Feb 3, 2015
[redacted]	[redacted]	[redacted]	Classroom	Dec 19, 2014	Dec 18, 2014	[redacted]	Dec 19, 2014

Reporting Building: [redacted] School (Count: 2)

ID	Student Name	Reporting Building	Location	Date of Report	Date of Action	Staff 1 Providing Action	Date Parent/Guardian Notified
[redacted]	[redacted]	[redacted]	Hall / Stairway	Nov 13, 2014	Nov 13, 2014	[redacted]	Nov 13, 2014
[redacted]	[redacted]	[redacted]	Hall / Stairway	Nov 13, 2014	Nov 13, 2014	[redacted]	Nov 13, 2014

Reporting Building: [redacted] (Count: 15)

ID	Student Name	Reporting Building	Location	Date of Report	Date of Action	Staff 1 Providing Action	Date Parent/Guardian Notified
[redacted]	[redacted]	[redacted]	Classroom	Sep 30, 2014	Sep 30, 2014	[redacted]	Sep 30, 2014
[redacted]	[redacted]	[redacted]	Classroom	Sep 30, 2014	Sep 30, 2014	[redacted]	Sep 30, 2014
[redacted]	[redacted]	[redacted]	Classroom	Sep 30, 2014	Sep 30, 2014	[redacted]	Sep 30, 2014
[redacted]	[redacted]	[redacted]	Classroom	Sep 30, 2014	Sep 30, 2014	[redacted]	Sep 30, 2014
[redacted]	[redacted]	[redacted]	Classroom	Oct 1, 2014	Oct 1, 2014	[redacted]	Oct 1, 2014
[redacted]	[redacted]	[redacted]	Classroom	Oct 10, 2014	Oct 10, 2014	[redacted]	Oct 10, 2014
[redacted]	[redacted]	[redacted]	Classroom	Sep 24, 2014	Sep 17, 2014	[redacted]	Sep 17, 2014
[redacted]	[redacted]	[redacted]	Classroom	Oct 29, 2014	Oct 28, 2014	[redacted]	Oct 29, 2014
[redacted]	[redacted]	[redacted]	Classroom	Oct 29, 2014	Oct 29, 2014	[redacted]	Oct 29, 2014
[redacted]	[redacted]	[redacted]	Classroom	Oct 29, 2014	Oct 29, 2014	[redacted]	Oct 29, 2014
[redacted]	[redacted]	[redacted]	Classroom	Oct 29, 2014	Oct 29, 2014	[redacted]	Oct 29, 2014
[redacted]	[redacted]	[redacted]	Classroom	Dec 18, 2014	Dec 18, 2014	[redacted]	Dec 18, 2014
[redacted]	[redacted]	[redacted]	Classroom	Nov 19, 2014	Nov 18, 2014	[redacted]	Nov 18, 2014
[redacted]	[redacted]	[redacted]	Classroom	Nov 15, 2014	Nov 18, 2014	[redacted]	Nov 18, 2014
[redacted]	[redacted]	[redacted]	Classroom	Jan 23, 2015	Jan 23, 2015	[redacted]	Jan 23, 2015

Reporting Building: [redacted] (Count: 1)

ID	Student Name	Reporting Building	Location	Date of Report	Date of Action	Staff 1 Providing Action	Date Parent/Guardian Notified
[redacted]	[redacted]	[redacted]	Classroom	Sep 8, 2014	Sep 8, 2014	[redacted]	Sep 8, 2014

District - Count: 25

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