



# PBIS Assessment Manual

<http://www.pbisassessment.org>

Educational and Community Supports  
University of Oregon

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Version 1.0

# Acknowledgements

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Each of the surveys is copyrighted, and thanks go to the following authors:

- Self-Assessment Survey, version 2.0, 2003, Sugai, Horner, Todd
- Team Implementation Checklist, version 3.0, 2009, Sugai, Horner & Lewis-Palmer
- School Safety Survey, version 2.0, 2002 Sprague, Colvin, Irvin
- School-wide Evaluation Tool, version 2.1, 2005, Sugai, Lewis-Palmer, Todd, & Horner
- School-wide Benchmarks of Quality: Kincaid, Childs & George, 2010.

## **Browser compatibility**

One of the following web browsers:

- Internet Explorer 8.0 or higher
- Safari 3.0 or higher
- Firefox 3.0 or higher



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## Introduction

PBIS Assessment is a web-based application designed to assist in high-fidelity, sustained implementation of school-wide positive behavior support (SWPBS). The goal of the website is to improve the efficiency and accuracy with which tool/instrument can be used to complete three functions:

A. Initial Assessment	B. Implementation Assessment	C. Sustained Assessment
of discipline practices to determine if and how SWPBS should be adopted.	of the fidelity with which SWPBS procedures are being used, and the design of “action plans” to improve implementation fidelity.	of the implementation of SWPBS at all three tiers to facilitate on-going use of core SWPBS features.

## Website

PBIS Assessment is composed of two basic sections – the web site and the web-application. The website consists of information and resources designed to introduce PBIS Assessment to visitors as well as guide and support current users. The web application is where users will find the tools to assist in high-fidelity, sustained implementation of school-wide positive behavior support (SWPBS).

The website is arranged into six headings which are accessible through the horizontal menu bar at the top of the page (to the right of the PBIS Assessment logo):



1. **Home.** The home page is designed to welcome and orient visitors and users.
2. **Evaluation:** This provides information about evaluation planning and the surveys/checklists available within PBIS Assessment
  - a. Benchmarks of Quality (BoQ)
  - b. School Safety Survey (SSS)
  - c. School-wide Evaluation Tool (SET)
  - d. Self Assessment Survey (SAS)
  - e. Team Implementation Checklist (TIC)
3. **Support:** This section provides information on ways to access support for using the web application

<b>Help Topics</b>	Access to the PBIS Assessment manual
<b>Find Coordinator</b>	Assists in helping schools and districts find a local coordinator.
<b>Resources</b>	Provides a variety of resources (documents, videos, upcoming trainings, etc) to assist schools and coordinators in entering data in PBIS Assessment, viewing reports and using the data for decision making.
<b>Webinars:</b>	Provides information on dates and registration for the webinar trainings.
<b>FAQ's</b>	Assists answering common questions related to PBIS Assessment.

4. **Contact:** This section provides contact information for both PBIS Assessment account questions and support questions.
5. **About Us:** This page includes information about the University of Oregon PBIS Assessment Team.
6. **Login/Demo:** This link allows for Log In to the School, Coordinator or Demo account.



## Logging into PBIS Assessment

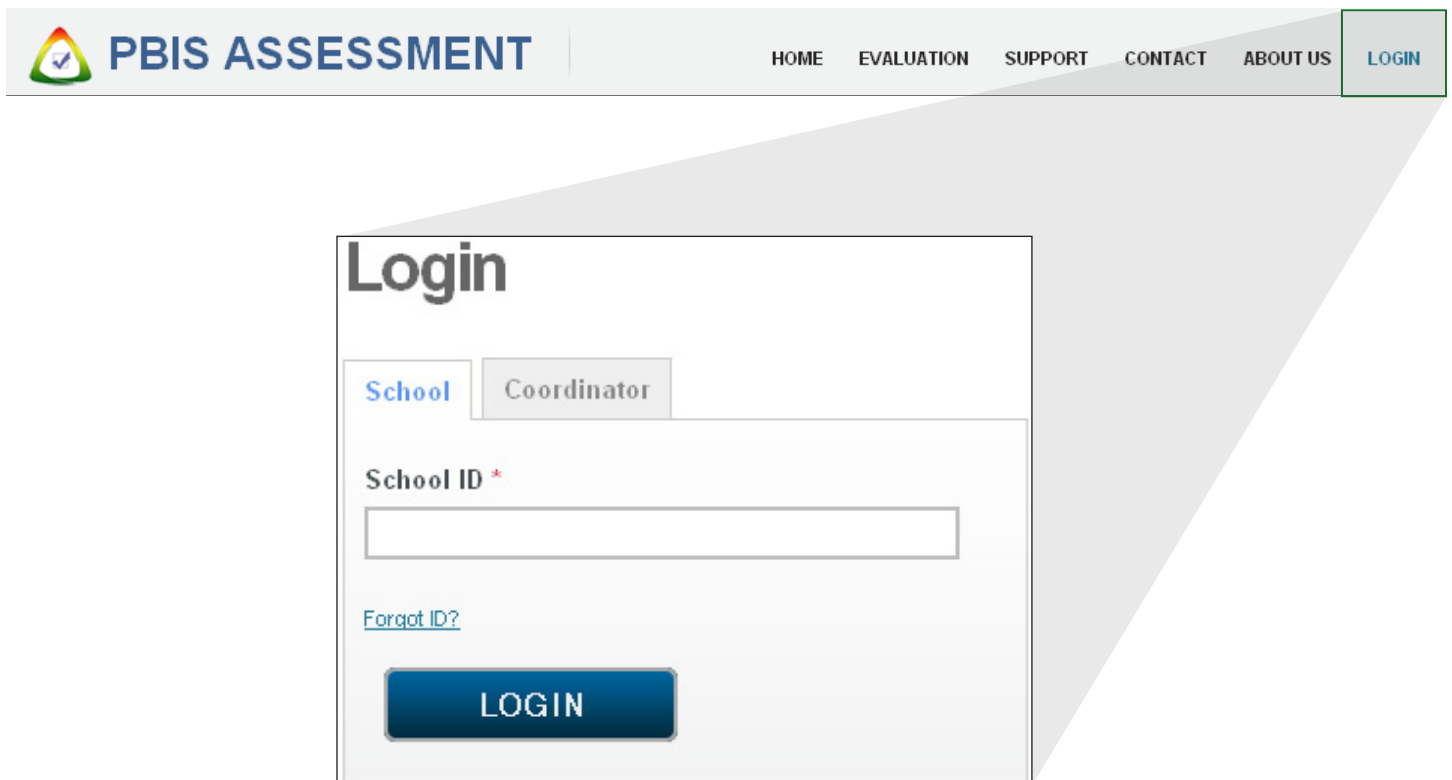
To log into PBIS Assessment, click on LOGIN on the far right of the Home Page. From the login page, you can access your dashboard, view a demo of the application and find a local coordinator.

### Demo Account Log In

- The demonstration account can be accessed by
- Entering “demo” as the School ID or
- Clicking on “Try a demo” on the bottom right side of the login screen

### School Login

- A school user will log in by entering the 6-digit ID number provided by the PBIS Surveys Coordinator in the School ID field.
  - \* If a School user forgets the ID number
  - \* Click on Forgot Id
  - \* The user will be directed to the PBIS Surveys Coordinator.
  - \* The PBIS Surveys Coordinator will find the School ID number in the Coordinator Account under “Manage Schools.”
- When schools log in, the School Dashboard can be accessed




The image shows a screenshot of the PBIS Assessment website. At the top, there is a navigation bar with the PBIS Assessment logo on the left and a menu of links: HOME, EVALUATION, SUPPORT, CONTACT, ABOUT US, and LOGIN. The LOGIN link is highlighted with a green border. Below the navigation bar, a large grey arrow points to a login form. The login form is titled "Login" and has two tabs: "School" (selected) and "Coordinator". Under the "School" tab, there is a "School ID \*" field with a text input box. Below the input box is a link for "Forgot ID?". At the bottom of the form is a blue "LOGIN" button.



# School Dashboard

From the School Dashboard, users are able to enter survey information, view reports and locate information on support for the application.

You are logged in as: Demonstration School Exemplar

 **PBIS ASSESSMENT** Logout

[Dashboard](#) | [Reports](#) | [Support](#)





**MY SCHOOL** +

Demonstration School Exemplar







## School Dashboard (School Code: demo)

Welcome!

