# Behavior Management Tool

# Behavior Management Tool

> ✅ This tool was released with E.1230.

## Overview

**PATH:** *Behavior > Behavior Management*

The Behavior Management Tool allows users with the appropriate tool rights to manage existing behavior as well as enter new behavior incidents.
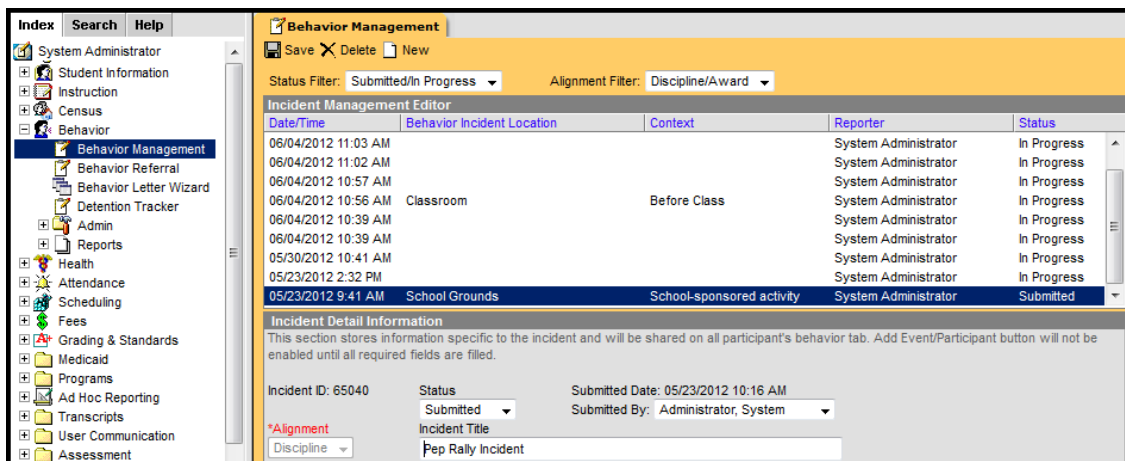


*Image 1: Behavior Management Tool*

This article describes how to:

- Manage submitted referrals.
- Create new Incident records, including
  - Attaching events to an incident.
  - Designating participants in an event.
  - Adding resolutions to participants.

An incident record is made up of 2 parts, the **Incident Information**, which provides the general information about the behavior incident, and the **Events and Participants** area, which describes the individual events within the incident and the participants in each event and participants' resolutions. Information entered in these areas will be viewable in the student's Behavior tab as described below:

| Area | Where information will appear |
| --- | --- |

| Incident Information | Will be viewable for all participants. |
|---|---|
| **Event Information** | Will be viewable for all participants in that event. |
| **Participant/Resolution Information** | Will only be viewable for that participant. |

ℹ️ For state-linked districts, data will only sync from district to state under the following conditions:

- An Incident with a state event code mapping.
- An Incident with a state resolution code mapping.
- An Incident with a state code mapping and no participant.
- For BIE only:
  - An Incident with a BIE event code mapping.
  - An Incident with a BIE resolution code mapping.
- For Maine only:
  - Syncing will only occur if both the event and resolution have a state code mapping.

## What is an Incident?

An incident is a group of behavior events linked by time and proximity. Events do not have to be related or have the same participants to be grouped together in a incident. In this way, incident reporting is similar to a police report - a record of occurrences at a specific time and place.

### Pep Rally Example

During a pep rally at school, a fight breaks out between two students, which results in a third student being injured. Two teachers break up the fight and find that one of the students is in possession of drugs. While the fight is happening, another student is caught attempting to steal from observers' backpacks. This occurrence would be considered a single incident with multiple events (the fight, drug possession, attempted theft) and multiple participants (fighting students, injured student, thief).

*Image 2: Behavior Management - Pep Rally Incident Example*

The images that accompany each section of the incident detail this Pep Rally incident. The image above shows the complete incident based on the Pep Rally example.

