Pyramid Model

at Utah State University

Instructions for use of the Pyramid Model Implementation Data System (PIDS)

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UPM PIDS INSTRUCTIONS

Welcome to the Pyramid Model! This guide will walk you through the key steps of getting started and explain why PIDS is essential for implementing the Pyramid Model in your program and making data informed decisions about decreasing challenging behaviors and eliminating the need for expulsions and suspensions.

Why Do We Use PIDS?

The Pyramid Model Implementation Data System (PIDS) helps track and manage vital data related to your Pyramid Model implementation.
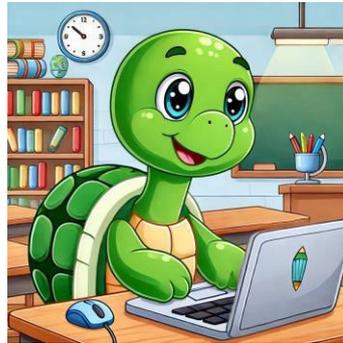
- This system supports your classrooms, teachers, and families by organizing essential information, enhancing collaboration, and improving the overall quality of services provided.
- Through this data system, programs can continuously monitor and refine practices, ensuring the best outcomes for children.
- Furthermore, PIDS allows you to align with the Utah Pyramid Model's broader goals, making sure your program contributes to our collective mission of success in social and emotional early childhood development.

How Does PIDS Help Your Program?

- Classrooms: PIDS supports tracking of classroom implementation to achieve high quality environment, allowing teachers to implement strategies effectively.

- Teachers: It assists teachers in logging important data like child behaviour incidents, social and emotional screening results, ensuring they have the information needed to foster a positive learning environment.

- Families: PIDS strengthens communication and data-sharing with families, supporting their involvement in their child's progress and social and emotional development.

- Utah Pyramid Model: Your program's data informs the Utah Pyramid Model team, helping us measure statewide success, identify areas for improvement, and advocate for funding and resources that benefit children and early childhood professionals.

Steps in the Installation Stage of PIDS
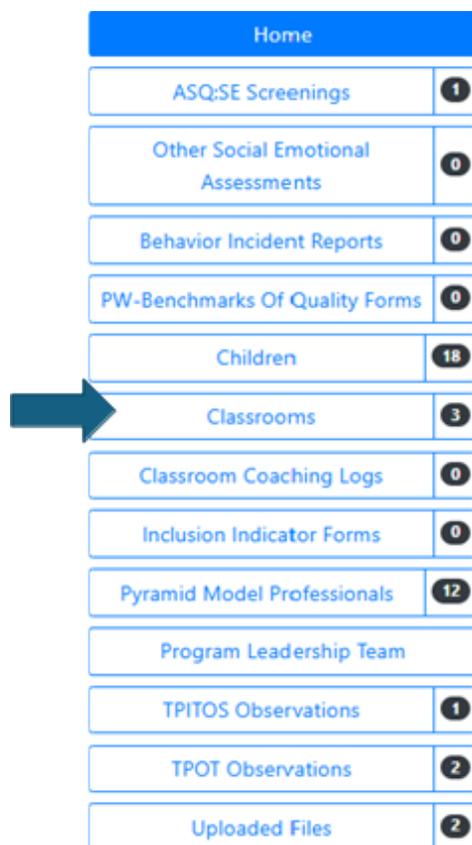
Input Your Classrooms

Find the 'Classrooms' Tab

Look at the image below to locate the 'Classrooms' tab on your PIDS page.

Click the Tab

Once you find it, click on the 'Classrooms' tab to start entering classroom details.

UPM PIDS INSTRUCTIONS

Input Your Classrooms

When entering classroom information into the system, follow these steps to ensure clarity and ease of identification:

Classroom Dashboard

ID	Name		Location	Infant/Toddler?	Preschool?	Substitute?	Program	
CLID-332	Safari Room		Logan	No	No	No	Test Program	Actions ▾
CLID-254	Tiny Tots Classroom		Utah	Yes	No	No	Test Program	Actions ▾
00CR01	Toddlers Jungle Room		Logan	Yes	Yes	No	Test Program	Actions ▾

Be Descriptive with Classroom Names

Avoid vague or generic names like "Room 1" or "Andrea's Room." Instead, use names that describe the classroom's purpose or location.

