

Section 1. Using BIRs in PIDS

Webinar Handout

Required User Role: Data Collector OR Classroom Data Collector

Security and Access

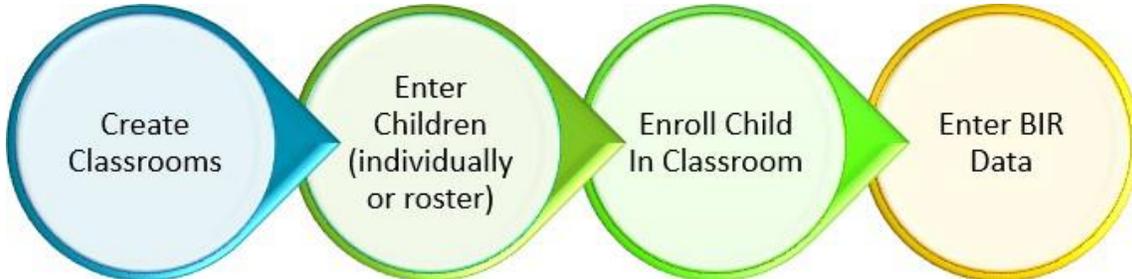
Due to the potentially sensitive nature of behavior incident data, PIDS restricts access to this information via the use of assigned user roles. User roles are assigned by your state PIDS administrator and determine what the user can see and do in PIDS.

- **The Data Collector** - This role has full access to add, edit, delete child information in PIDS including BIRs. This role is appropriate for individuals who are responsible for entering BIR data into PIDS.
- **Detail Data Viewer** - This role does not have the ability to add, edit, or delete child data in PIDS, but they do have access to view this information, including BIR data.
- **Aggregate Data Viewer** - This role also does not have ability to add, edit, delete but they can view child data in PIDS, such as BIR data.
- **Application Administrator** - This role is able to see all data in PIDS, including child data and BIRs. This role is specifically designated for a state administrator of PIDS.
- **No other roles in PIDS** can see child data related to Behavior Incidents. Other roles do have the ability to see BIR data, however the child's name is HIDDEN to maintain confidentiality of the child.

Level	Role	Abilities	View Child Names	View Teacher Names on TPITOS/TPOTs	Add, Edit or Delete Forms	Available Filters (depending on report)	Examples of employees who may serve in this role
Program	Data Collector	Users in this role are allowed to manage all information and view reports for a single program.	Yes	Yes	Yes	Classroom Child Name Employee Name Demographics	Data Entry Personnel Internal Coaches
	Detail Data Viewer	Users in this role are allowed to view dashboards, forms and reports for a single program. They have same access to data as data collectors but are unable to add or edit data.	Yes	Yes	No	Classroom Child Name Employee Name Demographics	Administrators Data Coordinators Behavior Specialists Internal Coaches
	Aggregate Data Viewer	Users in this role are allowed to view dashboards and reports for a single program.	Yes	No	No	None	Administrators Behavior Specialists Teacher Representatives
	Classroom Coach Data Collector	Users in this role can add, edit, delete classroom coach logs, TPOT/TPITOS, BoQs. This role can also support the program with creating classrooms and adding employees for the program.	No	Yes	Yes	Employee Name Program Classroom Child ID Demographics	Internal Coaches

It is recommended states and programs develop policies and procedures stipulating how access is granted in PIDS and who it may be appropriate to have access to child data such as Behavior Incident Reports.

Order of Operations: Preparing PIDS for BIR Data Collection

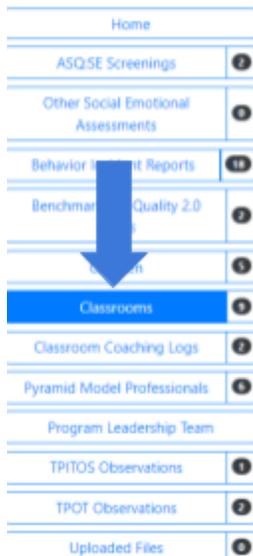


1. Creating the Classroom

Classrooms → +Add New Classroom → Complete form → Save

Creating classrooms in PIDS is the first step in the order of operations for entering Behavior Incident Reports. The following information is needed to create a classroom:

1. Classroom Name
2. Classroom ID Number
3. Location
4. Type of classroom: Preschool or Infant Toddler
5. Is the classroom served by a substitute? Yes or No



Classroom Dashboard

Classrooms [+ Add New Classroom](#)

All Classrooms

This table contains all classrooms.

Enter text to search...

