

Incident Management - Behavior Tracking In PS 10

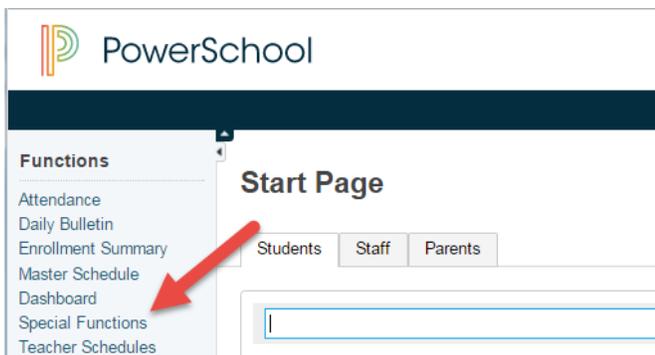
Incident management is the component of PowerSchool that will be replacing the Conduct Reporting that was used in WinSchool. In addition to a new reporting method the Behaviour Tracking template has been standardized provincially so that both the Anglophone and Francophone sectors have identical behaviours and actions. A fillable form is available on DataConnect for use by all districts.

Incident Management is an important tool for implementing Policy 703 in your school. It is essential for school, district and provincial reporting purposes that all incidents are entered correctly and completely in PowerSchool.

Accessing Incident Management

There are two ways to access Incident Management. At level of the school for all incidents or at the level of the individual student for a list of incidents in which they are involved as either Reporters, Victims, Offenders, Witnesses.

Method 1: To view a list of all school behaviour incidents for all students in your school you would begin on the PowerSchool Start Page in the left hand navigation in Functions click on Special Functions.



In the list of available Special Functions which are presented in alphabetical select Incident Management.

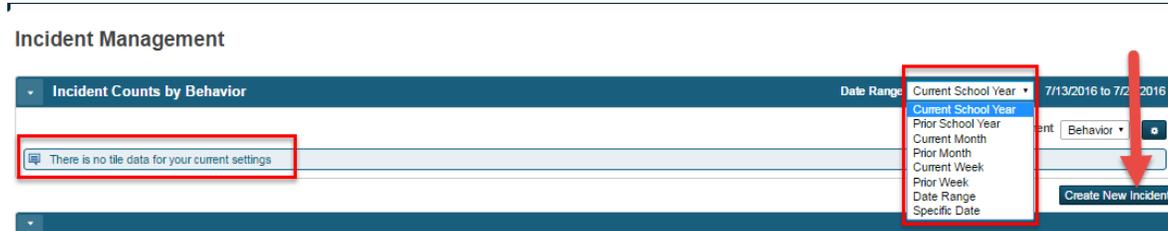
Special Functions

Function	Description
Assign IDs & Passwords	Automatically assigns IDs and passwords to students.
Attendance Functions	Performs attendance related functions.
Current Users	Shows the names of those currently signed in to PowerSchool.
Daily Bulletin Setup	Adds and edits items on the daily bulletin.
Enroll New Student	Adds a new student to PowerSchool.
Fee Functions	Performs fee functions.
Generate Homerooms	Generate Homerooms based on student enrollments/teacher sections.
Group Functions	Performs functions for the currently selected student(s).
Health Management	Access and view student health records.
Importing & Exporting	Transfers data into and out of PowerSchool.
Incident Management	Create, update, and delete Incidents.

This will open to current year's incidents which at the start of the year for all districts will be none. Schools can look at previous year's incidents or can use the various date range views.

