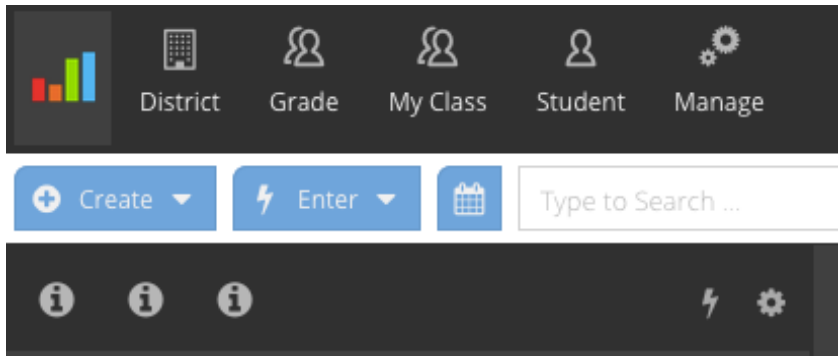


How to create a behavior incident in EduCLIMBER

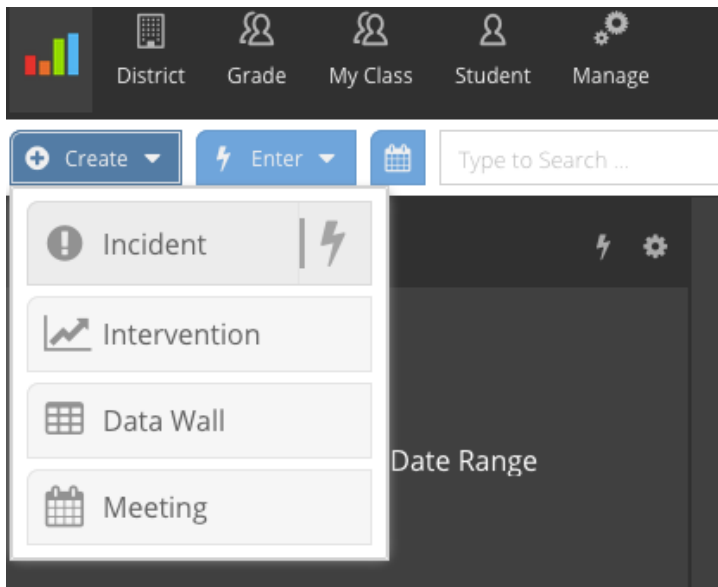
For use in recording all behavior types: Majors, Minors, and Seclusion/Restraint

Step 1:

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

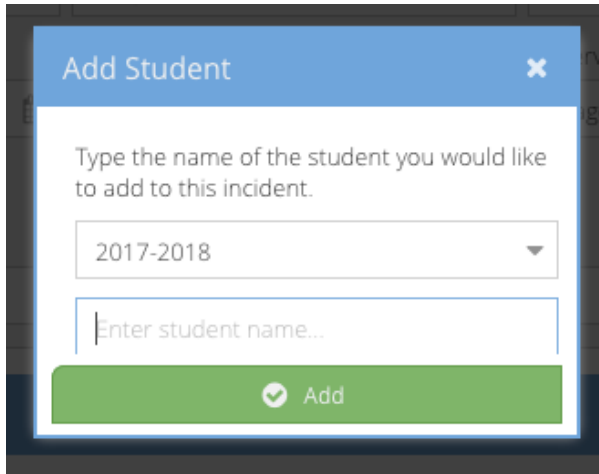


You will see several options. Click on the word, “Incident.” *(Note: The lightning bolt is a quick-add feature. For now use “Incident”).*



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.