ID	Name	Location	Infant/Toddler?	Preschool?	Substitute?	Program	Actions
123	ABC1	City	No	Yes	Yes	Alice in Wonderland	Actions
AW1	Butterflies	Happy Town	No	Yes	Yes	Alice in Wonderland	Actions
0987	Caterpillars	Oxfordshire	Yes	No	No	Alice in Wonderland	Actions
4567	Caterpillars	Forest	No	Yes	No	Alice in Wonderland	Actions
A001	Flower Garden	Garden Place	Yes	Yes	Yes	Alice in Wonderland	Actions



2. Entering Children

Children → Add New Child → Complete form → Save → Assign Class → Save

In order to enter Behavior Incident Reports in PIDS, users must first enter children into the system.

The following information is required to enter a child in PIDS:

1. First Name and Last Name
2. Date of Birth
3. Gender (prefer not to report available)
4. Ethnicity (prefer not to report available)
5. Race (prefer not to report available)
6. Dual Language Learner Status
7. Child has IEP or IFSP

While all of the above fields are required, users may opt to enter de-identified information into these fields if parent/guardian permission to enter child specific data has not been provided.

Children Dashboard

- Option 1 (Green Arrow): Upload a roster of children with an excel file.
- Option 2 (Orange Arrow): Enter a single child into PIDS

This guide will provide instructions for entering an individual child into PIDS (orange arrow)

Children Dashboard

Children Upload Roster + Add New Child

All Children

This table contains all children, regardless of enrollment status.

Enter text to search... Search

ID	Name	Birth Date	Enrollment Date	Discharge Date	IEP?	DLL?	Program	Actions
134235434524	Jack Spade	05/01/2019	06/01/2019		Yes	Yes	Alice in Wonderland	Actions
36541	jane doe	02/02/2020	05/01/2022		Yes	No	Alice in Wonderland	Actions
6987488	Alice Smith	02/01/2020	03/01/2021		Yes	Yes	Alice in Wonderland	Actions
799945	Samantha Tweedle	03/14/2020	03/25/2021		No	Yes	Alice in Wonderland	Actions
UL55543	James Card	01/02/2019	02/01/2020		Yes	No	Alice in Wonderland	Actions

Enter child information: Name, DOB, ID Number (system will auto generate one if left blank), Enrollment Date, Gender, Ethnicity, Race, DLL, and IEP.

Parent/Guardian must be obtained in order to proceed with child level data collection. Related permission documentation may be uploaded or attached (optional).



Basic Information Save and Download/Print

Programs Alice in Wonderland

First Name:
 Last Name:
 Date of Birth:

ID Number:
 Enrollment Date:

Gender:
 Ethnicity:
 Race:

Dual Language Learner (DLL):
 Individualized Education Program (IEP):

Parent/Guardian Permission:
 Parent/Guardian Permission Document:

Discharge Date:
 Discharge Reason:

Allowed file extensions: pdf, doc, docx, png, jpg, png
Maximum file size: 20 MB

If you do not have parent permission, you can still enter children anonymously. The system will assign them a random first and last name and will **not allow you to enter a birthdate in order to keep them anonymous at all levels. You will need to maintain a confidential record of assigned names in order to maintain accuracy of information when entering multiple events for a single child.

Once basic information has been added, click **Save**. This will populate three additional sections. Notes and Status may be used as the program feels is applicable.

The final step in completing the child profile in PIDS is to enroll the child in a classroom.

1. Click Add New Assignment
2. Enter the Assign Date (date child started in the classroom)
3. Enter Classroom (select from the list of classrooms you have created in PIDS for this program)
4. Click **Save**

Classroom Assignment History + Add New Assignment

All Classroom Assignments for this Child

Enter text to search...

Classroom	Assign Date	Leave Date	Leave Reason	Actions
(5678) Hearts	06/01/2019			Actions -

Previous 1 Next

Add Classroom Assignment

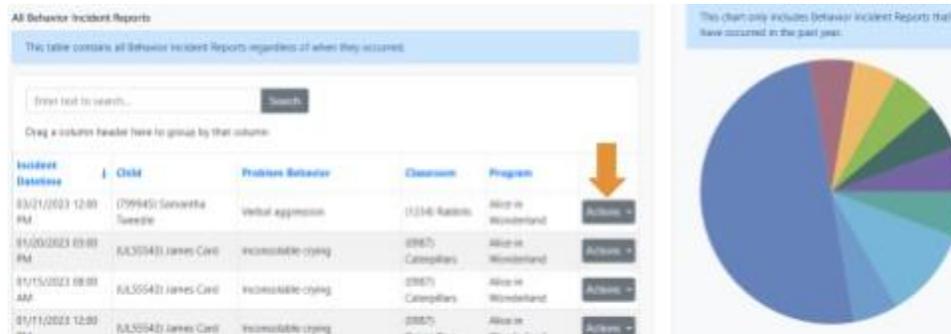
Assign Date:
 Classroom:

Leave Date:
 Leave Reason:



3. Entering Behavior Incident Reports (BIRs)

After the setup has been completed (Classrooms and Children entered), you may now enter BIRs. The Behavior Incident Report dashboard in PIDS will provide you with all previously entered BIRs in a table as well as a pie chart that displays the types of behaviors that have been documented in the last year. With the proper security role, users may have the option to view, edit, or delete BIRs that have already been entered by using the 'Actions' button in the table.



