

BIR Enrollment and Data Entry Instruction Manual

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These steps are for new users.

***Please note: Users will not be able to access or manage all levels of the BIR site. These permission levels will be assigned during user registration and some users may have more access and data management capabilities than others, depending on the roles assigned to specific users.*

Logging In

1. Current web address: behaviorpartnership.com
2. Enter user name and password information. Click login.

Step 1: Adding a New Program

1. For a program to be added you must first register with the BIRS.
2. You may do so by contacting our data administrator at help@behaviorpartnership.com or enrolling online at <http://behaviorpartnership.com/onlineenrollment/form>
3. Once your enrollment application has been approved our data administrator will set up your account and add your program to the BIRS.

Editing a Program's Information

1. From the menu bar, click on "Data Entry" → Click "Programs"
 - a. The Manage Programs Screen will appear
2. Click on the pencil icon to the right of the program that needs to be edited.
 - a. The "Edit Program" window will appear.
3. Ensure the "Active" checkbox is checked at the top left of the page.
4. Please type in or select the appropriate changes you wish to make in the appropriate fields. (Name, Description, Users Assigned, Address, Contact Person, Contact's title, Email, Phone).
5. Under the Billing Tab, you may update your program's billing information (Contact Person, email, billing address, and payment method).
6. Click "Save" on the bottom right hand side of the "Edit Program" window to save the changes that have been made.

Step 2: Adding Schools to a Program

1. From the menu bar, click on "Data Entry" → click on "Schools"
 - a. The Manage Schools page will appear.
2. Click on the "New" button on the bottom left hand side of the screen.
 - a. A pop up box will appear labeled "Edit School".
3. Ensure the "Active" checkbox is checked at the top left of the page.

4. Select your program from the drop down box labeled program.
5. In the "Name" box, type in the school's name.
6. Under the "Total Children by School Year" section, type in the total number of Children in Pyramid or PBS classrooms. Select the appropriate school year.
7. In each corresponding box, type in the schools: address, contact person, email, and phone number.
8. Click "Save" in the bottom right of the "Edit School" window.
 - a. A message will appear asking you to click on "Add/Change Total" and then save.
9. Click on "Add/ Change Total" next to the "Total Children by School Year" button
10. Click "Save" again in the bottom right of the "Edit School" window.
 - a. You will be directed back to the Manage Schools Screen and the newly added school will be visible.

Editing a School's Information

1. From the menu bar, click on "Data Entry" → click on "Schools"
 - a. The Manage Schools page will appear.
2. Click on the pencil icon to the right of the school you wish to edit.
 - a. The "Edit School" window will appear.
3. Ensure the "Active" checkbox is checked at the top left of the page.
4. From the "Edit School" window, enter the school information you wish to edit in the appropriate fields.
5. Click "Save" on the bottom right hand side of the "Edit School" window to save the new information.

Deleting A School Consult with the BIRS database administrator (help@behaviorpartnership.com) prior to deleting.**

1. From the menu bar, click on "Data Entry" → click on "Schools"
 - a. The Manage School Page will appear.
2. Click on the pencil icon located to the right of the School you wish to remove.
 - a. The "Edit School" window will appear.
3. Ensure that the box next to Active is unchecked.
4. Click save to ensure this school is no longer active in the BIRS.

Step 3: Adding Classrooms to a School/Site

1. From the menu bar, click on “Data Entry” → click on “Classrooms”
 - a. The Manage Classrooms Page will appear
2. Click on the new button at the bottom left hand side of the screen.
 - a. A pop up box will appear labeled Edit Classrooms
3. Ensure the active box is checked at the top left hand side of the Edit Classroom window
4. Select the program from the program drop down menu
5. Select the school from the school drop down menu
6. Type In the Classroom ID in the name box
7. Click Save.
 - a. You will be directed back to the “Manage Classrooms” window and will be able to view your newly added classroom.

