ADDING DATA POINTS INTO THE TFI

A visual tour for teams implementing tier data

How to begin

- Access https://www.pbisapps.org/Pages/Default.aspx by typing it into your search bar

- Find "PBIS Applications Login" in the upper right-hand corner of the screen and click on it

- When you click "PBIS Applications Login," the site will ask for your username and password. Enter those and press "Login."

Finding the survey

- Logging in will take you to your Dashboard
  - You can see what surveys are open to you/your school or organization here
  - If you do not automatically arrive at your Dashboard, click on "PBIS Assessment" in the top left corner of the screen
- Any survey that is open and ready data entry into will appear under "Open Survey Windows"
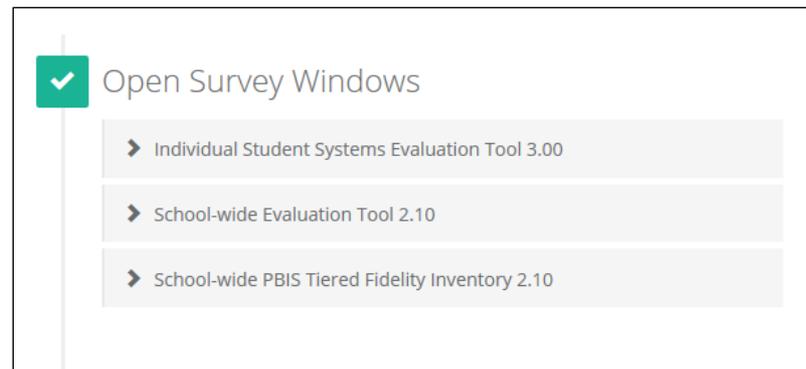
But wait! What if your survey is no longer "Open?"

- Scroll down below the "Open Survey" section until you see a red "Closed Survey" section
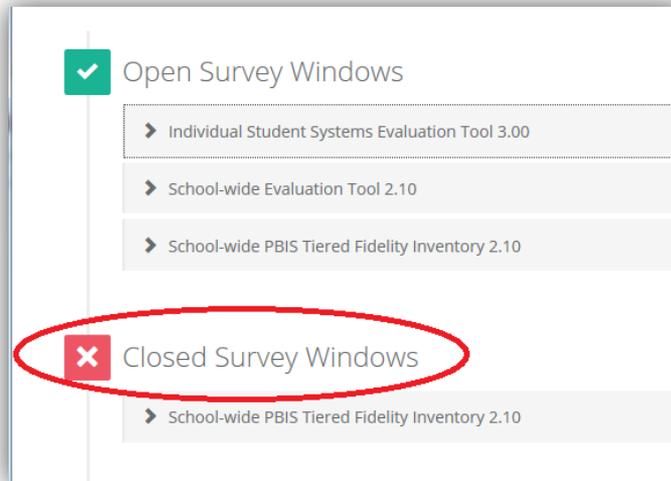
- Click on the survey under "Closed Survey Windows" that you want to complete

Changing your Closed Survey to an Open Survey

- When you click on your survey, you will see a list of organizations.
  - Click your box to the left of your school/organization's name
- There will be a dark blue box under the survey name that goes from "Change Dates for 0 Selected Surveys" to "Change Dates for 1 Selected Surveys" when you click on your school/organization.
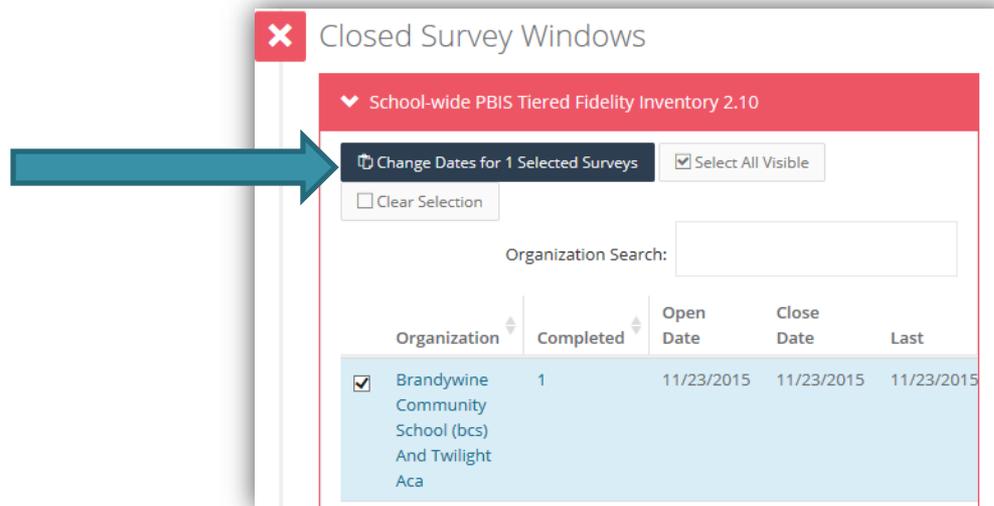
Changing your Closed Survey to an Open Survey Cont'd

