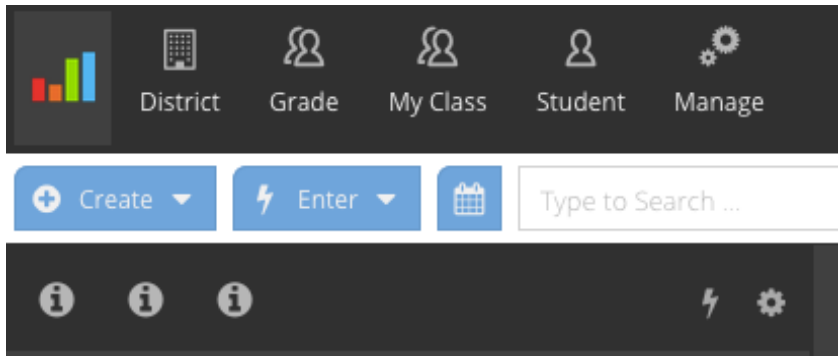# How to create a behavior incident in EduCLIMBER
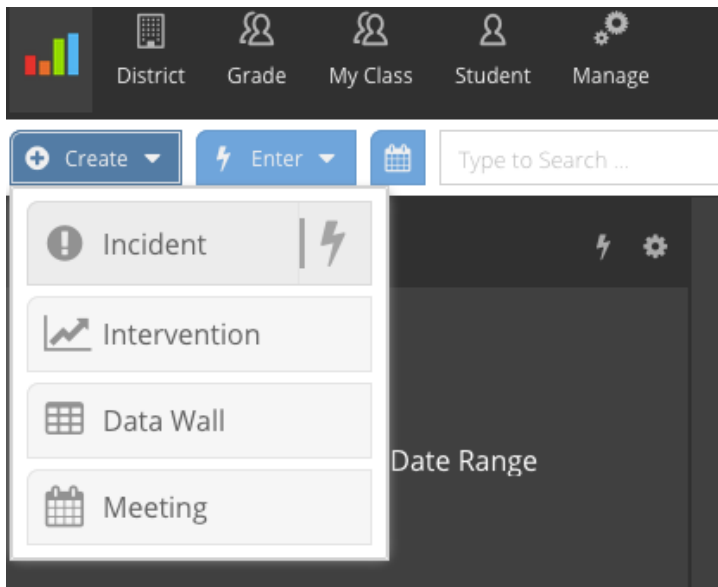### For use in recording all behavior types: Majors, Minors, and Seclusion/Restraint

Step 1:

Once an incident has occurred, locate and click on the "Create" button on the top left-hand side of your dashboard.


You will see several options. Click on the word, "Incident." *(Note: The lightening bolt is a quick-add feature. For now use "Incident").*

Step 2:

You will now be prompted to start entering a student's name. Begin to type the student's last name. The field will start to auto-populate. After you click, "Add," EduCLIMBER will ask if you'd like to add another student. Click "Yes" and add another student's name if more than one student was involved. If the incident only involved one student, click "No."
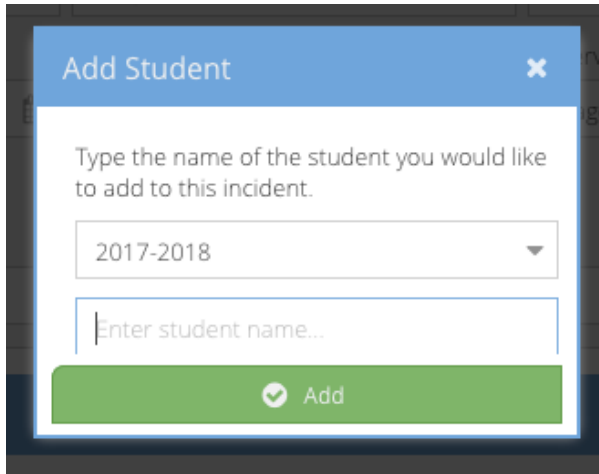
Step 3:

EduCLIMBER will now take you to the screen where you can begin to record the incident. Some of the fields will auto-populate. Complete the "School" and "Location" fields to indicate where the incident occurred.
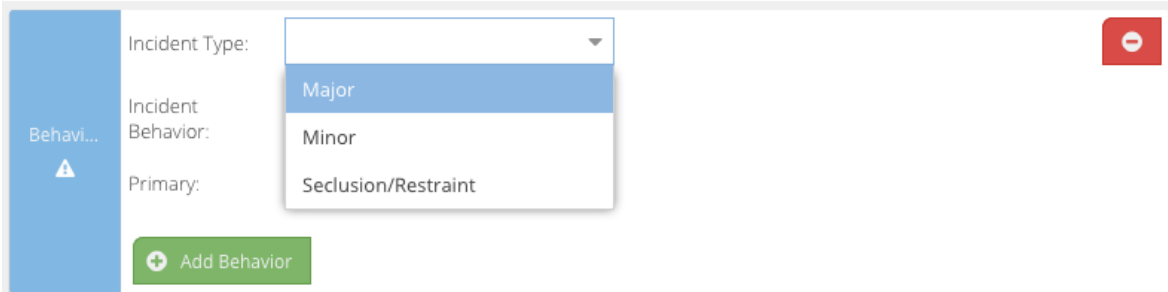

Double-check to make sure the "Incident Date," "Incident Time," and "Observer" fields are correct. These may need to be changed depending on when the incident occurred vs. when you are entering it and who witnessed the incident.

