Behavioral Referral System

What is BRS?

The Behavioral Referral System (BRS) is an add-on feature available to PBIS Rewards users. This feature allows schools to log, track, and analyze their minor and major discipline referrals through the PBIS Rewards web portal and Staff App. Schools can customize multiple options inside BRS to best fit the needs of the school and its students. Schools can also print out paper copies of both major and minor referrals, including a parent signature line, for any reason.

MINOR REFERRALS

Staff can enter Minor Referrals into BRS for tracking purposes. Furthermore, admin can enable an option to have an email notification sent to all Referral Admins once a student has received a set number of Minor Referrals.

Based on the school's discipline policy, staff can also choose multiple Minor Referrals and convert them into a Major Referral to submit to the office.

MAJOR REFERRALS

Recording a Major Referral is similar to recording a Minor. However, Major Referrals are a two-part process. The initial action is taken by the staff member recording the referral. Once the staff member completes the major referral and selects Submit to Office, the referral is sent to admin and admin are notified.

The second part is completed by the Referral Admin, when they speak with the student and assign one or more consequences. Referral Admin can input details of their actions, including private notes only visible to Referral Admin, and submit it as completed.

Referrals can also be printed and edited.

PERMISSIONS AND ROLES

Permissions can be set for each staff member based on their needs and job description. These options are found under the Staff tab and by clicking the Permissions icon next to the staff member. Referral Admin can edit and/or complete office referrals.

They also receive emails regarding referrals. Referral Admin can select which grade levels they would like to receive referral emails from or select All Grades. From Referral View, the Referral Admin can see and print office referrals on the referrals page.
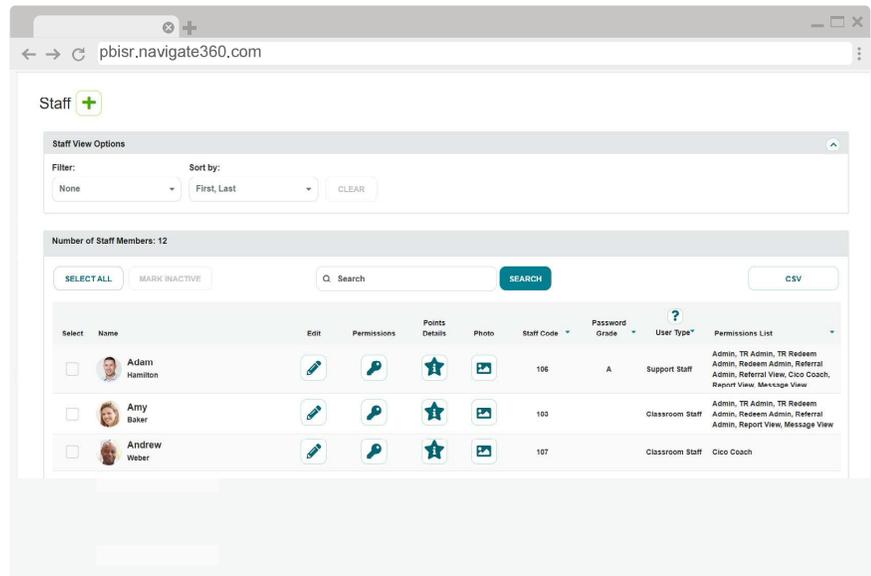
BRS/REFERRALS

BRS/Referrals can be found under the Settings tab. For each option, you are able to select whether the option is "active," the title of the section (i.e. Consequences rather than Administrative Action/ Response), and the order in which they appear.

The following options can be customized within BRS:

- ◆ Locations (and the order in which they appear)
- ◆ Problem Behaviors
  - *The descriptions "Repeated Minor Referrals" and "Other" will automatically be added.*
- ◆ Redirections
- ◆ Possible Motivations
- ◆ Administrative Action/Response
- ◆ Minor Problem Behaviors

In this section, you may also choose to rename the default "Major" and "Minor" Referral terms, choose the number of Minor Referrals at which an admin is notified (or disable this feature), and select who is able to see Minor Referrals. You can also select archiving and deleting options for Minor Referrals.