Uploading Child Rosters

Importing Child Rosters into the Pyramid Model Implementation Data System (PIDS):
Programs can streamline the process of inputting child information into the Pyramid Model Implementation Data System (PIDS) by creating a CSV file containing all necessary details and uploading it directly into the system. This method proves especially beneficial when programs are:

1. Entering children into PIDS for the first time, such as during initial system setup.
2. Inputting a large volume of children's information, often necessary during periods of turnover, such as at the beginning of a school year for PreK programs.

For any questions or assistance with the process, please contact Faustine Saganey at f.saganey@usu.edu. The process should be straightforward and efficient. If you encounter any difficulties or if it doesn't feel simple and quick, don't hesitate to reach out.

Before uploading child rosters, you must:

Steps for Using PIDS:

I. **Enter Classrooms:**
- Access the Classroom Dashboard in PIDS.
- Input all classrooms and obtain Classroom ID codes for reference.'

   Obtain Parent/Guardian Permissions:
- Ensure permission is obtained from families for each child intended for import.
- Utilize sample parent/guardian permission forms available on the Data System Resource Page.

II. **Collect Child Information:**
- Gather necessary information for each child, including:
- Name
- Birthdate
- Enrollment date
- Gender
- Ethnicity
- Race
- Dual language learner status
- Individualized education plan (IEP) status

III. **Assign Child ID Numbers:**
- Develop a method for assigning ID numbers to children, ensuring:
- IDs do not contain personally-identifiable information such as initials or DOB.
- Example methods include sequential numbering (1, 2, 3), alphanumeric (A1, A2, A3), or utilizing a random number generator.

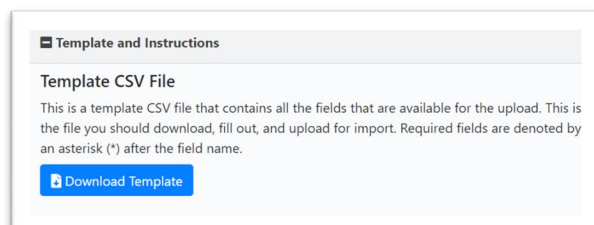### To Upload Child Rosters

1) **Download the Template.**

Option 1:
Download the template from the WI-AIMH Data Resources Website. This template has auto-fill capabilities that should decrease errors.

Go to https://wiaimh.org/data-systems-resources. Find the workbook titled "Child Import Excel workbook" and click on it. The download should begin immediately.

This is the recommended option if you are typing information into the file.

Option 2:
A blank template is available on PIDS by going to the Children Dashboard, clicking on upload rosters and then clicking on "Download Template".

Template and Instructions

Template CSV File

This is a template CSV file that contains all the fields that are available for the upload. This is the file you should download, fill out, and upload for import. Required fields are denoted by an asterisk (*) after the field name.

Download Template

2. Add Current Children Information

o Input all current children's information manually by typing it in or by copying and pasting from another spreadsheet.

o Ensure that your entries precisely match the requirements and acceptable inputs for each field.

o Refer to the "Child Roster Upload: Descriptions and Requirements for Fields" document for guidance on acceptable inputs for each field.

| First Name*	Last Name*	DOB*	ID Number*	Program Enrollment Date*	Gender*	Specify Gender (if other)	Ethnicity*	Specify Ethnicity (if other)	Race*	Specify Race (if other)	Dual Language Learner (yes/no)*	Individualized Education Program (yes/no)*	Par Gua Per (ye
Oscar	Thegrouch	06/02/2020	981	12/02/2020	Male		Not Hispanic or Latino		Other	Muppet	no	no	yes
Andre	Sealion	08/09/2020	741	12/02/2020	Male		Prefer not to report		Prefer not to report		no	no	yes
Donnie	Darko	10/31/2020	134	12/02/2020	Male		Not Hispanic or Latino		White				

I. Add Current or Incoming Children Only:

o Include children who are currently attending your program or will be attending soon. Exclude children who have left your program.