### Surveys Currently Open

Legend				
 Information	 Launch Surveys	 View Reports		
Name	Open Date	Close Date	Responses	Launch
Team Checklist	7/4/2011	7/18/2011	0	

### Surveys Closed

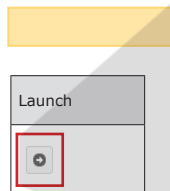
Legend				
 Information	 Launch Surveys	 View Reports		
Name	Open Date	Close Date	Responses	Launch
School Safety Survey	04/13/2011	05/02/2011	5	
Self-Assessment Survey	05/01/2011	06/01/2011	34	
Team Checklist	09/15/2010	5/15/2011	3	




## Enter Surveys

In the School Dashboard, schools staff can complete any currently open surveys and view reports from completed surveys. To complete a survey,

- Click on the Launch arrow located in the far right column
- Once Launch is selected, the user will be able to complete the survey.
- School staff are able to take surveys for the:
  1. Self-Assessment Survey
  2. School Safety Survey
  3. Team Checklist.



PBIS ASSESSMENT: DEMONSTRATION SCHOOL EXEMPLAR			
Team Implementation Checklist 3.1			
Establish Commitment:			
	Achieved	In Progress	Not Started
1. Administrator's support & active involvement. <ul style="list-style-type: none"><li>• Administrator attends meetings 90% of the time</li><li>• Administrator provides funding for PBIS activities</li><li>• Administrator puts time on the staff agenda for PBIS updates</li><li>• Administrator actively promotes PBIS as priority; integrates with other initiatives &amp; improvement activities</li></ul>			
2. Faculty/staff support <ul style="list-style-type: none"><li>• 80% of faculty document support that climate/discipline is one of the top school improvement goals</li><li>• Faculty feedback is obtained throughout the year</li><li>• Faculty involved in some decision making/established goals</li><li>• Admin/faculty commit to PBIS for at least 3 years</li></ul>			

0%  100%

## View Reports

There are multiple ways to access reports:

- Hover over Reports located on the gray menu bar at the top of your screen.
- Click on the an evaluation tool from the menu items.
- A list of available reports for this evaluation tool will be listed:
  - \* Total Score
  - \* Subscale Score
  - \* Items
  - \* Download
  - \* Other
- All available reports will be displayed in [blue](#).
- Click on the blue title of the report or on the arrow next to the correct report.

Or:

- Click Reports at the top of the screen to display the Report Overview grid.
- The Report Overview displays a list of all reports currently available.
- From the Report Overview, select from the available reports for each evaluation tool by clicking on the corresponding arrow.


Or:

- For select surveys that have been completed recently the reports can also be accessed from the Dashboard.
- From “Surveys Closed” click on the correct evaluation tool.
- Click on the View Reports icon in the Actions column.



Accessing Reports from Gray Reports Menu Title:

You are logged in as: Demonstration School Exemplar




**PBIS ASSESSMENT** Logout

Dashboard   Reports   Support

- Self-Assessment Survey 2.0
- School-wide Evaluation Tool 2.1
- School Safety Survey 2.0
- Benchmarks of Quality 2.0
- Team Checklist 3.1
- Team Checklist 2.2

Accessing Reports from Report Overview Grid:

You are logged in as: Demonstration School Exemplar



**PBIS ASSESSMENT** Logout

Dashboard   Reports   Support

**REPORTS** +

- Self-Assessment Survey 2.0
- School-wide Evaluation Tool 2.1
- School Safety Survey 2.0
- Benchmarks of Quality 2.0
- Team Checklist 3.1
- Team Checklist 2.2

**MY SCHOOL** +

- Demonstration School Exemplar

## Reports

Name	Version	Last Completed	Total Score	Subscale	Items	Download	Other
Self-Assessment Survey	2.0	06/01/2011					--
School-wide Evaluation Tool	2.1	--	--				--
School Safety Survey	2.0	05/02/2011	--				
Benchmarks of Quality	2.0	--					--
Team Checklist	3.1	5/15/2011					--
Team Checklist	2.2	--			--		--



**REPORT TYPE** ⊖

Total Score ▾

Total Score

**Subscale**

Items

Download

Display

Team Implementation Checklist Total Score (Per

**Demonstration School Exemplar**  
NCES ID:  
Eugene, Oregon

**Team Implementation Checklist Total Score  
Demonstration School Exemplar  
9/15/2010-5/15/2011**

Category	Blue Segment (%)	Green Segment (%)
Category 1	77.27	18.18
Category 2	90.9	9.0

**DATE RANGE** ⊖

2010-2011

2009-2010

2008-2009

Display

**EXPORT** ⊖

### Change Report Type

From the generated report:

- Click the + sign next to Report Type to expand the menu if it has not been expanded already.
- Select another report type from the drop-down menu.
- Click Display to view the new report.

### Change Report Date

When reports open, they display the data for the current school year by default. To change the date:

- Select the year(s) to be displayed from the Date Range menu.
- Click Display to view the report.
- To select more than one school year, hold down the CTRL key when selecting school years from the Date Range menu.

### Hints:

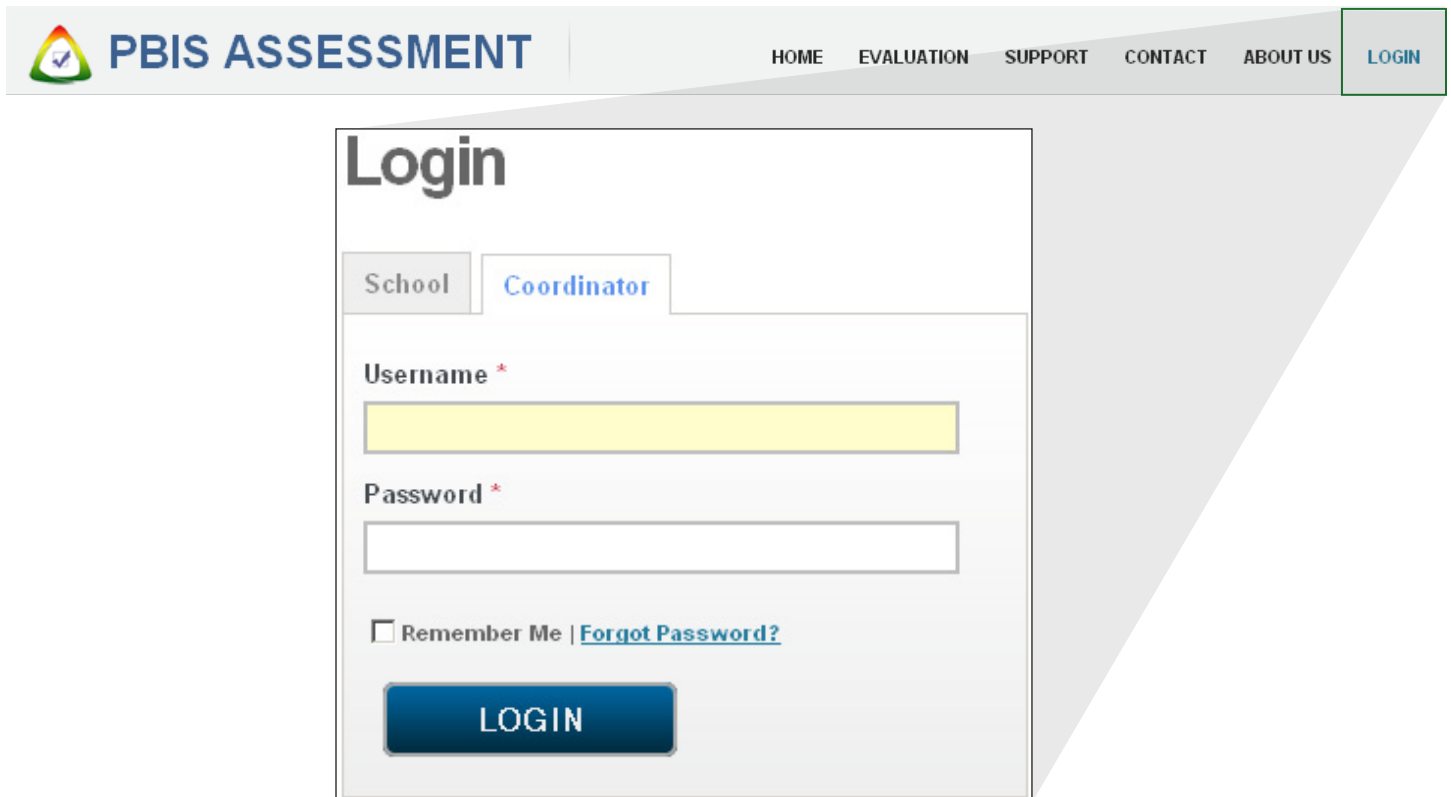
Reports for the Benchmarks of Quality (BoQ), School-wide Evaluation Tool (SET) and Team Checklist (TIC), and Safety Survey can be accessed within minutes of being entered. It is recommended that reports for the Safety Survey are reviewed after all responses have been submitted. Reports for the Self Assessment Survey (SAS) can be accessed 24 hours after the survey's close date.