New Behavior Incident < > - x

Save & Close Print + Student

— Incident Details —

School:	Entry User:	Location:
Select School	Yeager, Anna	
Incident Date:	Incident Time:	Observer:
2017-08-07	3:45 PM	Yeager, Anna

Notify Assigned Staff

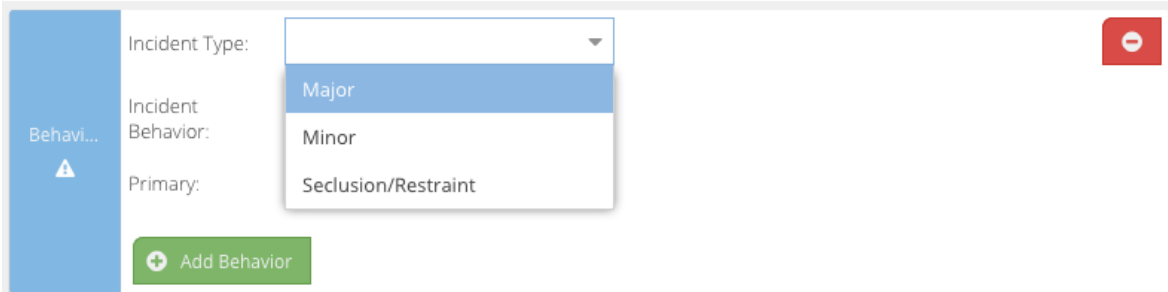
Notify User(s):

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.

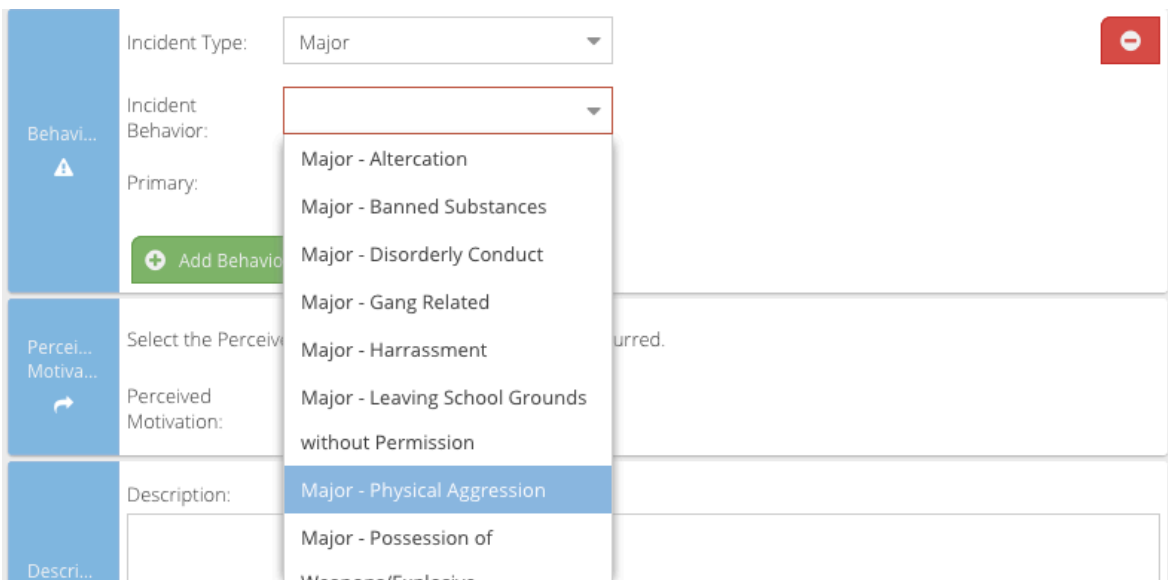
Step 4:

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



A screenshot of a software interface showing a dropdown menu for 'Incident Type'. The menu is open, displaying three options: 'Major', 'Minor', and 'Seclusion/Restraint'. The 'Major' option is highlighted in blue. To the left of the dropdown is a blue sidebar with a warning icon and the text 'Behavi...'. Below the dropdown is a green button with a plus sign and the text 'Add Behavior'. A red minus sign icon is visible in the top right corner of the form area.

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.