Editing a Classroom’s Information

1. From the menu bar, click on “Data Entry” → click on “Classrooms”
 - a. The Manage Classrooms page will appear.
2. Click on the pencil icon to the right of the Classroom you wish to edit.
 - a. The “Edit Classroom” window will appear.
3. Ensure the “Active” checkbox is checked at the top left of the page.
4. From the “Edit Classroom” window, enter the classroom information you wish to edit in the appropriate fields.
5. Click “Save” on the bottom right hand side of the “Edit Classroom” window to save the new information.

Deleting A Classroom Consult with the BIRS database administrator (help@behaviorpartnership.com) prior to deleting.**

1. From the menu bar, click on “Data Entry” → click on “Classrooms”
 - a. The Manage Classroom Page will appear.
2. Click on the pencil icon located to the right of the Classroom you wish to remove.
 - a. The “Edit Classroom” window will appear.
3. Ensure that the box next to Active is unchecked.
4. Click save to ensure this classroom is no longer active in the BIRS.

Step 4: Adding Staff ID's to a Program

**Note all teacher IDs must not contain any identifying information. It may be helpful that each schools ID and teacher ID are combined to avoid confusing teacher IDs. Also it is helpful if teachers IDs are differentiated from Child IDs to avoid confusion when graphs are created later. For example a teacher's ID who works at Little School would be LST01. LS = Little School T = Teacher 01 = Teacher ID

1. From the menu bar, click on "Data Entry" → click on "Staff"
 - a. The Manage Staff Page will appear.
2. Click on the new button on the bottom left hand side of your screen.
 - a. The "Edit Staff" window will appear.
3. Ensure that the "Active" box is checked.
4. Select the correct program from the "Program" drop down menu.
5. Select the school the staff member belongs to from the drop down menu.
6. In the code box, enter the staff ID.
7. Click Save to save the staff information.
 - a. You will be directed back to the "Manage Staff" window and will be able to view your newly added staff ID.

Editing Staff ID's

1. From the menu bar, click on "Data Entry" → click on "Staff"
 - a. The Manage Staff Page will appear.
2. Click on the pencil icon located to the right of the staff's ID.
 - a. The "Edit Staff" window will appear.
3. Ensure that the box next to Active has a check.
4. You may select a different program or change the staff ID in the appropriate boxes.
5. Click Save to save the edited staff information.

Deleting Staff ID's ** Consult with the BIRS database administrator (help@behaviorpartnership.com) prior to deleting.

5. From the menu bar, click on "Data Entry" → click on "Staff"
 - a. The Manage Staff Page will appear.
6. Click on the pencil icon located to the right of the staff's ID.
 - a. The "Edit Staff" window will appear.
7. Ensure that the box next to Active is unchecked.
8. Click save to ensure this staff ID is no longer active in the BIRS.

Step 5: Adding Child ID's to a Program

****Note:** It is recommended that Children IDs are differentiated from teacher IDs to avoid confusion when generating graphs. For example a Child who attends Little School would be assigned an ID labeled LSS01. LS = Little School S=Child 01 = ID number

1. From the menu bar, click on "Data Entry" → click on Children
 - a. The "Manage Children" page will appear.
2. On the bottom left of your screen, click the new button.
 - a. The "Edit Child" window will appear.
3. Ensure the Active box is checked.
4. From the "Select Program" dropdown menu, click on the appropriate program
5. From the "School" dropdown menu, click on the appropriate school.
6. From the "Classroom" dropdown menu, click on the appropriate classroom.
7. Type the Child ID into the Code box.
8. If the Child has an IEP click on the box labeled "Has IEP" and ensure that a check appears
9. Click Save to save the new Children information.
 - a. You will be directed back the "Manage Children" page and will be able to view the newly added Child ID.

