Setting Up PIDS for TPOT/TPITOS Data Collection Webinar Handout

Required User Role: Data Collector or Classroom Coach Data Collector

1. Enter Classrooms

- Enter every classroom that is in your program. A classroom is any subsection of your program that has a fairly consistent group of children and teacher(s).
- Classrooms require 6 pieces of information:
    - Classroom name
    - Classroom ID
    - Classroom Location (typically city)
    - If the classroom an infant/toddler or preschool classroom
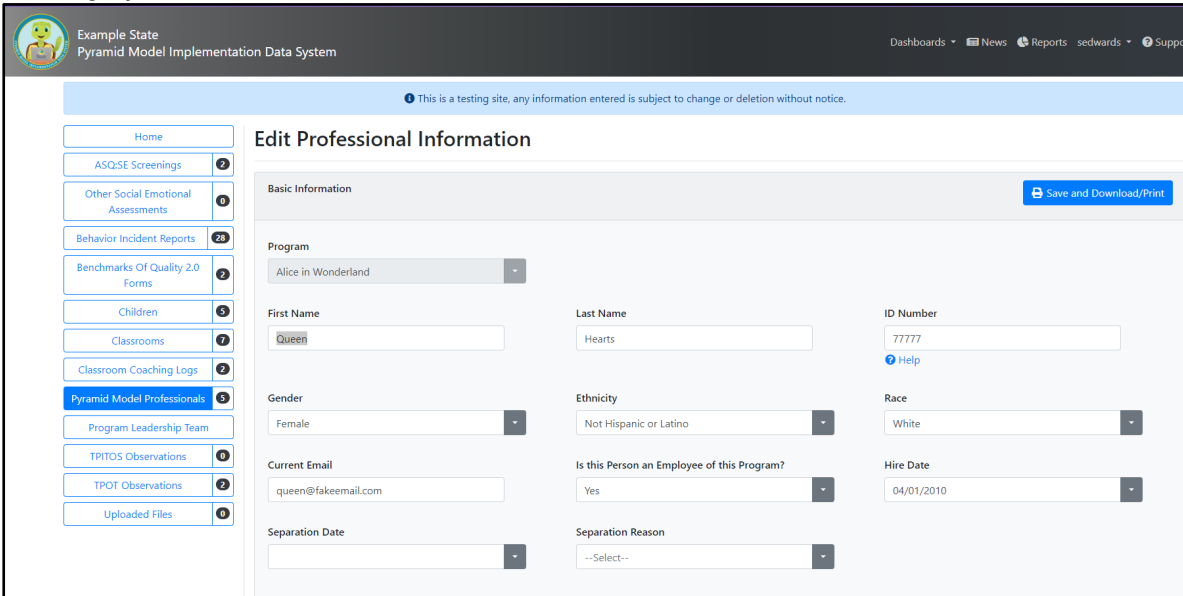   - If the classroom is being served by a substitute

Creating a Classroom

2. Enter Pyramid Model Professionals (PMP)

- PMP entry requires the following information
    - Name (first and last)
    - Unique ID number (if left blank, system will auto assign one for the person for de-identification purposes)
    - Start Date (date they were hired or date they began working with the program)
    - Demographics (may choose option "prefer not to report"): Gender, Ethnicity, Race
    - Email Address
    - Indicate if they are an employee of the program (yes or no)
    - Upon separation, separation date and separation reason may be entered
- Anyone conducting at TPOT or TPITOS for a classroom must be entered as a PMP
- TPOT and TPITOS PMPs must have their reliability training entered into their PIDS account by a PIDS administrator
- Observers must have a TPOT/TPITOS Reliable Observer Job Function

- Observers must have a TPOT/TPITOS Reliable Observer Job Function in the Classroom assignment for the classroom where the observation occurred
- Anyone being observed in a classroom during a TPOT or TPITOS must be entered as a PMP
- People being observed must have a teacher or teaching assistant job function
- People being observed must be assigned to the classroom where the observation was conducted with the teacher or teaching assistant job function