- **Examples to Avoid:** Room 1 or Andrea's Room.
- **Better Examples:** Southeast Classroom or All-Star Class.

Use the Proper Classroom ID Format

ID	Name
LTBKjungle-IT	Jungle Room- Inft

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To create a consistent and identifiable Classroom ID, use this format:

Program initials or nickname + classroom name + PK or IT (to indicate age range)

• Example 1: Let Them Be Kids (LTBK), Adventure Room (advroom), Preschool (PK)

→ LTBKadvroomPK

• Example 2: ABC Corporate (ABC), Rising Stars Room (rstars), Infant/Toddler (IT)

→ ABCrstarsIT

This naming system ensures your classrooms are easy to track and manage within PIDS, benefiting both your team and ours.

UPM PIDS INSTRUCTIONS

Include Program Site Address

When adding classrooms, be sure to include the street address including zip code of your program site. This ensures we can contact the correct site and mail any necessary supplies.

Select the Classroom Type

- Choose whether the classroom is an **Infant Toddler (IT)** or a **Preschool (PK)**.
- If the classroom serves children from **birth to five years old**, select **both options**.

Edit Classroom Information

Basic Information   🖶 Save and Download/Print

Program

| Test Program ▾ |

Classroom Name   ID Number   Location

| Explorers-Prek | | CCNS-PREK-HYBRID | | 1800 S 16000 Logan Ut (Hybrid) |
                                  ❷ Help

Infant/Toddler Classroom?   Preschool Classroom?   Currently Served by Substitute?

| No ▾ | | Yes ▾ | | No ▾ |

UPM PIDS INSTRUCTIONS

Input Your Pyramid Model Professionals (PMPs)

Locate the 'Pyramid Model Professionals' Tab

Refer to the image below to find the 'Pyramid Model Professionals' tab on your PIDS page.

Click the Tab

Click on the tab to begin adding your Pyramid Model Professionals (PMPs) into the system.


How to Create a Consistent PMP ID in PIDS:

- Use this format: **Program Name Initials-Staff Name**
    - Example for **ABC Corporate**: ABC-CORP-AmieAndelin
    - Example for **Let Them Be Kids**: LTBK-AndreaSmall
- This helps everyone, including UPM, easily track classroom coaching logs.
- **Don't Forget:** Fill in all required details, like gender, ethnicity, race, and email.

Note: If the PMP leaves the program, ensure their separation date and separation reason is added when they leave employment.

UPM PIDS INSTRUCTIONS

Pyramid Model Professional Job Functions:

- This is where we track of each professional's primary job function assignment(s). More than one job function can be assigned to a person.
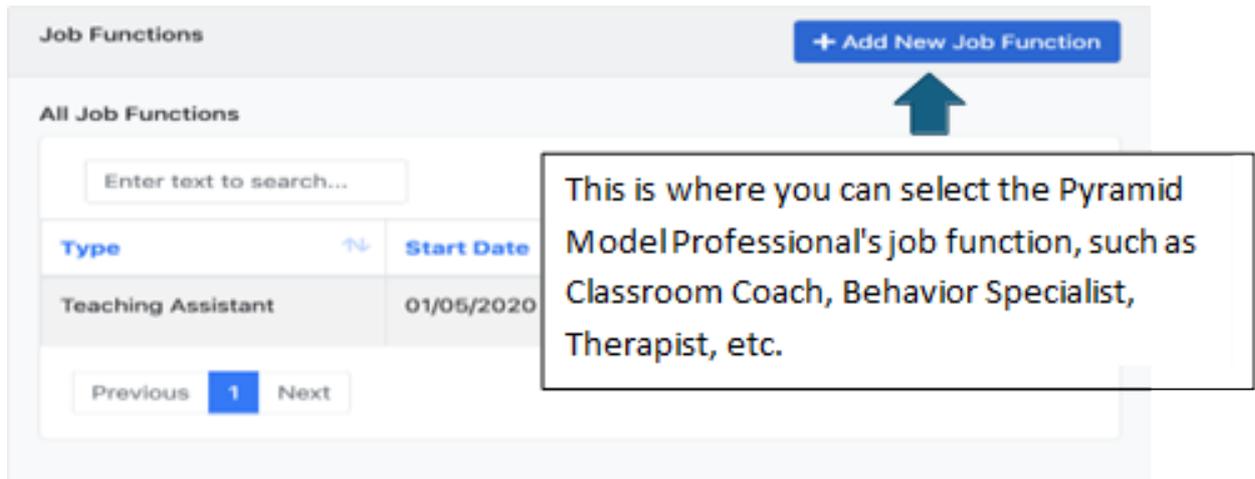
Important PIDS job functions:

- o Your program's administrator: Select Administrator
- o Your Internal Coach: Select Classroom Coach
- o Your UPM External Coach: Select Leadership Coach
- o Any person assigned to enter PIDS data for your program: Select Data Collector

These are other job functions/types that can be selected for your program's employees:

| behaviour specialist	early intervention specialist	occupational therapist	teacher
classroom aide	education coordinator	physical therapist	teaching assistant
consultant	family support specialist	psychologist	vision specialist
dietician	hearing specialist	service coordinator	
disabilities coordinator	nurse	social worker	

TPOT and TPITOS Reliable Observer

Note: TPOT and TPITOS Reliable Observer job type can only be assigned to someone who has completed the TPOT and/or TPITOS certification training.

(This is added by UPM Admin and not the individual Program)

UPM PIDS INSTRUCTIONS

IF YOU need to sign up for the training for TPOT & TPITOS: Please contact
ankita.bhattashali@usu.edu

UPM PIDS INSTRUCTIONS
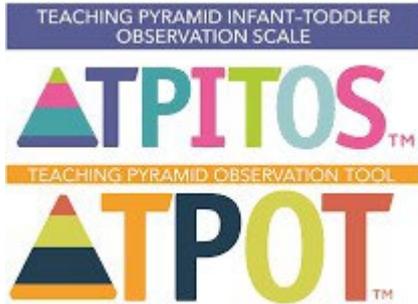
Adding your Pyramid Model Training to a Profile

- You will need to know the date the training was completed.

Add Training

Date

Type

Practice Based Coaching (PBC)

BIR1

BIR2

Culturally Responsive Practices

E Module

Inclusion - Routines within Routines

Inclusion - High-Quality Settings

- Enter and update the training section to Track Training

- TPOT and TPITOS certifications expire 5 years from the date of completion. The expiration date must be added to their training record.

Trainings   **+ Add New Training**

All Trainings

Enter text to search...

Date	Type	Expiration Date	
09/20/2023	Parents Interacting with Infants (PIWI)		Actions ▾
01/01/2020	Practice Based Coaching (PBC)		Actions ▾
01/01/2020	TPOT Reliable Observer		Actions ▾
01/01/2020	TPITOS Reliable Observer		Actions ▾

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UPM PIDS INSTRUCTIONS

Assign PMP to Classroom

Note: Program classrooms will need to be entered before you can assign classrooms to a professional. See section 2 below.

Classroom Assignment History

+ Add New Assignment

This professional record is linked to a user account and these classroom assignments may affect that user's access. If the linked user is a classroom data collector, they will only be able to access classrooms if they have a classroom assignment below that has a assign date before today and either has no leave date or the leave date is after today.

All Classroom Assignments for this Professional

Enter text to search...

Classroom	⇅	Classroom Job	⇅	Assign Date	⇅	Leave Date	⇅	Leave Reason	⇅	
(00CR01) Toddlers Jungle Room		Social Worker		02/05/2020						Actions ▾

Previous **1** Next

Add Classroom Assignment

Assign Date	Classroom	Classroom Job
01/01/0100 ▾	--Select-- ▾	--Select-- ▾

Leave Date	Leave Reason
▾	--Select-- ▾

Note: If the PMP leaves classroom assignment, ensure their leave date and leave reason is added to their classroom assignment history and include their end date for the program or classroom assignment.