Once generated, reports can be exported either as PDF or Excel files. Simply expand the Export menu and select the export type.



## Coordinator Login

- A Coordinator logs into PBIS Assessment by entering an email address and confidential password:
- When a Coordinator successfully logs in, the Coordinator Dashboard will be able to be accessed.



The screenshot shows the PBIS Assessment website header with the logo and navigation menu. The main content area features a 'Login' form with a 'Coordinator' tab selected. The form includes fields for 'Username' and 'Password', a 'Remember Me' checkbox, and a 'Forgot Password?' link. A blue 'LOGIN' button is positioned at the bottom of the form.

**PBIS ASSESSMENT** | HOME EVALUATION SUPPORT CONTACT ABOUT US **LOGIN**

### Login

School **Coordinator**

Username \*

Password \*

Remember Me | [Forgot Password?](#)

**LOGIN**



## Coordinator Dashboard:

From the Coordinator Dashboard, Coordinators are able to open new surveys, manage schools, view reports and locate support information. Quick links on the left side of the dashboard can be used to access information efficiently.

You are logged in as: Demonstration Coordinator (Edit)

PBIS ASSESSMENT
Logout

Dashboard
Surveys
Schools
Reports
Support

QUICK LINKS
+

---

Open a New Survey

---

Manage Schools

---

View Reports

## Coordinator Dashboard

Welcome!

### Surveys Currently Open

[+ Benchmarks of Quality \(15\)](#)

[+ School-wide Evaluation Tool \(15\)](#)

[- Team Checklist \(2\)](#)

Legend						
	Information		Launch Surveys		View Reports	
School	School ID	District	Open Date	Close Date	Responses	Actions
Demonstration School Challenged	386308	Demonstration District	7/5/2011 	7/22/2011 	0	
Demonstration School Exemplar	demo	Demonstration District	7/4/2011 	7/18/2011 	0	

### Surveys Upcoming

### Surveys Closed

[+ School Safety Survey \(1\)](#)

Legend						
	Information		Launch Surveys		View Reports	
School	School ID	District	Open Date	Close Date	Responses	Actions
Demonstration School Exemplar	demo	Demonstration District	4/13/2011 	5/2/2011 	5	

[+ Self-Assessment Survey \(2\)](#)

[+ Team Checklist \(2\)](#)

July 2011						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						



## View Survey Windows

From the Coordinator Dashboard, you can view a list of schools with currently open surveys or upcoming surveys. To view more information on each of the survey windows:

- Under Surveys Currently Open or Surveys Upcoming, click the + next to the correct survey name
- The menu will expand to display list of schools with their.
  - \* School ID
  - \* District Name
  - \* Open Date
  - \* Close Date (if appropriate)
  - \* Responses
  - \* Actions
- The Legend provides descriptions of the icons that are located in the Actions column.

## Modify Open or Upcoming Survey Windows

Coordinators can modify the survey open or close date for the Safety Survey, Self Assessment Survey, or Team Checklist. To modify a survey window:

- Under Surveys Currently Open, click the + next to the correct survey name.
- Locate the school on the list.
- Click on the calendar icon next to the date to be modified.
- Use the calendar navigation features to locate the correct month and click on the calendar day.
- A green success message should appear to indicate that changes were saved.

## Modifying Survey Windows for Multiple Schools

- In Quick Links, click Manage Surveys
- Under Surveys Currently Open, Surveys Upcoming and/or Surveys Closed, click the + next to the correct survey name(s).
- Use the checkboxes next to the school names to identify which schools will be included.
- At the top of the page, choose the Open and Close Dates. (Use the calendar navigation features to locate the correct month and click on the calendar day.)
- Click on Update Selected Surveys.
- A green success message should appear indicating the changes were saved.

**\*\*Note:** Survey windows may not overlap with other windows for the same survey. If you attempt to modify a survey date and it overlaps with another window for that same survey, the change will not be saved.



## Open a New Survey

To open a new survey:

- Click Open a New Survey from the Quick Links menu.
- Select the State, District and Schools from the corresponding menus.
- To select more than one item from the menus, hold down the CTRL key when selecting each item.
- Choose one of the surveys from the Select a Survey drop down list
- Set Open and Close Dates by clicking in the open field and selecting a date from the calendar.
- Click on “Open Survey”
- The list of schools with open surveys will appear.

QUICK LINKS +

- Open a New Survey
- Manage Schools
- View Reports

### Open a New Survey

Select States

**Oregon**

Select Districts

All  
**Demonstration District**  
Eugene School District

Select Schools

**All**  
Demonstration School Challenged  
Demonstration School Exemplar

Select a Survey

Click to Select ▼

School Safety  
Self-Assessment  
**Team Checklist**

Open Date

June 2011

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Close Date

**Open Survey**



## Extend Closed Survey Windows:

Coordinators can extend or reopen a recently closed survey to allow additional responses to be collected. If a close date is extended after the survey has already closed, the existing report will be deleted. A new report will be accessible after the new close date. To extend a survey window:

- Select the correct survey from the Closed Survey list.
- Select the school from the list.
- Click on the calendar icon next to the close date.
- Use the calendar navigation features to locate the correct month and click on the calendar day.
- A green success message should appear to indicate that changes were saved.



## View Reports:

Once schools have completed a survey, the report is accessible within PBIS Assessment for you to view. There are multiple ways to access reports:

- Hover over Reports located on the gray menu bar at the top of your screen.
- Click on the an evaluation tool from the menu items.
- A list of available reports for this evaluation tool will be listed:
  - \* Total Score
  - \* Subscale Score
  - \* Items
  - \* Download
  - \* Other
- Click on the blue title of the report or on the arrow next to the correct report.
- Select the Report Options on the left side of the screen.
- Click Display to view the report.

Or:

- Click Reports at the top of the screen to display the Report Overview grid.
- The Report Overview displays a list of all reports currently available.
- From the Report Overview, select from the available reports for each evaluation tool by clicking on the corresponding arrow.
- Select the Report Options on the left side of the screen.
- Click Display to view the report.


Or:

- For select surveys that have been completed recently the reports can also be accessed from the Dashboard.
- Click the + next to the survey name under Surveys Closed.
- The menu will expand to display a list of schools with a closed survey for the current school year for the selected survey.
- The survey results can be accessed by selecting the “View Reports” icon.
- The report will open to display data for that particular school.
- Report options can be modified to select a different
  - \* Report Type
  - \* State
  - \* District
  - \* School
  - \* Date Range.
- Each report can be exported to PDF or Excel by expanding the Export menu and selecting the appropriate file type.