Notifications: Building administration will be notified when incidents are entered into EduCLIMBER. If you would also like another staff member to be notified (e.g. a student's case manager, school counselor, etc.), you can select their name.
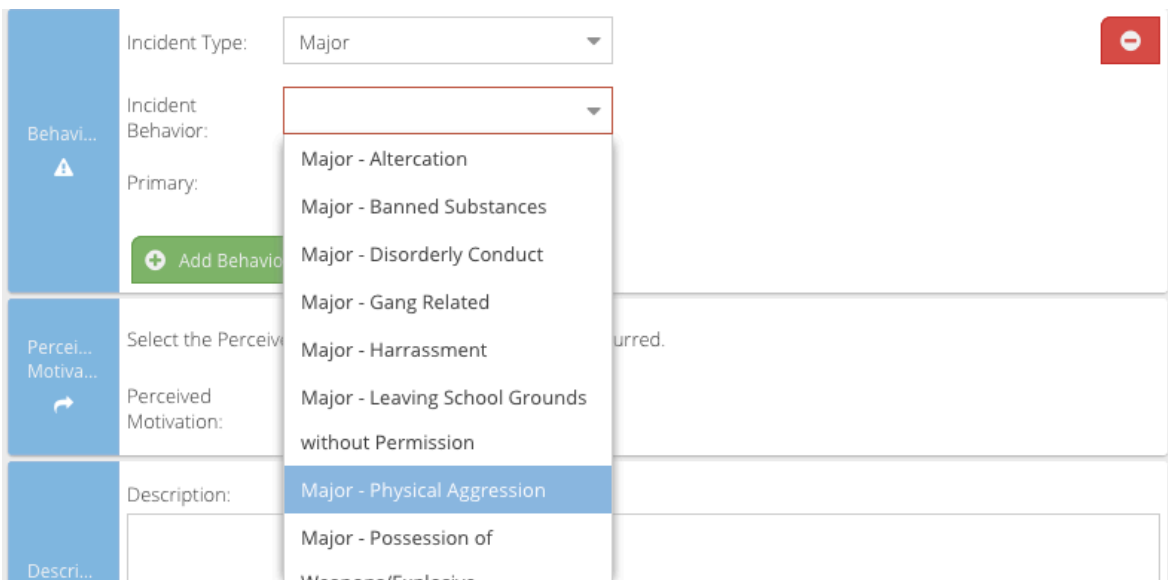
<u>Step 4:</u>

You will now choose the "Incident Type." Your options are as follows: Major, Minor, or Seclusion/Restraint.

The type you choose here will determine which behavior options you have in the next drop-down. In this example, I chose a "Major" behavior and got a list of behaviors to choose from under the "Incident Behavior" tab.

If more than one behavior occurred, you can click on "Add Behavior." Once you have entered another behavior, you can choose which was the primary behavior. In this case, I entered "Major-Physical Aggression" as the primary behavior, but also recorded that the incident included "Minor-Inappropriate Language."

Note: Several more text- and choice-fields pop up when recording a seclusion/restraint incident so that you are able to record information that is similar to what was required on our previous seclusion/restraint form.
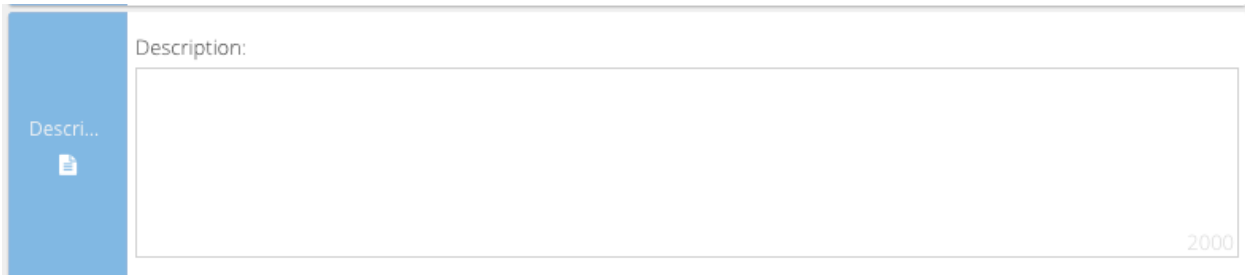
Step 5:

The next box asks you to choose a "Perceived Motivation" for the behavior(s). Again, there is a list of options. Do your best to choose the motivation that best fits the specific situation. Think about what the student may have *gotten* or *gotten out of* by performing or engaging in the behavior.
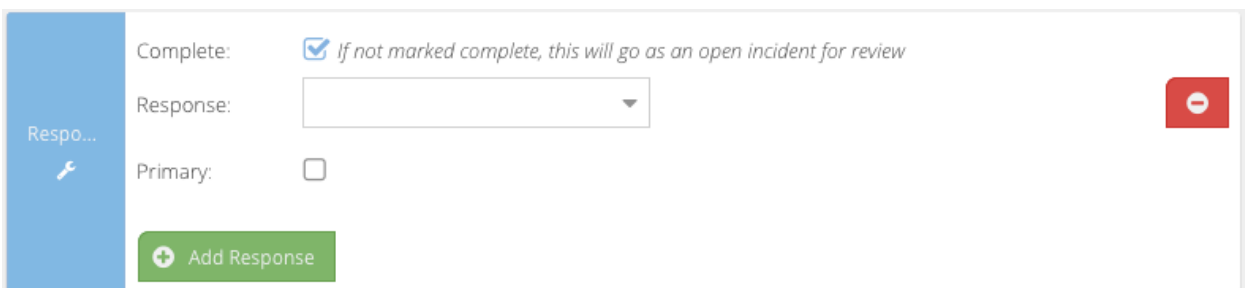
Step 6:

You are now given a text box where you can add notes or a description of what happened. Consider including what was happening before the incident occurred, how yourself or others responded, and what happened immediately after the incident.
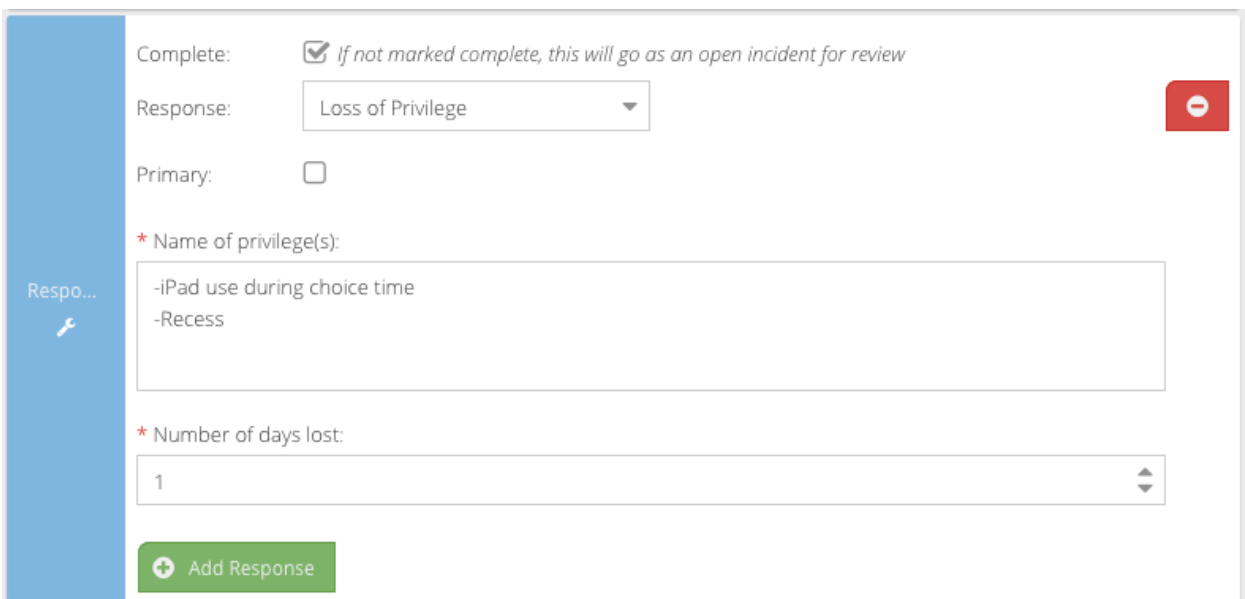
Step 7:

The next section asks you to indicate your "Response" from the list of choices.

In some cases you may need to provide additional information regarding the response you assigned.

Step 8:

Next, you need to fill in the "Parent Contact" section. Here you will choose the date of parent contact and you are able to enter notes regarding the contact.

Step 9:

Last, it is important that you click "Save and Close." This is located at the top of the window you have been working in. This incident will now be recorded on the student's profile.