



Setting Up PIDS for TPOT/TPITOS Data Collection Webinar Handout

Required User Role: Data Collector or Classroom Coach Data Collector

I. 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

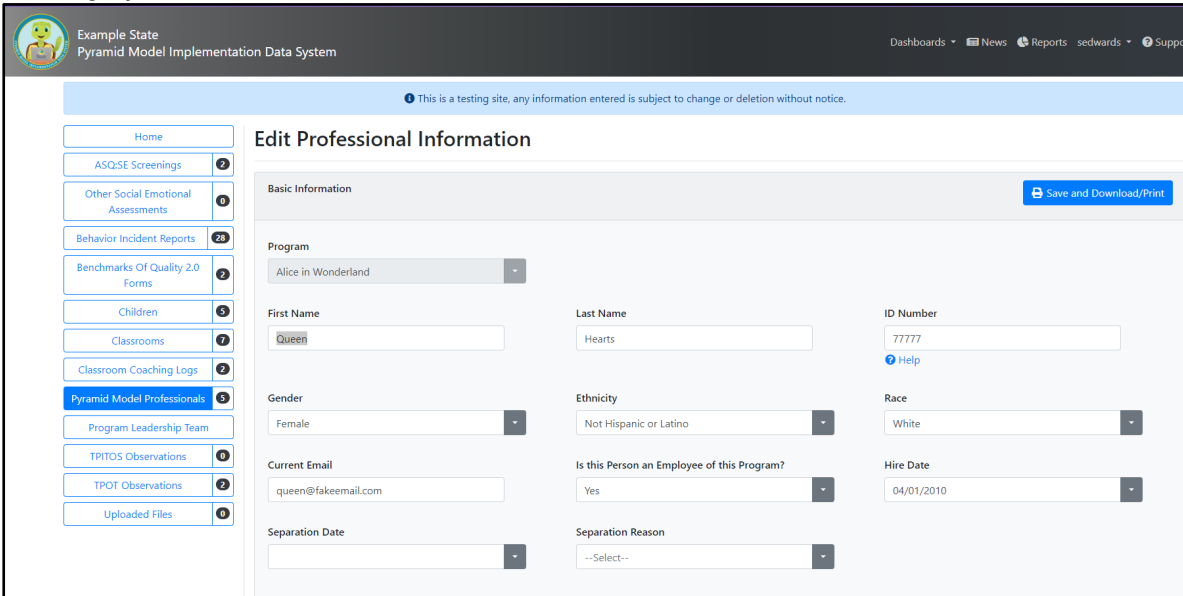
Creating a Classroom

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



Example State
Pyramid Model Implementation Data System

This is a testing site, any information entered is subject to change or deletion without notice.

Edit Professional Information

Save and Download/Print

Basic Information

Program: Alice in Wonderland

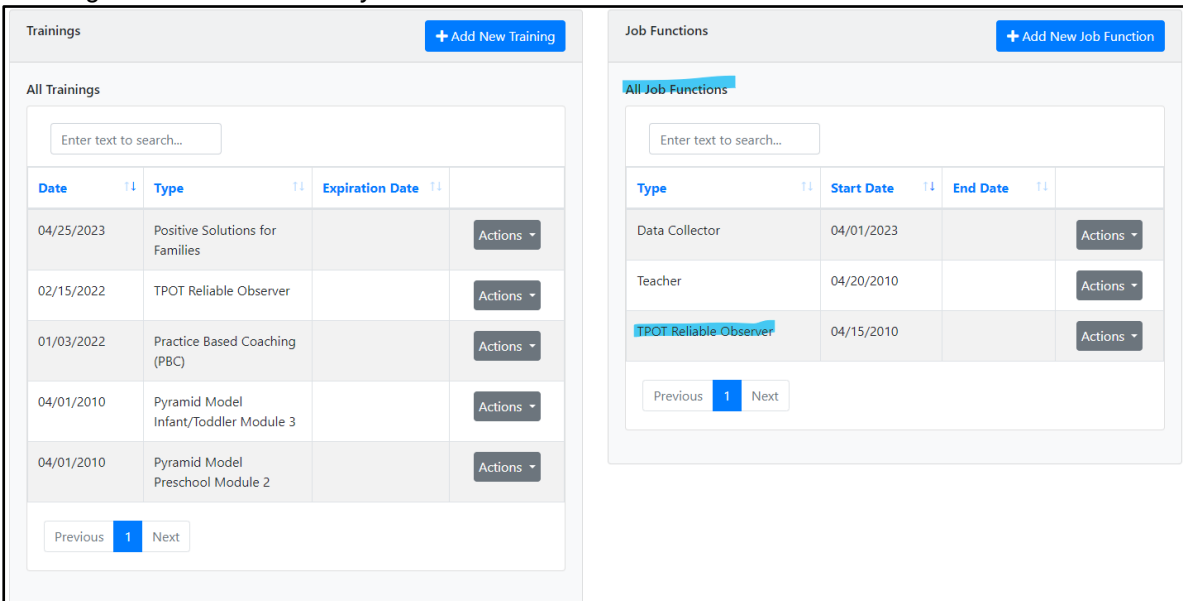
First Name: Queen, Last Name: Hearts, ID Number: 7777

