

ARS Reports User Guide



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Overview

What is PBIS Rewards?

PBIS Rewards is a Software-as-a-Service solution that provides an automated school-wide PBIS management system. Our system simplifies the implementation and tracking of the PBIS framework within a school. With PBIS Rewards, school administration can clearly see how teachers are utilizing PBIS and how PBIS is improving school culture.

PBIS Rewards is easy to use, fun for both students and staff, and provides accountability for everyone in the school. Our suite of PBIS Apps includes a Parent App that gives parents a view into how their child is doing with respect to the PBIS program. There is also a Student App that allows students to track their points, referrals, and CICO, as well as redeem points via events, raffles, and stores.

Why do I need reports?

School climate influences academic performance in numerous ways. When you concentrate on building positive relationships between students and staff, you lay the groundwork for a focused learning atmosphere. A schoolwide framework built around positive behavior interventions and supports helps to equip students with the tools they need to develop socially and emotionally.

Tracking the effectiveness of this schoolwide effort relies on accurate reporting. Most schools must report disciplinary data to their state education agencies as well as to the U.S. Department of Education. This data helps to shape education policy on district, state, and federal levels. Within each individual school, however, this data can help to completely transform a school's climate.

Accurate and effective data collection on the individual school level can provide timely feedback for fine-tuning a positive behavior initiative. Reports generated at this level can tell you if teachers are using the program equitably and who may benefit from coaching. You can also view trends such as tardiness, bullying, and discipline referrals to get a sense of the effectiveness of your initiative. These reports can help you to adjust your policies and assess the impact of these adjustments within a short time frame.

What's inside this manual?

This manual will walk through all the reports found in the PBIS Rewards Advanced Referral System (ARS). Each report discussed in this manual is illustrated with a screenshot and includes details about the data and usage of the report.

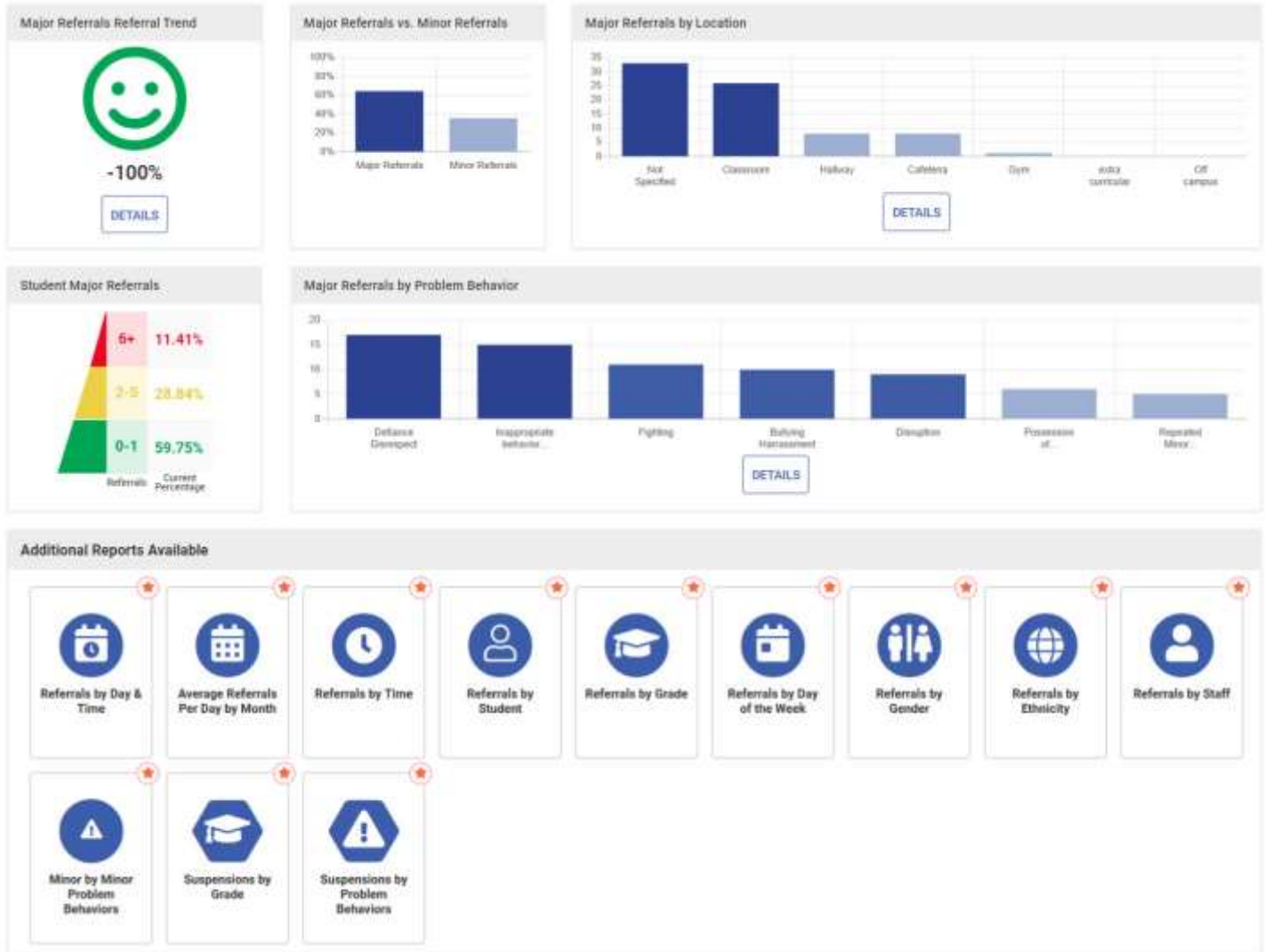
Who can see the reports?



Anyone who has Admin or Reports View rights can see the ARS data. These rights can be given in the Staff Menu. Click on the permissions column (with the key). You can select what permissions each user should have.

Advanced Referral System (ARS) Reporting

Dashboard



What's on the dashboard?

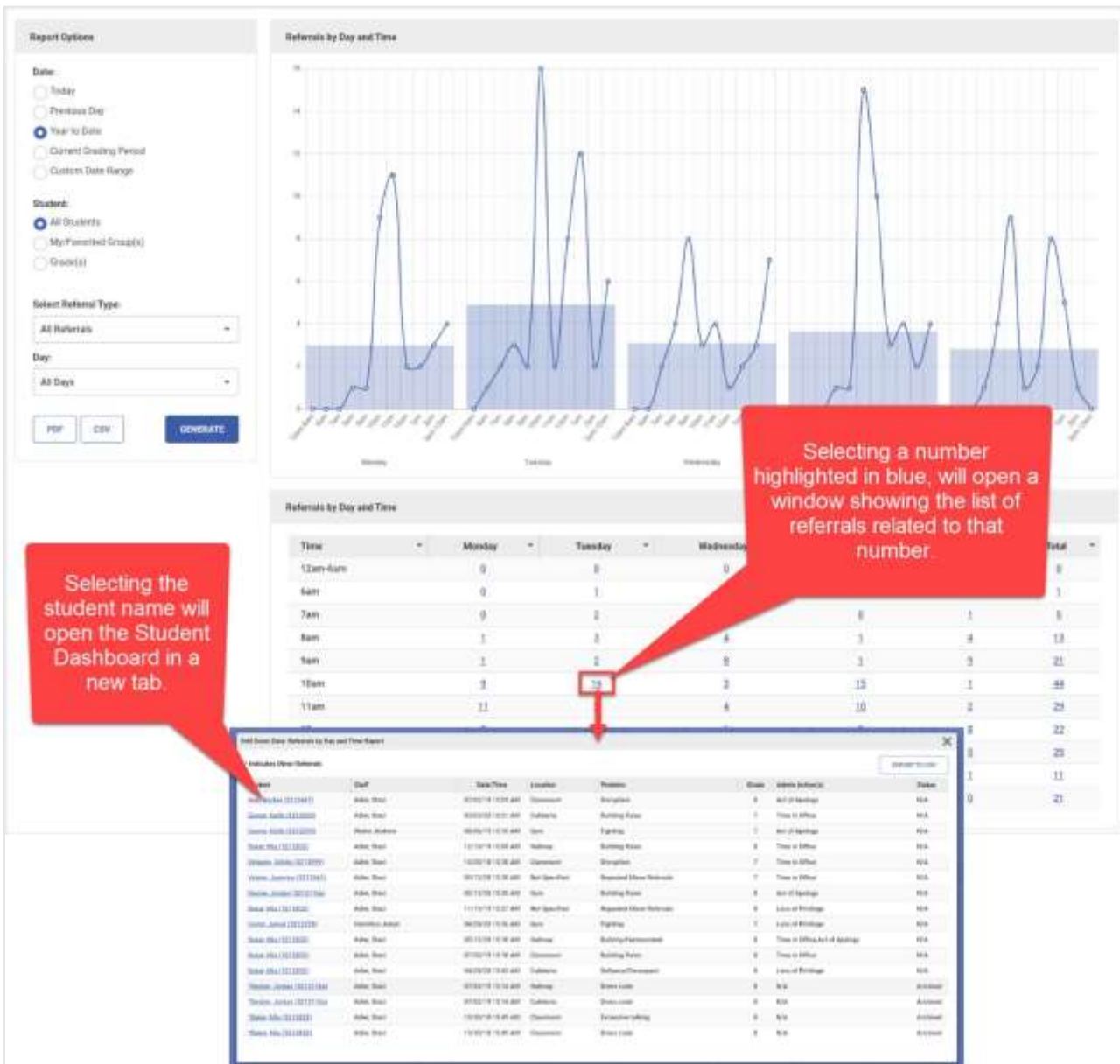
The ARS Dashboard will give the user a quick snapshot of some of the most critical data points. Additional reports can be found at the bottom of the screen. No need to spend hours looking for important data. We have taken some of the most popular reports and made an easy-to-read dashboard with thumbnails of the data. Most of these thumbnail graphics contain a Details button that will allow the user to dig into more thorough data. Each report can now be easily printed (including the graphics) or exported to a CSV file. There are currently 16 reports users can use to track behavior in their school.

How do I change the data I can see?

Once inside the details of each report, there is a left-hand side menu. Each report contains a variety of reporting options for choosing the date range. Depending on the specific report, users can customize grade levels, students, and data displayed so that graph shows exactly what they need to see.

Drilldown Feature:

Users may select highlighted referral numbers (displayed in blue) to see specific referrals. Once a drilldown window is open, the name of the student can be selected in order to view specific referrals on that student's dashboard.



Report Options

Date:

- Today
- Previous Day
- Year to Date
- Current Grading Period
- Custom Date Range

Students:

- All Students
- My Filtered Group(s)
- Grade(s)

Select Referral Type:

All Referrals

Day:

All Days

PDF CSV GENERATE

Referrals by Day and Time

Time	Monday	Tuesday	Wednesday	Total
12am-1am	0	0	0	0
1am	0	1		1
2am	0	0		0
3am	1	0	0	1
4am	1	0	0	2
5am	0	0	0	0
6am	0	0	0	0
7am	11	0	0	11

Referrals by Day and Time

Student	Monday	Tuesday	Wednesday	Total
12am-1am	0	0	0	0
1am	0	1		1
2am	0	0		0
3am	1	0	0	1
4am	1	0	0	2
5am	0	0	0	0
6am	0	0	0	0
7am	11	0	0	11

Referrals by Day and Time

Student	Date/Time	Location	Problem	Class	Admin Initials	Status
12am-1am	10/22/18 11:00 AM	Classroom	Disruption	0	Not in Office	Not
1am	10/22/18 12:00 AM	Subway	Subway Entry	1	Time in Office	Not
2am	10/22/18 12:00 AM	Classroom	Disruption	0	Not in Office	Not
3am	10/22/18 12:00 AM	Classroom	Disruption	0	Not in Office	Not
4am	10/22/18 12:00 AM	Classroom	Disruption	0	Not in Office	Not
5am	10/22/18 12:00 AM	Classroom	Disruption	0	Not in Office	Not
6am	10/22/18 12:00 AM	Classroom	Disruption	0	Not in Office	Not
7am	10/22/18 12:00 AM	Classroom	Disruption	0	Not in Office	Not
8am	10/22/18 12:00 AM	Classroom	Disruption	0	Not in Office	Not
9am	10/22/18 12:00 AM	Classroom	Disruption	0	Not in Office	Not
10am	10/22/18 12:00 AM	Classroom	Disruption	0	Not in Office	Not
11am	10/22/18 12:00 AM	Classroom	Disruption	0	Not in Office	Not

Referrals by Day and Time

Student	Date/Time	Location	Problem	Class	Admin Initials	Status
12am-1am	10/22/18 11:00 AM	Classroom	Disruption	0	Not in Office	Not
1am	10/22/18 12:00 AM	Subway	Subway Entry	1	Time in Office	Not
2am	10/22/18 12:00 AM	Classroom	Disruption	0	Not in Office	Not
3am	10/22/18 12:00 AM	Classroom	Disruption	0	Not in Office	Not
4am	10/22/18 12:00 AM	Classroom	Disruption	0	Not in Office	Not
5am	10/22/18 12:00 AM	Classroom	Disruption	0	Not in Office	Not
6am	10/22/18 12:00 AM	Classroom	Disruption	0	Not in Office	Not
7am	10/22/18 12:00 AM	Classroom	Disruption	0	Not in Office	Not
8am	10/22/18 12:00 AM	Classroom	Disruption	0	Not in Office	Not
9am	10/22/18 12:00 AM	Classroom	Disruption	0	Not in Office	Not
10am	10/22/18 12:00 AM	Classroom	Disruption	0	Not in Office	Not
11am	10/22/18 12:00 AM	Classroom	Disruption	0	Not in Office	Not

What reports are included?

Daily Referral Rate	Referral by Student
Major vs Minor Referrals	Referral by Grade
Referrals by Location	Referral by Day of the Week
Student Referrals	Referral by Gender
Referrals by Problem Behavior	Referral by Ethnicity
Referral by Time & Day	Referral by Staff
Average Referral Per Day by Month	Minor Referrals by Problem Behavior
Referral by Time	Suspension by Grade
	Suspension by Problem Behavior

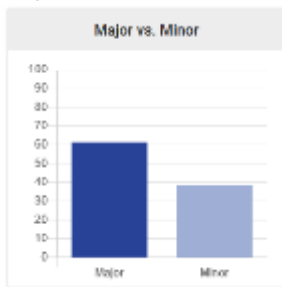
The ARS Reports-Dashboard Reports

Daily Referral Rate



You can see at a glance what is happening with the referrals in your building. Daily Referrals will show the trend of your referral data based on the previous day's data. (i.e., Wednesday will show the difference between Monday to Tuesday's data). If your data has gone up, the emoji will change and report the difference below the graphic. If your data stays the same, the graphic will change once again. If the data has gone down, the graphic will show a happy face emoji with data below it. You can click the detail button below the graphic to view a more detailed report that can be printed or exported as a CSV file.

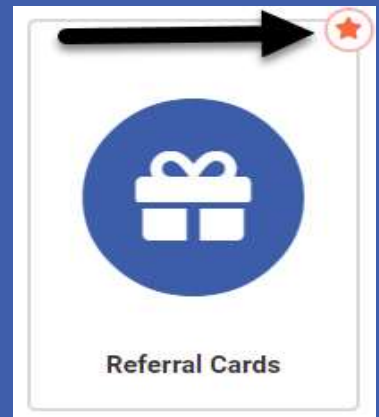
Major vs Minor Referrals



This graph shows the percentage of referrals that are either Major or Minor (or whatever your school has named them). Since this data can be found in other graphs, this graphic cannot be clicked for more details. It will update every 24 hours.

What is that star?

The ability to save your favorite reports!
If you select the star on a report, the Favorites page will display those saved reports so you don't have to search for the reports you use the most.

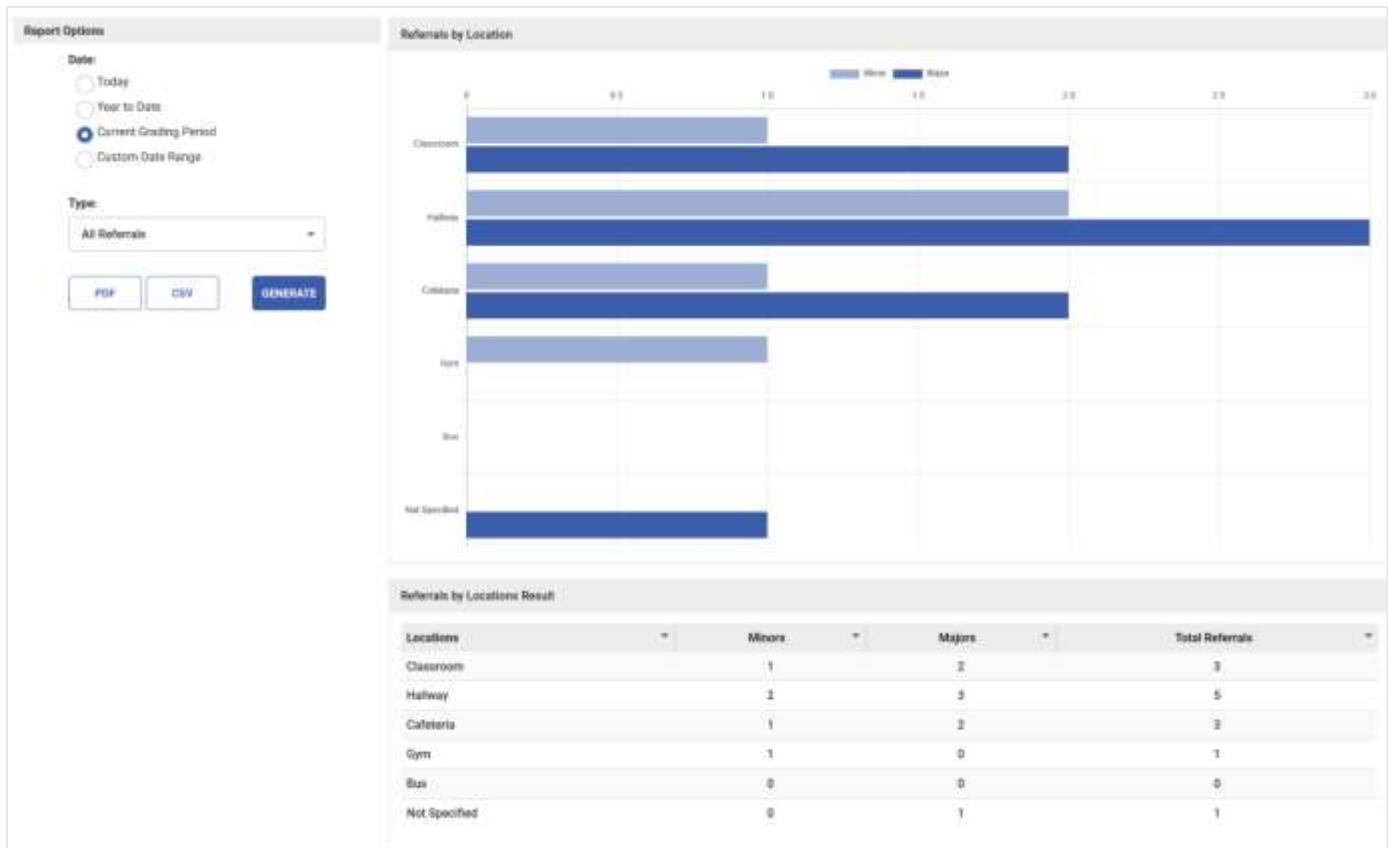


Referrals by Location

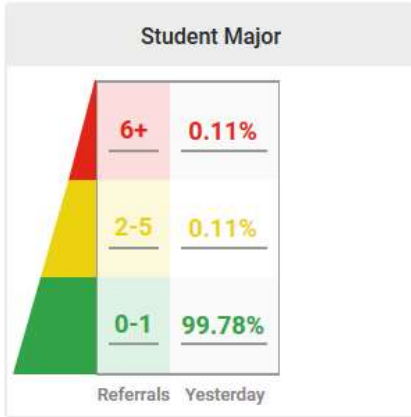
The Referrals by Location report will show where problem behaviors are taking place. The small graph will be displayed in the ARS dashboard and will update every 24 hours. The larger graph can be accessed from the details button located in the Referrals by Location thumbnail. This report will allow administrators and teacher leaders to be proactive in their approach and strategically plan how to remedy these issues. Users can see if the locations are generating Major or Minor referrals and see a grand total in the far-right column.



The small chart to the left shows a thumbnail of the Referrals by Location on the dashboard. However, when a user selects the DETAILS button, they have the option to see all the data and customize the report details as seen in the chart below.



Student Referrals



This graph is based on the Multi-tiered System of Support (MTSS). Users can quickly identify how many referrals are being written and how many “repeat offenders” there have been. The data correlates to the CICO MTSS pyramid and can help school leadership to make decisions for Tier II interventions.

Referrals by Problem Behavior

Once you have all your problem behaviors defined in the PBIS Rewards system, the data will populate for you based on the customization you have created. You will have access to the major referrals that have been written and will easily be able to see what issues need to be addressed in your school.



The small chart to the left shows a thumbnail of the Problem Behaviors from the dashboard. However, when a user selects the DETAILS button, they have the option to see all the data and customize the report details as seen in the chart below.

Report Options

Year to Date
 Current Grading Period
 Custom Date Range

Start Date:

End Date:

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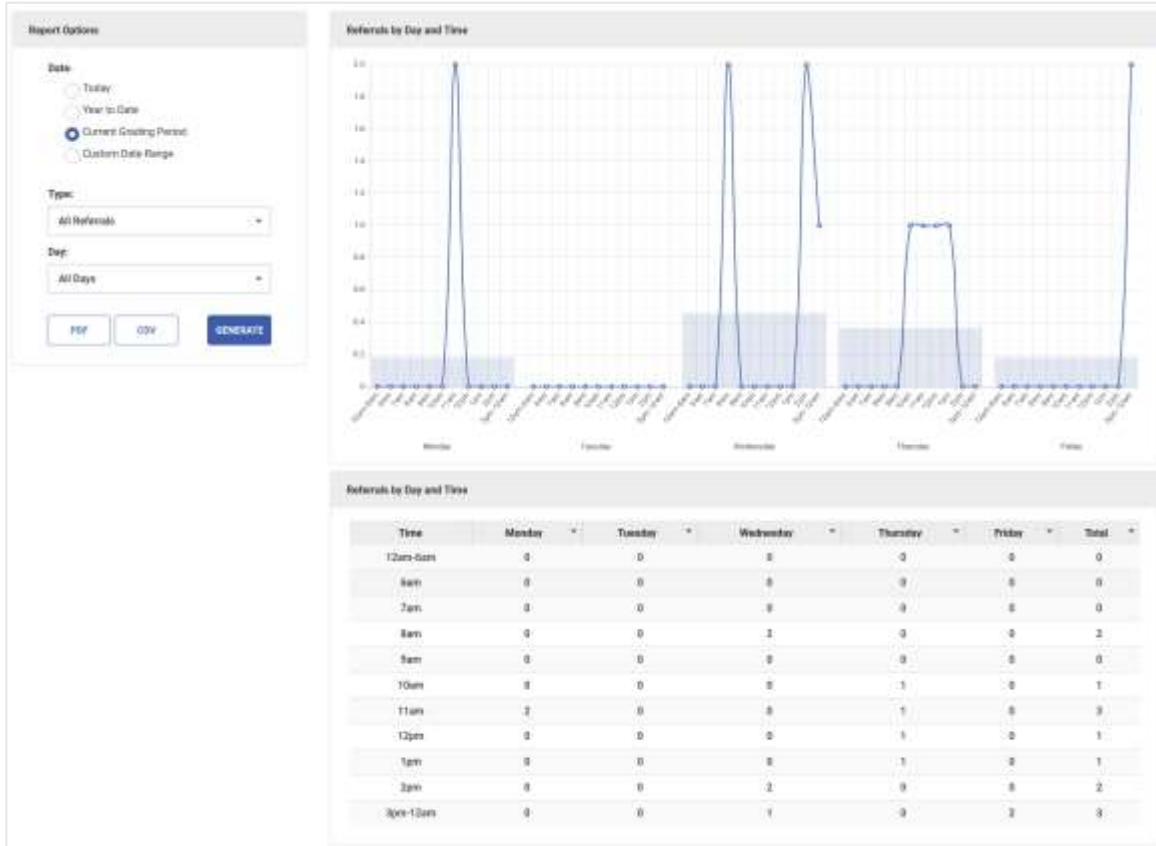
Major Referrals by Problem Behavior



Categories	Number of Majors	Percent of Total
Defiance	43	30%
Weapons	35	24%
Harassment	27	18%
Alcohol	25	17%
Hoaxplay	5	3%
Language	5	3%

The ARS Reports- Additional Reports Available

Referral by Day & Time



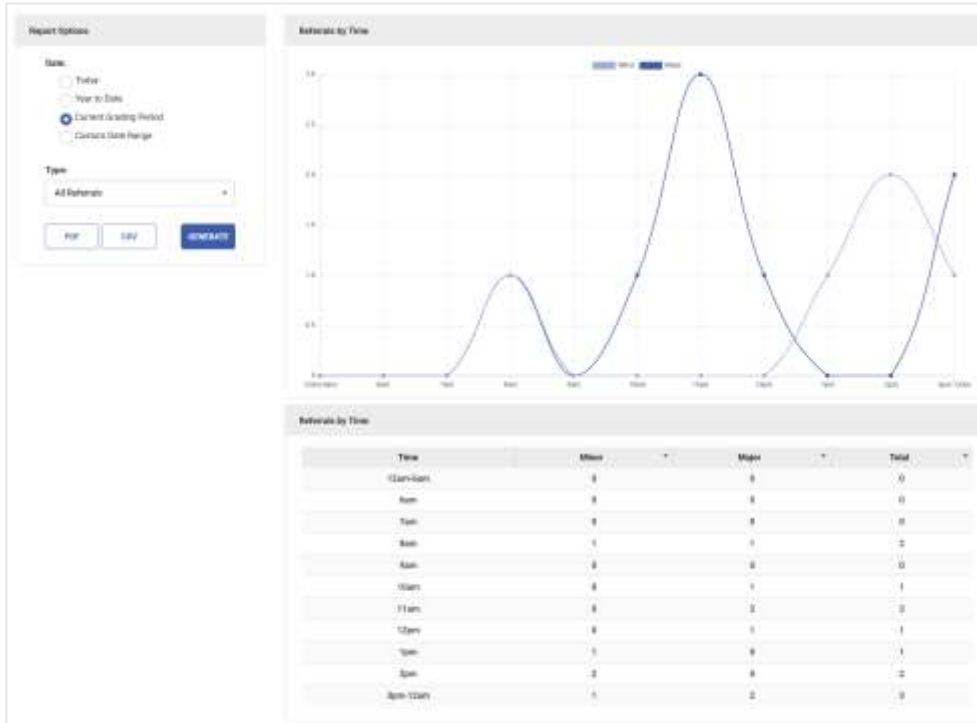
The Day and Time report will allow users to not only see which day(s) most referrals are being written, but also what time of day seems to be generating the most referrals. This will allow administrators and teacher leaders to develop proactive strategies to address these times and days effectively.

Average Referrals Per Day by Month



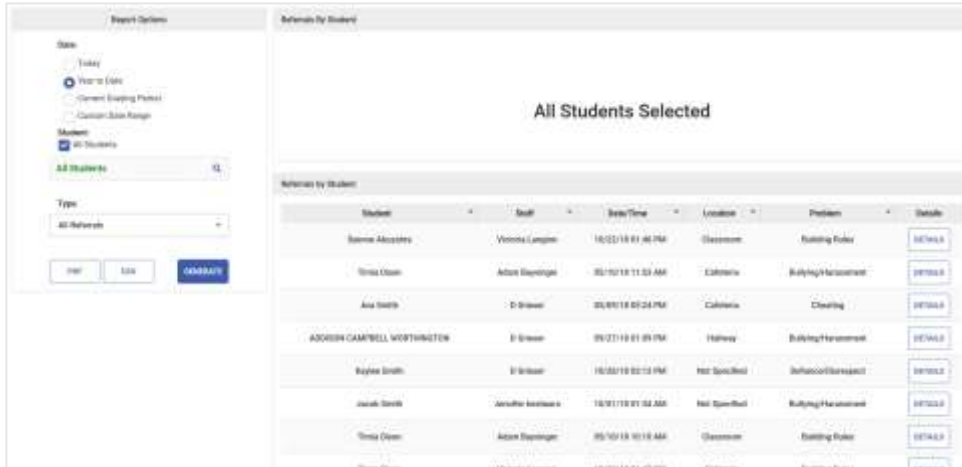
The Average Referrals Per Day By Month report calculates the daily average of referrals issued during each month. This allows administrators to spot trends in referrals over time.

Referrals by Time



The Referral by Time report will offer users the ability to track what time of day their students are struggling. What time are referrals peaking? When are no referrals written? What is happening during that time? Users can be proactive in their strategies to determine next steps to address the peaks.

Referrals by Student



The screenshot shows the 'Referrals by Student' report interface. On the left, the 'Report Options' panel includes filters for Date (Today, Previous Date, Year to Date, Current Grading Period, Custom Date Range), Student (All Students), and Type (All Referrals). The main area displays 'All Students Selected' and a table of referrals.

Student	Staff	Date/Time	Location	Problem	Details
Samuel Albers	Victoria Longtin	10/22/18 07:46 PM	Classroom	Building Policy	DETAILS
Travis Olson	Adam Bevington	05/10/18 11:53 AM	Cubicle	Bullying/Harassment	DETAILS
Alex Smith	D. Brewer	05/01/18 02:24 PM	Cubicle	Cleaning	DETAILS
ADAM CAMPBELL WORTHINGTON	D Brewer	05/27/18 01:29 PM	hallway	Bullying/Harassment	DETAILS
Elyse Smith	D Brewer	10/22/18 02:12 PM	Not Specified	Behavior/Disrespect	DETAILS
Jacob Smith	Jennifer Swanson	10/01/18 01:52 AM	Not Specified	Bullying/Harassment	DETAILS
Travis Olson	Adam Bevington	05/10/18 10:18 AM	Classroom	Building Policy	DETAILS
Travis Olson	Victoria Longtin	10/01/18 01:41 PM	Classroom	Building Policy	DETAILS

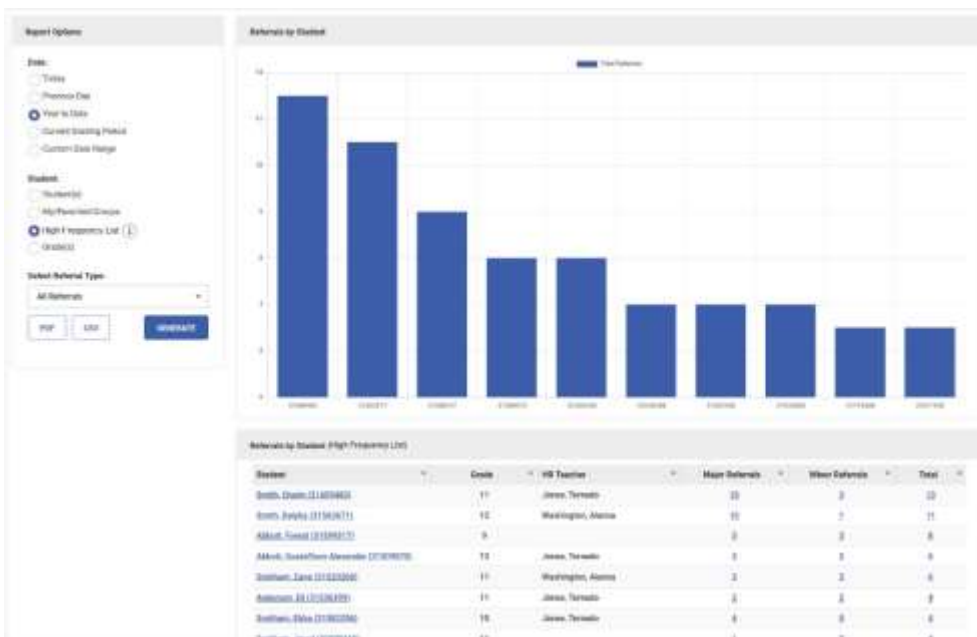
The Referral by Student report will allow users to track referrals for a specific student in a given time frame. Users can also quickly see a list of all referrals for all students. Users can click the details button on the far right-hand side to be taken directly to that referral.



The screenshot shows the 'Referrals by Student' report interface for a specific student, 'Jennifer Campbell'. The 'Report Options' panel includes filters for Date (Today, Prior to Date, Year to Date, Current Grading Period, Custom Date Range), Student (Jennifer Campbell), and Type (All Referrals). The main area displays the student's profile and a table of referrals.

Student	Staff	Date/Time	Location	Problem	Details
Jennifer Campbell	Victoria Longtin	10/01/18 02:01 PM	2nd Floor	Excessive talking	DETAILS
Jennifer Campbell	Victoria Longtin	10/22/18 02:01 PM	Classroom	Excessive talking	DETAILS
Jennifer Campbell	Victoria Longtin	10/24/18 02:01 PM	Classroom	Excessive talking	DETAILS

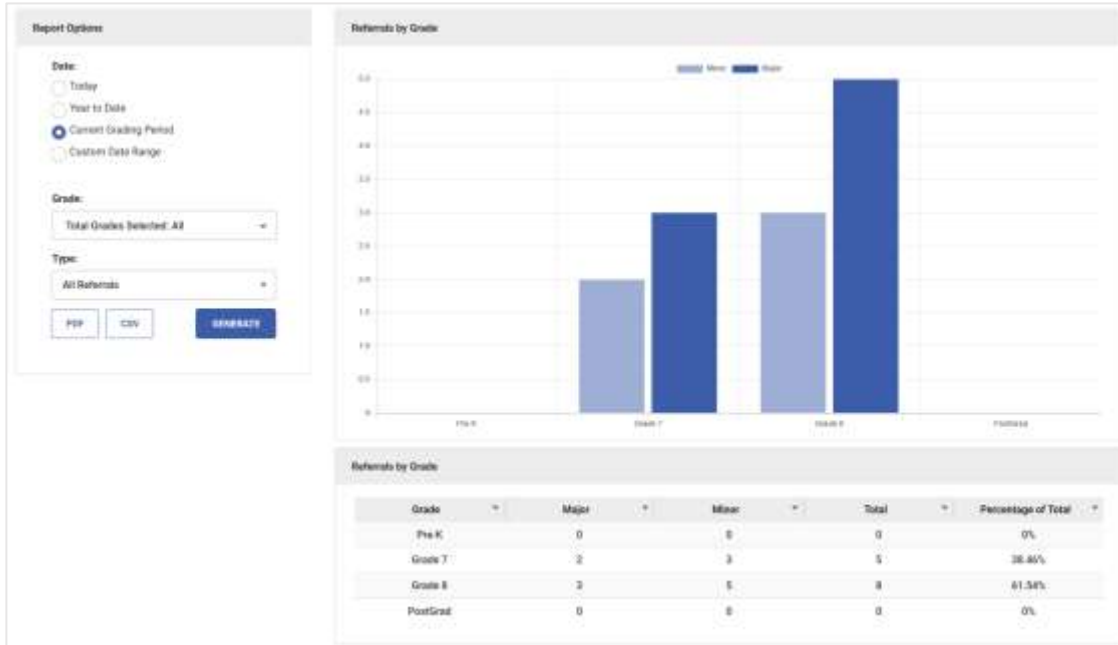
When using the “High Frequency List” option, users can see the 10 students with the highest number of referrals, in a given time period. The referral type options include: all referrals, majors only or minors only.



The screenshot shows the 'Referrals by Student' report interface with the 'High Frequency List' option selected. The 'Report Options' panel includes filters for Date (Today, Previous Date, Year to Date, Current Grading Period, Custom Date Range), Student (High Frequency List), and Selected Referral Type (All Referrals). The main area displays a bar chart and a table of the top 10 students by referral count.

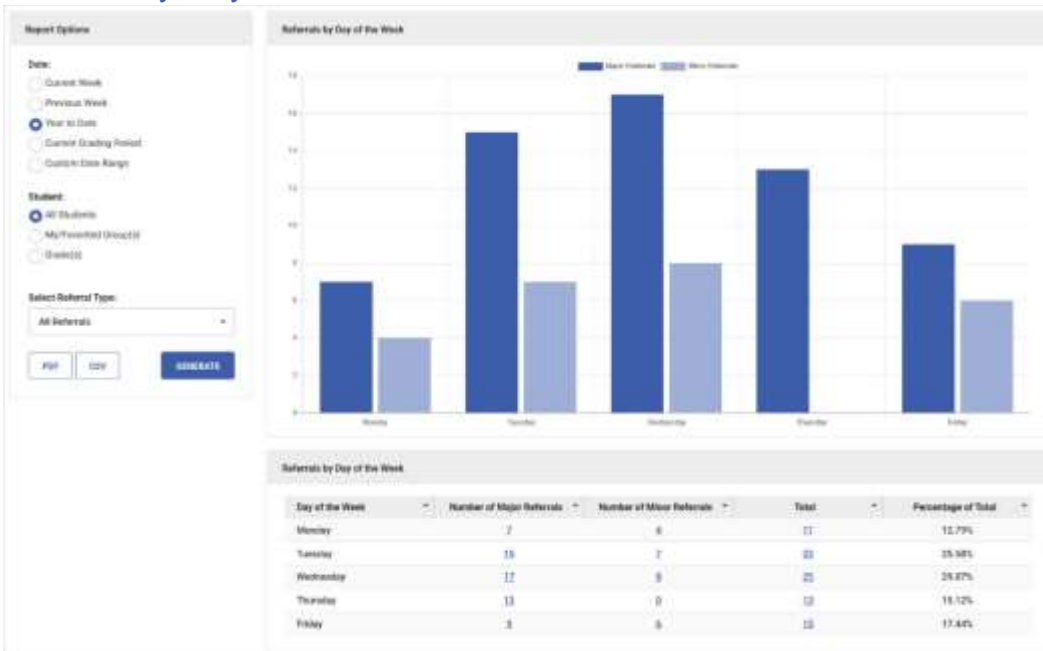
Student	Grade	VB Teacher	Major Referrals	Minor Referrals	Total
Smith, Quinn (11809483)	11	Jones, Terrell	10	0	10
Smith, Elyse (11809471)	10	Washington, Adam	10	0	10
Alford, David (11809475)	9	Jones, Terrell	0	0	0
Alford, David (11809475)	11	Jones, Terrell	0	0	0
Smith, Elyse (11809471)	11	Washington, Adam	0	0	0
Smith, Elyse (11809471)	11	Jones, Terrell	0	0	0
Smith, Elyse (11809471)	10	Jones, Terrell	0	0	0
Smith, David (11809484)	11	Jones, Terrell	1	0	1