Editing Children Information

1. From the menu bar, click on "Data Entry" → click on Children
 - a. The Manage Children page will appear.
2. Click on the pencil icon to the right of the Child ID you wish to edit.
 - a. The "Edit Child" window will appear.
3. Ensure the "Active" checkbox is checked on the top left side of the window.
4. During this time you may change the program, school, or Child ID, or IEP options.
5. Click save to ensure that the information you have just edited will be saved.

Deleting Children Information ** Consult with the BIRS database administrator (help@behaviorpartnership.com) prior to deleting.

1. From the menu bar, click on “Data Entry” → on Children
 - a. The Manage Children page will appear.
2. Click on the pencil icon to the right of the Child ID you wish to delete.
 - a. The “Edit Child” window will appear.
3. Ensure the “Active” checkbox on the top left side of the window is NOT checked.
4. Click save to ensure that this Child ID will no longer be active in the BIRS.
- 5.

Step 6: Data Entry **Please Note that only Data Managers have the ability to enter incidents

1. From the menu bar, click on “Data Entry” → click on “Incidents”
 - a. The Manage Incidents page will appear.
2. Select your program from the program dropdown menu.
3. Select your school from the school dropdown menu.
4. Select your classroom from the classroom dropdown menu.
5. Click on update, located to the right of the window.
 - a. You will be able to view any incidents that have previously been entered for that specific classroom.
6. To make a new entry, click on the new button at the bottom left hand side of the screen.
 - a. The “Edit Incident” window will appear.
7. Ensure that the active box is checked at the top left hand side of the “Edit Incident” window.
8. From the Program dropdown menu*, select the appropriate program (if not already selected).
9. From the School ID dropdown menu* select the appropriate school ID (if not already selected).
10. From the Staff ID dropdown menu* select the appropriate staff ID.
11. From the Classroom dropdown menu*, select the appropriate classroom ID (if not already selected).
12. From the Child ID dropdown menu* select the appropriate child ID.
13. Click in the date box*. Select the appropriate date and time from the calendar.
14. In the Behavior Description box, type in the description of the behavior on your BIR form (if applicable)
15. In the Behavior dropdown menu*, select the behavior. If other is an option, type in in the other behavior in the box labeled “Other Behavior”
16. In the Activity dropdown menu*, select the activity. If other is selected, type in the activity in the “Other Activity” Box.

17. Under Others Involved: click on each box so that a check appears to the listed person. **Note:** You may select more than one option or none at all. If other is selected type in the others involved in the “Others Involved” box.
18. Under the Possible Motivation dropdown menu*, select the motivation. If other motivation is selected type in the motivation in the Other Motivation Box.
19. Under the Strategy dropdown menu*, select the most intrusive strategy used. If other strategy is selected, type in the strategy in the Other Strategy box.
20. In the Follow up dropdown menu select the follow up option. **Please note:** it is very rare for this section to be completed or used. If other follow up is selected please specify by typing it in the Other Follow Up box.
21. In the Comments box, please type any comments on the BIR form if applicable.
22. Click on save to save the incidents form.
 - a. You will be directed back to the “Manage Incidents” page and will be able to view the newly added incident.

***Steps marked with an asterisk must be completed.**

****Please note that the dropdown boxes only allow one selection so please select the most intrusive strategy if multiple strategies are filled out on the paper form by mistake.**



Editing Incidences

1. From the menu bar, click on “Data Entry” → Click on “Incidents”
 - a. The Manage Incidents screen will appear.
2. Select the program, school, staff, and Child from the dropdown menus to isolate the specific incidence you wish to edit. You may also use the find option on the screen by typing in your search criteria (record ID, date, program, school, Child, staff, and behavior), and then selecting the appropriate search option from the drop down menu located to the right of the find button. Click on find.
3. Click on the update button on the right hand side of your screen.
4. Click on the pencil icon to the right of the incidence you wish to edit.
 - a. The edit incident popup window will appear.
5. Ensure that the Active box is checked.
6. Enter your edits in the appropriate fields.
7. Click save at the bottom right hand side of your screen.