II. Ensure Parent/Guardian Permission:

o Only add children who have a completed parent/guardian permission form on file. Respect parent/guardian preferences for child information entry.
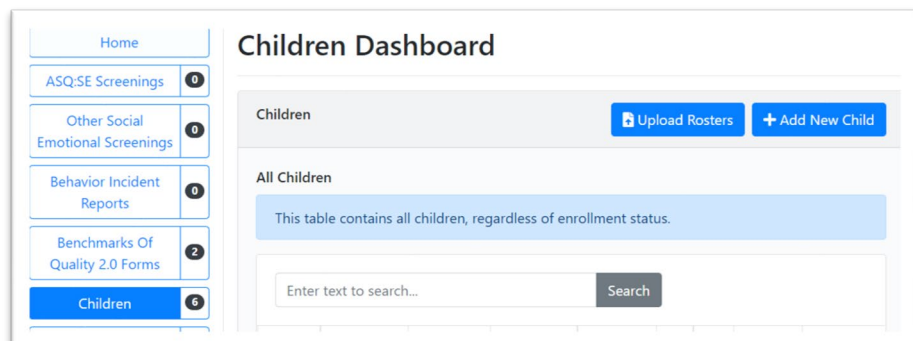
III. Assign Classrooms Using PIDS Codes:

o During the import process, assign classrooms using the PIDS classroom codes. This saves time and facilitates tasks such as entering Behavior Incident Reports (BIRs) and filtering reports.

o Before importing child rosters, enter all classrooms at your program into PIDS. Utilize the classroom ID codes you assigned to enter classroom assignments for each child in your import file.

o Failure to assign classrooms during import will require manual addition of classroom assignments to each individual child record.
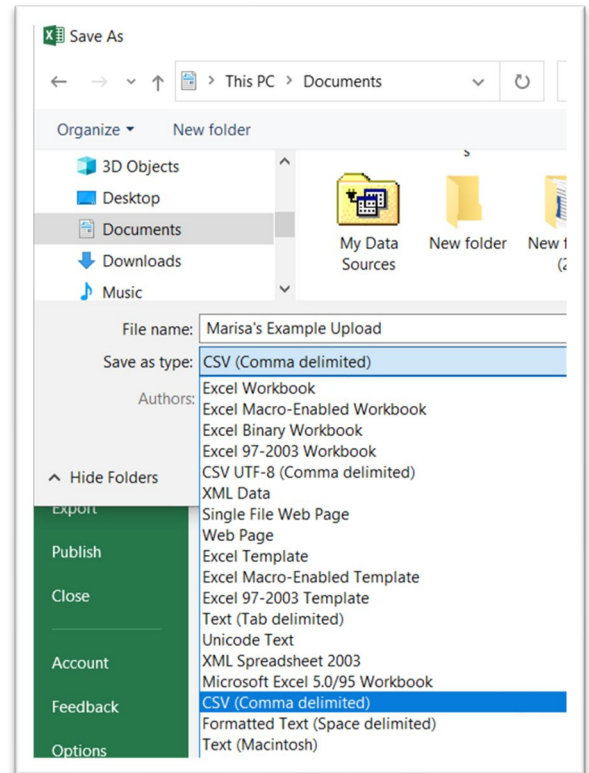
3. Save Template as CSV and Upload Rosters:

o Once the file is accurate and complete, **save the template as a CSV file.**

o Select "CSV (Comma delimited)" from the **"Save as type"** drop-down menu.

o Click **"Save"** to save the file.

o Navigate to the Children Dashboard.

o Click on **"Upload Rosters"** to initiate the import process.

Import CSV File

4. Scroll down to the "Import CSV File" section.

1. **Select your program.**
   To select a file for import, click on the "Browse" button. Navigate to the location of the template file you filled out and saved as a CSV on your computer.

   5. Click on "Import and Preview Results".
   6. Review the Import Result Preview:

o Entries with a green check mark in the "Is Valid" column are ready for import.

o Entries with a red x in the "Is Valid" column will not be imported. The reasons for invalidity are listed in the "Reasons Invalid" column.

7. If you saved an Excel document as a CSV file, blank entries listed as invalid won't affect the import of valid entries.

8. Click on "Export Invalid Rosters to Excel" to quickly identify any entries not importable due to errors.

9. If errors are found, you can:

o Continue with the import by clicking "Save Valid Rosters" at the bottom. This saves all valid entries into the system. You'll need to enter any entries with errors manually using the children dashboard or do a second import with only the entries that had errors in the first import.

o Cancel the import by clicking "Cancel" at the bottom. Go back to the original CSV file, correct any identified errors, and attempt the import again.