Referrals by Grade



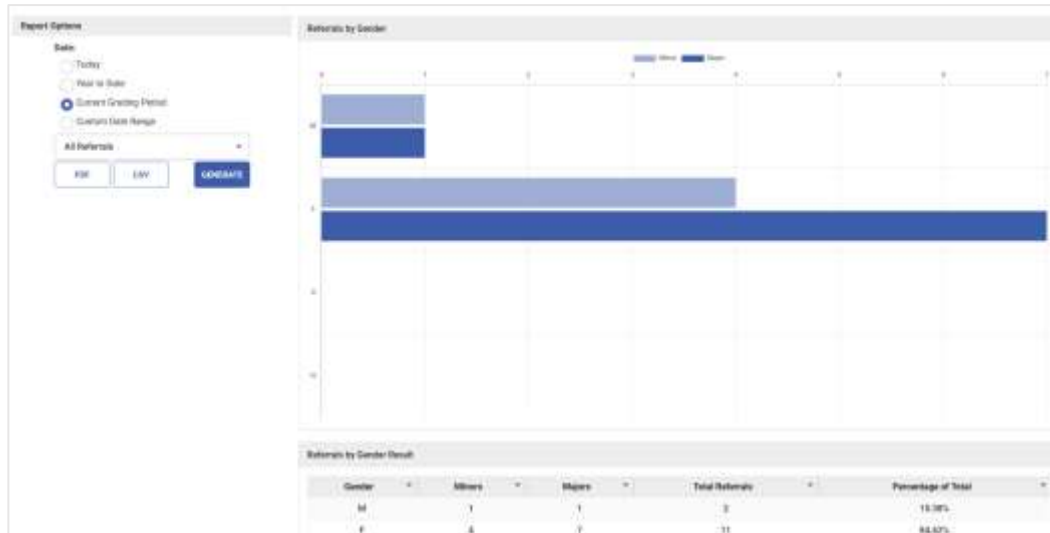
This report allows the user to track referrals for each grade level. Users can generate a report for only Majors, only Minors, or combine them for overall data. Data can be generated for entire school or by grade level by utilizing the menu on the left side.

Referrals by Day of the Week



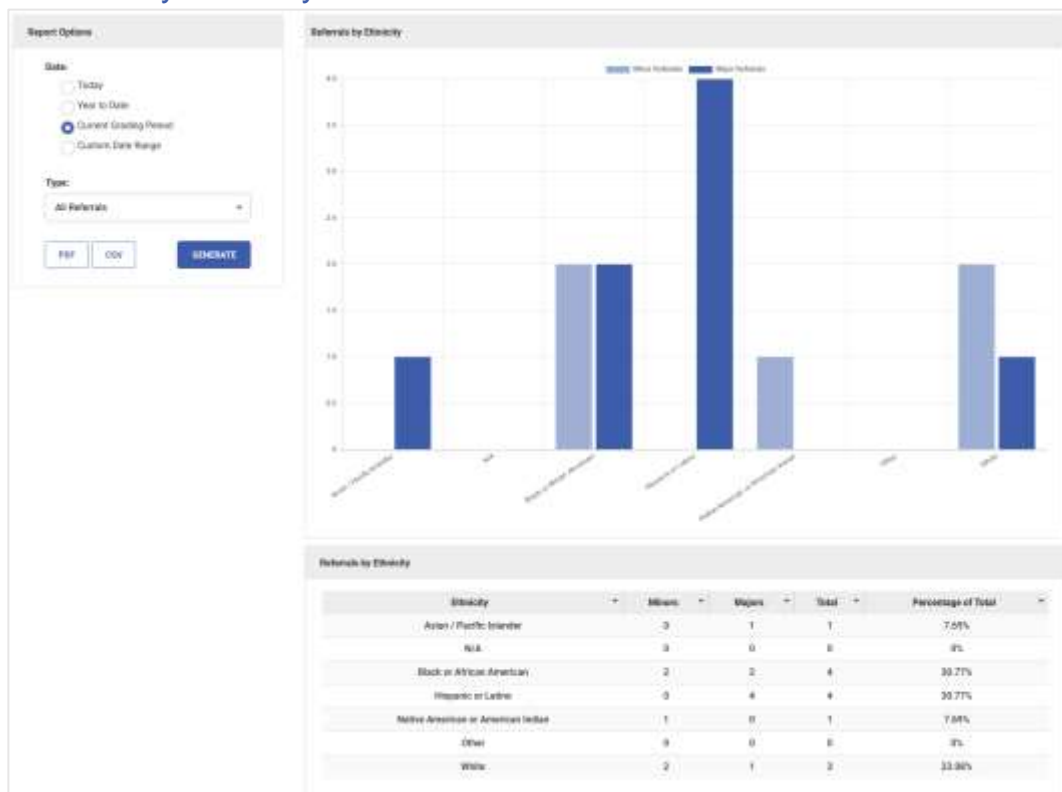
Referrals by Day of the Week tracks the number of referrals being issued each day so that trends can be spotted.

Referrals by Gender



Referral by Gender allows users to track referrals based on gender. Users can track Major referrals, Minor referrals, or both combined. Genders can be marked as M, F, N, X, or N/A.

Referrals by Ethnicity



Referrals by Ethnicity will allow users to track referrals based on ethnicities defined in PBIS Rewards.

Referrals by Staff

Report Options

Date:
 Today
 Previous Day
 Year to Date
 Current Grading Period
 Custom Date Range

Staff:
 All Staff
 All Staff

Type:

Referrals by Staff

All Staff Selected

Staff	Student	Date/Time	Location	Problem	Details
Adam Bevinger	Timothy Dyer	05/10/18 11:52 AM	Cafeteria	Building Assessment	DETAILS
D Greer	Jax Smith	05/09/18 02:24 PM	Cafeteria	Cheating	DETAILS
Adam Bevinger	Timothy Dyer	05/10/18 10:18 AM	Classroom	Building Rules	DETAILS
Adam Bevinger	Blaine Alford	05/22/18 02:27 PM	Hallway	Building Assessment	DETAILS
D Greer	Kyle Smith	06/27/18 08:35 AM	Hallway	Fighting	DETAILS
D Greer	Chelsea Hoshenovich	06/04/18 11:49 AM	Not Specified	Building Rules	DETAILS
Adam Bevinger	Kyle Smith	06/04/18 11:17 AM	Classroom	Disruption	DETAILS

The Referral by Staff report allows admins to see referrals organized by staff. Users can sort the data by a variety of fields. Admin can also see the details of each referral in the right-hand side column. The “High Frequency List” is also available for this report to see the 10 staff members with the highest referrals issued.