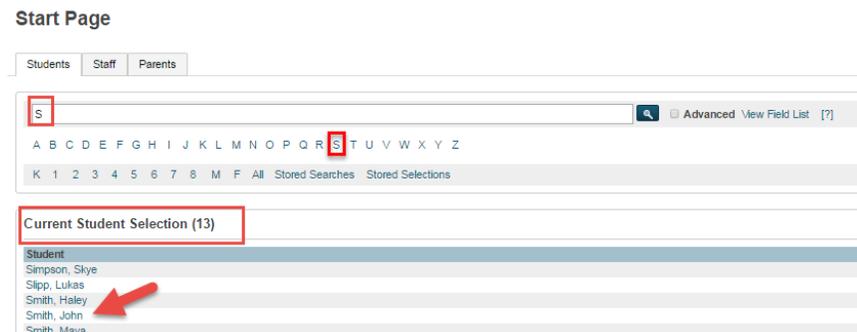
Please Note: No Behaviour Data was imported from WinSchool because a new provincial data standard was developed prior to the implementation of PowerSchool.

From this page you can begin an incident for any student in your school by clicking on the Create New Incident button.



Method 2: To view incidents in which a specific student was either a Reporters, Victims, Offenders, Witnesses. First select the student from the PowerSchool Start Page by either selecting them from a list of students whose last name start with a selected letter, from a list of students in their grade level or with Smart Search enabled starting to type their last name or selecting them.