Separation Date	Separation Reason
▾	--Select-- ▾

Inputting Children to Pyramid Model Data System (PIDS)

Before Assigning Children to Classrooms

To add a child to PIDS, you must first obtain a signed **Parent/Guardian Informed Consent**. Contact **Faustine Saganey** at f.saganey@usu.edu for the UPM informed consent form for your program.

Parents can choose to provide one of the following levels of consent:

A1. Full Consent:
- Allows you to enter the child's:
    o Name
    o Date of birth
    o Race & ethnicity
    o Gender
    o Dual language learner status
    o Special education status
    o Occurrences of challenging behaviours (if any)
    o Social-emotional screenings

A2: Partial Consent:
o The child's name and date of birth will not be entered.
o A non-identifying number will be used in place of the child's name. PIDS will automatically assign a number or you may use a child ID used in your program
o All other data (e.g., race & ethnicity, gender, etc.) will be entered.

A3. No Consent:
o **No information will be entered regarding your child.**
o No information regarding the child will be entered into PIDS.

UPM PIDS INSTRUCTIONS

A1. For Full-Consent Situations (i.e., consent form from parents), which is "Yes" for PIDS

Once professionals and classrooms are entered into PIDS, the next step is to add children to the system.

- Adding children streamlines processes like logging Behaviour Incident Reports (BIRs) or screening results (e.g., the ASQ-SE: Ages and Stages Questionnaire, Social-Emotional).

UPM PIDS INSTRUCTIONS

Adding a Child

- Provide all required information per the **Parent/Guardian Informed Consent form**.
- Upload the signed consent document to PIDS.

Edit Child Information

Basic Information

Program: Test Program

Parent/Guardian Permission

Yes

❓ Help

Parent/Guardian Permission Document Upload

Browse...

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

UPM PIDS INSTRUCTIONS

Assigning a Child to a Classroom

- Under **Child Information**, select "Add New Assignment" for the specific classroom.
- Add notes about the child, such as:
  - Teacher updates
  - Relevant program details
- Edit the start date (the date they enrolled).
- If the child leaves, add an end date for their participation in the classroom or enrolment in the program.

Classroom Assignment History

+ Add New Assignment

All Classroom Assignments for this Child

Enter text to search...

Classroom	Assign Date	Leave Date	Leave Reason	
(CLID-254) Tiny Tots Classroom	10/24/2023			Actions ▾
(00CR01) Toddlers Jungle Room	01/12/2022	10/23/2023	Move to a different classroom	Actions ▾

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UPM PIDS INSTRUCTIONS

A2. For Partial-Consent Situations (i.e., consent form from parents), which is "NO" for PIDS

Partial Consent: If you give partial consent, Wonderland will <u>not enter your child's name or date of birth</u>. A <u>non-identifying number</u> will be used in place your child's name. The program will enter race & ethnicity, gender, dual language learner status, special education status, occurrences of challenging behaviors (if any) and social emotional screenings. Your child's services will not change if you choose limited consent. You have the right to request copies of your child's information, entered into PIDS and request any corrections if the record is incorrect.

☐ I give limited consent (please sign on the next page)

- If parents do not consent to share their child's information:
  - PIDS will generate an **anonymous ID** to keep the child's identity confidential or you may use your program's child ID.
- Teachers and programs can still:
  - Add data and generate reports using the child's ID.

UPM PIDS INSTRUCTIONS

A3. *For No Consent Situations (i.e., consent form from parents)*

No Consent: If you do not consent, no data will be entered regarding your child. Your child's services will not change if you choose not to provide consent.

☐ I do not give consent (please sign on the next page)

No Consent **in the parental consent form means no data will be entered on**

PIDS. Do not enter any information regarding the child into PIDS.