Accessing Reports from Gray Reports Menu Title:

You are logged in as: Demonstration Coordinator (Edit)




**PBIS ASSESSMENT** Logout

Dashboard | Surveys | Schools | **Reports** | Support

- Status Reports
- Self-Assessment Survey 2.0
- School-wide Evaluation Tool 2.1**
- School Safety Survey 2.0
- Benchmarks of Quality 2.0
- Team Checklist 3.1
- Team Checklist 2.2

Accessing Reports from Report Overview Grid:

You are logged in as: Demonstration Coordinator (Edit)



**PBIS ASSESSMENT** Logout

Dashboard | Surveys | Schools | **Reports** | Support

**REPORTS** +

- Status Reports
- Self-Assessment Survey 2.0
- School-wide Evaluation Tool 2.1
- School Safety Survey 2.0
- Benchmarks of Quality 2.0
- Team Checklist 3.1
- Team Checklist 2.2

## Reports

Name	Version	Total Score	Subscale	Items	Download	Other
Self-Assessment Survey	2.0					--
School-wide Evaluation Tool	2.1	--				--
School Safety Survey	2.0	--				
Benchmarks of Quality	2.0					--
Team Checklist	3.1					--
Team Checklist	2.2			--		--



## Status Report:

The Status Report provides a report displaying which surveys have been completed by selected schools for specific school years. To generate a Status Report:

- Select the State, District and Schools to be included in the report. To select more than one school:
  - \* Hold down the CTRL key when clicking on the school names to include.
  - \* For a Status Report to include all schools in a district, select ALL at the top of the list of schools to include all schools in the report quickly.
- Select the date range by school year. Up to three years can be selected. (Hold down the CTRL key as years are selected if more than one year is to be included in the report.)
- After the State, District, School(s) and Date Range(s) are selected, click on Display to view the Status Report.
- To Export the report, select Export on the left-hand side of the screen to expand the Export menu. Choose either PDF or Excel format. Once the format is selected, the report can be opened or saved.

## Survey Reports

PBIS Assessment includes the following assessments available for schools to use:

### Benchmarks of Quality 2.0 (BoQ):

Benchmarks of Quality (BoQ) is an annual assessment for school teams to use to identify areas of success and areas for improvement for the implementation of PBIS. The following features are included in the BoQ:

1. PBIS Team
2. Faculty Commitment
3. Discipline Procedures
4. Data Entry & Analysis
5. Expectations, Recognition
6. Teaching
7. Implementation Plan
8. Classroom Systems
9. Evaluation.

Teams and Coaches generally complete the survey in the spring of each school year. Coordinators submit the results of the BoQ online. Three reports are available for the BoQ: Total Score, Subscale and Download.



Total Score Report:

The Total Score report provides the overall percentage score for the BoQ. To generate the report:

- Select Benchmarks of Quality 2.0 from the Reports tab.
- Click on the arrow under View, next to the Total Score Section, or click on the blue label: Total Score.
- Once selected, the Report options will appear.
- Select the State/District/School and Date Range.
- Click on Update.
- The Reports will display

To export the report

- Click Export located on the left-hand side of the screen to expand the Export menu.
- Select the file type to export the report.

REPORT TYPE

Total Score

Subscale

Items

Download

Display

SCHOOL

**State**

**District**

**School**

All

Demonstration School Challenged

Demonstration School Exemplar

Display

DATE RANGE

2010-2011

2009-2010

2008-2009

Display

EXPORT

PDF

---

EXCEL/CSV

### Benchmarks of Quality Total Scores

**Demonstration School Exemplar**  
 NCES ID:  
 Eugene, Oregon

**Demonstration District**  
 NCES ID:

**Benchmarks of Quality Total Scores**  
**Demonstration School Exemplar**  
**4/3/2009-4/25/2011**

School Year	Date Completed	Total Score
200809	4/3/2009	48%
200910	5/11/2010	85%
201011	4/25/2011	98%



## Subscale Report

The subscale report displays the elements In Place, Partially in Place and Not in Place for each school year as well as the implementation average for the year. To view the Subscale Report:

- Change the Report Type to Subscale.
  - \* The report type can be selected from the Reports page for the BoQ by clicking the blue label, Subscale.
  - \* If you have already generated a report, the report type can also be changed within the reporting options by clicking the + next to Report Type from the reporting options on the left side of the screen.
- If one hasn't been selected yet, select the state, district and school(s) as well as a date range.
- Click Display.

**REPORT TYPE** -

Total Score v

Total Score

**Subscale**

Items

Download

Display

**SCHOOL** -

**State**

Oregon v

**District**

Demonstration District v

**School**

All

Demonstration School Challenged

**Demonstration School Exemplar**

Display

**DATE RANGE** -

2010-2011

2009-2010

2008-2009

Display

**EXPORT** -

PDF

---

EXCEL/CSV

### Benchmarks of Quality Subscale

**Demonstration School Exemplar**

NCES ID:  
Eugene, Oregon

**Demonstration District**

NCES ID:

#### Benchmarks of Quality Subscale Demonstration School Exemplar 4/3/2009-4/25/2011

■ 5/11/2010    ■ 4/25/2011

	PBS Team	Faculty Commitment	Discipline Procedures	Data Analysis	Expectations Developed	Reward Program	Lesson Plans	Implementation Plan	Classroom Plan	Evaluation
5/11/2010	100%	83%	91%	100%	100%	81%	100%	69%	79%	69%
4/25/2011	100%	83%	91%	100%	100%	100%	100%	100%	100%	100%



## Items Report

The items report displays each of the survey's items separated by feature and the score – points received out of point possible. To access the Items Report:

- Change the Report Type to Items.
  - \* The report type can be selected from the Reports page for the BoQ by clicking the blue label, Items.
  - \* If you have already generated a report, the report type can also be changed within the reporting options by clicking the + next to Report Type from the reporting options on the left side of the screen.
- If one hasn't been selected yet, select the state, district and school(s) as well as a date range.
- Click Display.

## Download

To download the survey data into Excel, click on the arrow in the Download column from the Report Overview grid, or select Download from the Report Type in the reporting options.



## Safety Survey 2.0 (SSS):

The Safety Survey is an annual survey that can be accessed to determine Risk and Protection Factors for the school. A minimum of five staff, including an administrator, custodial staff member, supervisory/classified staff member, certified staff member and office staff member. The survey provides information in determining training and support needs related to school safety and violence prevention. Four reports are available for the School Safety Survey: Subscale, Items, Download and Other.

### Subscale Report

The subscale report displays a graph and table of the Risk Ratio and Protection Ratio percentages. To generate the subscale report:

- Select School Safety Survey 2.0 from the Reports tab.
- Click on the arrow under View, next to the Subscale section, or click on the blue label: Subscale.
- Once selected, the Report options will appear.
- Select the State/District/School and Date Range.
- Click on Display.
- The Report will display in the center of the screen. Both a graph and a table are provided with the dates, risk and protection ratios.

To export the report

- Click Export located on the left-hand side of the screen to expand the Export menu.
- Select the file type to export the report.

**REPORT TYPE**

Subscale

Subscale

Items

Download

Display

**SCHOOL**

**State**

Oregon

**District**

Demonstration District

**School**

All

Demonstration School Challenged

Demonstration School Exemplar

Display

**DATE RANGE**

2010-2011

2009-2010

2008-2009

### School Safety Survey Subscale

**Demonstration School Exemplar**

NCES ID:  
Eugene, Oregon

**Demonstration District**

NCES ID:

#### School Safety Survey Subscale Demonstration School Exemplar 4/26/2010-4/26/2011

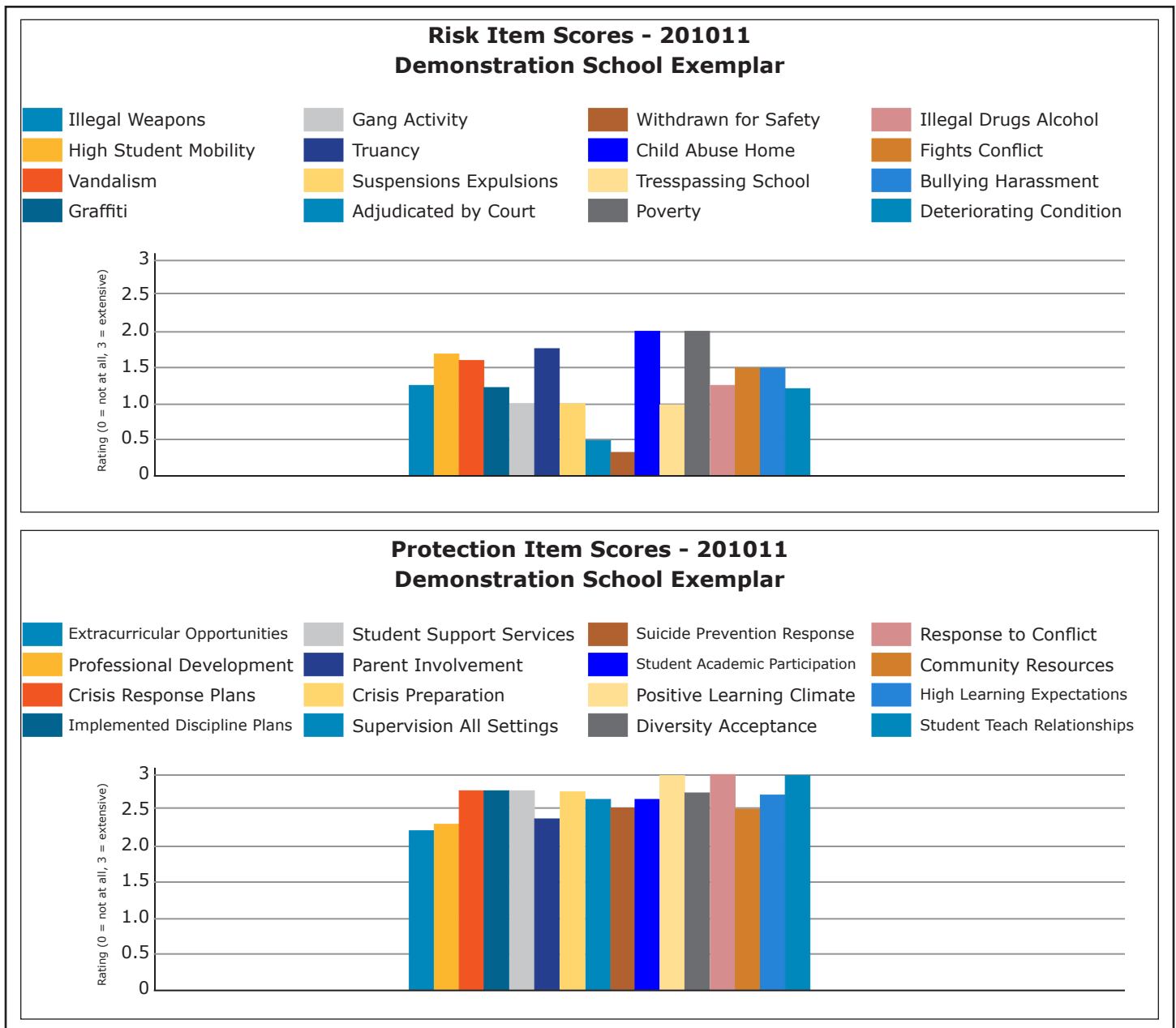
School Year	Date Completed	Risk Ratio	Protection Ratio
200910	4/26/2010	46%	89%
201011	4/13/2011	46%	90%



## Items Report

The Items Report displays two graphs. The first is for the Risk Items, the second is for the Protection Items. Each item is identified by color. To generate the Items Report:

- Change the Report Type to Items.
  - \* The report type can be selected from the Reports page for the School Safety Survey by clicking the blue label, Items.
  - \* If you have already generated a report, the report type can be changed directly within the reporting options by clicking the + next to Report Type from the reporting options on the left side of the screen.
- If one hasn't been selected yet, select the state, district and school(s) as well as a date range.
- Click Display.



## Other

The last report for the SSS is the Other report. This report lists the respondents comments to the six open-ended questions at the end of the survey. To generate the Other Report:

- Change the Report Type to Other.
  - \* The report type can be selected from the Reports page for the School Safety Survey by clicking the blue label, Items.
  - \* If you have already generated a report, the report type can be changed directly within the reporting options by clicking the + next to Report Type from the reporting options on the left side of the screen.
- If one hasn't been selected yet, select the state, district and school(s) as well as a date range.
- Click Display.

## Download

To download the survey data into Excel, click on the arrow in the Download column from the Report Overview grid, or select Download from the Report Type in the reporting options.

## **School-wide Evaluation Tool 2.1 (SET):**

The SET is a research tool designed to assess and evaluate the critical features of school-wide PBIS. The critical features assessed are:

1. Expectations Defined
2. Behavior Expectations Taught
3. Rewarding Expectations
4. System for Responding to Behavioral Violations
5. Decision Making
6. Management
7. District-Level Support

The SET is an annual assessment completed by trained SET evaluators. Three reports are available for the SET: Subscale, Items, and Download.



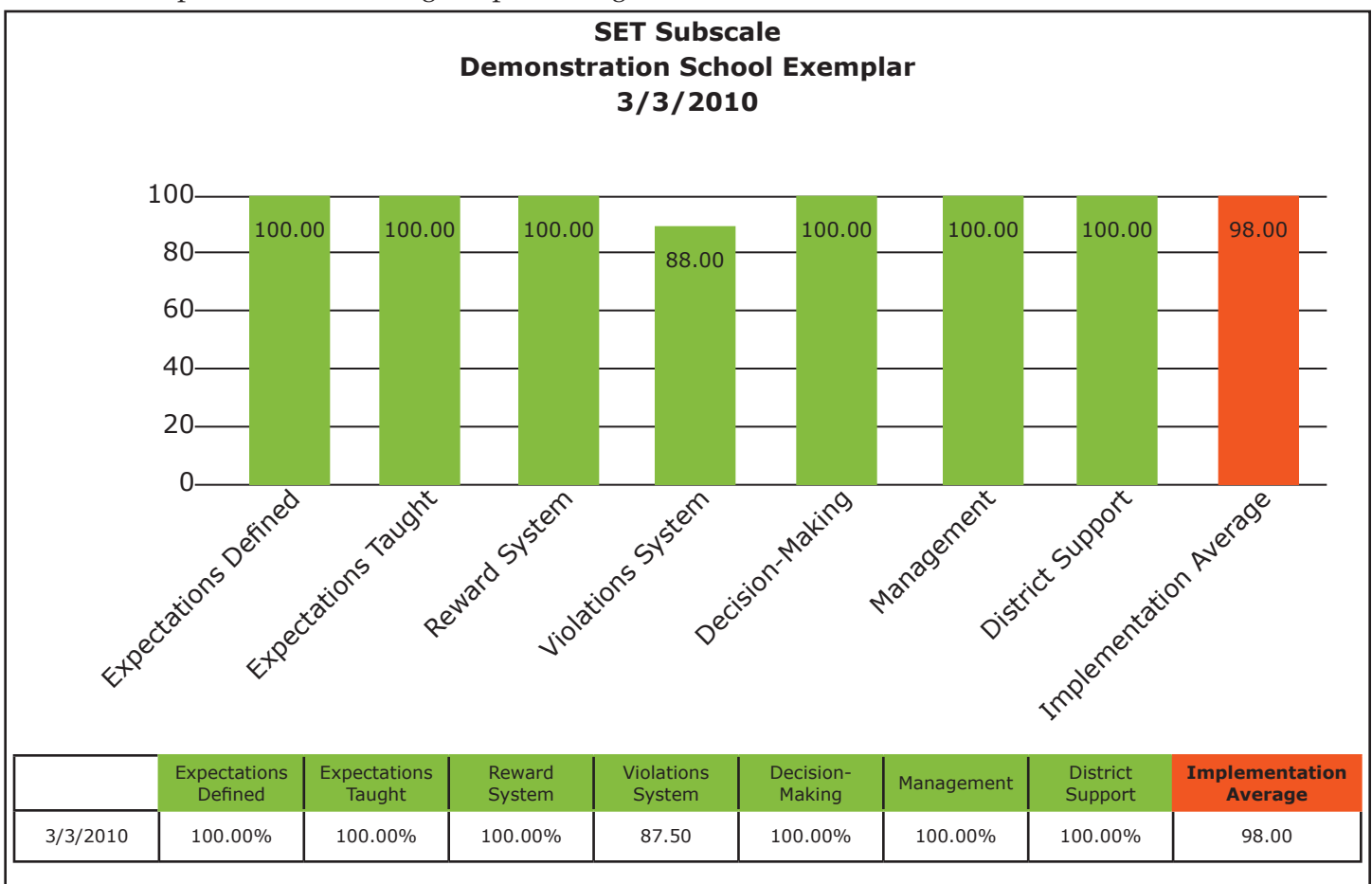
## Subscale Report

The SET includes seven research-based features for effective PBIS implementation:

1. Expectations Defined
2. Behavior Expectations Taught
3. Rewarding Expectations
4. System for Responding to Behavioral Violations
5. Decision Making
6. Management
7. District-Level Support

The subscale report provides a percentage of implementation for each of the features, as well as a percentage of overall implementation. Schools reaching 80% in Teaching and 80% in Overall Implementation (80/80) are considered to be implementing with fidelity. To generate the Subscale Report:

- Select School-wide Evaluation Tool 2.1 from the Reports tab.
- Click on the arrow under View, next to the Subscale section, or click on the blue label: Subscale.
- Once selected, the Report options will appear.
- Select the State/District/School and Date Range.
- Click on Display.
- The Report will display in the center of the screen. The subscale report includes a graph and table listing the percent of implementation for each of the seven features and an overall implementation average (representing the Total Score).