Entering a new BIR: BIR Dashboard → +Add New Incident Report → Complete form → Save
All of the fields, except 'Notes', in the BIR form are required by the system in order to save the form.

[Save and Download/Print](#)

Program: Alice in Wonderland

Incident Datetime

Incident Datetime is required!

Child

Child is required! If this is not enabled, the child was not active as of the incident date.

[Edit Child](#) [Help](#)

Classroom

Classroom is required! If this is not enabled, the child is not assigned to a classroom as of the incident date.

[Refresh](#) [Help](#)

Problem Behavior

Problem Behavior is required!

Activity

Activity is required!

Others Involved

Others Involved is required!

Possible Motivation

Possible Motivation is required!

Strategy Response

Strategy Response is required!

Admin Follow-up

Admin Follow-up is required!

Behavior Description

Behavior Description is required!

Notes

This tool has built in validations that work behind the scenes to help reduce data entry errors. The 'Child' and 'Classroom' fields in the form are not modifiable (gray) until other pieces of information have been entered.



'Child' becomes modifiable after the 'Incident Date/Time' is entered and 'Classroom' becomes modifiable after the child has been selected. The system will only display children who were actively enrolled at the date/time entered.

Complete all fields in the form and click **Save**.

Program: Alice in Wonderland

Incident Datetime 07/10/2023 10:00 AM	Child (698748B) Alice Smith Edit Child Help	Classroom (0987) Caterpillars Refresh Help
Problem Behavior Disruption/Tantrums	Activity Small group activity	Others Involved Teacher
Possible Motivation Obtain sensory	Strategy Response Provide physical comfort	Admin Follow-up Contact family
Behavior Description Alice was participating in finger painting when the teacher indicated it was time to clean up and started wiping her hands. Alice started crying and laying on the floor. The teacher calmly talked to her about the transition and helped her clean up and redirected her to a favorite tactile toy.	Notes Parents called by director just to inform. No concerns, follow up needed at this time.	

For more information about how to correctly document behavior incidents, please refer to the training resources provided below.

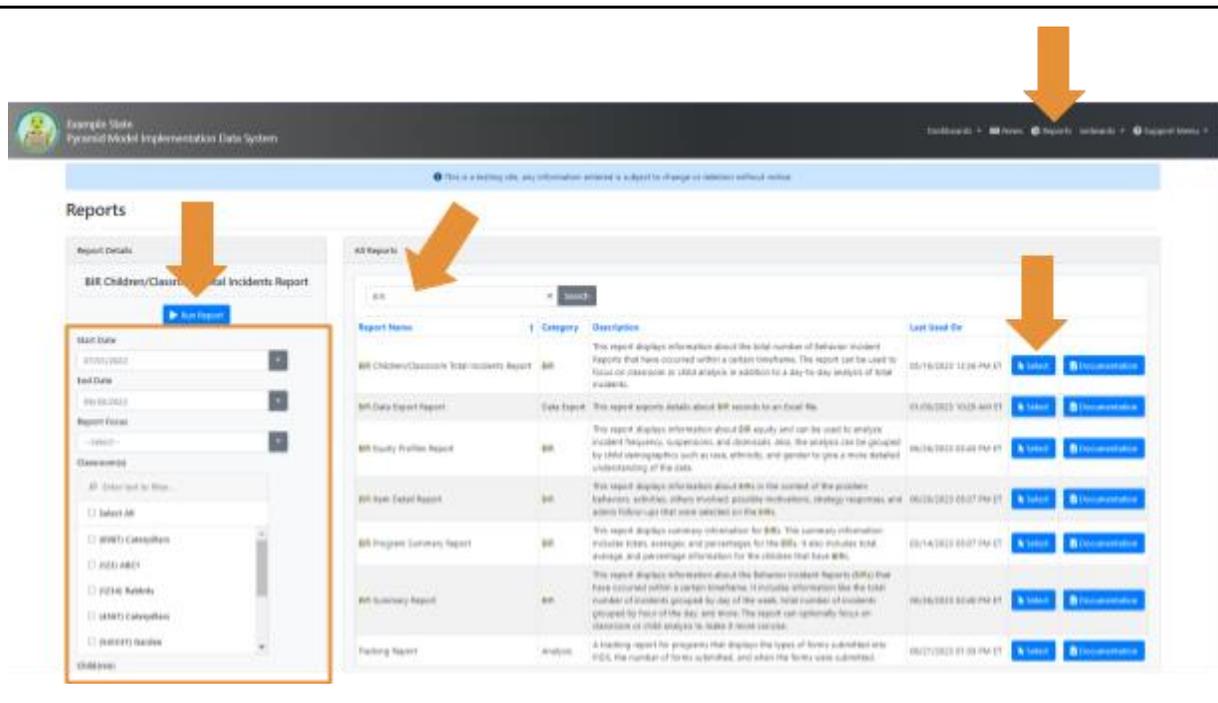
- Providing Supports to Classrooms and Children Using the Behavior Incident Report System (BIRS): <http://challengingbehavior.org/webinar/providing-supports-to-classrooms-and-children-using-the-behavior-incident-report-system-birs/>
- Addressing BIRS Implementation Challenges: <http://challengingbehavior.org/webinar/addressing-birs-implementation-challenges/>
- Addressing Challenging Behavior through Data: Introduction to the BIRS: <http://challengingbehavior.org/webinar/addressing-challenging-behavior-through-data-introduction-to-the-birs/>