A screenshot of the same software interface, but now the 'Incident Type' is set to 'Major'. The 'Incident Behavior' dropdown menu is open, showing a list of 11 options: 'Major - Altercation', 'Major - Banned Substances', 'Major - Disorderly Conduct', 'Major - Gang Related', 'Major - Harrassment', 'Major - Leaving School Grounds without Permission', 'Major - Physical Aggression', and 'Major - Possession of Weapons/Evaluative'. The 'Major - Physical Aggression' option is highlighted in blue. The 'Add Behavior' button is now green and visible. The sidebar on the left now shows 'Percei... Motiva...' and 'Descri...'. The red minus sign icon is still present in the top right corner.

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.”

Behavi...	Incident Type:	Major	-
	Incident Behavior:	Major - Physical Aggression	
	Primary:	<input checked="" type="checkbox"/>	
	Incident Type:	Minor	-
	Incident Behavior:	Minor - Inappropriate Language	
	Primary:	<input type="checkbox"/>	
+ Add Behavior			

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:

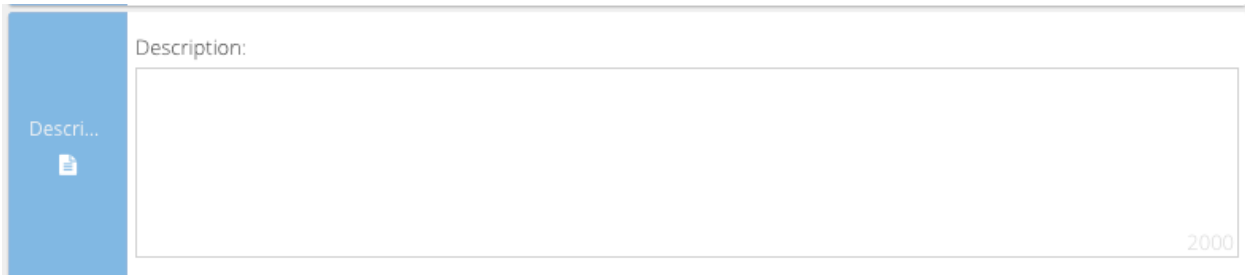
The next box asks you to choose a “Perceived Motivation” for the behavior(s). Again, there is a list of options. Do your best to choose the motivation that best fits the specific situation. Think about what the student may have *gotten* or *gotten out of* by performing or engaging in the behavior.

Percei... Motiva...	Select the Perceived Motivation for why this incident occurred.
Descri...	Perceived Motivation:
	Description:
Respo...	Complete:
	Response:
	Primary:

- Access to something tangible/a reward (e.g. to get something)
- Attention from peers
- Attention from staff
- Avoidance--group work
- Avoidance--independent work
- Avoidance--whole-group instruction

Step 6:

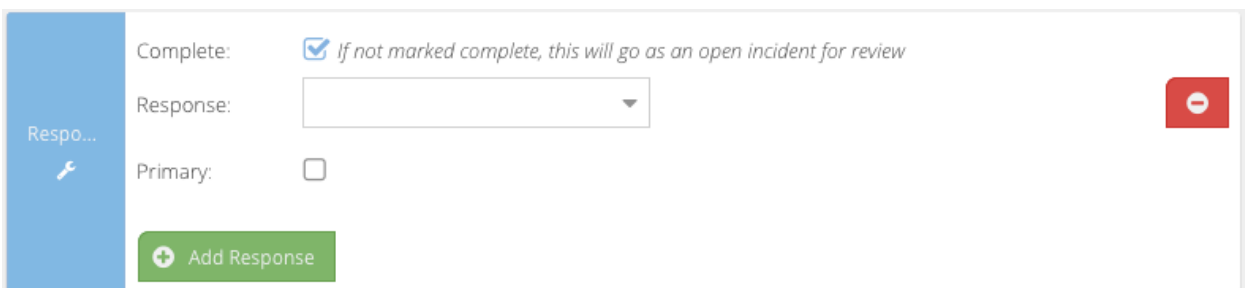
You are now given a text box where you can add notes or a description of what happened. Consider including what was happening before the incident occurred, how yourself or others responded, and what happened immediately after the incident.



The screenshot shows a form interface for Step 6. On the left is a blue vertical sidebar with the text "Descri..." and a document icon. The main area is titled "Description:" and contains a large, empty text input box. A character count "2000" is visible in the bottom right corner of the text box.