## Items Report

The SET Items Report is useful for action planning. The report shows each of the items – separated by feature – and the score achieved (points received out of points possible). To generate the SET Items Report:

- Change the Report Type to Items.
  - \* The report type can be selected from the Reports page for the SET by clicking the blue label, Items.
  - \* If you have already generated a report, the report type can be changed directly within the reporting options by clicking the + next to Report Type from the reporting options on the left side of the screen.
- If one hasn't been selected yet, select the state, district and school(s) as well as a date range.
- Click Display.

## Download

To download the survey data into Excel, click on the arrow in the Download column from the Report Overview grid, or select Download from the Report Type in the reporting options.

## **Self Assessment Survey 2.0 (SAS):**

The SAS is an annual assessment used by schools to identify the staff perception of the Status and Priority for Improvement for the following systems:

1. School-wide
2. Classroom
3. Non Classroom
4. Individual Student Systems

Results of the SAS are effective in identifying the staff priorities for action planning. Four reports are available for the SAS: Total Score, Subscale, Items and Download.

## Total Score Report

The SAS Total Score Report is grouped by survey dates (most recent to least recent), then by survey. To generate the SAS Total Score Report:

- Select Self Assessment Survey 2.0 from the Reports tab.
- Click on the arrow under View, next to the Total Score section, or click on the blue label: Total Score
- Once selected, the Report options will appear.
- Select the State/District/School and Date Range.
- Click on Display.
- The Report will display in the center of the screen. The Total Score Report generates with two sets of bar charts.
  - \* **Current Status:** For each system, the percentage of respondents who answered: In Place, Partially in Place, Not in Place for the current status.
  - \* **Improvement Priority:** The percentage of respondents who answered: High, Medium or Low, for the system's improvement priority.



# Self-Assessment Survey Total Score

## Demonstration School Exemplar

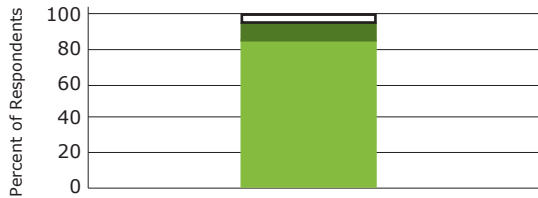
NCES ID:

Eugene, Oregon

## Demonstration District

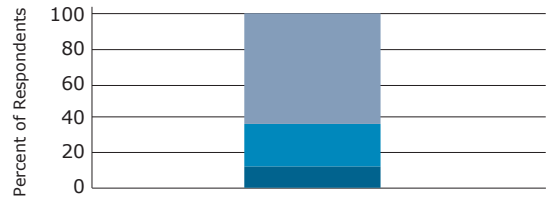
NCES ID:

**School-Wide Current Status**  
**Demonstration School Exemplar**  
**6/1/2011**



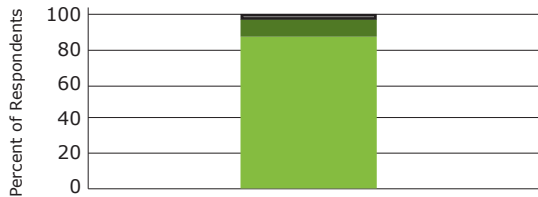
	6/1/2011
In Place	85%
Partial	13%
Not	2%

**School-Wide Improvement Priority**  
**Demonstration School Exemplar**  
**6/1/2011**



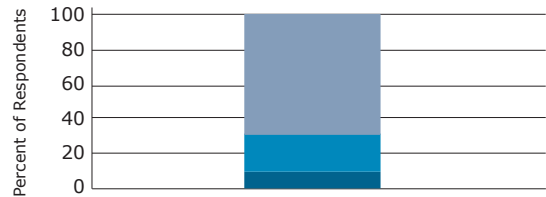
	6/1/2011
High	10%
Medium	26%
Low	64%

**Non-Classroom Current Status**  
**Demonstration School Exemplar**  
**6/1/2011**



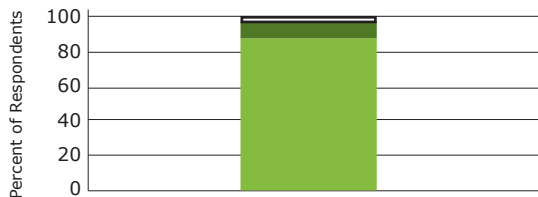
	6/1/2011
In Place	87%
Partial	11%
Not	3%