Section 2. Running BIR Reports Webinar Handout

Required User Role: All Roles

Running BIR Reports

PIDS offers a variety of ways users can analyze and review BIR data. There are 5 analysis reports available and 1 excel export which can be used to further understand BIR trends at the program, community and state level.



Report Name	Category	Description	Last Used On	Run	Documentation
BIR Children/Classroom Incidents Report	BIR	This report displays information about the total number of behavior incident reports that have occurred within a certain timeframe. The report can be used to focus on observation or video analysis, in addition to a day-to-day analysis of total incidents.	05/16/2022 12:26 PM ET	Run	Documentation
BIR Data Export Report	Data Export	This report exports details about BIR records to an excel file.	01/05/2023 10:25 AM ET	Run	Documentation
BIR Equity Profile Report	BIR	This report displays information about BIR equity and can be used to analyze incident frequency, suspension, and discipline data. The analysis can be grouped by child demographics such as race, ethnicity, and gender to give a more detailed understanding of the data.	06/16/2022 02:48 PM ET	Run	Documentation
BIR Item Detail Report	BIR	This report displays information about BIRs in the context of the problem behaviors, activities, others (such as possible interventions, strategy responses, and action follow-up) that were selected on the BIRs.	06/23/2023 05:07 PM ET	Run	Documentation
BIR Program Summary Report	BIR	This report displays summary information for BIRs. This summary information includes filters, averages, and percentages for the BIRs. It also includes total average and percentage information for the children that have BIRs.	02/14/2022 02:07 PM ET	Run	Documentation
BIR Summary Report	BIR	This report displays information about the behavior incident reports (BIRs) that have occurred within a certain timeframe. It includes information like the total number of incidents grouped by day of the week, total number of incidents grouped by hour of the day, and more. The report can optionally focus on observation or video analysis to make it more concise.	06/16/2022 02:48 PM ET	Run	Documentation
Tracking Report	Analysis	A tracking report for programs that displays the types of forms submitted into PIDS, the number of forms submitted, and when the forms were submitted.	06/27/2022 01:09 PM ET	Run	Documentation

To run a report in PIDS:

1. Navigate to the 'Reports' module in the upper right hand corner of the PIDS screen, next to your username.
2. Use the key word search to filter reports involving BIR data.
3. Select the report you wish to run
4. Enter the criteria for the report
5. Click 'Run Report'

The Documentation button will provide you with a PDF document outlining all of the details, data sources, criteria, and calculations used in the report.

Access and Security

Only the Data Collector, Detail Data Viewer, Aggregate Data Viewer, and Application Administrator can view child names in BIR Reports.