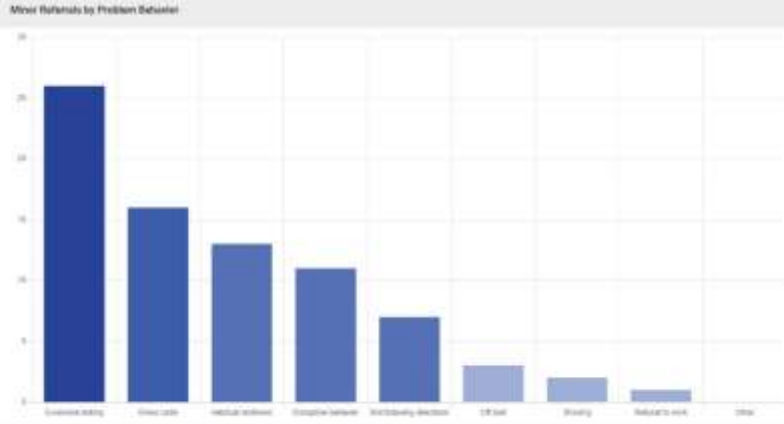
Minor Referrals by Problem Behavior

Report Options

Date:
 Today
 Previous Day
 Year to Date
 Current Grading Period
 Custom Date Range

Student:
 All Students
 My Favored Group(s)
 Grade(s)

Minor Referrals by Problem Behavior



Categories	Minor	Percent of Total
Excessive talking	29	32.91%
Dress code	25	28.25%
Habitual tardiness	22	24.44%
Disruptive behavior	21	23.33%
Not following directions	2	2.22%
Off task	2	2.22%
Shoving	2	2.22%
Refusal to work	1	1.11%
Other	0	0.00%

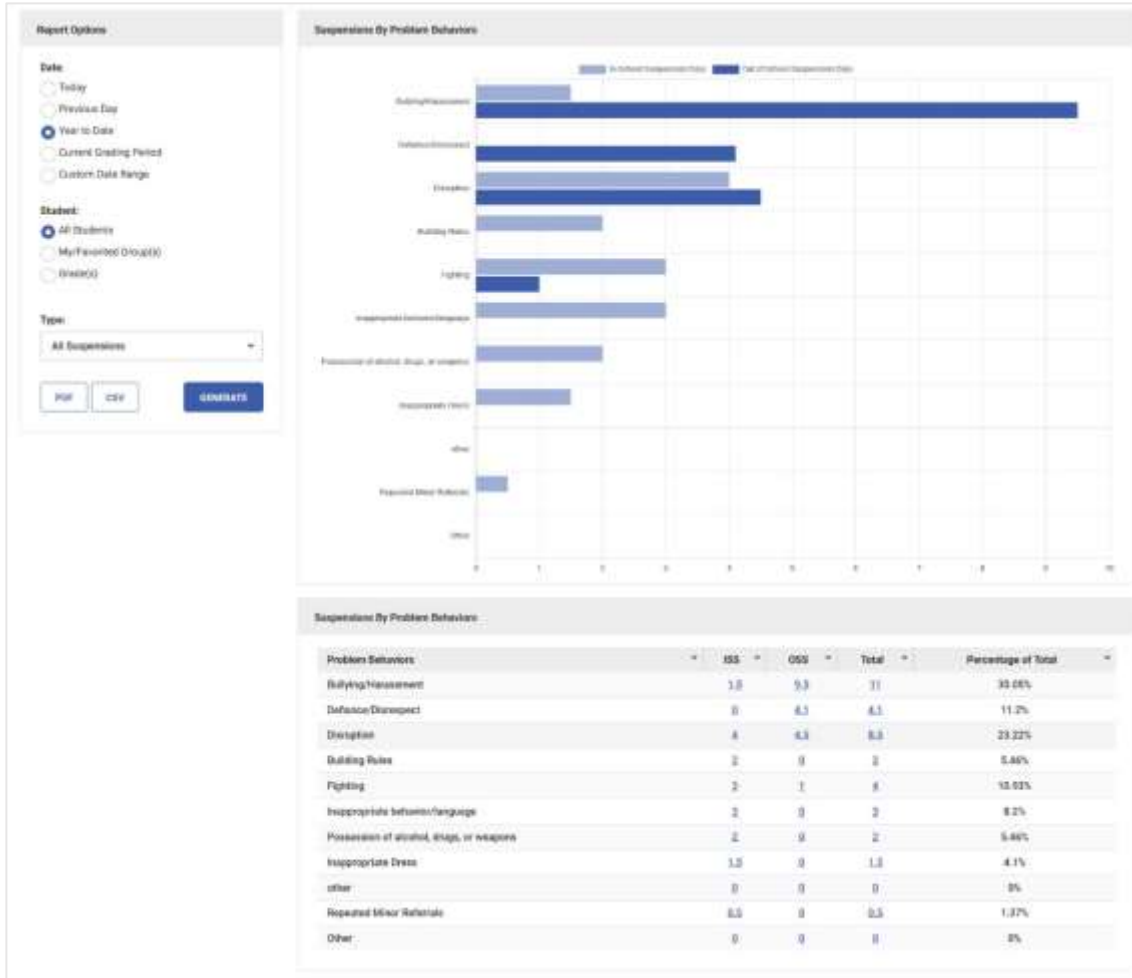
Once you have all your minor problem behaviors defined in the PBIS Rewards system, the data will populate for you based on the customization you have created. You will have access to the minor referrals that have been written and will easily be able to see what issues need to be addressed in your school.

Suspension by Grade



The Suspension by Grade report allows users to track the number of in-school suspensions and out-of-school suspensions. The report can be customized by reports based on various grades. Users can also see all suspensions, only out-of-school, or only in-school suspensions.

Suspension by Problem Behavior



The Suspension by Problem Behavior report allows users to see what problem behavior is translating into suspensions. Users can sort by all suspensions, out-of-school suspensions, or in-school suspensions.

Still need help



844-458-7247 (Phone)



812-660-9040 (Fax)

support.pbisrewards.com/help