**Non-Classroom Improvement Priority**  
**Demonstration School Exemplar**  
**6/1/2011**



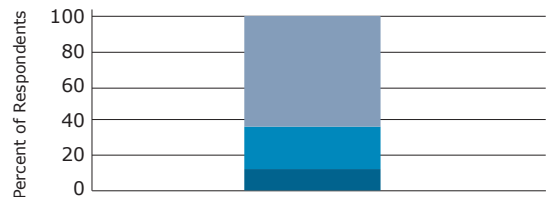
	6/1/2011
High	7%
Medium	22%
Low	71%

**Classroom Current Status**  
**Demonstration School Exemplar**  
**6/1/2011**



	6/1/2011
In Place	86%
Partial	14%
Not	1%

**Classroom Improvement Priority**  
**Demonstration School Exemplar**  
**6/1/2011**



	6/1/2011
High	7%
Medium	20%
Low	73%



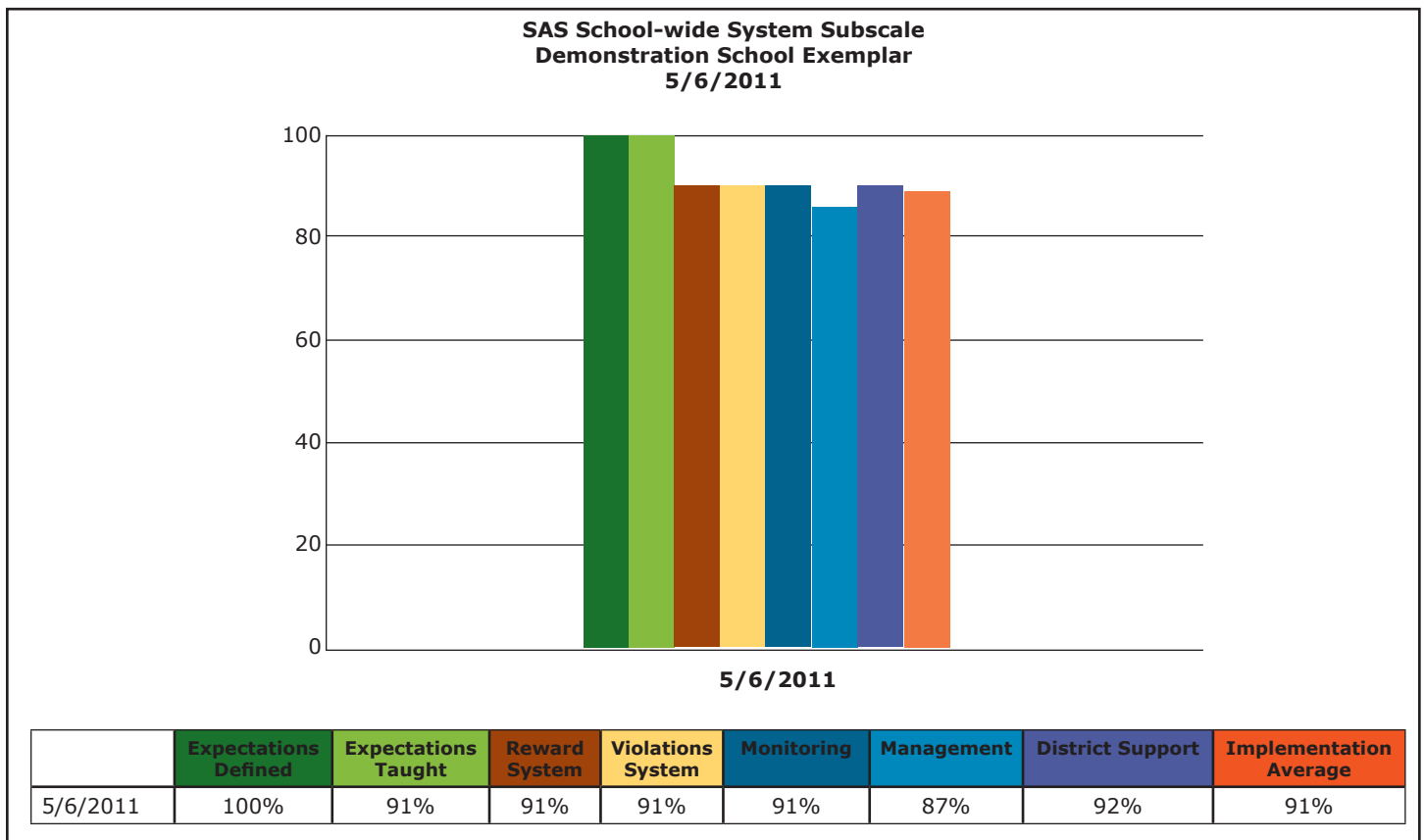
## Subscale Report

The Subscale Report displays each element's implementation status (In Place, Partially in Place, Not in Place) as a percentage. The elements displayed along with the questions to which they relate are listed below:

Element	Question(s)
Expectations defined	1
Expectations taught	2
Reward system	3
Violations system	4-8
Monitoring	10-12
Management	9, 14-16
District support	17-18

To generate the Subscale Report:

- Change the Report Type to Subscale.
  - \* The report type can be selected from the Reports page for the SAS by clicking the blue label, Subscale.
  - \* If you have already generated a report, the report type can be changed directly within the reporting options by clicking the + next to Report Type from the reporting options on the left side of the screen.
- If one hasn't been selected yet, select the state, district and school(s) as well as a date range.
- Click Display.
- The report will display the School-wide System Subscale only.



School Year			Number of Responses	Date Completed		
2010-11			34	06/01/2011		
Current Status			Feature	Improvement Priority		
In Place	Partial	Not	System: schoolwide	High	Medium	Low
100%	0%	0%	1. A small number (e.g. 3-5) of positively and clearly stated student expectations or rules are defined.	0%	12%	88%
100%	0%	0%	2. Expected student behaviors are taught directly.	8%	36%	56%
82%	18%	0%	3. Expected student behaviors are regarded regularly.	15%	23%	62%
88%	12%	0%	4. Problem behaviors (failure to meet expected student behaviors) are defined clearly.	12%	40%	48%
71%	29%	0%	5. Consequences for problem behaviors are defined clearly.	12%	42%	46%
82%	18%	0%	6. Distinctions between office v. classroom managed problem behaviors are clear.	20%	24%	56%
76%	24%	0%	7. Options exist to allow classroom instruction to continue when problem behavior occurs.	8%	36%	56%
94%	6%	0%	8. Procedures are in place to address emergency/dangerous situations.	0%	20%	80%
100%	0%	0%	9. A team exists for behavior support planning & problem solving	8%	17%	75%
100%	0%	0%	10. School administrator is an active participant on the behavior support team.	4%	4%	92%
82%	12%	6%	11. Data on problem behavior patterns are collected and summarized within an on-going system.	25%	17%	58%
76%	18%	6%	12. Patterns of student problem behavior are reported to teams and faculty for active decision-making on a regular basis (e.g. monthly).	17%	33%	50%
88%	12%	0%	13. School has formal strategies for informing families about expected student behaviors at school.	8%	25%	67%
56%	31%	13%	14. Booster training activities for students are developed, modified, & conducted based on school data.	9%	36%	55%

### Items Report

The SAS Items Report shows the current status and improvement priority percentages for each item within each system. Many schools find the Items Report to be most helpful for data-based decision making. To generate the SAS Items Report:

- Change the Report Type to Items.
  - \* The report type can be selected from the Reports page for the SAS by clicking the blue label, Items.
  - \* If you have already generated a report, the report type can be changed directly within the reporting options by clicking the + next to Report Type from the reporting options on the left side of the screen.
- If one hasn't been selected yet, select the state, district and school(s) as well as a date range.
- Click Display.

### Download

To download the survey data into Excel, click on the arrow in the Download column from the Report Overview grid, or select Download from the Report Type in the reporting options.



## Team Implementation Checklist 3.0 and 2.2 (TIC):

The TIC is a progress monitoring tool for school teams implementing PBIS. The TIC is completed by the PBIS Team and submitted by the Coordinator three to four times per year. Four reports are available for the TIC: Total Score, Subscale, Items and Download.

### Total Score

For each completed survey, the Total Score Report displays the overall scores as:

1. The percentage of items fully and partially implemented
2. The percentage of implementation points

To generate the TIC Total Score Report:

- Select Team Implementation Checklist 3.1 or 2.2 from the Reports tab. *The Team Implementation Checklist 2.2 is no longer available for submitting reports, only for reviewing past reports.*
- Click on the arrow under View, next to the Total Score section, or click on the blue label: Total Score
- Once selected, the Report options will appear.
- Select the State/District/School and Date Range.
- Click on Display.
- The Report will display in the center of the screen. The report will indicate the percent of fully implemented and partially implemented items. Blank areas of the graph indicate Not Implemented items.

#### Demonstration School Exemplar

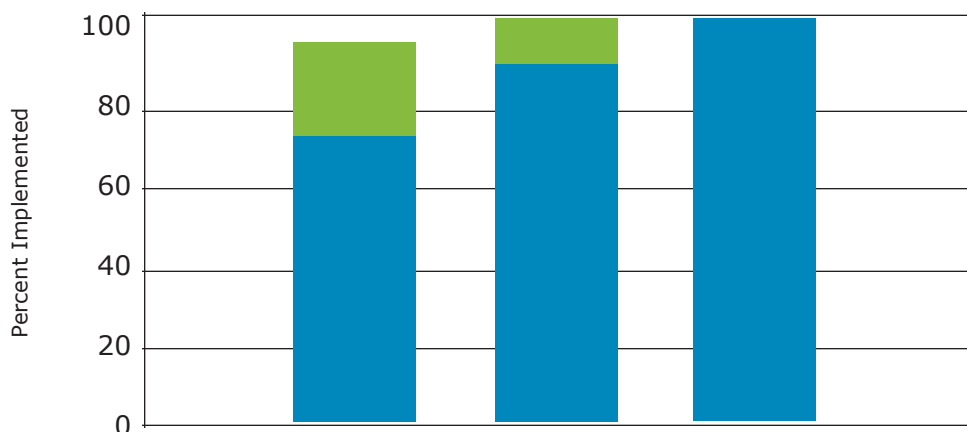
NCES ID:

Eugene, Oregon

#### Demonstration District

NCES ID:

**Team Implementation Checklist Total Score (Percentage of Points)  
Demonstration School Exemplar  
9/15/2010-5/15/2011**



School Year	Date Completed	FImp	PImp
201011	9/15/2010	77.27%	18.18%
	1/17/2011	90.91%	9.09%
	5/15/2011	100.00%	0.00%



### Subscale:

The Subscale Report displays the percentage of fully, partially and not implemented elements. The graph is grouped by element then survey dates. The elements along with the questions to which they relate are listed below:

Element	Question(s)
Establish commitment	1-2
Establish and maintain team	3-5
Self assessment	6-8
Define expectations	9-11
Teach expectations	12
Reward expectations	13
Consequences	14
Classroom	15-17
Establish information system	18-19
Build capacity for function-based support	20-22

To generate the Subscale report:

- Change the Report Type to Subscale.
  - \* The report type can be selected from the Reports page for the TIC by clicking the blue label, Subscale.
  - \* If you have already generated a report, the report type can be changed directly within the reporting options by clicking the + next to Report Type from the reporting options on the left side of the screen.
- If one hasn't been selected yet, select the state, district and school(s) as well as a date range.
- Click Display.
- The report includes a graph as well as a table displaying the percentage of fully and partially implemented items under each element. The goal is to achieve at least 80% fully implemented items for each element.