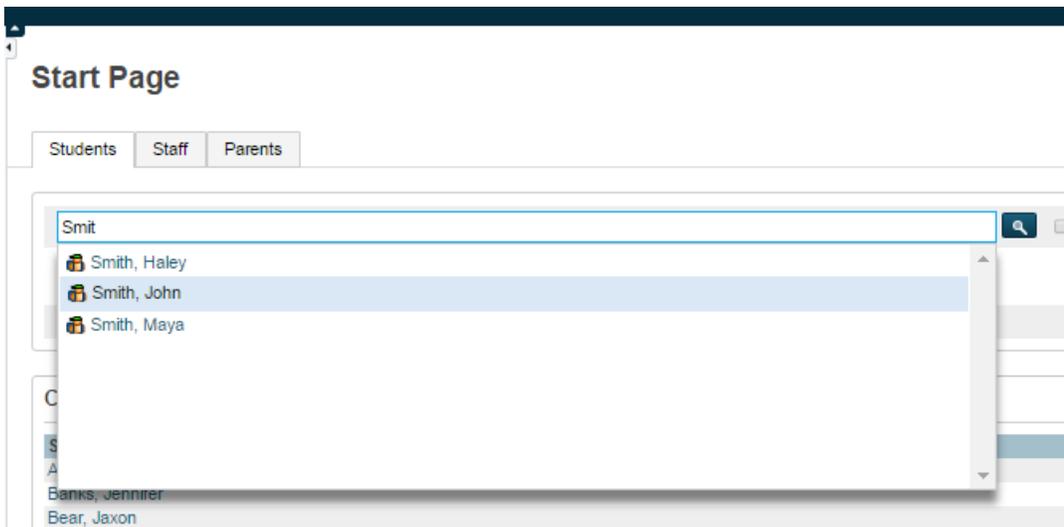
Search by Letter of Last Name



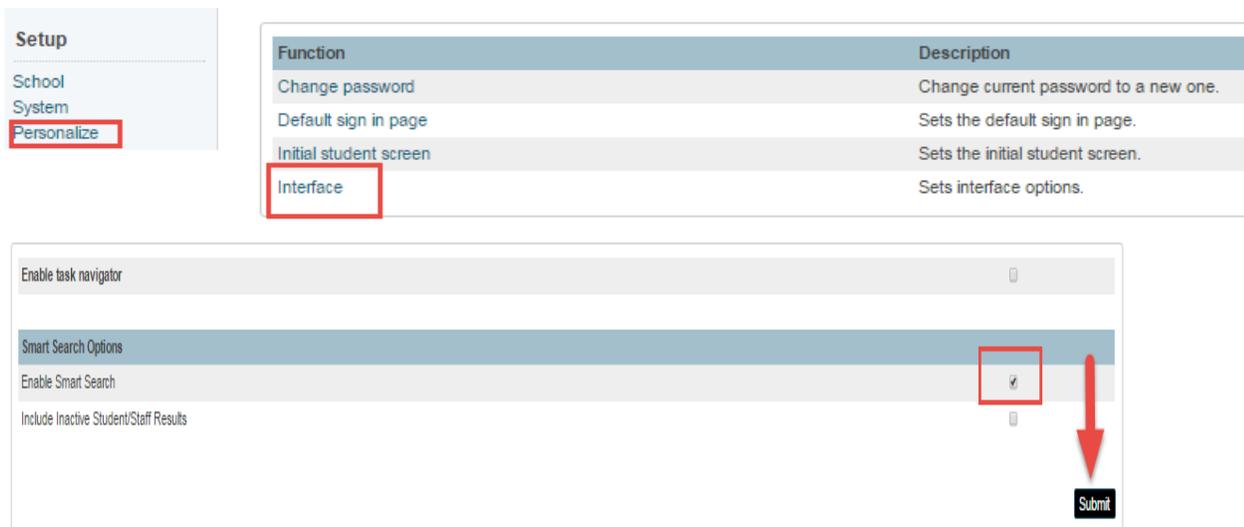
Search by Grade Level



With Smart Search Enabled, you can start typing the student's last name and a list of possibilities appear from which you can select your student.



TIP: If you have not already enabled Smart Search you do so now. This is a one-time procedure which will make finding students in your school much easier. Set-up > Personalize> Interface > Enable Smart Search >Submit



When starting an incident from the Student Page, scroll down to the Administration section in the left hand side navigation and chose Incidents.



NOTE: Whether you **Create a New Incident** from the student’s Incidents Page or the school’s Incident Management Page the steps that follow are the same. On the Incident Management Page, in the upper section on the right click on **Create New Incident**

The screenshot shows the 'Incident Management' page. At the top, there's a header 'Incident Management'. Below it is a section titled 'Incident Counts by Behavior'. On the right, there's a 'Date Range' dropdown set to 'Current Calendar Year' and a date range '1/1/2016 to 8/4/2016'. Below this, there's an 'Incident Element' dropdown set to 'Behavior'. The main area shows three incident counts: '1 Absenteeism – unjustified', '1 Disrespect', and '1 Physical bullying'. A red arrow points to a 'Create New Incident' button at the bottom right.

This will open the **Incident Detail Page** on which you will have two sections to complete; **Incident Description** and **Incident Builder**. Both parts **MUST** absolutely be completed for student(s) to be associated to an event and for the reports to work properly.

Completing Incident Description

1. Completing the Incident Description begins with selecting an **Incident Type**, the name of this field can be confusing. Use the pull down to determine if the incident is Administration initiated, Teacher initiated or other staff initiated.

The screenshot shows the 'Incident Description' section of the form. It has three fields: 'Incident Type', 'Incident Date', and 'Time Frame'. The 'Incident Type' dropdown menu is open, showing three options: 'Administration initiated', 'Teacher initiated', and 'Other staff initiated'. The 'Incident Date' field is set to '08:20 AM' and the 'Time Frame' field is empty.

2. **Incident Date and Time** are completed next. The filed for Time Frame is not used.

The screenshot shows the 'Incident Date' and 'Time' fields. The 'Incident Date' field is set to '08/04/2016' and the 'Time' field is set to '08:20 AM'. The 'Time Frame' field is empty and contains the text 'No codes have been configured.' Below it, it says '512 characters left'.

3. Deciding in your school to have a naming convention for **Incident Title** can be helpful when viewing a list of incidents or scanning to locate your incident again. There are searches and reports available so this is not necessary but is helpful in larger schools with multiple people making entries.

The screenshot shows the 'Incident Title' field. The title is 'Playground Fight'.

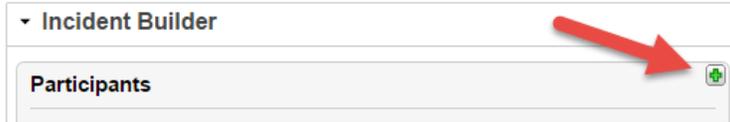
4. **Description** is a text box where the school can provide a narrative description of the event. There is no character count limitation. Schools are advised that completing the description **does not eliminate** the need to complete the Incident Builder which is used to populate Behaviour Reports and associate incidents to student names.
5. **Location** is a pull-down menu of locations in a school where behaviour incident might occur. This is a standardized provincial list. If a school administrator feels a location should be added to this list, they should raise this with their District Lead, who could bring this to Policy and Planning. Any location added would be added to all schools in all districts.