## Managing Submitted Referrals

When a behavior Referral is submitted, it will appear in the Management tool in a status of **Submitted**. A Process Inbox message will also be sent to all users selected in the **Notify** section of the Referral; users who received this message can click the **Incident ID** to open the Management tool and view incident record.

Users can then modify the incident record as desired, including modifying events or participants and assigning resolutions to participants. See the following Incident, Event, Participant and Resolution sections for a description of the fields that appear in each area.

## Incident Management Editor

The Incident Management editor lists all behavior incidents for the School and Year selected in the Campus toolbar and filters results based on criteria selected in the Status and Alignment filters. Incidents can be filtered by status and alignment and sorted by any of the column headings. The list is automatically sorted by Date/Time. The fields that appear in this editor are based on values selected for the incident. The **Reporter** is the individual indicated in the **Submitted By** field, who submitted the referral or created the incident. Status options are as follows:

| Status | Description |
|---|---|
| **Submitted** | Incident has been submitted as a referral but not yet reviewed by the behavior administrator or other authorized user. |
| **In Progress** | Incident is being modified, as when incident details are being verified. This status is also applied to incident records created in the Management tool. |
| **Complete** | Incident details have been verified, resolutions assigned, and modifications completed. |

## Creating an Incident

To create a new incident without entering and submitting a referral, click the **New** button in the action bar. Enter information for the incident based on the information in the tables below.

Enter information for the incident as a whole.

## Incident Detail Information



*Image 3: Incident Detail Information*

| Field | Description |
|---|---|

| | |
|---|---|
| **Incident ID** | The unique identification number assigned to the incident once the record is saved. This field cannot be edited. |
| **Status** | The status of the incident as *Submitted*, *In Progress* and *Complete*. |
| **Submitted Date** | The date the incident record was reported. This field cannot be edited. |
| **Submitted By** | The user who reported the incident. |
| **Alignment** | Indicates if the incident is related to *Discipline* (negative) or *Award* (positive). |
| **Incident Title** | A brief description of the incident. |
| **Date of Incident** | The date the incident takes place. Defaults to the date the incident is created. |
| **Time of Incident** | The time the incident takes place. Defaults to the time the incident is created. |
| **Damages** | The total cost of all damages that occurred as a result of the incident. |
| **Context** | Indication of the setting, or time of day the incident took place. |
| **Context Description** | Additional information about the context of the incident. |
| **Location** | Where the incident took place. |
| **Location Description** | Additional information about the location of the incident. |
| **Details** | Any additional information about the incident, including a description of what occurred. |

Fields in red text and indicated by an asterisk are required and must be entered before the record can be saved. Once general incident information has been established, add **Events** to describe the individual occurrences and the **Participants** in each event.

## Event Information

Click **Add Event/Participant** to open the Event/Participant Details editor.
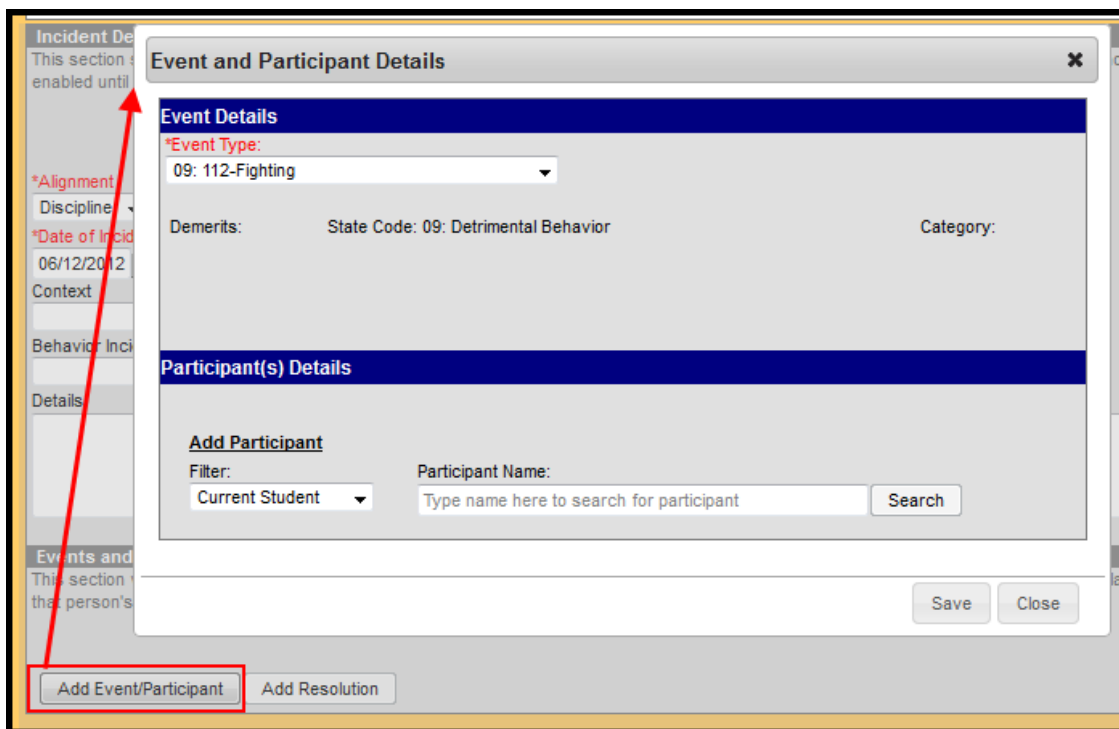
*Image 4: Event Information*