### Items Report:

The TIC Item Report shows each of the items and their scores (2 = Achieved, 1 = In Progress, 0 = Not Started) separated by feature. You can select the school year and scroll through the surveys by date of completion beginning with the most recent checklist submitted. To view the Items report:

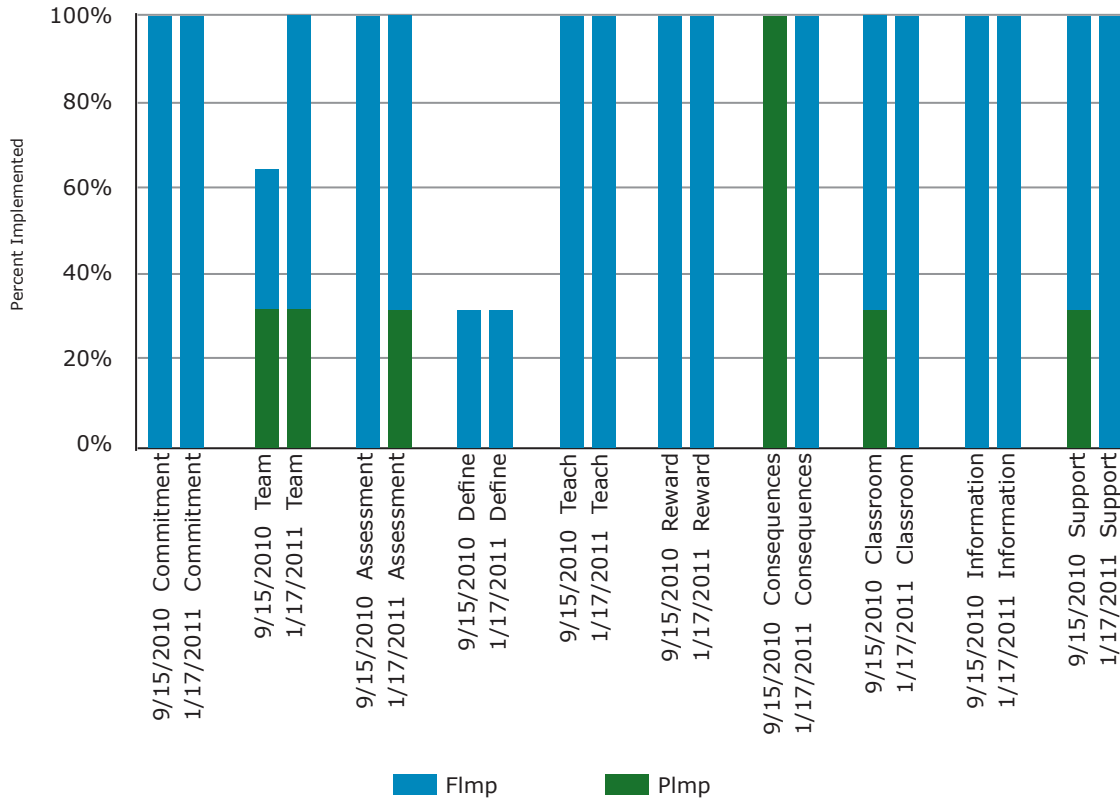
- Change the Report Type to Items.
  - \* The report type can be selected from the Reports page for the TIC by clicking the blue label, Items.
  - \* If you have already generated a report, the report type can be changed directly within the reporting options by clicking the + next to Report Type from the reporting options on the left side of the screen.
- If one hasn't been selected yet, select the state, district and school(s) as well as a date range.
- Click Display.

### Download Report:

To download the survey data into Excel, click on the arrow in the Download column from the Report Overview grid, or select Download from the Report Type in the reporting options.



**Team Implementation Checklist Subscale  
Demonstration School Exemplar  
9/15/2010-5/15/2011**



**Team Implementation Checklist Items Report**

School Year	Number of Responses	Date Collected
2010-11	1	09/15/2010
Feature	Score (0, 1, 2)	
<b>Establish Commitment</b>		
1. Administrator's Support and Active Involvement	2	
2. Faculty/Staff Support	2	
<b>Establish &amp; Maintain Team</b>		
3. Team Established (Representative).	1	
4. Team has regular meeting schedule, effective operating procedures	2	
5. Audit is completed for efficient integration of team with other teams/initiatives addressing behavior support	0	
<b>Conduct Self-Assessment</b>		
6. Team completes the Team Implementation Checklist (TIC)	2	
7. Team summarizes existing school discipline data	2	
8. Team uses self-assessment information to build implementation Action Plan (areas of immediate focus).	2	



## Schools Tab:

Along the top of dashboard is a grey bar with several menu tabs. The Schools tab provides the place to manage all schools as well as add new schools in PBIS Assessment.

### Manage Schools:

From the Manage Schools section, coordinators can view currently open and any closed surveys for a particular school. A new survey can be added to a school from this section as well.

- From the Schools tab, select Manage Schools.
- The site will come to Find A School.
- Select the State, District and School from the appropriate menus.
- Select View Details to view the open and closed survey information for the school.
- After selecting View Details, click Open New Survey to open a new survey for this school.

### Add New Schools:

- From the Add New School section under the Schools tab, coordinators are able to add new schools to PBIS Assessment.
- Select the State/District
- Click on “Display Schools”.
- A list of schools within the Coordinators scope and don’t have PBIS Assessment accounts will be listed.
- Mark the square next to the name(s) of the school to add
- Click on “Add Selected Schools”.
- The selected schools will then be included in the coordinator’s account and surveys can be opened for the schools.

### Add New School Not on Add New School List

If you are trying to locate a school that does not appear in this section, the PBIS Assessment Technical Assistance team will need to add it for you. To ensure the correct school is added to your list of schools, please submit a completed School Information form to the PBIS Assessment Technical Assistance team. Contact information can be found on the Contact Us page in the Support menu. A copy of the School Information Form is available under Resources on the PBIS Assessment homepage.



## Support Tab: FAQs

The Support Tab includes Help Topics, Finding a Local Coordinator, Resources, Webinars and Frequently Asked Questions (FAQs). Below are FAQs:

### **What do I do if there isn't a Coordinator in my area?**

View the website to see if there's a coordinator in a location close to your city. If not, please contact your State Coordinator to be linked to a local Coordinator. If you aren't able to locate a Coordinator, contact us at [support@pbisassessment.org](mailto:support@pbisassessment.org).

### **Do we need to do all the surveys/checklists on PBIS Assessment in order to measure PBIS implementation?**

No. States, Districts and Schools are encouraged to choose the surveys that best meet the needs and answer the evaluation questions for the State/District/School. The PBIS Coach/Coordinator for the District or State can assist in developing Evaluation Plans. The PBIS Website has an Evaluation Blueprint with complete information: More information will be available on our website in the future.-

### **How do I navigate the PBIS Assessment site as a Coordinator?**

Please review the Coordinator Manual. A list of PBIS Assessment webinars are also available on the website.

### **We need more time for the staff to complete the Self Assessment Survey. How can I extend the Survey dates?**

To extend the survey date, the PBIS Assessment coordinator will go to the Self Assessment Survey (from either the open or closed section of the dashboard). Click on the calendar next to the close date to revise.

### **Our school completed the Self Assessment Survey, but the reports aren't showing. Why?**

It is most likely that the Self Assessment Survey hasn't closed yet. Contact your PBIS Assessment Coordinator to make sure the survey has closed. Once the survey is closed, the reports will be available the following day.

### **Who completes the Team Implementation Checklist?**

The Team Coach or Coordinator enters the Team Implementation Checklist online. Once the score is entered, schools are able to access the reports.

### **Our school is trying to complete the Benchmarks of Quality and we can't access it. Why?**

The PBIS Assessment Team Coach or Coordinator enters the Benchmarks of Quality scores online. Once the score is entered, schools are able to access the reports.

### **I'm a PBIS Assessment coordinator and I can't find one of my schools in the "Add Schools" section. How can I add this school?**

The school may not be in the PBIS Assessment database. Complete a School Information Form and send it to [accounts@pbisassessment.org](mailto:accounts@pbisassessment.org). If the school is within your scope, it will be added to the database and to your account.