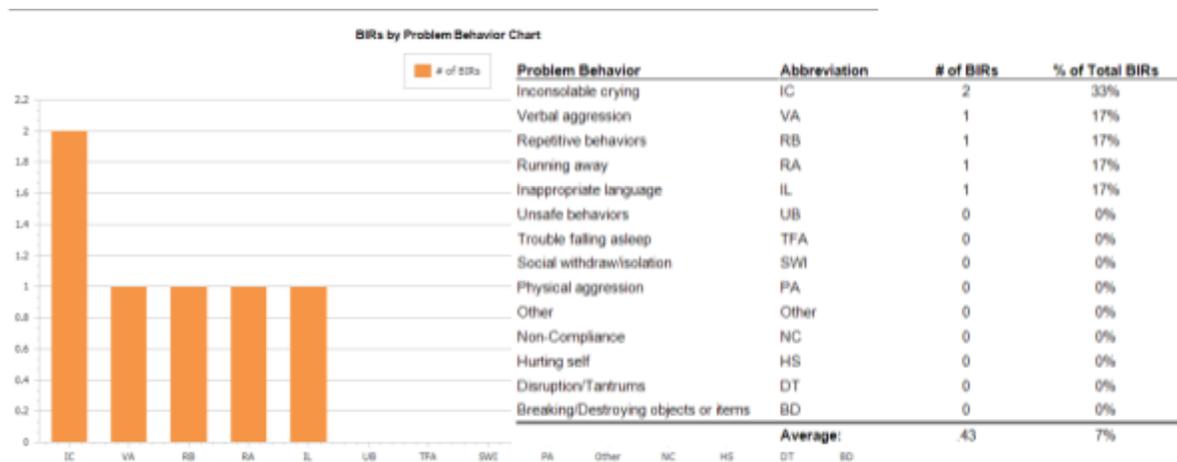
BIR Report Types - BIR Summary Report

Uses: This report is a great place to start when first looking into your BIR data. This is a large report that will provide users with an overview of what kinds of BIRs are being collected, who is involved, when and where they are occurring and more. This report will help users see potential trends emerging that then can be explored further in other reports or by using report criteria and filters.

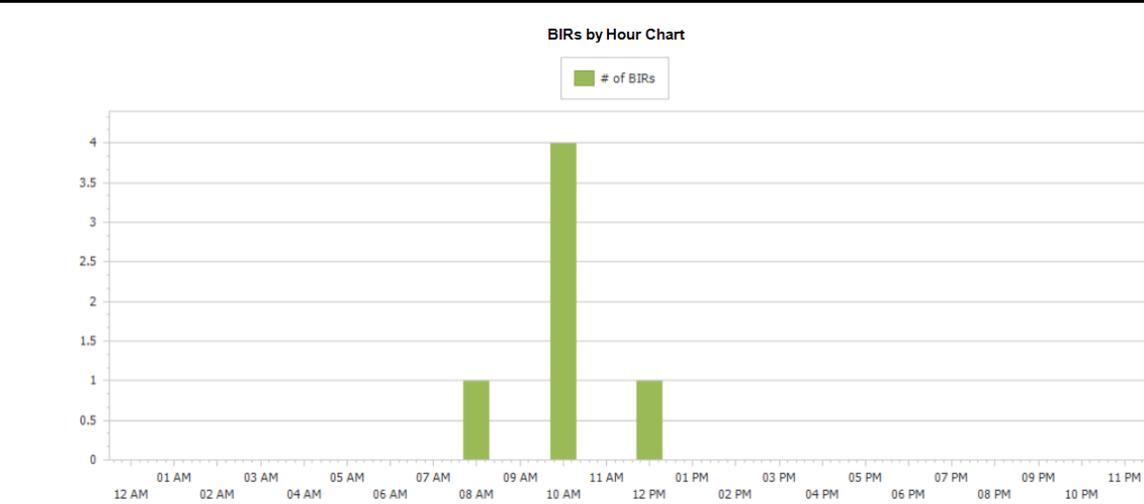
Provides: This large report provides graphs and tables of data organized by child demographics, classrooms, and each data point collected in the BIR form. This report offers the user a specific focus which can be selected: Child, Classroom, All. By selecting Child, the user will have individual child BIR data included in the report. By selecting Classroom, the user will have classroom BIR data details in the report. All will include both.

This report includes the following BIR analyses:

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Day of the week 2. Time of day 3. Day to day trend 4. Problem behavior | <ol style="list-style-type: none"> 5. Activity 6. Others involved 7. Possible motivation 8. Strategy response 9. Follow-up |
|--|---|