Entering Pyramid Model Professional
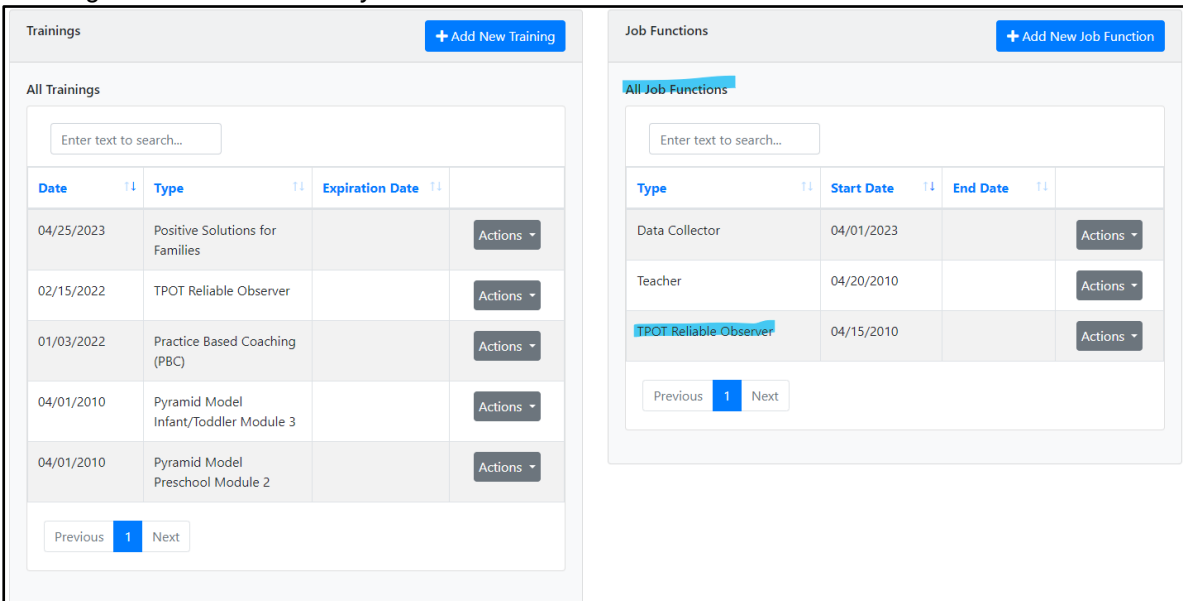
Entering Job Functions for a Pyramid Model Professional

Assigning Pyramid Model Professional to classroom

Classroom	Classroom Job	Assign Date	Leave Date	Leave Reason	
(5678) Hearts	Teacher	04/01/2023			Actions ▾
(5678) Hearts	TPOT Reliable Observer	04/20/2010			Actions ▾

Classroom Assignment History ➕ Add New Assignment

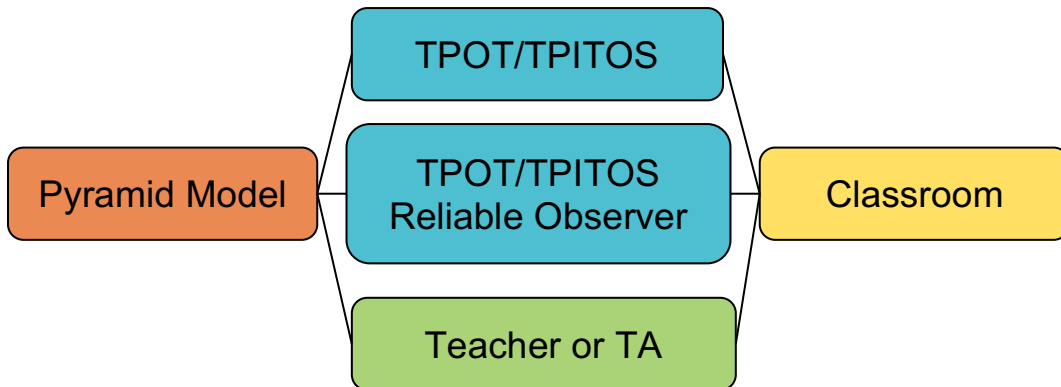All Classroom Assignments for this Professional

Enter text to search...

Previous | 1 | Next

✕ Cancel   💾 Save

3. Related Security Roles

- Pyramid Model Professionals (PMPs) may be created by any user with the following user roles:
  - Data Collector
  - Classroom Coach Data Collector
  - State Data Administrator
  - Application Administrator

TPOT/TPITOS

TPOT/TPITOS Reliable Observer

Teacher or TA

Pyramid Model

Classroom

Webinar Notes: