District
User Guide

PBIS Rewards District 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 District Portal. 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?

Any PBIS Rewards district admin can see the 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.

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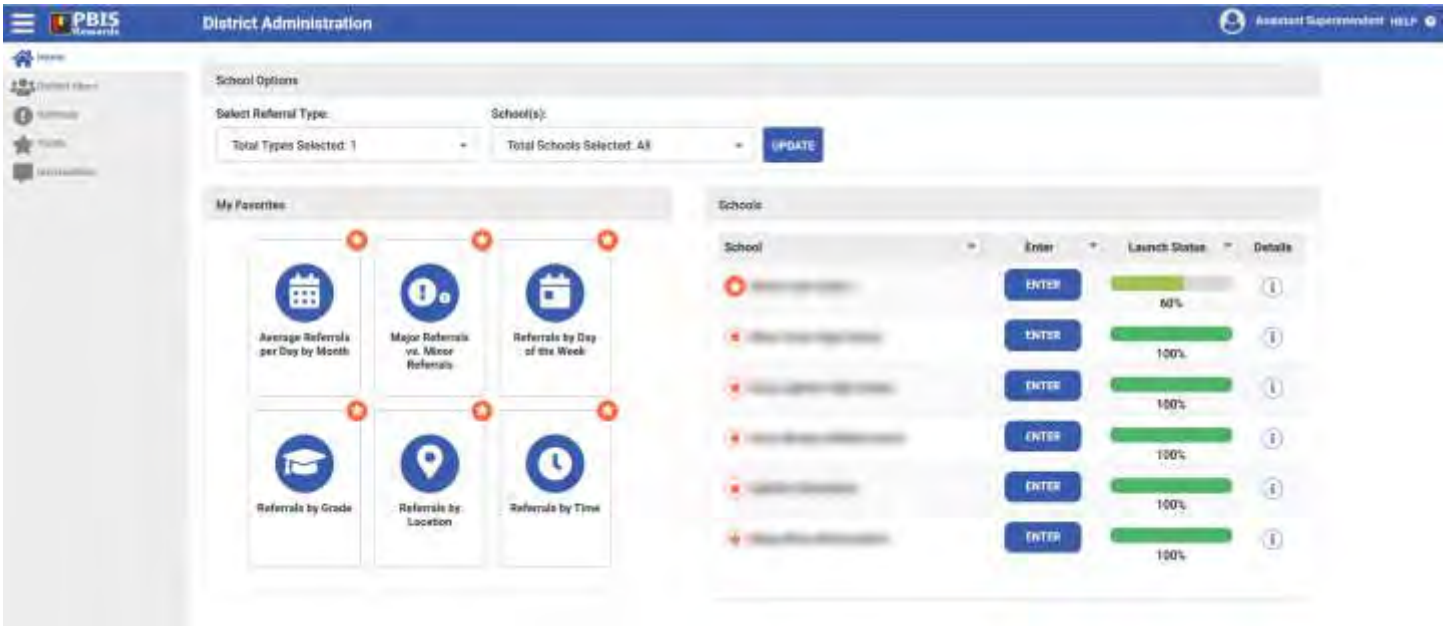
District Access

District access is granted when the purchase of PBIS Rewards is made by the district or if an individual school that purchased PBIS Rewards authorizes district access.

District Portal



What is the district portal?

The district portal is the gateway to access all PBIS Rewards schools and the way to view district-wide PBIS data. The portal allows district users single click access directly into PBIS Rewards schools (when authorized) and allows them to track the launch status of each school using PBIS Rewards. Data included in the portal tracks Points (Tier 1), Interventions/CICO (Tier 2), and Referrals (Tier 3) within the schools. Each section has its own dashboard that provides a quick snapshot of the most critical data points along with the ability to dive deeper into each report. The reports will only reflect data up to the previous day. Live data for schools can be accessed directly in the school by using the “Enter” button on the home page.

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 filtering options for choosing the date range. Depending on the specific report, users can customize grade levels, school types, and data displayed so that the graph shows exactly what is needed.

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What reports are included?

School Launch Status

Points (Tier 1):
Average Points Given by Staff
Staff Meeting Daily Point Goal
How Points Are Redeemed
Total Points Awarded Yesterday
Point Leaders
Average Points Per Student
Points by Gender
Points by Ethnicity

Interventions/CICO (Tier 2):
Current Number of Students in CICO
Students Per Tier
Active CICO Students Per Month
Percentage of Students Meeting Goal
Average Number of Days on a CICO Plan
CICO Plan Status

Referrals (Tier 3):
Daily Referral Trend
Number of Suspension Days
Major Referrals by Problem Behavior
Student Referrals
Major vs Minor Referrals
Major Referrals by School Type
Referrals by Location
Average Referrals Per Day by Month
Referrals by Time
Referrals by Grade
Referrals by Day of the Week
Suspensions by Grade

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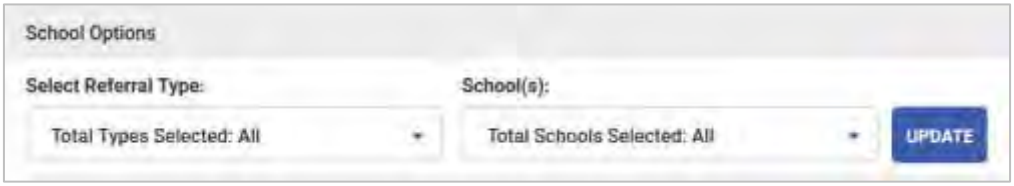
Home Page

School Options

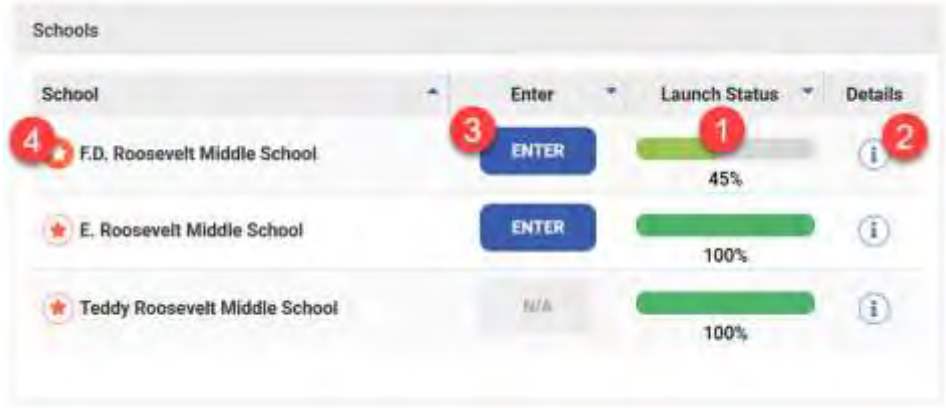


Any of the reporting pages of the district portal can be sorted by the school type or by individual schools with these drop-down selections.

My Favorites

This section of the home page will display the reports that you have favorited for easy access. To favorite a report, select the star in the top right corner of the card or graph.

Schools



The “Schools” list will display all the schools that are using PBIS Rewards and provide the following:

1. The Launch Status of each school will be shown with a percentage of completion.
2. When the details button is selected, the check list of launch steps is displayed with the option to email the primary contact.
3. The “Enter” button allows direct access into the school. (If “N/A” appears then access will need to be granted by the school.)
4. Favorited schools will appear at the top of the “Schools” list.

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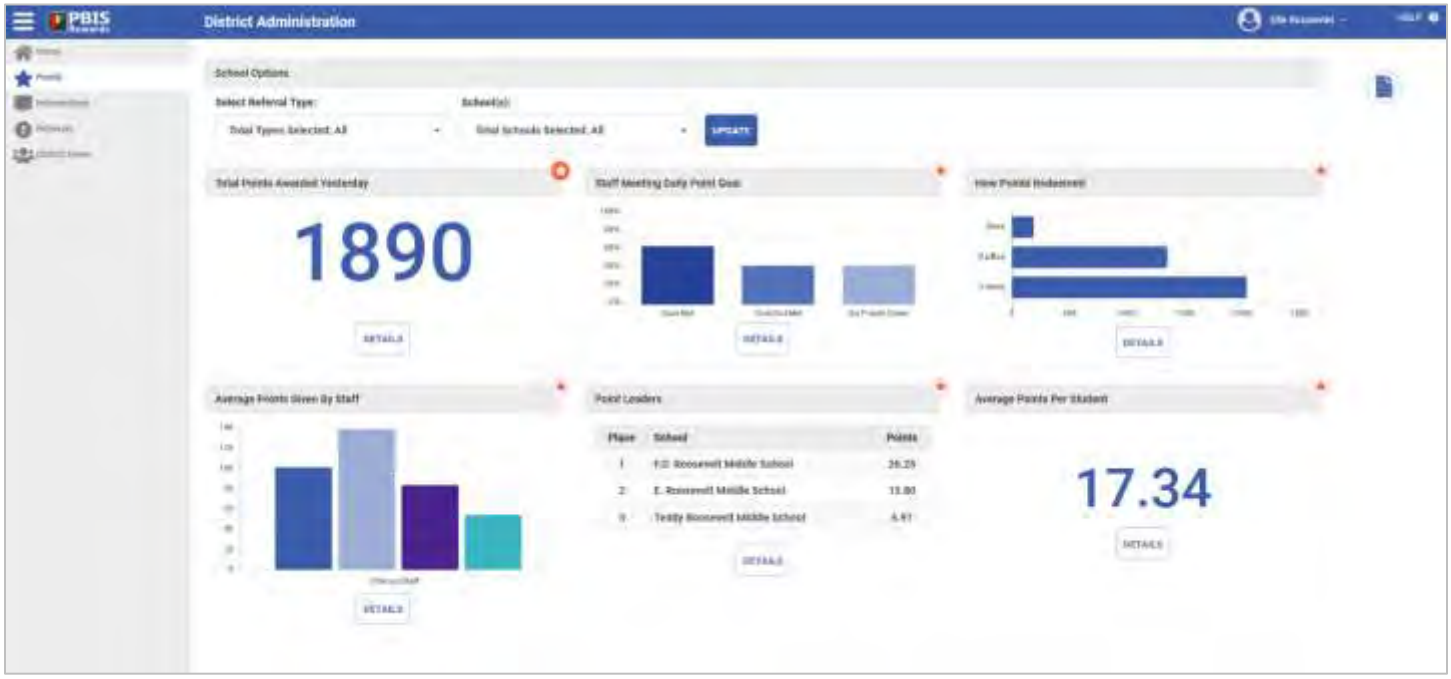
Points (Tier 1)

Points Dashboard



The Points 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 six reports users can use to track PBIS Tier 1 fidelity. The reports on this dashboard will only reflect data up to the previous day. Live data for schools can be accessed directly in the school using the “Enter” button on the home page.

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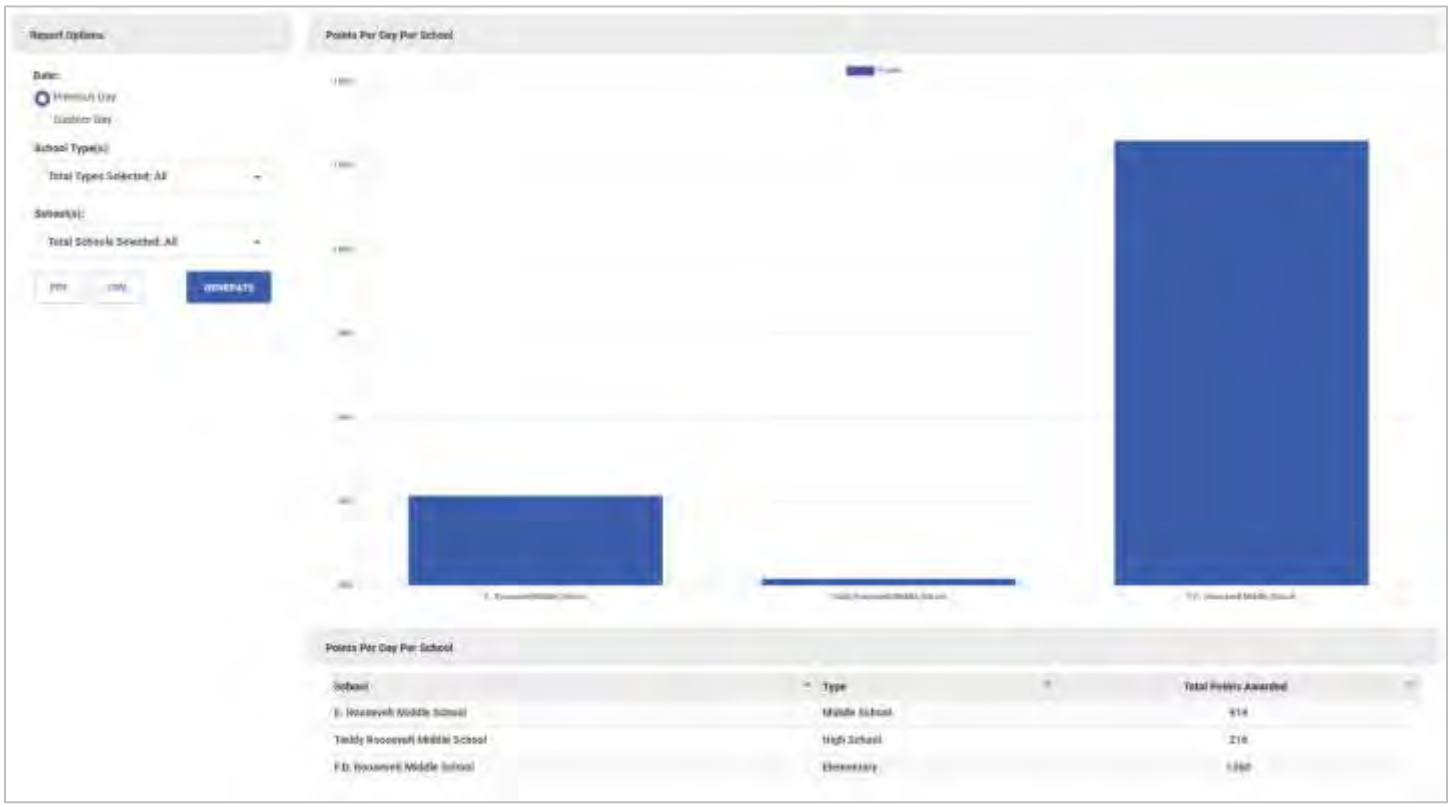
Total Points Awarded Yesterday

The Total Points Awarded Yesterday allows users to see, at a glance, how many points were awarded the previous school day. This provides a quick indication of the number of positive behaviors being acknowledged within the district. When the “Details” button is selected, the user is able to see the points broken down by school or type and can choose to view a different day.

The data point to the left shows a thumbnail of the Total Points Awarded Yesterday 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.



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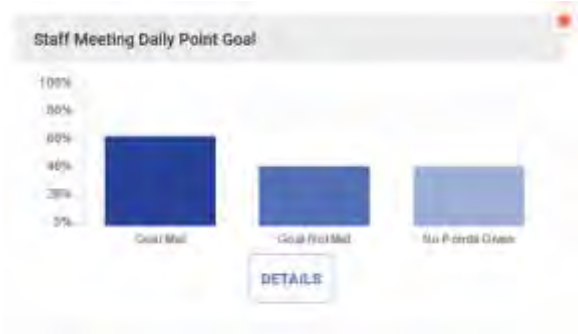
Staff Meeting Daily Point Goal

The Staff Meeting Daily Point Goal shows the percentage of primary staff members that have met the daily point goal yesterday, not met the goal and/or not given any points. A benchmark for successful implementation is a fidelity rate of 80% for primary staff members.



The small chart to the left shows a thumbnail of the Staff Meeting Daily Point Goal 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.

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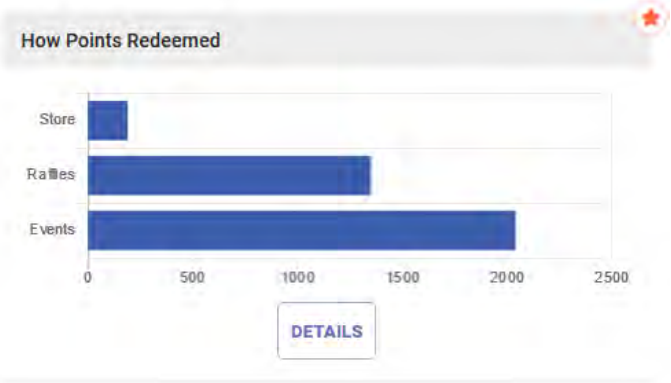
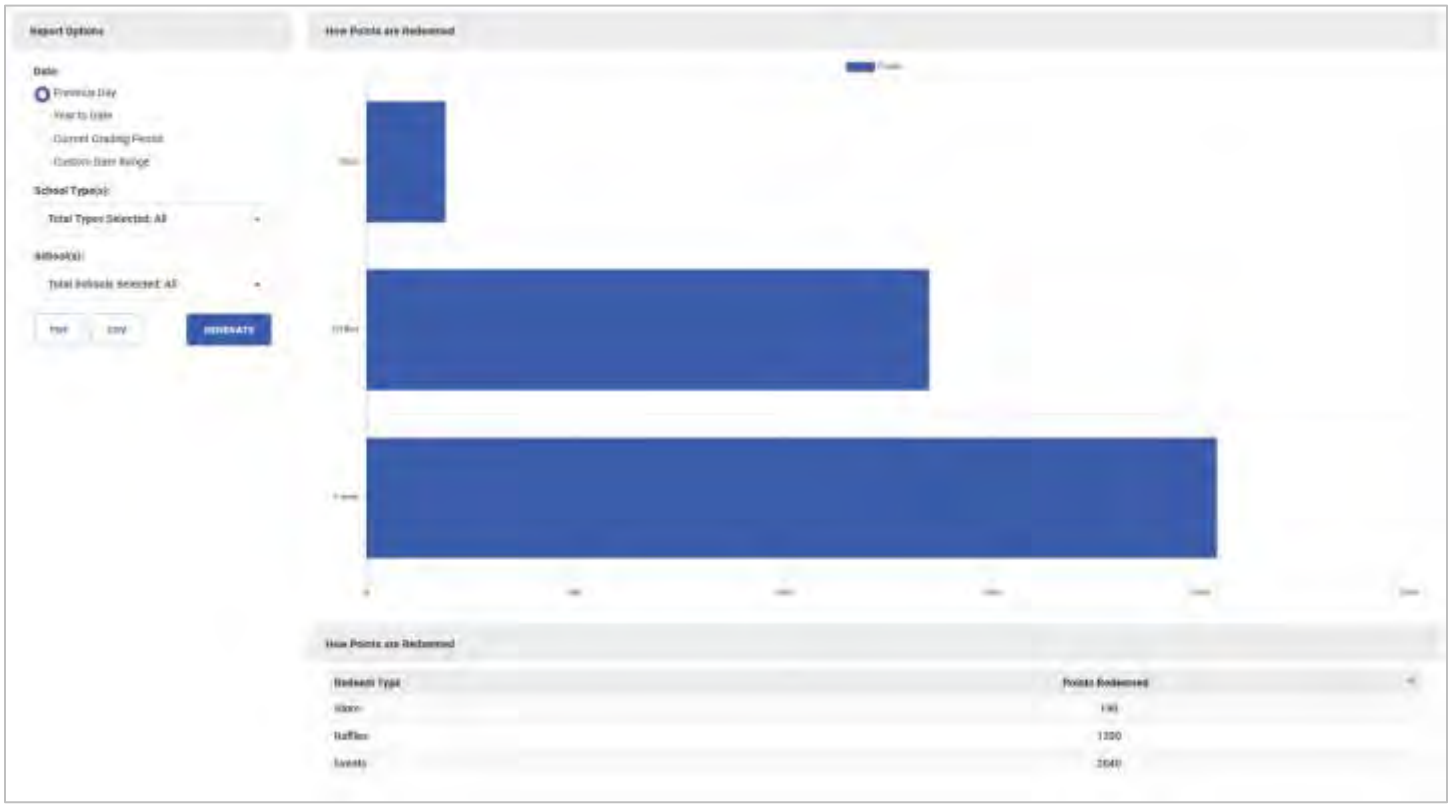
How Points Are Redeemed

The How Points Are Redeemed report shows how points are being used by the students in the district. This allows for event planning and/or budgeting of rewards. When the “Details” button is selected the data can be broken down by school type to see what types of rewards work best for each age group.



The small chart to the left shows a thumbnail of how points are redeemed. 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.



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Average Points Given by Staff

The Average Points Given by Staff provides a comparison between the different school types in terms of how many points are being awarded by staff members. The cart shows the average number of points given by staff members in each school type, broken down by staff type. The staff types are designated by the school and area as follows: Primary Staff members are designated as teachers that interact with students in classes throughout the day. Secondary Staff Members are designated as staff members that have some interactions with students during the day but not as much as a classroom teacher. Untracked Staff members do not have a daily point goal, as interactions with students are sporadic.

The small chart to the left shows a thumbnail of the Average Points Given By Staff 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.

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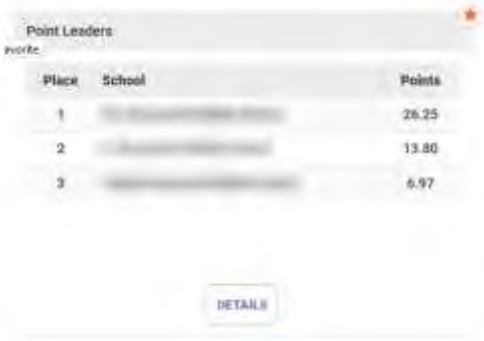
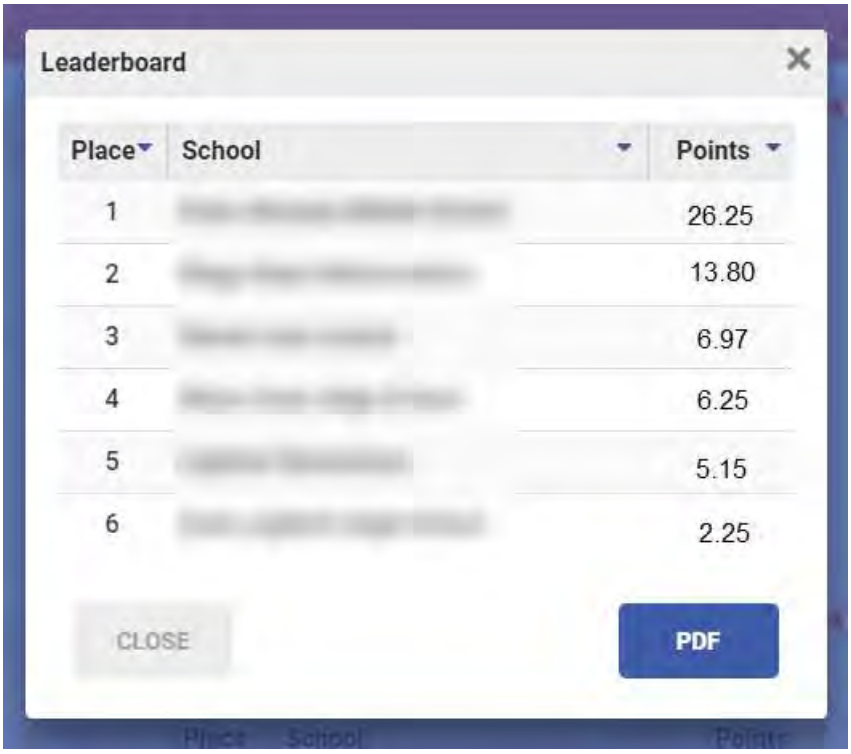
Point Leaders



The Points Leader report allows the user to see the top three schools in terms of the points awarded to students the previous day. The points that are displayed represent the average points per student given on that day. When the “Details” button is selected the entire list of schools is displayed (shown below). That list can be sorted with the blue arrow to the right of each column header.



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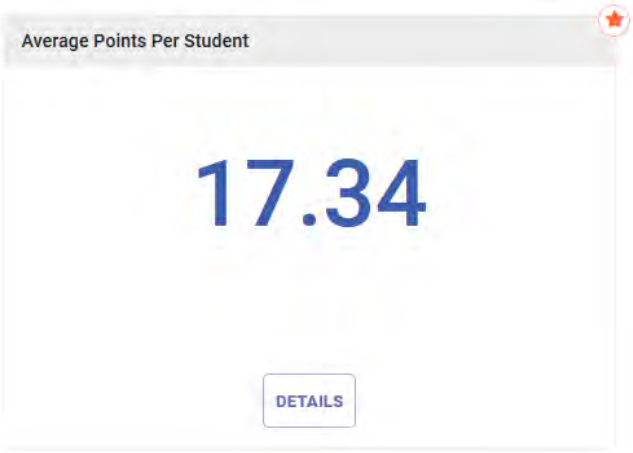
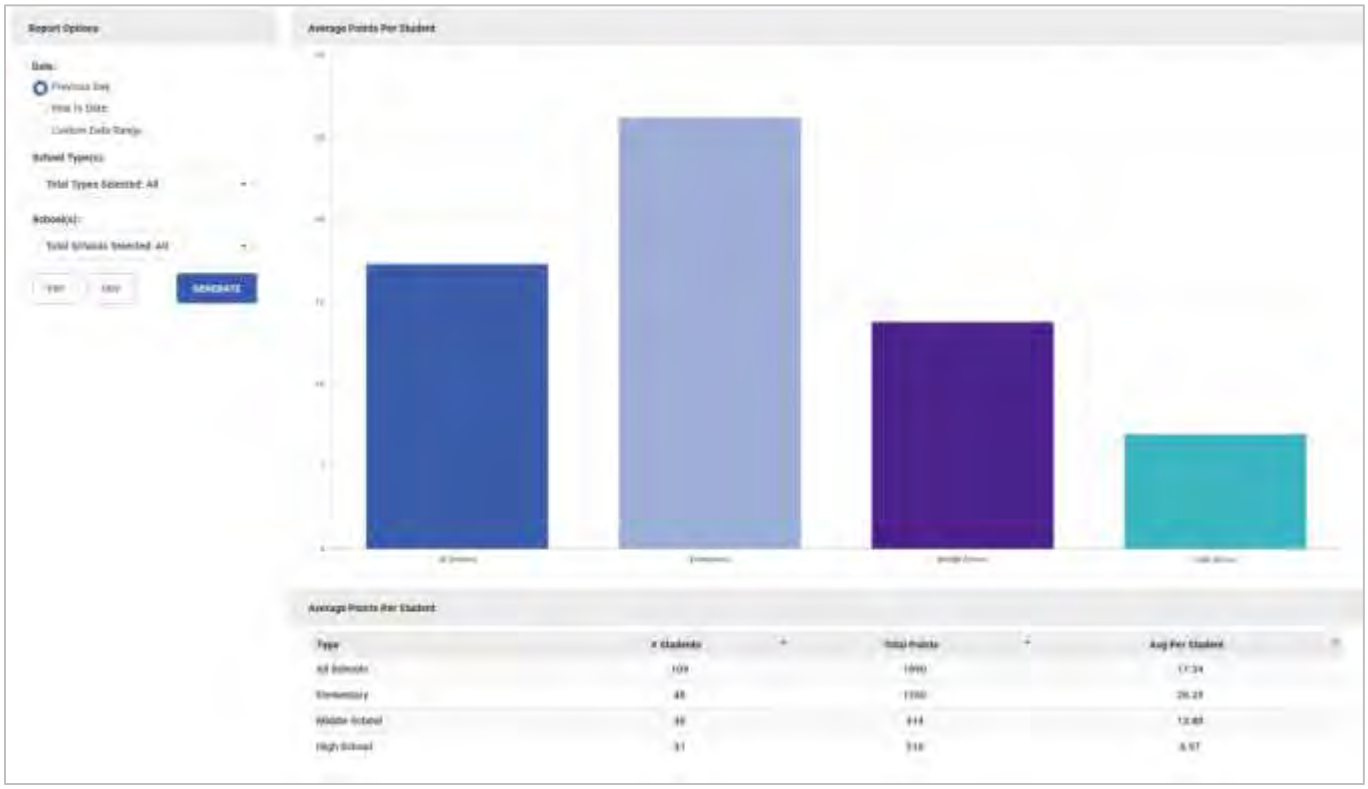
Average Points Per Student

The Average Points Per Student report displays the district average for points that were awarded per student for the previous day. When the “Details” button is selected, the user can compare the student point average across the different school types to see which schools are interacting positively with the students. The options in the expanded graph include different time frames, school types, pdf, CSV and sorting via the table headers.



The data point to the left shows a thumbnail of the Average Points Per Student 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.



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Points by Gender

The Points by Gender report will show where points are being award based on gender. This report allows administrators to pinpoint inconsistencies in points being awarded by gender. Users can see the average number of points awarded to each gender as well as a trend line that shows the average number awarded to all students. The filtering options for this report are the following: Year to Date, Current Grading Period, Custom Date Range, School Type and/or School.

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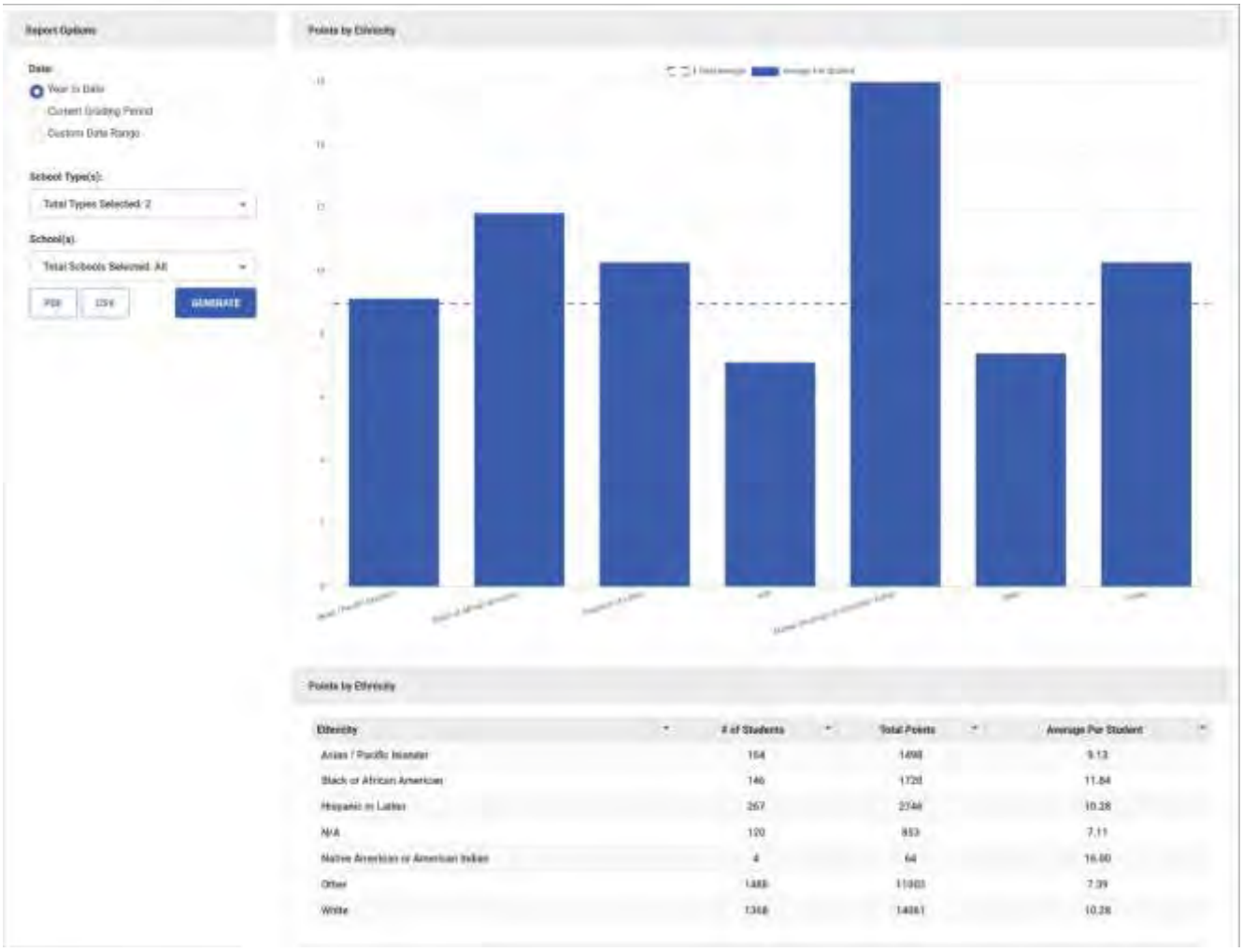
Points by Ethnicity

The Points by Ethnicity report will show where points are being award based on ethnicity. This report allows administrators to pinpoint inconsistencies in points being awarded based on ethnicity. Users can see the average number of points awarded to each ethnicity as well as a trend line that shows the average number awarded to all students. The filtering options for this report are the following: Year to Date, Current Grading Period, Custom Date Range, School Type and/or School.



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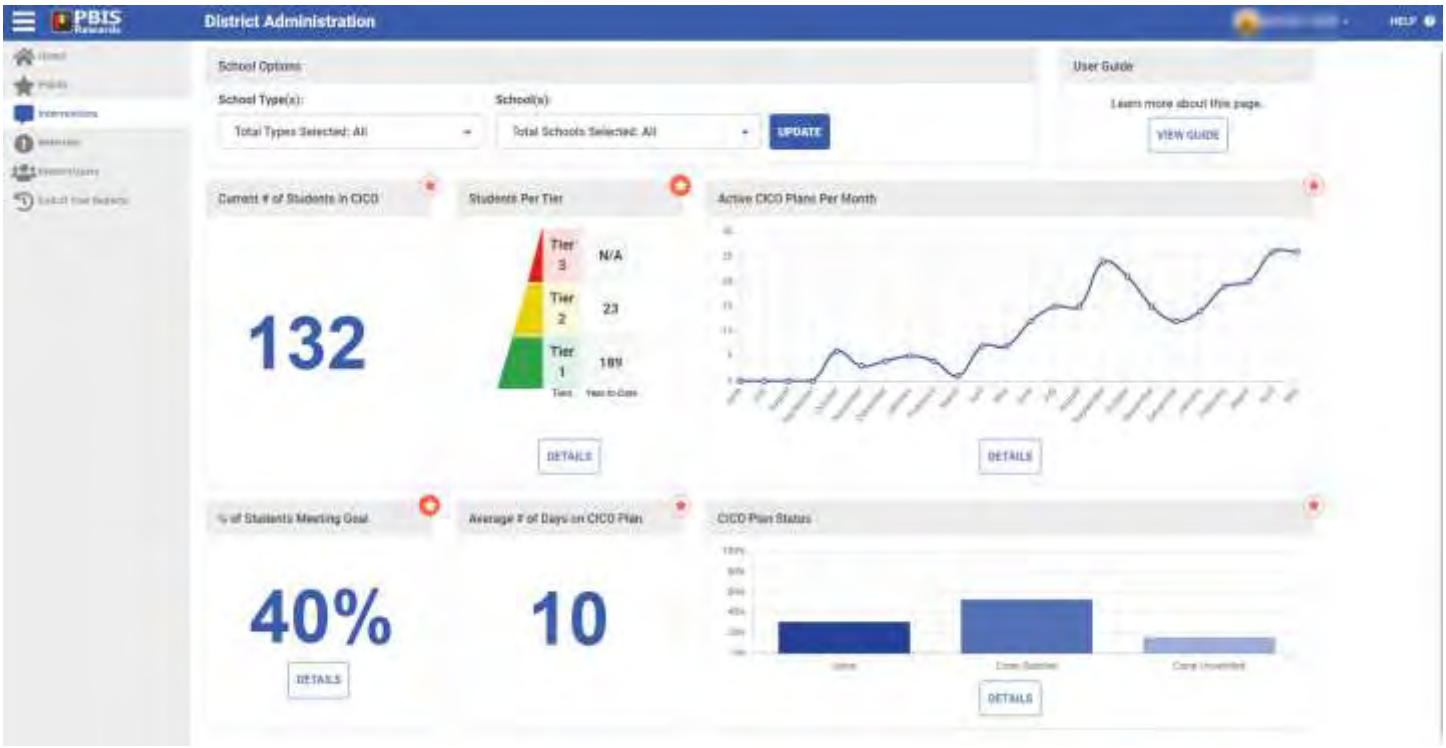
Interventions/CICO (Tier II)

Interventions Dashboard



The Interventions Dashboard will give the user a quick snapshot of the Check-In/Check-Out activity in the district. The effectiveness of this Tier II intervention can be viewed quickly and easily with more detailed data available when the “Details” button is selected. Most reports can be easily printed (including the graphics) or exported to a CSV file. There are currently six reports that users can utilize to track this important intervention. The reports on this dashboard will only reflect data up to the previous day. Live data for schools can be accessed directly in the school by using the “Enter” button on the home page.

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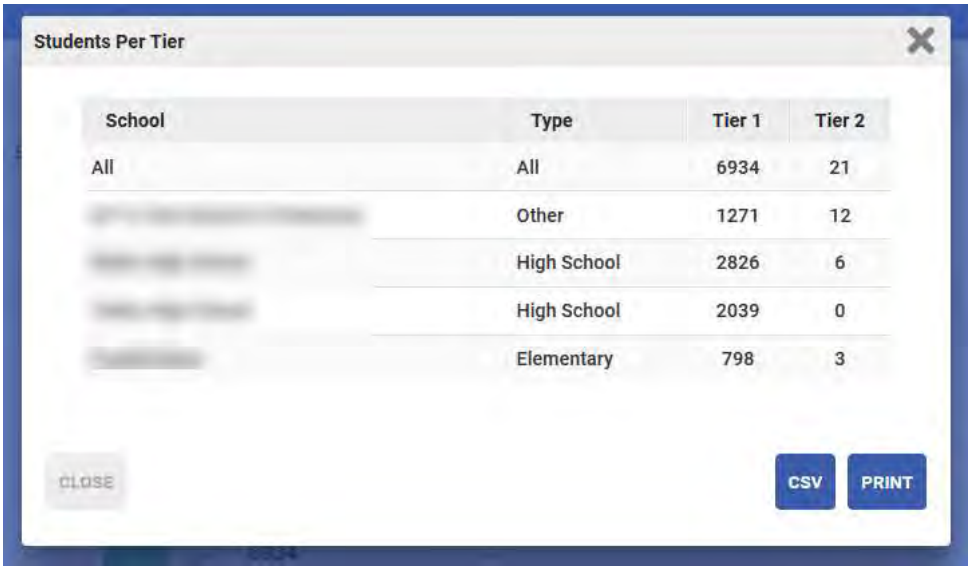
Current Number of Students in CICO

The Current # of Students in CICO displays the total number of students that have an active CICO plan open. The number reflects the total from the "School Options" selected at the top of the screen. If this card is favorited then the number will appear on the Home Page under the 'My Favorites" section.

Students Per Tier

The Students Per Tier shows the three tiers in the MTSS system. Users can quickly see the number of students that are active in each tier. Students listed in Tier 2 are the students currently enrolled in a CICO plan. (Please note that PBIS Rewards currently does not track Tier 3 interventions.) The "Details" button can be selected (shown below) to see the breakdown of each school's Tier 1 and Tier 2 students.



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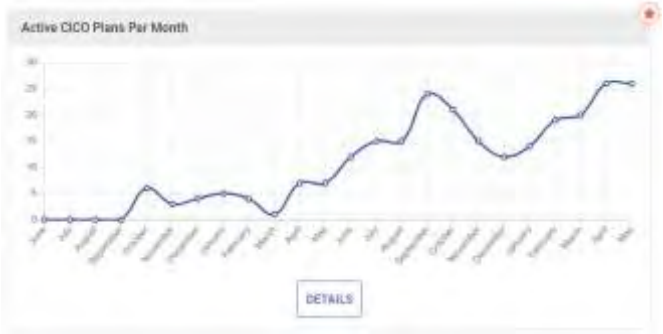
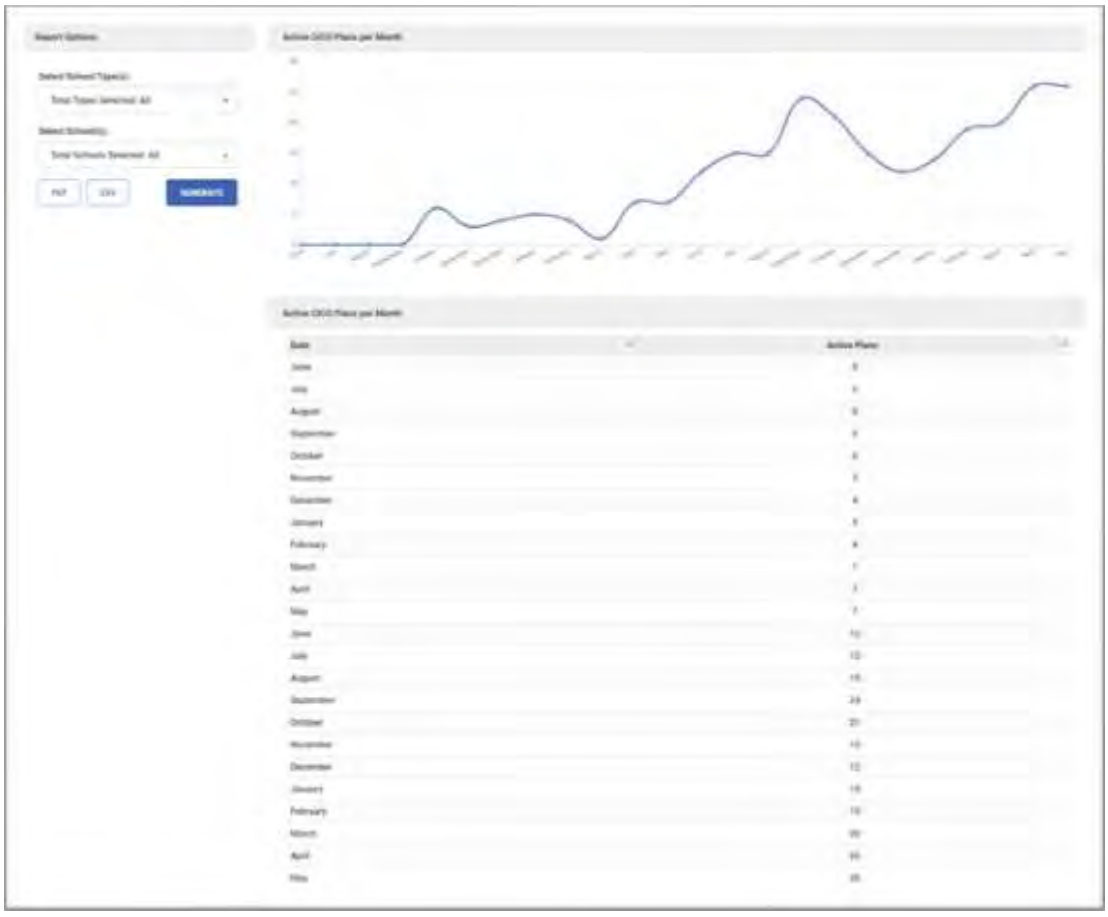
Active CICO Students Per Month

The CICO Plans Per Month report will show how many active CICO plans occurred during the months listed. The small chart on the dashboard will update every time the “School Options” are changed at the top of the page. The larger graph can be accessed by pressing the “Details” button. This report will allow users to see trends in active CICO plans as the year progresses. One of the goals of the CICO intervention is to have students graduate out of the program and back into Tier 1 support.



The small chart to the left shows a thumbnail of the Active CICO Plans Per Month 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.



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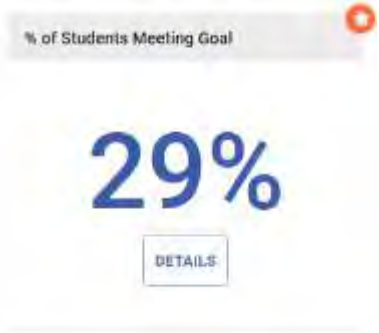
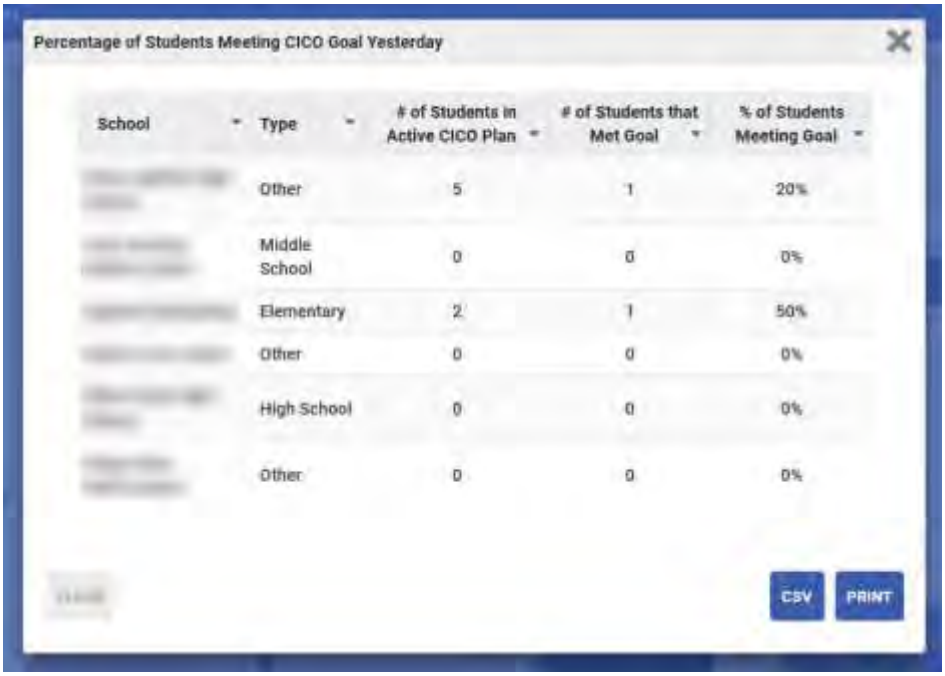
Percent of Students Meeting Goal



The Percent of Students Meeting Goal will show how many students reached their CICO goal on the previous day. When the “Details” button is selected (shown below), the user can see the actual numbers of students that reached their goal in the schools that were selected. This helps to see the schools that are using CICO effectively and those that may need additional training.



Average Number of Days on CICO Plan

The Average Number of Days is a quick reference that allows the user to see how long students are staying in the Check-In/Check-Out intervention. The goal is for students to be cycled out of CICO and brought back to only needing Tier 1 supports. When this card is favorited the number will be displayed on the home page under the “My Favorites” section.

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CICO Plan Status

The CICO Plan Status report allows the user to see the progress of every CICO plan that has been started in the district. The different status descriptions will show plans that are currently active and plans that have been completed successfully or unsuccessfully. This can help to show the effectiveness of the CICO intervention across the different school types as well the entire district.

The small chart to the left shows a thumbnail of the CICO Plan Status 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.

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Referrals (Tier III)

Referral Dashboard

The Referral Dashboard gives you a look at 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 and easy-to-read dashboard with thumbnails of the data. Most of the graphics contain a “Details” button that will allow the user to dig into more thorough data. Each report can be easily printed (Including graphics) or exported to a CSV file. There are currently twelve reports users can use to track behavior in the district.

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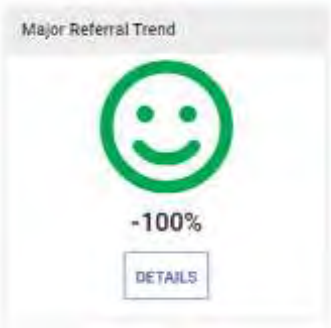
Referral Dashboard Reports

Referral Trend

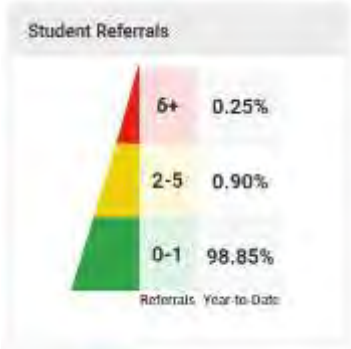


At a glance, users can see what is happening with referrals in the district. Daily Referrals will show the trend of referral data based on the previous day's data. (i.e., Wednesday will show the difference between Monday to Tuesday's data.) If the data has gone up, the emoji will change and report the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

Number of Suspension Days

The numbers represented in this card show the total number of In-School Suspension and Out-of-School Suspension days that have been given to students in the district for the year. The data in this report will reflect all suspension days up to the previous day and is based on the "School Options" selected at the top of the page or the homepage.

Student Referrals



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

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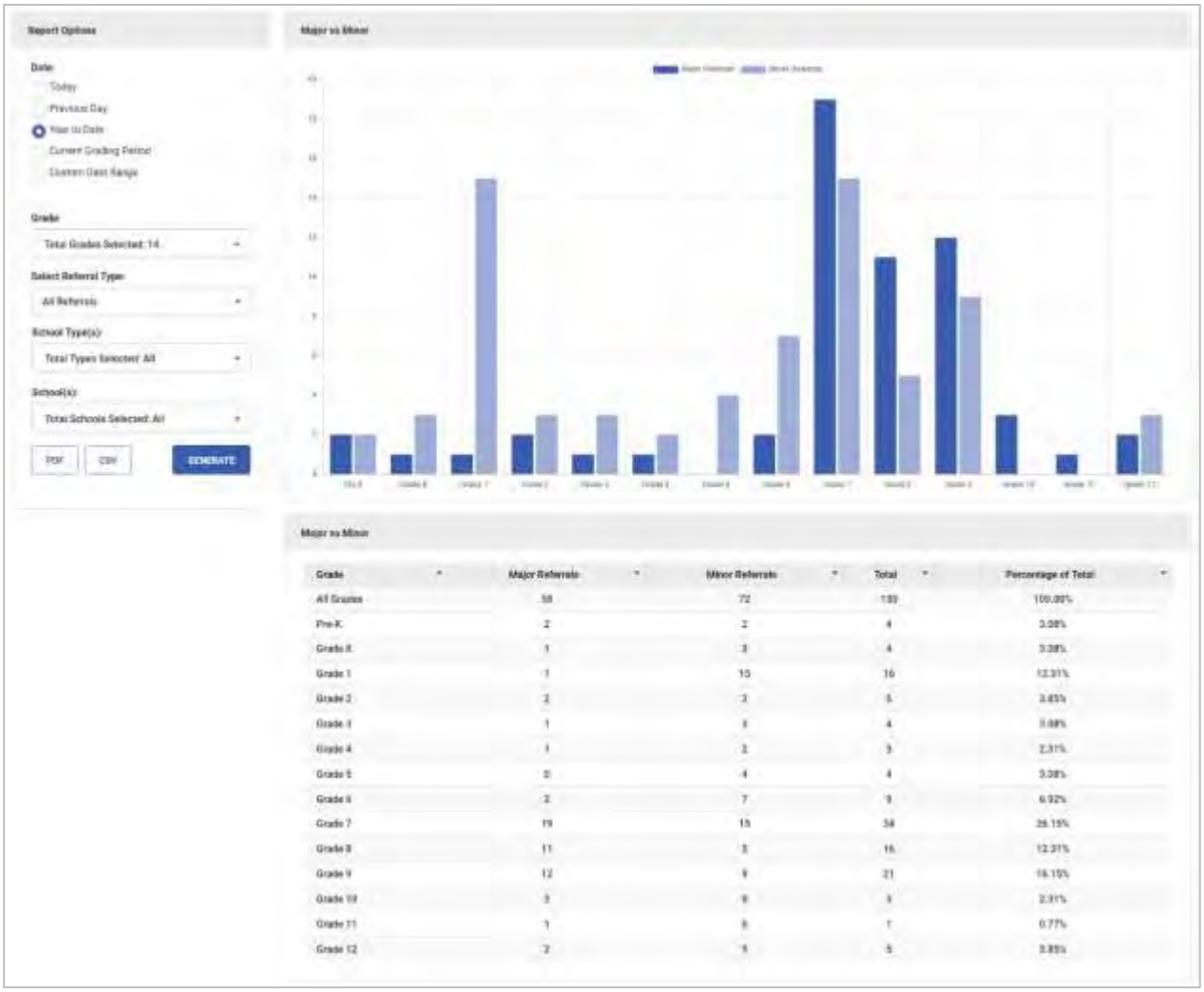
Major vs. Minor

The Major vs. Minor report shows the percentage of total referrals based on the severity of the issue. When the “Details” button is selected, the total number of major and minor referrals will be displayed by grade. The report can be filtered by the type of referral (major/minor), a time frame, the grade, or school type.

The small chart to the left shows a thumbnail of the Major vs. Minor 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.



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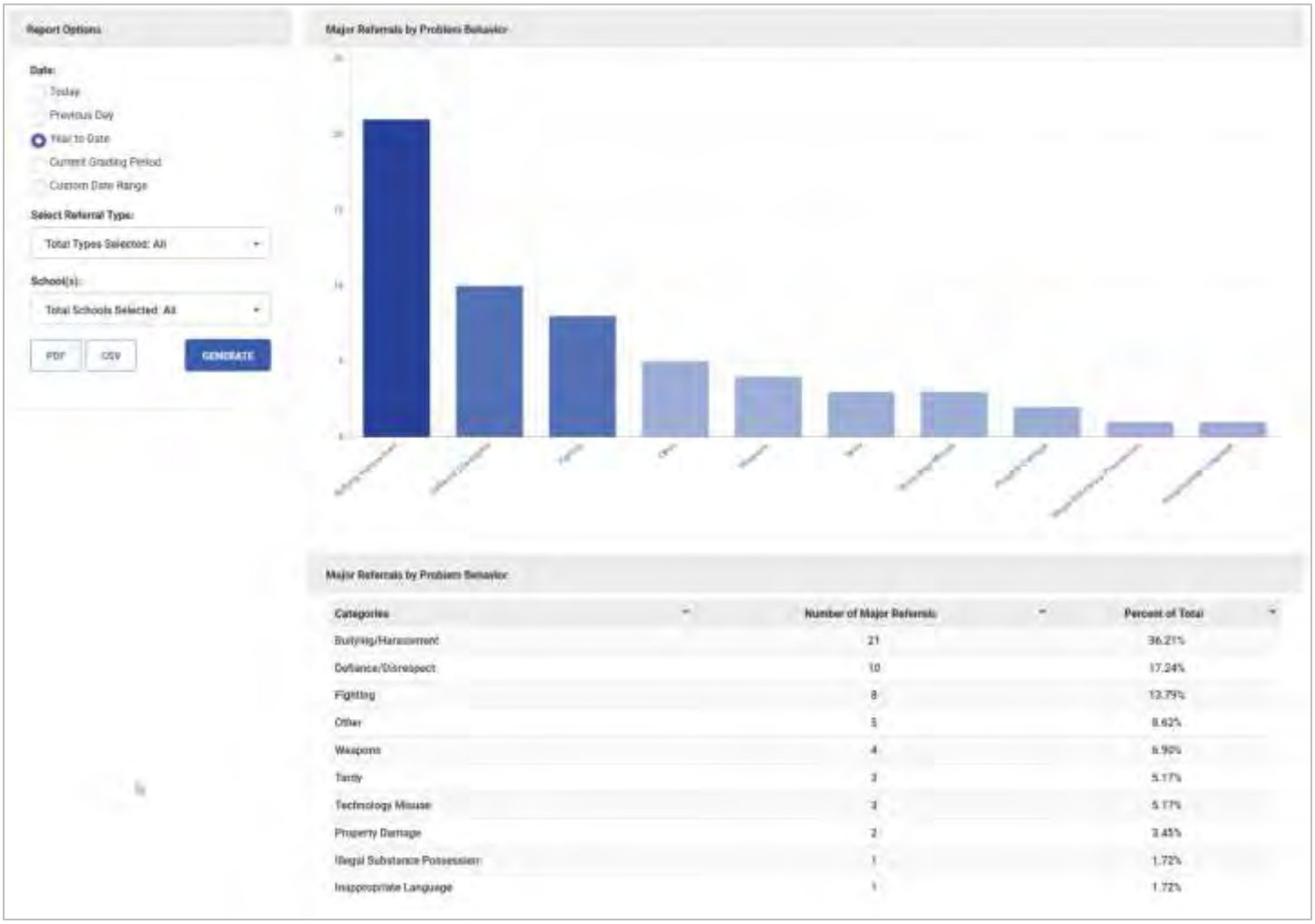
Major Referrals by Problem Behavior

The Major Referrals by Problem Behavior report will show the top problem behavior categories in the district (based on the “School Options”) selected at the top of the page. When the “Details” button is selected, all of the remaining problem behavior categories will be displayed, along with options for seeing the results in various time frames and or school types. From the “Details” tab, users will also be able to sort the data table, generate a pdf or download to CSV.

The small chart to the left shows a thumbnail of the Major 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.



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Major Referrals by School Type

The Major Referrals by School Type report allows the user to compare the number of referrals across the different school categories (i.e., High School, Middle School, etc.). When the “Details” button is selected, more options are available including: a trend line, minor and major referrals, time frame, school type, pdf and csv.

The small chart to the left shows a thumbnail of the Major Referrals by School Type 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.

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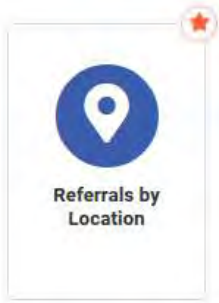
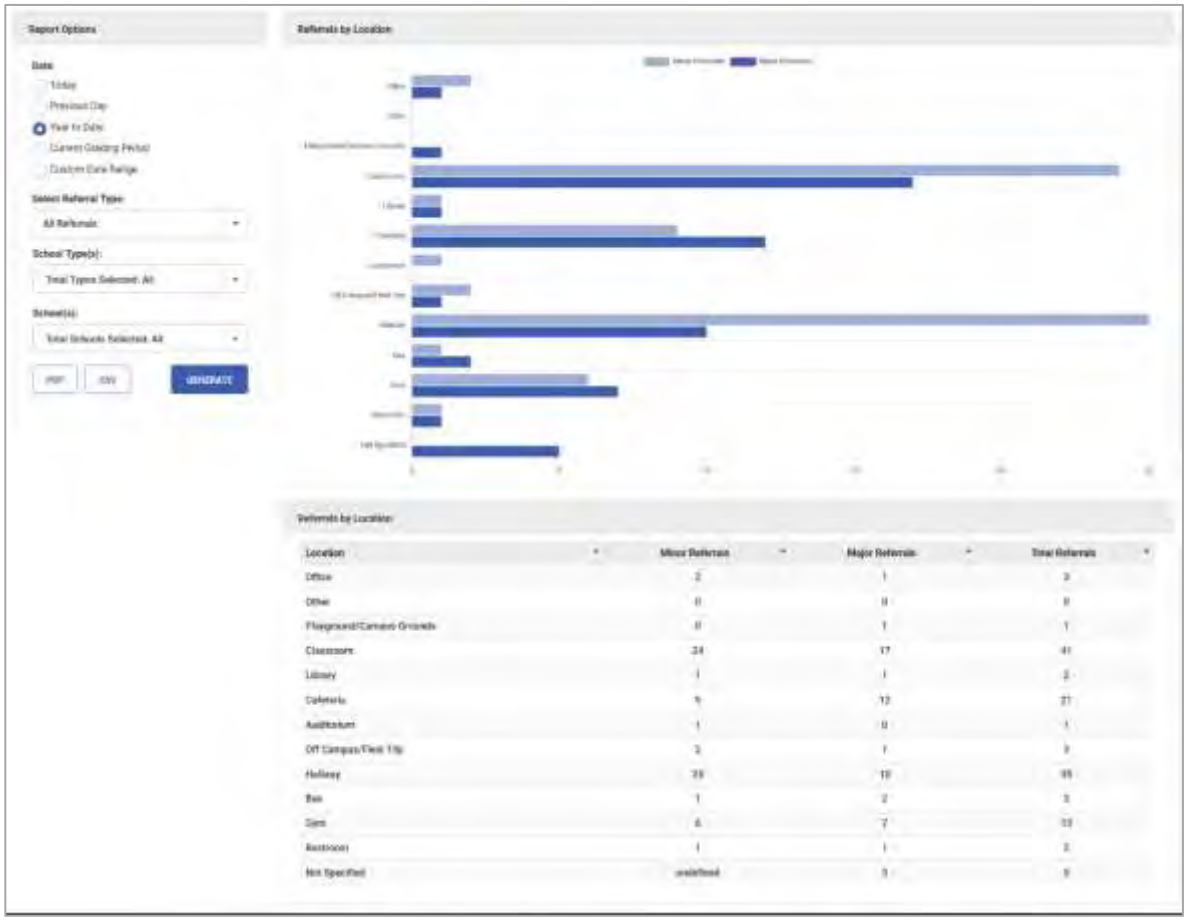
Additional Referral Reports Available

Referrals by Location



The Referrals by Location report will show where problem behaviors are taking place. This report allows administrators to be proactive in their approach and strategically plan how to remedy the troubled areas. Users can see if the locations are generating Major or Minor referrals as well as the total number of referrals.



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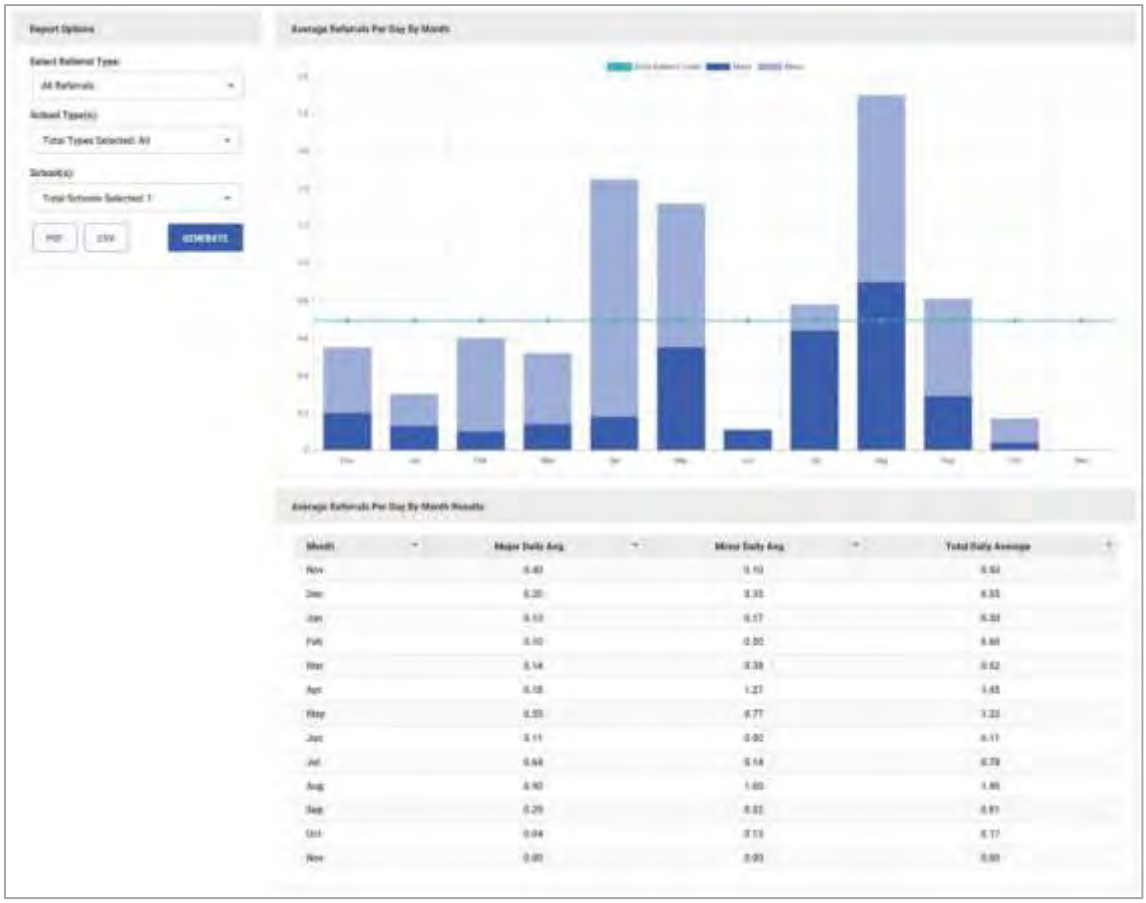
Average Referrals Per Day by Month

This report allows the user to see the average daily referrals over time. This can help spot trends during the school year where further re-training may need to take place in order to help students relearn the appropriate expectations. This report is displayed by the month with the trend line based on the “School Type” selected. It can also be filtered by Major or Minor referrals.



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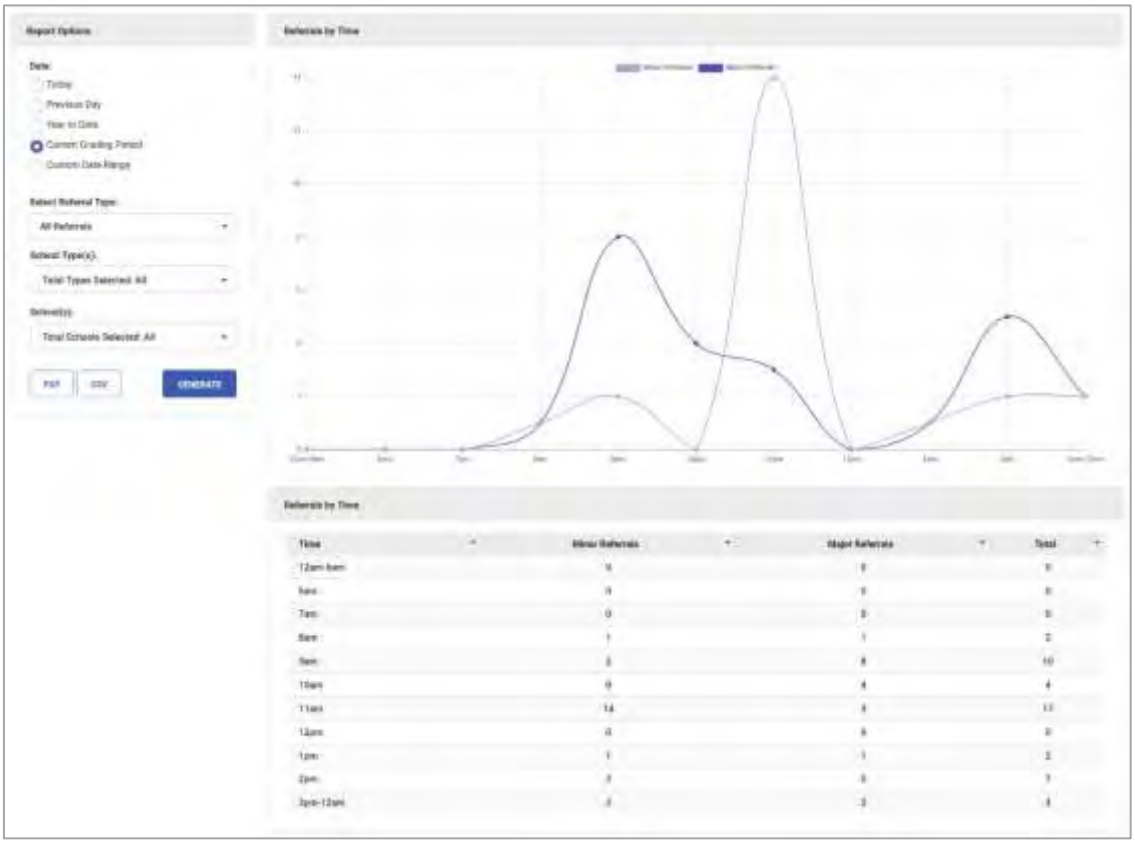
Referrals by Time

The Referral by Time report offers users the ability to track what time of day the students are struggling to meet expectations. This helps to answer the question of when referrals are being written so that further investigating can be done to see what might be going on during that time of day. User can be proactive in their strategies to determine next steps to address the peak times.



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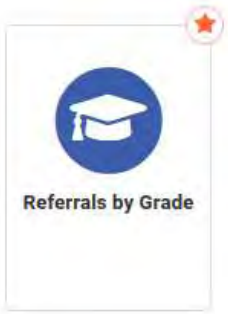
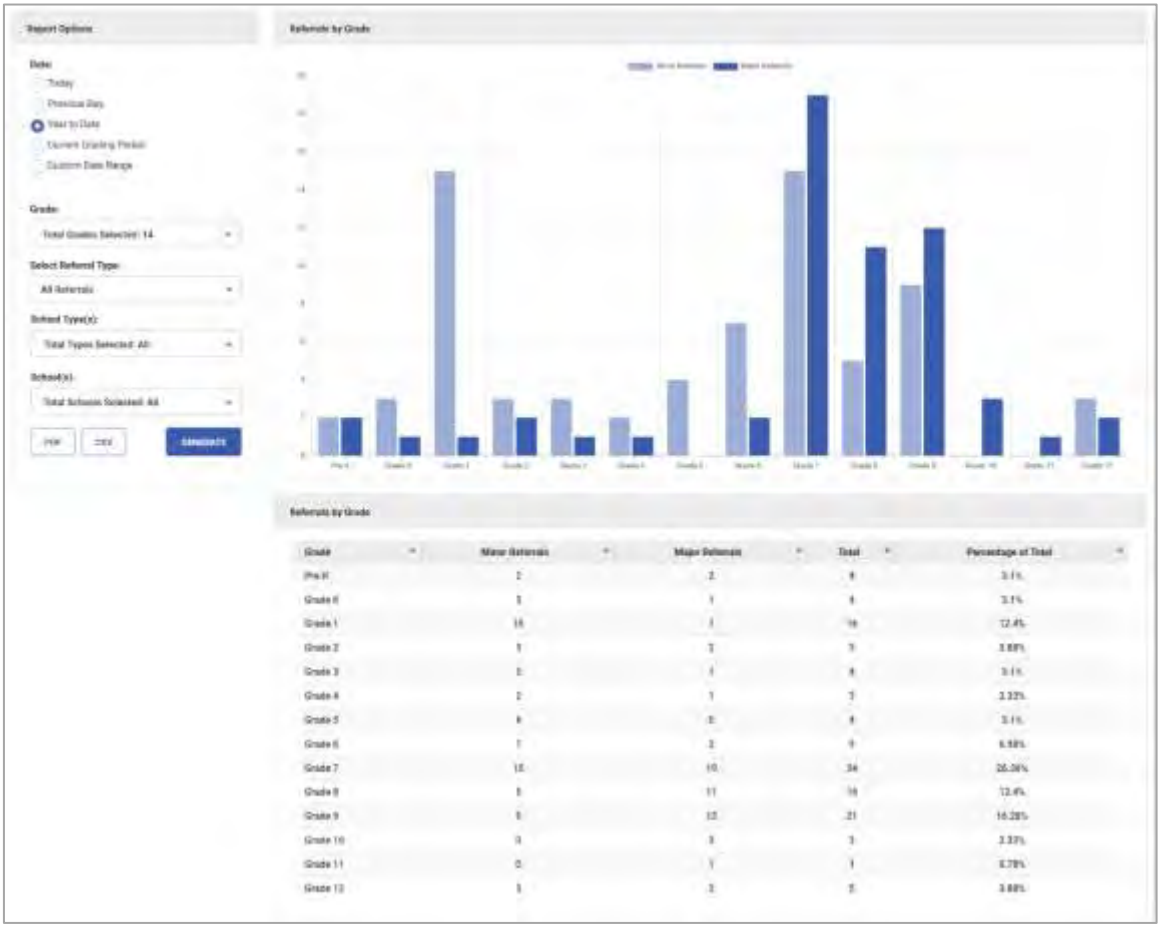
Referrals by Grade



This report allows the user to track referrals for each grade level. The report can be generated for only Minor Referrals, only Major Referrals or combine them to see all referrals. The menu allows to select school types, specific grade, and type of referral. You can also generate a pdf or CSV file. All items in the chart can be sorted with the blue arrow to the right of the column header.



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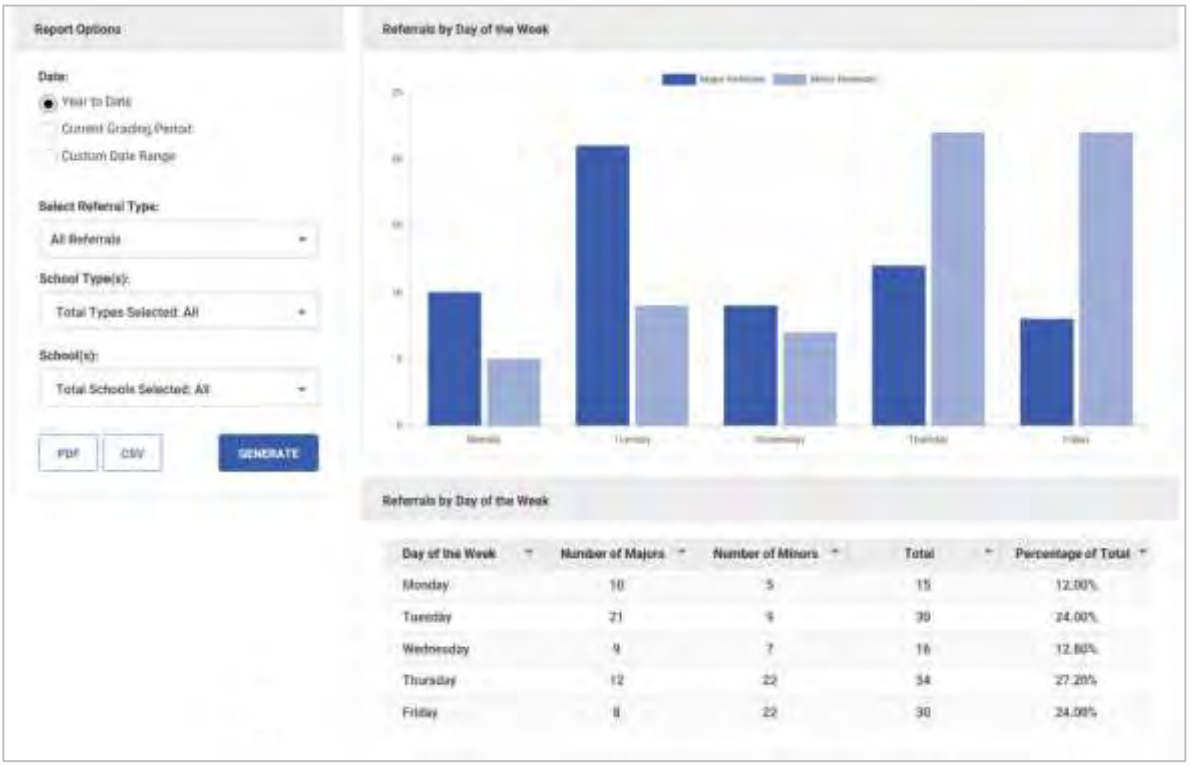
Referrals by Day of the Week

The Day of the Week report allows the user to see which day of the week has the highest rate of referrals. This can help to pinpoint the activities or situations that may be causing discipline issues. The report has the option to choose a specific time period and to show minor and major referrals.



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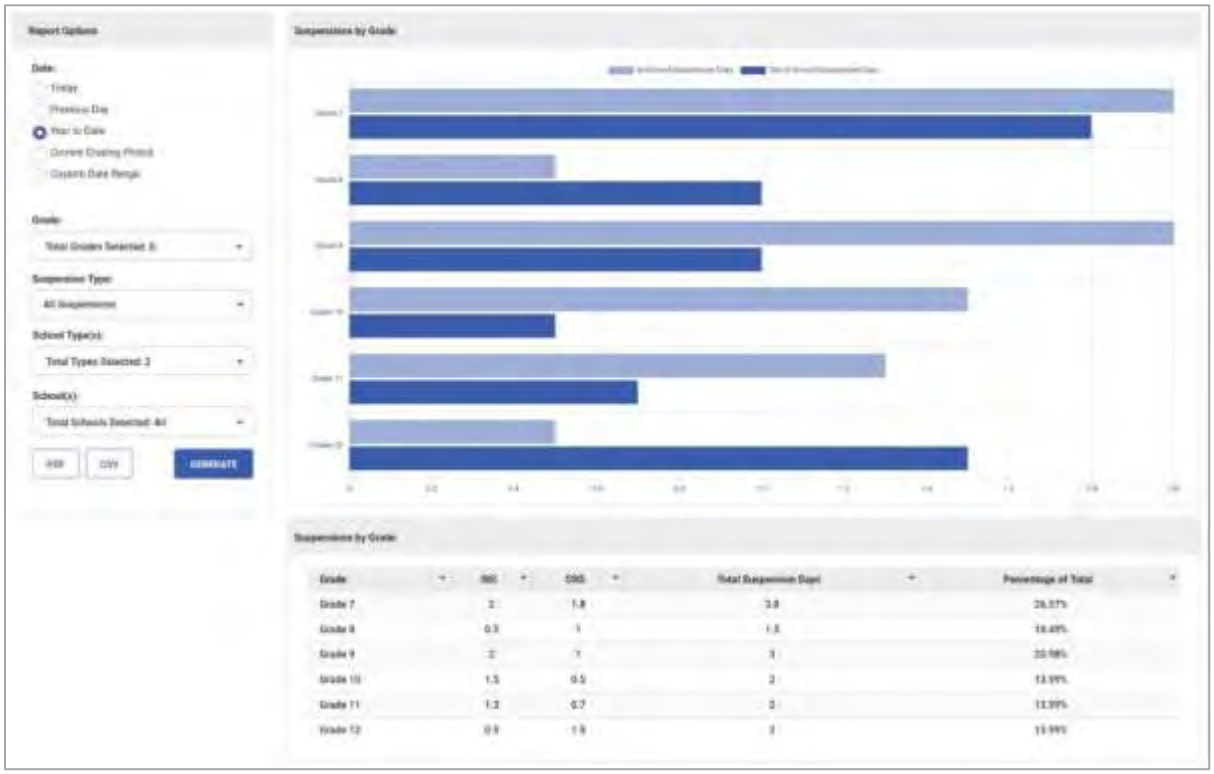
Suspensions by Grade

The Suspensions by Grade report allows the user to track the number of In-School and Out-of-School Suspensions. The report can be customized by grade, type of suspension, school type, and time period.



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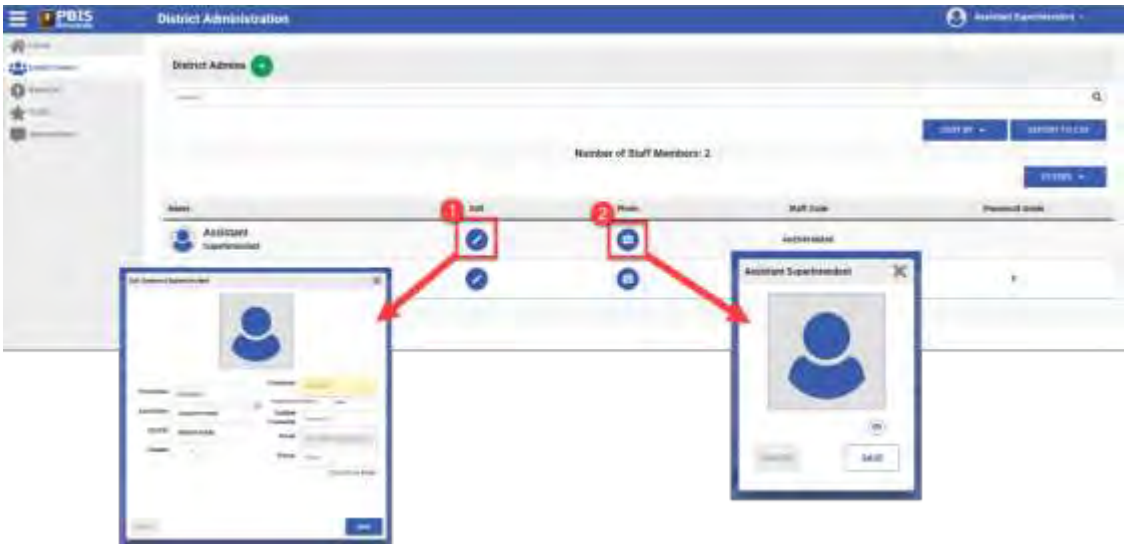
District Users Page

The “District Users” page shows all the district admin accounts and is where those accounts can be edited or created.

View and Edit District Admins

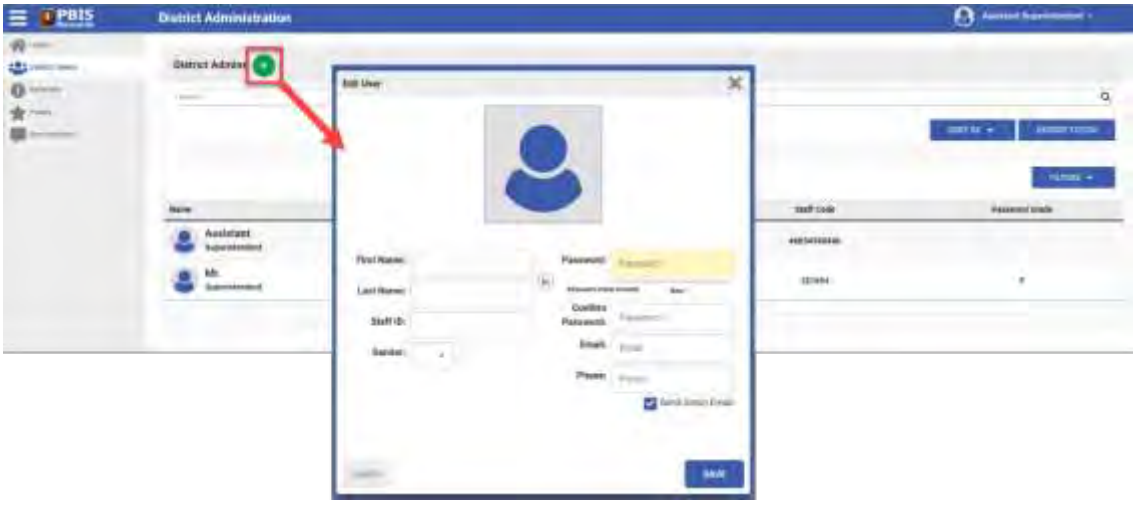


Select the “District Users” tab on the left side menu to see all district admins. To edit the user:

1. Select the pencil icon to change information regarding the user.

2. Choose the camera icon to add a photo for the user.

Create New District Admin



Select the green plus button to add a new user. Fill in the appropriate information and then press the “Save” button. The new user will have the same access to schools as the person who created it.

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Still need help?

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