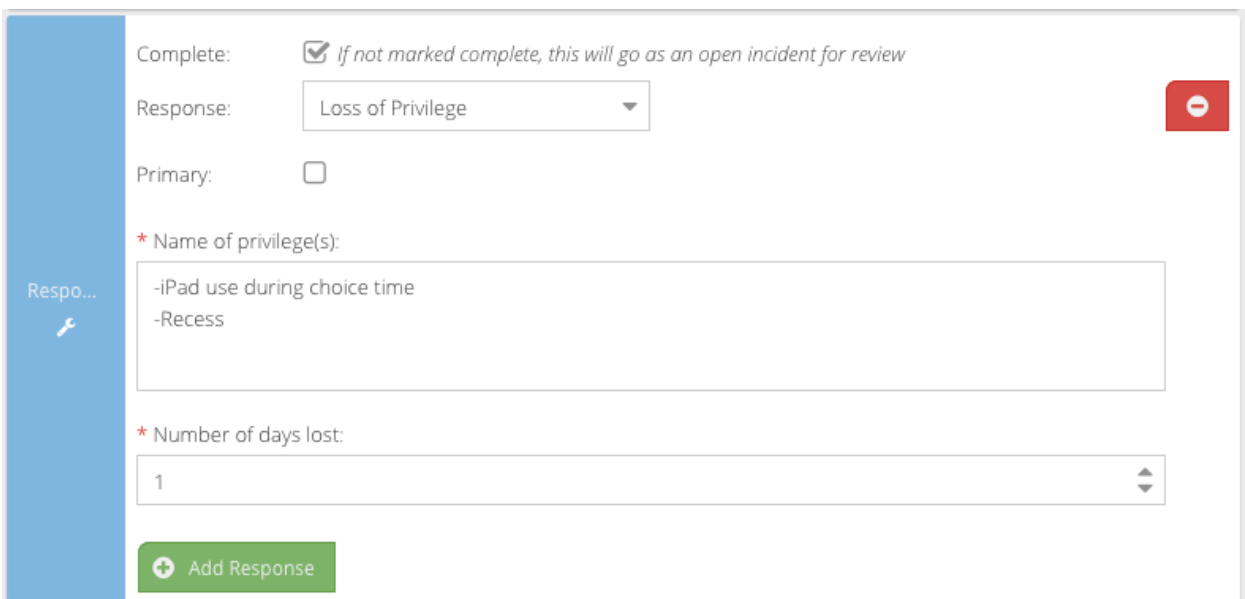
Step 7:

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



The screenshot shows a form interface for Step 7. On the left is a blue vertical sidebar with the text "Respo..." and a wrench icon. The main area contains the following fields: "Complete:" with a checked checkbox and the text "If not marked complete, this will go as an open incident for review"; "Response:" with a dropdown menu; and "Primary:" with an unchecked checkbox. A red minus button is on the right. At the bottom is a green "Add Response" button.

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



The screenshot shows a form interface for Step 7, similar to the previous one but with additional fields. The "Response:" dropdown is now set to "Loss of Privilege". Below it is a text input field for "* Name of privilege(s):" containing the text "-iPad use during choice time" and "-Recess". Below that is a dropdown menu for "* Number of days lost:" set to "1". A red minus button is on the right. At the bottom is a green "Add Response" button.

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.



The screenshot shows a software interface for entering parent contact information. On the left is a blue vertical sidebar with the text 'Parent Contact' and a white telephone handset icon. To the right of the sidebar, there are two main input areas: 'Contact Dt:' followed by a date selection calendar icon, and 'Parent Comments:' followed by a large, empty rectangular text box for entering notes.

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.

New Behavior Incident



A horizontal row of three buttons is shown. The first button is green and contains a floppy disk icon, the text 'Save & Close', and a small downward-pointing triangle. The second button is orange and contains a printer icon and the text 'Print'. The third button is light gray and contains a plus sign icon and the text 'Student'.