Enter information about the event as described in the following table. Options may differ by state.

| Field | Description |
|---|---|
| **Event Type** | The identifying code and name of the event. Event Types are created in the Behavior Admin area and can be mapped to State Event Codes. Options are dependent on the Alignment selected for the Incident; only Event Types with the same alignment will be available. |
| **Demerits/Points** | Indicates a mark of poor conduct for a discipline event or a mark of positive action for an award event. This field displays the value entered for the Event Type. |
| **State Code** | The State Event Code the event is mapped to. This information is used in report behavior events to the state. This field displays the value entered for the Event Type. |
| **Category** | Indicates whether the event is considered to be *Minor*, *Serious* or *Extreme*. This field displays the value entered for the Event Type. |

Additional events with distinct or repeated participants can be added to an incident. There is no limit to the number of events that can be added to an incident.

To modify an event, click the hyperlinked Event Type, make the desired modification and click **Save**. To delete an event from the incident, click the hyperlinked Event Type and click **Delete**. Deleting an event will also remove the associated participants' roles from the incident.

## Participant Information

Participants are attached to individual events, since participants may be involved in multiple events in different capacities, such as a student involved in a fight who was also found in possession of drugs.

To attach a participant to an event, **Search** for at least the first two characters of the **Participant Name**. Search results can be **Filtered** to include *Current Students* (active enrollment), *School Employees* (active district assignment) and *All People* (Person record in Census).
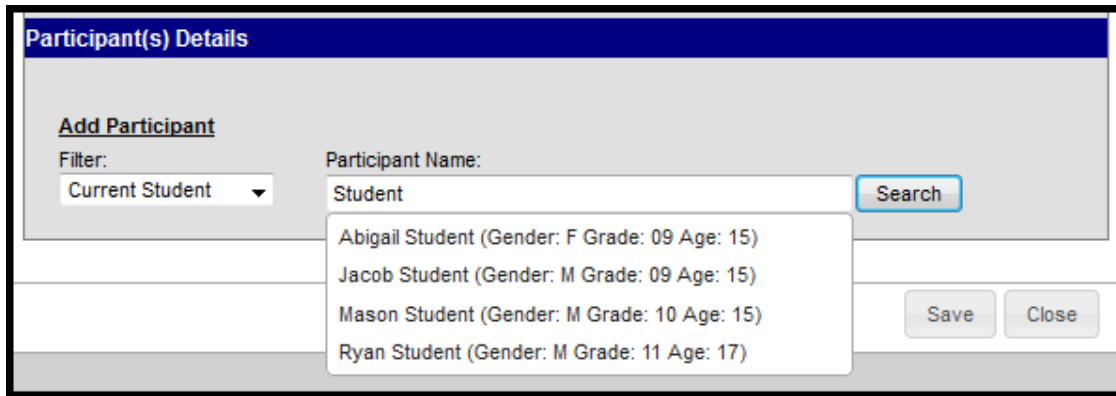


*Image 5: Participant Name Search Results*

Student names will be followed by the student's Gender, Grade and Age. School Employees will include Gender and Title. All People will only include Gender.