Gender: Female, Ethnicity: Not Hispanic or Latino, Race: White

Current Email: queen@fakeemail.com, Is this Person an Employee of this Program?: Yes, Hire Date: 04/01/2010

Separation Date: --Select--, Separation Reason: --Select--

Entering Job Functions for a Pyramid Model Professional



Trainings + Add New Training

All Trainings

Enter text to search...

| Date | Type | Expiration Date | Actions |
|------------|---------------------------------------|-----------------|---------|
| 04/25/2023 | Positive Solutions for Families | | Actions |
| 02/15/2022 | TPOT Reliable Observer | | Actions |
| 01/03/2022 | Practice Based Coaching (PBC) | | Actions |
| 04/01/2010 | Pyramid Model Infant/Toddler Module 3 | | Actions |
| 04/01/2010 | Pyramid Model Preschool Module 2 | | Actions |

Job Functions + Add New Job Function

All Job Functions

Enter text to search...

| Type | Start Date | End Date | Actions |
|------------------------|------------|----------|---------|
| Data Collector | 04/01/2023 | | Actions |
| Teacher | 04/20/2010 | | Actions |
| TPOT Reliable Observer | 04/15/2010 | | Actions |



Assigning Pyramid Model Professional to classroom

Classroom Assignment History + Add New Assignment

All Classroom Assignments for this Professional

Enter text to search...

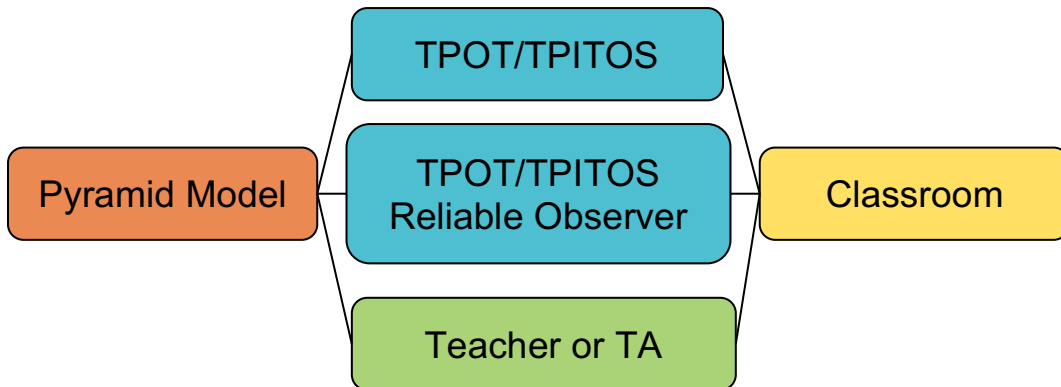
| Classroom | Classroom Job | Assign Date | Leave Date | Leave Reason | Actions |
|---------------|------------------------|-------------|------------|--------------|-----------|
| (5678) Hearts | Teacher | 04/01/2023 | | | Actions ▾ |
| (5678) Hearts | TPOT Reliable Observer | 04/20/2010 | | | Actions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

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





Webinar Notes:

A large area of the page is filled with horizontal grey lines for writing notes. A vertical red line is positioned on the left side of this area, creating a margin.