PIDS Guide

Classroom Data Collector Role

This guide shows how to access and use the Classroom Data Collector Role. **The role is intended to allow teachers and other classroom level staff to enter Pyramid Model data for their own classroom in PIDS.**

Please contact ian.suleski@ccf.ny.gov with any questions.

Part 1: Role Set-up & Access to PIDS

1. If your classroom staff needs to be assigned the Classroom Data Collector Role in PIDS. Please fill out the PIDS User Change Form. The NYS PIDS State Administrator will create the account or add a new role to an existing account. You will then be contacted via email.

2. Now that the Classroom Data Collector Role is assigned, someone with a **Data Collector** role (or any role that can edit the Pyramid Model Professionals Dashboard) needs to set up and link the person's professional profile to the classroom. Follow the steps below:

2a. Sign in as a **Data Collector** (or any role that can edit the Professionals Dashboard)

Select Role

	Role	↑↓	Program	↑↓	Hub	↑↓	
⊕	Classroom Data Collector		Demonstration Site		Example Hub		Select
⊕	Data Collector		Demonstration Site		Example Hub		Select

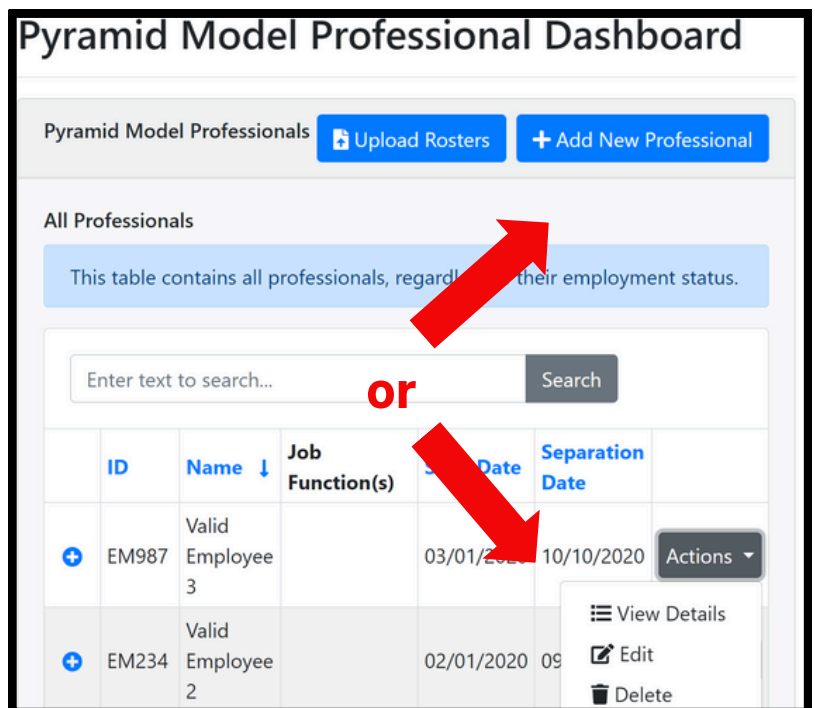# Classroom Data Collector Role

New York State
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2b. Navigate to the **Pyramid Model Professionals Dashboard**

2c. **Add** a new professional
or
Edit an existing one

*Please make sure all personal information is complete.
Race and ethnicity data is vital to a culturally responsive program.
One foundational goal of the Pyramid Model is to improve diversity, equity, and inclusion within programs. Is our teaching staff representative of our community and the diversity of cultures? Entering complete data allows programs to look at aggregate data to determine opportunities for improvement are areas of progress toward these goals.

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When adding or editing the professional profile,
2d. be sure to assign a **Job Function** <u>before</u> entering a classroom assignment.

Job Function is <u>necessary</u> to add a Classroom Assignment

Add a
2e. Classroom Assignment

Classroom Job <u>matches</u> Job Function

"Leave Date" & "Leave Reason" left blank

3. As the final set-up step, the NYS PIDS Administrator will link the professional profile to the classroom data collector role. Please contact ian.suleski@ccf.ny.gov with any issues.