Click the participant's name to add the individual to the event. Participant details will then open for the individual.

*Image 6: Participant Details*

Enter participant details based on the following table. Options may differ by state.

| Field | Description |
|---|---|
| **Display on Portal** | Marking this checkbox will include basic incident and event information for only this participant to appear on the Portal for the student's parents to view. |
| **Role** | The way in which the individual participated in the event, as an *Offender*, a *Participant*, a *Victim* or a *Witness*. For Award incidents, the available role is *Recipient*. |
| **Demerits/Points** | Indicates a mark of poor conduct for a discipline event or a mark of positive action for an award event. |
| **Relationship to School** | Indicates the participant's relationship to the school, such as current or former student or staff member, at the time of the event. This field is required. |
| **Injury** | Indicates if the participant received an injury as a result of the event. Options are *1: No Injury*, *2: Minor Injury*, *3: Major Injury* or *4: Serious Bodily Injury*. |
| **Injury Description** | Additional information about the student's injury. |

| Medical Service Provided | Indicates if medical service was provided to the individual as a result of the event. |
|---|---|
| Details | Additional information about the individual's participation in the event. |

Additional participants can be added by searching for a name and selecting the participants. A participant can only be searched for and added to an event once. Participant details can be condensed by clicking the **Hide Details** button. To remove a participant, remove the check mark from the checkbox next to the participant's name. The participant will be removed when the event is saved.

When adding participants to any events after the first one recorded, participants of other events in the incident will automatically be available for selection. Mark the checkbox next to the participant's name to include them in the event.

## Adding a Resolution

Resolutions are added to an incident and then applied to the appropriate participants. The fields that appear for resolutions will vary by state and by the **Sub-type** of the resolution.

*Image 7: Adding a Behavior Resolution - Detention Subtype*

| Field | Description |
|---|---|
| **Resolution Type** | The identifying name and code of the resolution. Resolution Types are created in the Behavior Admin area and are mapped to State Resolution Codes. |
| **State Code** | The State Resolution Code the event is mapped to. This information is used in report behavior events to the state. This field displays the value entered for the Resolution Type. |
| **Category** | Indicates whether the resolution is considered to be *Minor, Involved* or *Intense*. This field displays the value entered for the Resolution Type. |
| **Resolution Assign Date** | The date the resolution was assigned. |
| **Resolution Start Date** | The date the student will begin serving the resolution. |

| | |
|---|---|
| **Resolution Start Time** | The time the student will begin serving the resolution. |
| **Resolution End Date** | The date the student must complete the resolution by. |
| **Resolution End Time** | The time the student must complete the resolution by. |
| **Detention Duration** | The number of units the detention resolution will last. |
| **Duration Units** | The units used to measure the detention resolution. Options are hours and minutes. |
| **Status** | The status of the resolution as *In Progress* or *Complete*. |
| **Behavior Admin Staff Name** | The behavior staff member responsible for the resolution. |
| **Duration in School Days** | The length of days the resolution of *Suspension* or *Expulsion* will last. |
| **Details** | Additional information about the participant's resolution. |

After entering resolution details, select which students will be assigned the resolution using the Apply to checkboxes. Resolutions will appear under participant names in the Event/Participant tree. Multiple resolutions can be assigned to a participant, but resolutions cannot be concurrent. If a user attempts to assign resolutions that occur at the same time, a warning message will appear instructing users to modify Start and End Dates before saving the record.

To modify a resolution, click the hyperlinked Resolution, make the desired modification and click **Save**. To delete an resolution from a participant, click the hyperlinked Resolution and click **Delete**.

## Deleting an Incident

To delete an incident, click the **Delete** button in the action bar. The incident will be removed, along with all event, participant and resolution information within this tool and elsewhere.