PIDS Program Set-Up Guide

To get your program ready to enter data, please follow the steps below, in order. If you have any questions, please do not hesitate to reach out to the Pyramid PIECES team for support.

1. Enter Classrooms

- Enter every classroom that is in your program. A classroom is any subsection of your program that has a consistent group of children and teacher(s). Make separate classrooms for rooms with AM and PM sections.
- For multi-age classrooms, you may select yes to **both** infant/toddler and preschool during classroom set up.

2. Enter Pyramid Model Professionals
Employees and People Responsible for Coaching and/or Observations

- Enter all persons who are employed by your program in the Pyramid Model Professionals dashboard
- **ALSO** enter all persons who are responsible for coaching and/or will complete TPOT or TPITOS observations, even if not technically employed by your program in the Pyramid Model Professionals dashboard
- Job Function Assignment
    - To be observed, person must be assigned as a Teacher or Teaching Assistant.
    - To conduct observations, person must be assigned as a TPITOS Reliable Observer or TPOT Reliable Observer*.
    - To use classroom coaching log, person must be assigned as a Classroom Coach*.
    - An employee may be assigned more than one job function.
- Classroom Assignment
    - Add a classroom assignment to staff that are consistently in the same classroom.
    - Do not complete classroom assignment for people who are not consistently in the same classroom (ex. administrators, floats, etc.) or are not technically employed by your program.
- If an employee leaves your program for any reason, complete the separation date and reason.

*After Professionals have been entered in the system, please send the roster to the State Administrator to be approved at the state level before data associated with them (e.g. TPOTs, TPITOS, Coaching Logs) can be entered into PIDS.

3. Enter Children

- You may choose to enter every child who currently attends your program (recommended) or enter as needed for behavior incidents or social emotional screenings.
- You should secure written permissions from families prior to entering them in the system. There is an option to upload the written permission into the system, but it is not required. If you do not get consent, you can select that option when entering the child's information and it will make that entry completely anonymous.
- Add a classroom assignment to all children.
- If a child leaves your program for any reason, complete the discharge date and reason.

4. Enter Data

Tool	Components that need to be set-up first
BOQ	None
TPOT/TPITOS	Classrooms, Employees
ASQ:SE 2	Classrooms, Children
BIR	Classrooms, Children
Coaching Logs	Classrooms, Employees

All classrooms, Pyramid Model Professionals and children must have ID numbers that are used to keep them anonymous on some reports and at some data viewing levels. You may use the Pyramid PIECES User ID guidelines to create these.