Entering and Viewing TPOT and TPITOS Data in PIDS

Before internal coaches can enter any TPOTs or TPITOS into PIDS, **your data coordinator must**

1. Classroom Setup: Arrange classrooms according to the program's specifications.
2. Employee Entry: Add employees to the Pyramid Model Professionals dashboard for observation purposes, both as observers and those being observed. This includes individuals who may not be directly employed by the program but are involved in the observation process.
3. Approval Process: The state PIDS administrator is responsible for approving the reliable observers for TPOT or TPITOS assessments entered by your program.

Training for Data Coordinator: Your data coordinator will be trained in these procedures. Internal coaches may assist if needed. Tutorial videos are available at https://www.youtube.com/watch?v=cbMabJw57TU

Registration and Access: Your program administrator will register all PIDS users. Once registered, you'll receive an invitation to create your username and password. You'll be assigned as a "data collector" or "classroom coach data collector" in PIDS to enter TPOT/TPITOS results.

Entering a TPOT/TPITOS Observation

1. **Access TPOT/TPITOS Dashboard:**

o Use the side menu or the pull-down menu from the black bar at the top of the screen.
o Click on "Add New TPITOS/TPOT Observation".
2. **Enter Basic Information:**
o Fill in the basic details.
o If the classroom or observer doesn't appear in the drop-down menu:
o Check if they were entered correctly in the respective dashboards (classroom dashboard for classrooms, Pyramid Model Professional dashboard for observers).
o Ensure the internal coach is assigned the job function "TPOT Reliable Observer" and/or "TPITOS Reliable Observer".
o Contact **https://pyramid-staging.azurewebsites.net/ SupportTicket.aspx** if the issue persists.
o Click "Save".

3. **Add TPOT/TPITOS Participant:**

o Click "Add New TPOT/TPITOS Participant".
o Select the observed adult's name and their role from the drop-down menu.
o If the name doesn't appear:
o Make sure they are entered in the Pyramid Model Professionals dashboard with the correct job function.
o Click "Save".

4. **Enter Observations:**
o Enter the number of "yes" and "no" responses for each item.
o Input the number of red flags observed and select the specific red flags witnessed.
o For TPOT observations:
o Complete the "Using Effective Strategies to Respond to Challenging Behavior Section". If no incidents were observed, select "N/A" from "All essential strategies used in each incident" and enter "0" in "Number of additional strategies used".
o Click "Save".

Viewing TPOT/TPITOS Reports

There are several TPOT and TPITOS reports available in the system.

TPOT/TPITOS Trend Report This report provides a graph of percentage of items in place for each indicator over time.	**TPOT/TPITOS Red Flag Trend Report** This report provides a graph of the percentage of red flags over time and a table with the count of specific red flags over time.
Uses: Identify strengths and areas of need and monitor progress of classroom practices	**Uses: Identify professional development needs and monitor progress**

Follow the same steps to access either report.

1. **Access Reports Section:** Click on "Reports" located in the upper right-hand corner of the screen.
2. **Search for Reports:** In the search box that appears, replace "Enter text to search" with either "TPOT" or "TPITOS" depending on the report you need.
3. **Select the Desired Report:** Locate the report you wish to pull. Click on "Select" in the right column next to the report.
4. **Set Time Range:** Enter the start and end dates to specify the time range for the observations you want to display.
5. **Run the Report:** Click on "Run Report" in the upper left corner to generate the report.
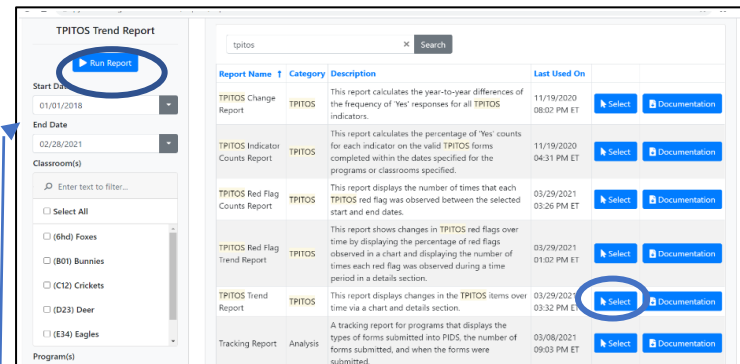
For Coaches Only:

1. Access Visual Reports:
   o Navigate to the TPOT and TPITOS visual reports section.
2. Apply Filters:
   o Use the filters available on the left-hand side of the screen to specify the criteria for the report, such as teacher name, observation date range, or specific observations.
   o Make sure to select the relevant filters based on the information you need to include in the report.
3. Run the Report:
   o After applying the filters, click on "Run Report" to generate the visual report based on the selected criteria.

To ensure the accuracy of your TPOT and TPITOS reports, compare the number of forms included (listed at the top of the first page of reports) with the number of time windows in the report (e.g., Fall 2022, etc.). These numbers should match. If they are different, double-check that you have entered the correct time periods and selected the appropriate employee and their role. If discrepancies persist, reach out to sue.olsen@usu.edu for further assistance.