The screenshot shows a software interface with a 'Location' pull-down menu. The menu is open, displaying a list of locations. The 'Location' field is currently empty. Below it is the 'Location Description' field, which is also empty. The 'Prepared by' field is empty. The 'Incident Builder' section is expanded, showing 'Participants' and 'Reporters' sections, both of which are empty. The list of locations in the pull-down menu includes: Assembly, Bus, Bus Loading Zone, Cafeteria, Classroom, Co-curricular activity, Common area, Computer lab, Extra-curricular activity, Gymnasium, Hallway, Library, Office, Off-site, Other (specify), Parking Lot, School grounds / Play Ground, Science lab, and Skilled trades areas.

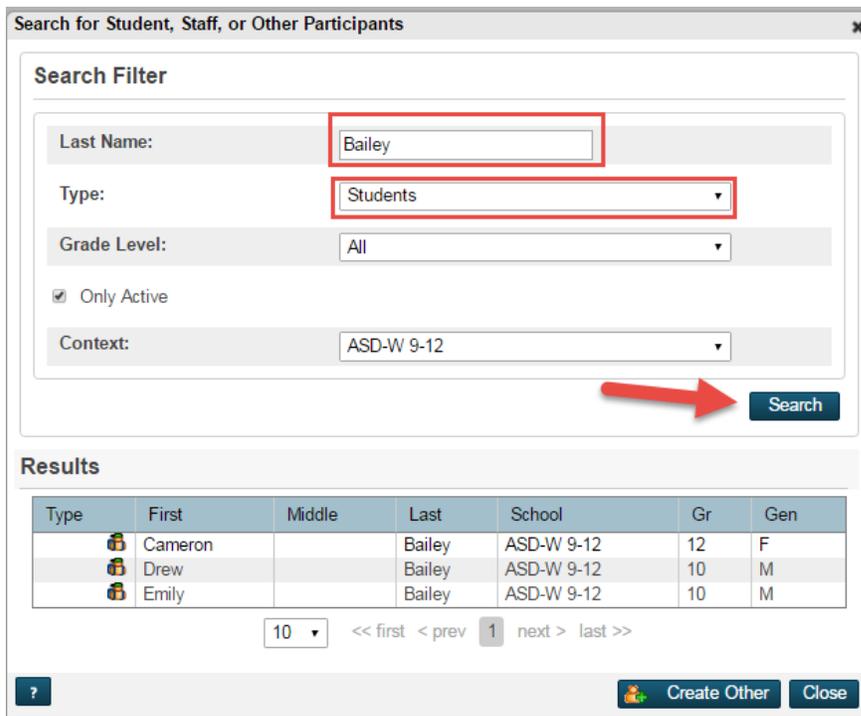
6. **Location Comment:** Additional Information can be added but is not required.
7. **Location Description** is a text field where you can add additional information about the location. For example, where off site did the incident occur or in which parking lot. There is no character count limitation.
8. **Prepared By:** should be the name of the administrator who is handling the behaviour. The data entry name will show as Created By on Reports.
9. **Financial Impact:** Can be added if a school chooses but is not required.

Completing Incident Builder

1. In Incident Builder select the **GREEN** plus sign to add students.



2. To locate a student, Type **ONLY** their last name and assure you have selected Student as the Type. You have the option of narrowing your search with the grade level but it is not required. **If Uncertain of the spelling of the last name**, you can search without any name entered and it will bring back a list of all students, from which you can choose.