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Part 2: Data Entry using the Classroom Data Collector Role

1. Now the Classroom Data Collector can log into PIDS! https://pids.azurewebsites.net/Account/Login

Pyramid Model Implementation Data System   Login

Log In

Username

isuleski

Password

••••••••••••••

🔑 Log In

Forgot your password?

Don't have a password?

Create your password

*If you do not know your PIDS login, please contact ian.suleski@ccf.ny.gov
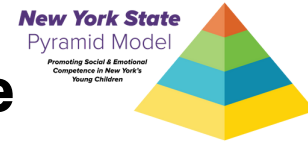
2. Select the Classroom Data Collector Role.

Select Role

classroom data collector✕

Role	⇅	Program	⇅	Hub	⇅	State	⇅	
Classroom Data Collector		Demonstration Site		Example Hub		New York		▶ Select

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3. The Classroom Data Collector will **only** have access to **enter child level data** for their assigned classroom(s). The role will also have access to **view classroom level data** for their own classroom (i.e. TPOT/TPITOS). Below are the PIDS dashboards the Classroom Data Collector has access to:

Home

Access to Enter Data
- ASQ:SE Screenings — **0**
- Other Social Emotional Assessments — **0**
- Behavior Incident Reports — **500**
- Children — **1133**

Access to View Data
- TPITOS Observations — **1**
- TPOT Observations — **1**

The dashboards include **only** classroom and child level data tools. Professional and Program level data **are not** available.

note: The Classroom Data Collector role will also be **given access to view the the Classroom Coaching Log** when an update on the log is complete.

4. Select the dashboard you would like to access. The next page shows an example of the Children and TPOT Dashboard.

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4a. Example of the Children Dashboard.
Note: The Classroom Data Collector Role will have access to **enter/edit** child-level data.

4b. Example of the TPOT Dashboard.
Note: The Classroom Data Collector Role will have access to **view** TPOT/TPITOS observations.

"View Details" will be the only option

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Part 3: Data Analysis using the Classroom Data Collector Role

1. The Classroom Data Collector role has access to **PIDS reports** to assess their classroom and child-level data. Navigate to the "Reports" page at the top of the screen.

2. Select the report you are looking to run. Each report includes a detailed description and documentation.

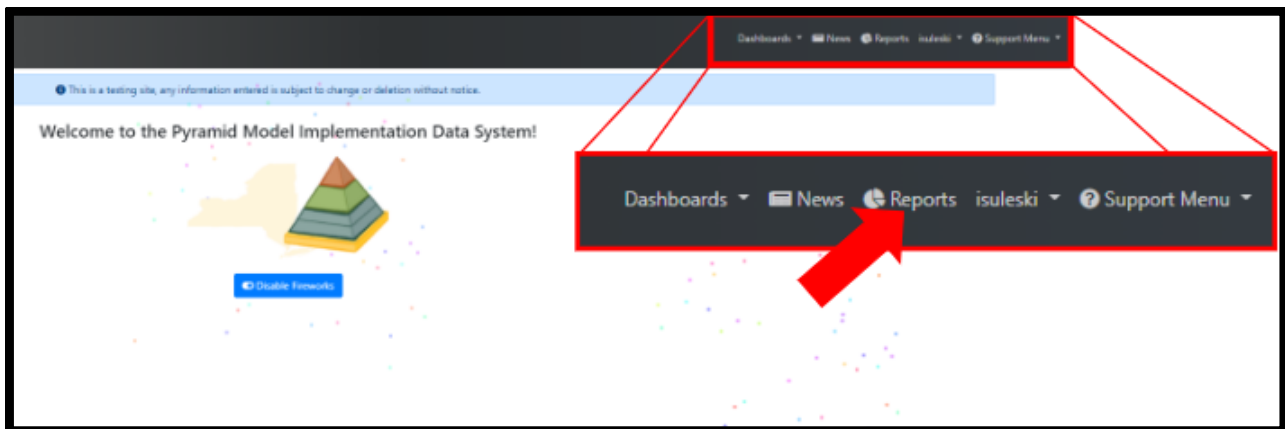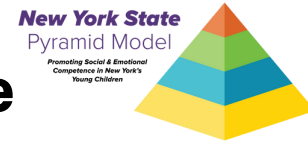| Report Name ↑	Category	Description	Last Used On		
ASQ:SE Score Type Percentage Report	ASQ:SE	This report displays the percentage of the total number of ASQ:SE screenings for each score type by month.	04/05/2022 03:45 PM ET	▶ Select	⬇ Documentation
ASQ:SE Trend Report	ASQ:SE	This report is designed to track changes to the ASQ:SE score types for active children. This is accomplished by displaying a line chart with the score type for each ASQ:SE that has been recorded for each child.	05/17/2023 09:24 AM ET	▶ Select	⬇ Documentation
BIR Children/Classroom Total Incidents Report	BIR	This report displays information about the total number of Behavior Incident Reports that have occurred within a certain timeframe. The report can be used to focus on classroom or child analysis in addition to a day-to-day analysis of total incidents.	05/03/2024 04:30 PM ET	▶ Select	⬇ Documentation