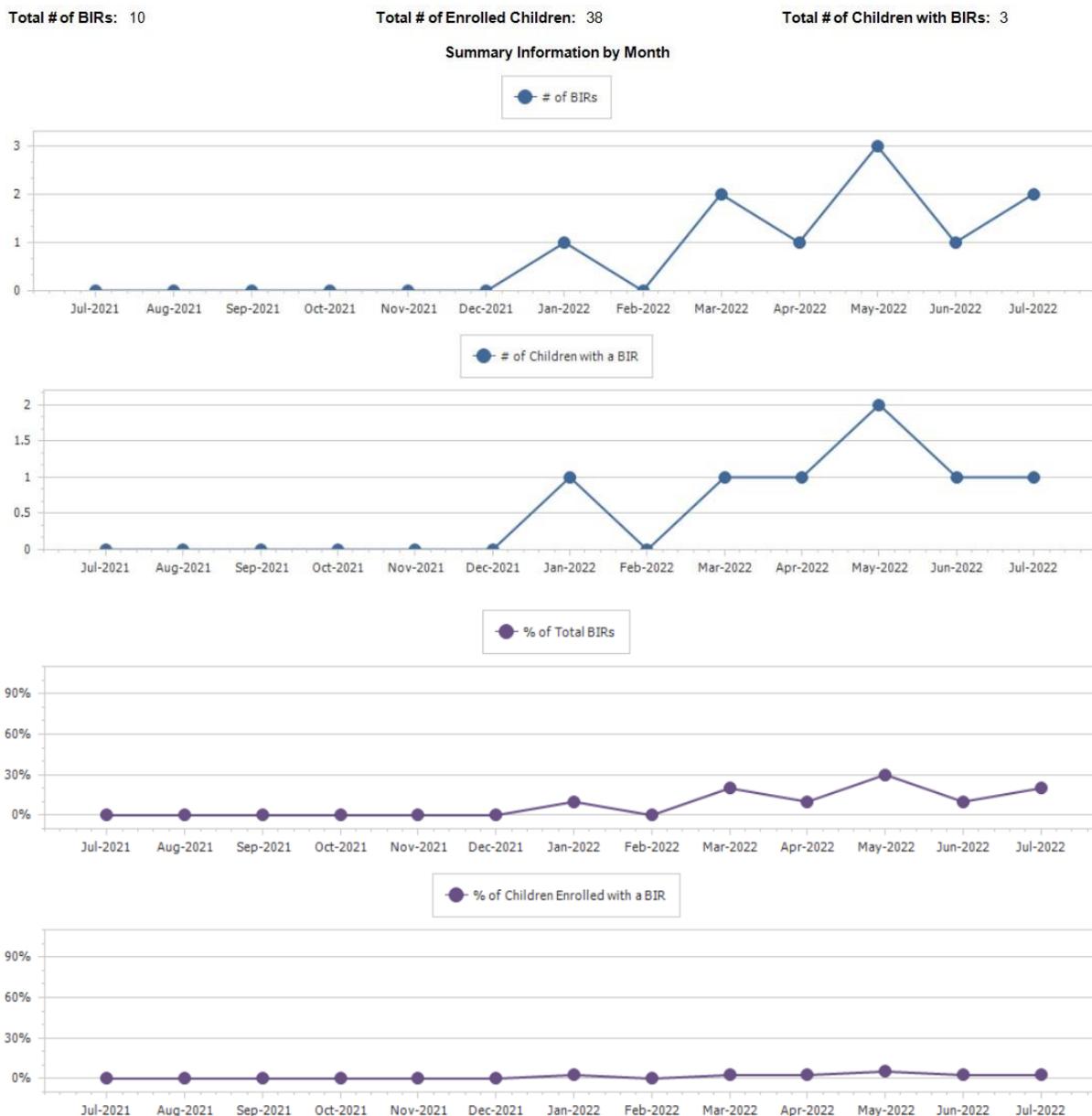
Example: BIR by Problem Behavior



BIR Report Types - BIR Program Summary Report

Uses: This report can be used by programs to better understand the frequency of BIRs across time. This provides programs with information which can be used to monitor trends over time in overall BIR frequency as well as number of children BIRs are being documented for.

Provides: This report provides several line graphs by month for the date range the user selects. Metrics include total number of BIRs per month, number of children with BIR and percentages and averages for each of these categories. This report will tell users if they are seeing BIRs spread out over the total population of children at a program or if a smaller grouping of children is accounting for the number of BIRs being recorded.



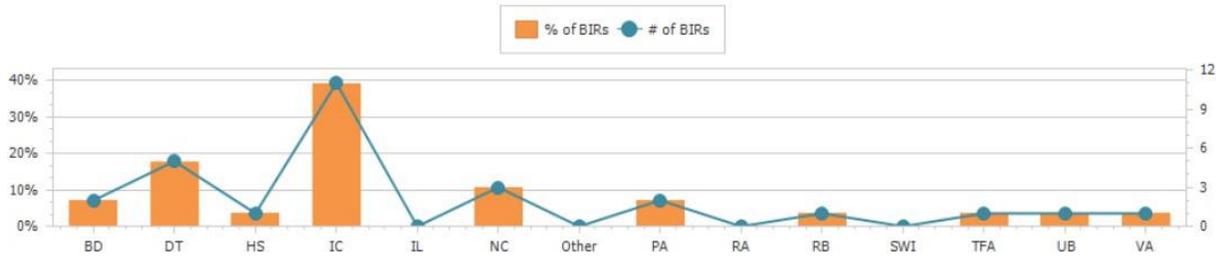
BIR Report Types - BIR Item Detail Report

Uses: This report displays information about BIRs in the context of the problem behaviors, activities, others involved, possible motivations, strategy responses, and admin follow-ups that were selected on the BIRs.