Deleting Incidences ** Consult with the BIRS database administrator (help@behaviorpartnership.com) prior to deleting.

1. From the menu bar, click on “Data Entry” → Click on “Incidents”
 - a. The Manage Incidents screen will appear.
2. Select the program, school, staff, and Child from the dropdown menus to isolate the specific incidence you wish to edit. You may also use the find option on the screen by typing in what you wish to search by (record ID, date, program, school, Child, staff, and behavior), and then selecting the appropriate search option from the drop down menu located to the right of the find button. Click on find.
3. Click on the update button on the right hand side of your screen.
4. Click on the pencil icon to the right of the incidence you wish to delete.
 - a. The edit incident popup window will appear.
5. Ensure that the Active box is NOT checked.
6. Click save to ensure that this incidence is no longer active in the BIRS.

Step 7: Graphing

1. From the menu bar click on “Data Entry” → Click on “Incidents”
 - a. The Manage Incident screen will appear
2. Select the appropriate program and school from the corresponding dropdown menus.
3. Click on  Update icon in the right hand side of the screen.
4. Click on the pie chart icon  in the right hand side of the screen.
 - a. The Behavior Partnership Chart will appear as a separate window.
5. Maximize the chart window in your internet browser.
6. Click on the settings sliding menu located in the left of the screen to view all of the graphing options.
7. In the Data Tab, select the appropriate: program, school, staff and/or child ID (if applicable).
8. In the Date Range Tab, select the appropriate start date/year and end data/year to isolate data by.
9. In the Analysis Tab, select the appropriate graph to generate.
 - a. Types of Graphs Include:
 - i. Total by Month – Can isolate by month(s), child ID and/or staff ID, program and school(s).
 - ii. Total by School – Can isolate by month(s), child ID and/or staff ID, program and school(s).

- iii. Total by Month/Child or Child/Month – Both of these graphs will generate with the same data but will display the inverse of the x axis and legend. Can isolate by month(s), child ID and/or staff ID, program and school(s).
- iv. Total by Month/Staff or Staff/Month – Both of these graphs will generate with the same data but will display the inverse of the x axis and legend. Can isolate by month(s), child ID and/or staff ID, program and school(s).
- v. Total by Month/Activity or Activity/Month - Both of these graphs will generate with the same data but will display the inverse of the x axis and legend. Can isolate by month(s), child ID and/or staff ID, program and school(s).
- vi. Total by Month/Behavior or Behavior/Month - Both of these graphs will generate with the same data but will display the inverse of the x axis and legend. Can isolate by month(s), child ID and/or staff ID, program and school(s).
- vii. Total by Month/Motivation or Motivation/Month - Both of these graphs will generate with the same data but will display the inverse of the x axis and legend. Can isolate by month(s), child ID and/or staff ID, program and school(s).
- viii. Total by Month/Strategy or Strategy/Month - Both of these graphs will generate with the same data but will display the inverse of the x axis and legend. Can isolate by month(s), child ID and/or staff ID, program and school(s).
- ix. Total by School Population – Can isolate by month(s), child ID and/or staff ID, program and school(s).

10. In the Chart Tab, select the appropriate charting options.


11. Select line, column, or bar chart from the “Chart Type” dropdown menu. BIRS staff recommends the column chart.


12. From the “Legend” dropdown menu, click on the appropriate location for the legend (Right Side or bottom). The BIRS staff recommends the Right Side.

13. Under X-Axis Labels, select Default, Stack, or Rotate. The BIRS staff recommends the Default option.

14. Click the blue  Update icon in the bottom left of the screen.

- a. The new graph will appear.

15. To print click on the printer icon  in the top right hand corner of the screen and follow your computer’s prompts to print the graph.

16. To download the graph, click on the download icon  in the top right hand side of your screen and follow your computer’s prompts to save the file.

- a. Graphs can be downloaded in these file types:
 - i. PNG
 - ii. JPEG
 - iii. PDF
 - iv. RVG