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Report Details

ASQ:SE Trend Report

▶ Run Report

Start Date

01/01/2022

End Date

06/30/2024

Classroom(s)

🔍 Enter text to

☐ Select All

☐ (001) ABC

Filter your report. The filters will include any classroom(s) and children the Classroom Data Collector was assigned to.
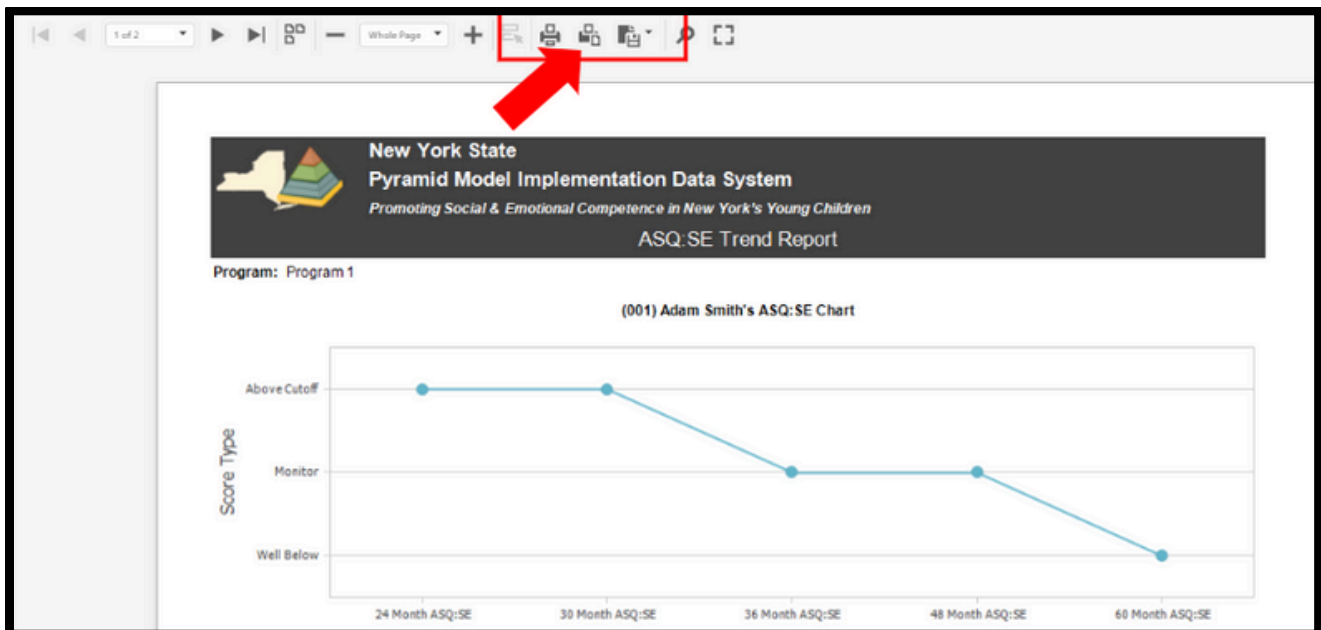
3. You can use the tool bar at the top to save or print your reports for later use.

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ASQ:SE Trend Report

Program: Program 1

(001) Adam Smith's ASQ:SE Chart

You are now ready to dive in and use your Classroom Data Collector role!