

Database Checklist

For PBIS Data Analysis

This checklist helps schools assess if their current database is capable of collecting and analyzing behavior data required in PBIS schools.

Office Discipline Referral (ODR) Form

- Student Name
- Grade
- Referring staff
- Date of incident
- Time of incident
- Location of incident
- Problem Behavior (Major or Minor, dropdown lists)
- Perceived motivation
- Others involved
- Action taken by administrator
- Seclusion/Restraint? (Required by DOE Office of Civil Rights)

Data should be displayed as bar graphs because it's easier to see patterns and trends in a graph compared to a table of numbers. A current dashboard with the Big 7 behavior data graphs should be available from your database without the hassle of exporting and creating graphs each and every time new data is entered.

Big 7 Graphs

- Average referrals per month (ODR/month)
- Students
- Grade
- Problem Behavior
- Time of Day
- Day of Week
- Location

The ODR data collection form (paper or digital) and database fields should be in the same order to ensure efficient data entry. If a digital ODR form is chosen, ensure that all staff (playground/cafeteria monitor or aids, crossing guards, paraprofessionals, substitutes, etc.) have ready access to report behavior problems immediately, consistently and equitably. Also ensure that the administrator can modify the problem behavior and assign consequences based on state/board definitions of behaviors, investigation of incident and school policies (which staff may not have access to when entering the ODR data) before data enters the database.

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Additional Graphs

- Referral Rate (ODR/students/days x100)
- Average referrals per month (multi-year)
- Problem behaviors (multi-year)
- Location (multi-year)
- Perceived Motivation
- Non-IEL/IEP/504
- Staff referrals
- Action taken by administrator
- Suspension
- Ethnicity
- Triangle graph (0-1 ODR, 2-5 ODR, 6+ ODR)

The PBIS team also requires the ability to 'Drill Down' into data by filtering using any category, including individual students, and then viewing all categories in graphic form. Date range should be controlled by the user.

See SWIS database demo at <https://www.pbisapps.org>, created by the federally funded National Technical Assistance Center for PBIS.