Provides: This report provides the following metrics by each of the data points collected in the BIR form.

- Total # BIRs
- Monthly BIRs
- % of Total BIRs

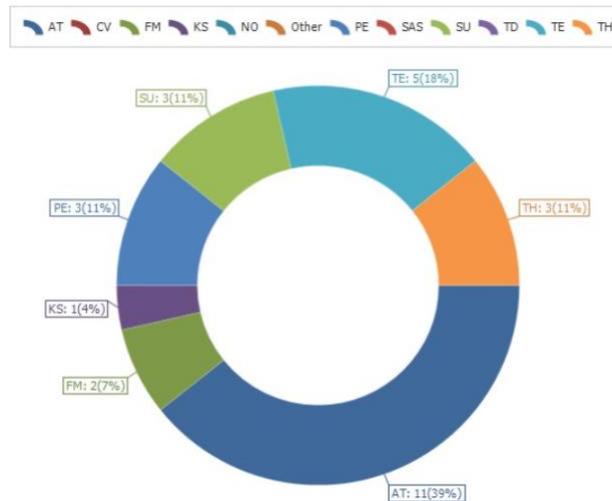
Total BIRs by Problem Behavior



Total BIRs by Activity



% of Total BIRs by Others Involved





BIR Report Types - Equity Profiles Report

Uses: This report displays information about BIR equity and can be used to analyze incident frequency, suspensions, and dismissals. Also, the analysis can be grouped by child demographics such as race, ethnicity, and gender to give a more detailed understanding of the data.

1. Are outcomes equitable for all groups?
2. How big are the disparities?
3. How much of the focal group is affected by disproportionate discipline?

Provides: This report allows the report to be generated with a focus on one of the 5 demographics:

- Race
- Gender
- Ethnicity
- IEP status
- Dual Language Learner Status

This report also allows the user to focus on one of the following focuses:

- BIR frequency
- In-school suspensions
- Out-of-school suspensions
- Dismissals

Definitions:

- **(ISS) In-School Suspension:** A BIR is classified as having an ISS if the 'Time in a different classroom or adult outside of classroom' option was selected for the strategy response or if the 'Temporary removal from classroom' option was selected for the Admin Follow-up.
- **(OSS) Out-of-School Suspension:** A BIR is classified as having an OSS if any of the following options selected for the Admin Follow-up: 'Sent home for remainder of day', 'Sent home for 1 or more days', or 'Reduce hours in program.'
- **Dismissal:** A BIR is classified as having a dismissal if either the 'Transfer to another program' or the 'Dismissal from program' options are selected for the Admin Follow-up.