Search for Student, Staff, or Other Participants

Search Filter

Last Name:

Type:

Grade Level:

Only Active

Context:

Results

Type	First	Middle	Last	School	Gr	Gen
	Cameron		Bailey	ASD-W 9-12	12	F
	Drew		Bailey	ASD-W 9-12	10	M
	Emily		Bailey	ASD-W 9-12	10	M

10 << first < prev 1 next > last >>

Note: Typing last, first for example Bailey, Emily would result in no records found. The name **MUST** only be last name.

- Click on the name of the appropriate person from the search box, the bar will turn a darker blue and the ADD button will appear. Click on ADD

Results

Type	First	Middle	Last	School	Gr	Gen
	Cameron		Bailey	ASD-W 9-12	12	F
	Drew		Bailey	ASD-W 9-12	10	M
	Emily		Bailey	ASD-W 9-12	10	M

10 << first < prev 1 next > last >>

? **B** Add Create Other Close

- When you click ADD, you will be prompted to give that person a Role. Click the down arrow and select the appropriate role and then click **Add Participant Attributes** (tip: a person can have multiple roles in an incident. Select the **GREEN** plus button to add more roles).

Note + Attributes not configured

Select Role(s)

Reporter ▾ No subcodes defined

- Reporter
- Victim**
- Offender
- Witness

- Follow steps 1-4 for each additional participant you want to add in to the incident.
- All participants should have Incident Elements added. On the right side click the **GREEN** plus sign next to **Incident Elements**.

Incident Elements

Type	Description
No records found.	

- You will need to add an Action and Behaviour. It does not matter what order you add them in.

To add and Action:

Incident Elements

Type	Description
No records found.	

- Add Action
- Add Object
- Add Behavior
- Add Attribute

8. You only need to fill in the *Action Code* which is a provincial standardized list. Choosing certain codes may open an additional drop-down menu if communication was part of the action and *Action Date Range* fields and then click **ADD ACTION** (other fields are optional)

The screenshot shows the 'Add Action' form with the following fields and values:

- Action Code:** Parent contact
- Action Date Range:** by home visit (selected from dropdown)
- End Date:** MM/DD/YYYY
- Action Taken Detail:** (empty)
- Actual Resolution Date:** (empty)
- Duration Code:** (empty)
- Assigned Duration:** (empty)
- Actual Duration:** (empty)
- Duration Notes:** (empty)
- Action Change Reason:** (empty)
- Action Change Code:** No codes have been configured.

- a. To add a Behaviour:

The screenshot shows the 'Incident Elements' table with the following structure:

Type	Description
No records found.	

The context menu options are:

- Add Action
- Add Object
- Add Behaviour
- Add Attribute

- i. Click on the **Add Behaviour** field
 - ii. Select the appropriate Behaviour Code and this will prompt you to also complete a sub menu item. Select the appropriate item and then click Add Behaviour.
9. You will now have a list of items under the Incident Element menu.
10. Click and drag each item to the correct person.

The screenshot shows an incident management interface. On the left, there are sections for Reporters, Victims, Offenders, and Witnesses. The Offenders section lists Dawson Babineau and Cole Steeves, each with a '[1] Fighting' behavior and associated suspension actions. On the right, a table lists the available actions and behaviors:

Type	Description	Icon	Icon
Action	Out-of-School Suspension (specify duration)	✎	🗑️
Action	In-school suspension (specify duration)	✎	🗑️
Behavior	[1] Fighting	👊	🗑️

Two callouts explain the usage of these items:

- The Behavior can be created once and dragged to multiple students.** (Points to the '[1] Fighting' behavior in the table)
- The Action even if the same must be created multiple times for each student to which it will apply.** (Points to the suspension actions in the Offenders list)

At the bottom right, there are buttons for 'Cancel', 'Delete', and 'Submit Incident'.

11. Once complete Click on **SUBMIT INCIDENT**

12. **Changes** to an Incident

If additional information comes to the attention of the school, incidents can be modified. For example if the principal found out that Emily was hit during the fight, then her name could be added to Victim. When changes are made the Rational should be noted for future reference

▼ **Change Reason**

Use this field to record rationale for the changes being made.

Approximately 2048 characters left

13. The Attendance Related Actions is not a NB used functionality.