- A box will pop up that says "Modify Open and Close Date"
  - Change the "close date" to either the current date or a future date. The survey will only remain closed if the "close date" has already passed.
  - Click "Update"
- Your survey should now be listed under "Open Survey Windows"
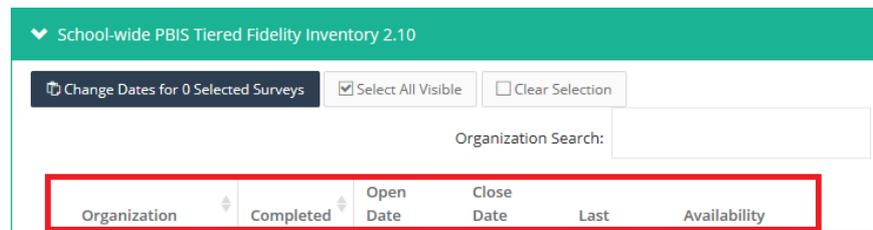
Finding the survey

- Click on the survey under "Open Survey Windows" that pertains to you
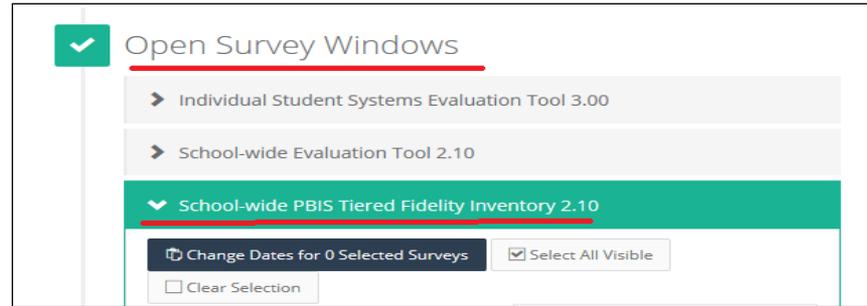
- There will be a list for "Organization" in a column on the left side. Look for your organization/school there!

Accessing your survey

- ## Under your selected Open Survey, there is a row of headings

- ## Under "Availability" there will be an option to click "Take Survey" if you have not yet input your organization's data
  - Click "Take Survey" to begin

Taking your survey, page 1

- You will be redirected to a page that asks you when you completed your data page that you are entering
  - Ex: for the Targeted Tier Training data for "School-wide PBIS Tiered Fidelity Inventory 2.10," the first page of the survey asks when you completed the Tiered Fidelity inventory, as well as who completed the inventory and who completed the TFI Walkthrough Tool (which we did not do at this training)

Taking your survey, page 2

- For the SWPBIS Tiered Fidelity inventory, the survey then takes you to Tier 1-3 questions rated on a 0-2 scale
  - Note: 11.17.15 Targeted Training attendees can ignore the questions for Tiers 1 and 3, as the PD only focused on Tier 2
    - The answers to the Tier 2 questions were completed during the conference on the TFI Action Plan sheet
- Once you enter in the tier data for your school, click to the next page

Taking your survey, page 3

- Page 3 consists of SWPBIS Tiered Fidelity Inventory Optional Questions
  - These questions are optional, so if you don't know the answers to them, you don't have to enter anything
- Once you enter in the information for these final questions, click "Submit Survey" at the bottom right of your screen
- Your survey is then entered into the system!

Editing your survey

- To edit your survey, click "Dashboard" at the top of your screen, go back into "Open Survey Windows" and access your survey again
- Under the "Completed" tab, you will see a number (most likely a "1")
  - Click the number
  - Click "View & Edit" on the new page
  - You can click on any of the headings to see the questions and responses in that section. You can change any of the scores in these areas by clicking on the box and changing the number
  - Hit "Save" when you're finished!