Total # of BIRs: 28

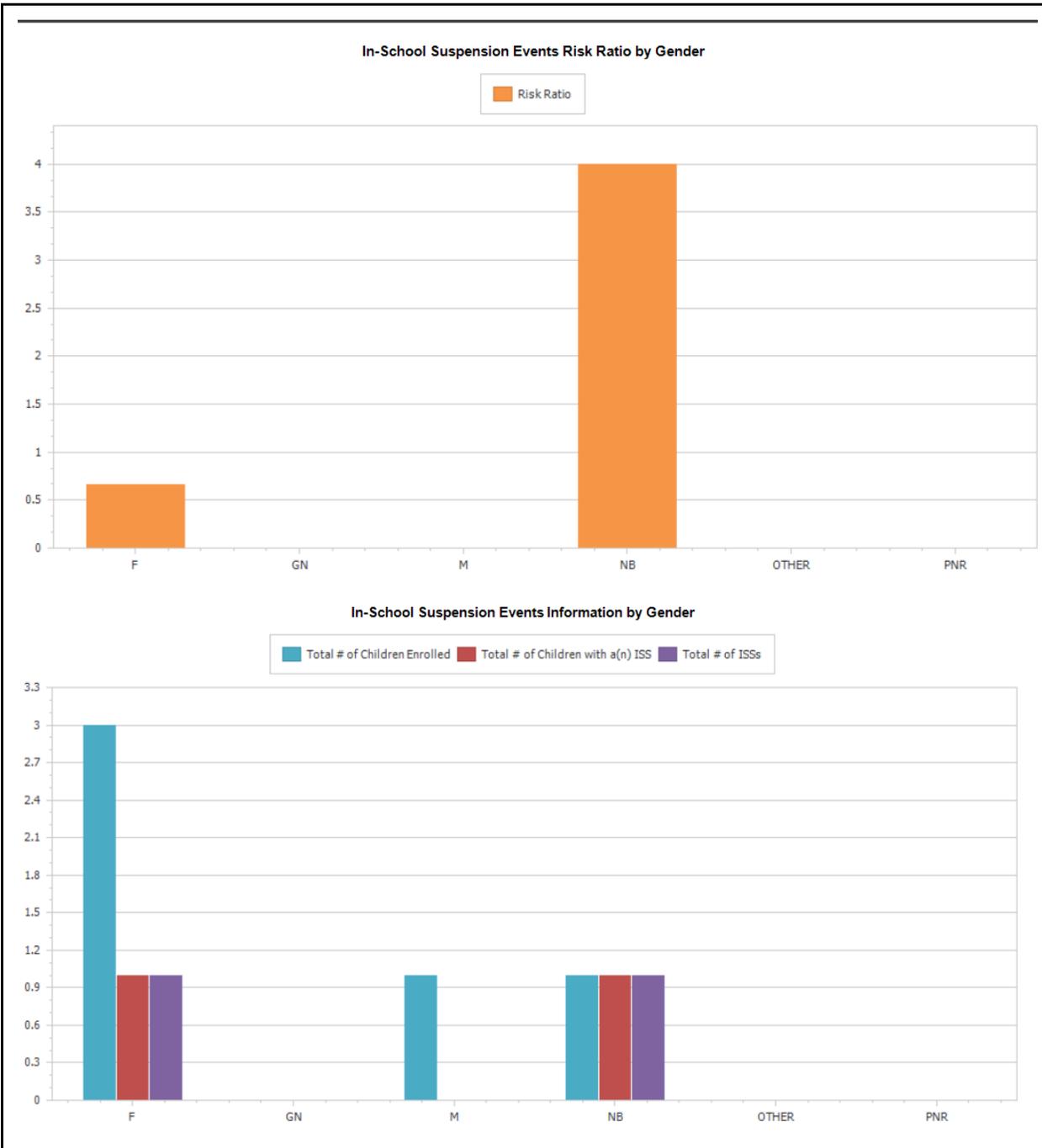
Total # of Enrolled Children: 5

Total # of Children with BIRs: 4

Gender Equity Profile for In-School Suspension Events

Please read the documentation for this report, as it explains the calculations and questions below.

	# of Children Enrolled	# of Children in Group with a(n) ISS	Total # of ISSs from Group	Group's % of Enrollment	Guiding Question 1:			Guiding Question 2:			Guiding Question 3:		E-Formula / Comp
					Child Comp	ISS Ratio	ISS Rate	Risk Ratio	Difference in Child Comp	Difference in ISS Comp	ISS Comp	Risk	
F	3	1	1	60.0%	50.0%	0.67	0.33	0.67	-10.00	-10.00	50.0%	33.3%	94.6%
GN	0	0	0	0.0%	0.0%	0.00	0.00	0.00	0.00	0.00	0.0%	0.0%	0.0%
M	1	0	0	20.0%	0.0%	0.00	0.00	0.00	-20.00	-20.00	0.0%	0.0%	48.3%
NB	1	1	1	20.0%	50.0%	4.00	1.00	4.00	30.00	30.00	50.0%	100.0%	48.3%
OTHER	0	0	0	0.0%	0.0%	0.00	0.00	0.00	0.00	0.00	0.0%	0.0%	0.0%
PNR	0	0	0	0.0%	0.0%	0.00	0.00	0.00	0.00	0.00	0.0%	0.0%	0.0%
Totals	5	2	2	100.0%									



When using the data in PIDS to inform decisions, it is important to make sure your data includes all children enrolled at the program, not just the children with a documented BIR. This is important in this report especially for the system to provide an accurate analysis.



BIR Report Types - Children/Classroom Total Incidents Report

Uses: This report displays information about the total number of Behavior Incident Reports that have occurred within a certain timeframe. The report can be used to focus on classroom or child analysis in addition to a day-to-day analysis of total incidents.

Provides: This report offers the user a specific focus which can be selected: Child, Classroom, All. By selecting Child, the user will have individual child BIR data included in the report. By selecting Classroom, the user will have classroom BIR data details in the report. All will include both. The report provides summaries and disaggregated information for:

- BIR and Child Summary Information
- Day
- Child ID
- Class ID

Total # of BIRs: 28

Total # of Enrolled Children: 5

Total # of Children with BIRs: 4

Total # of Incidents by Day Chart



Total # of Monthly Incidents by Child ID Chart

