

**Before internal coaches can enter any TPOTs or TPITOS into PIDS, your data coordinator must:**

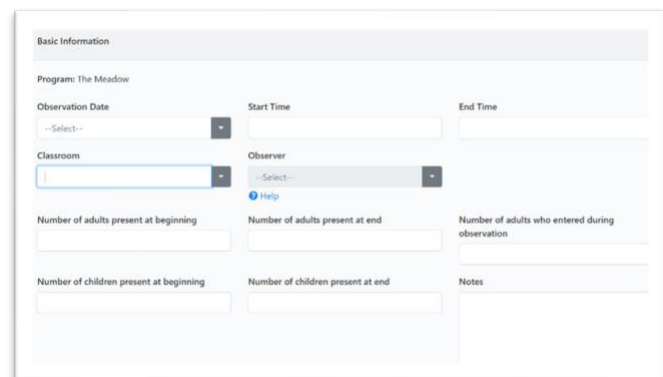
1. Set up classrooms.
2. Enter employees in the Pyramid Model Professionals dashboard who are being observed and doing the observing (even if they are not technically employed by the program).
3. The state PIDS administrator must then approve the TPOT or TPITOS reliable observers your program has entered.

Your data coordinator will receive training in this procedure. It may be necessary for internal coaches to assist with these tasks. For more information on the procedure, please consult these available [resources](#).

Your program administrator will register all PIDS users for your program. Once you are registered, you will receive an invitation to create your own username and password for the PIDS system. To enter TPOT/TPITOS results, **you will need to be assigned as a “data collector” or “classroom coach data collector” in PIDS.**

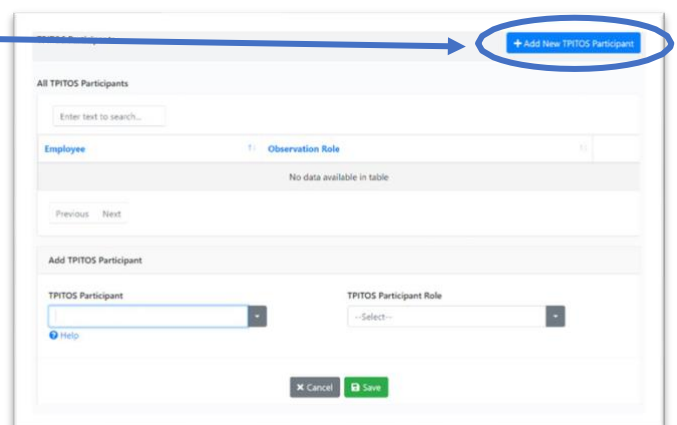
## Entering a TPOT/TPITOS Observation

1. Go to the TPOT or TPITOS dashboard by using the side menu or the pull-down menu from the black bar at the top of the screen.
2. Click on “Add New TPITOS/TPOT Observation”.
3. Enter the basic information.



- If the classroom does not appear in the drop-down menu, make sure it was entered correctly in the classroom dashboard.
- If the observer does not appear in the drop down menu, make sure the internal coach is entered in the Pyramid Model Professional dashboard and is assigned the job function “TPOT Reliable Observer” and/or “TPITOS Reliable Observer”. If observer has been listed and assigned correctly, but does not appear in drop down menu, please contact [Pyramid PIECES PIDS support](#).

4. Click “Save”.
5. Click “Add New TPOT/TPITOS Participant”.
6. Select the name of the adult who was observed and their role.
  - If the adult’s name does not appear in the drop-down menu, make sure the adult is entered in the Pyramid Model Professionals dashboard and is assigned the job function “Teacher” or “Teaching Assistant”.
7. Click “Save”.
8. Enter the # of yes and the # of no for each item.
9. Enter # of red flags and select which red flags were observed.
10. For TPOT observations, complete the “Using Effective Strategies to Respond to Challenging Behavior Section”. If no incidents were observed, select “N/A” from All essential strategies used in each incident and put a “0” in Number of additional strategies used.
11. Click “Save”.



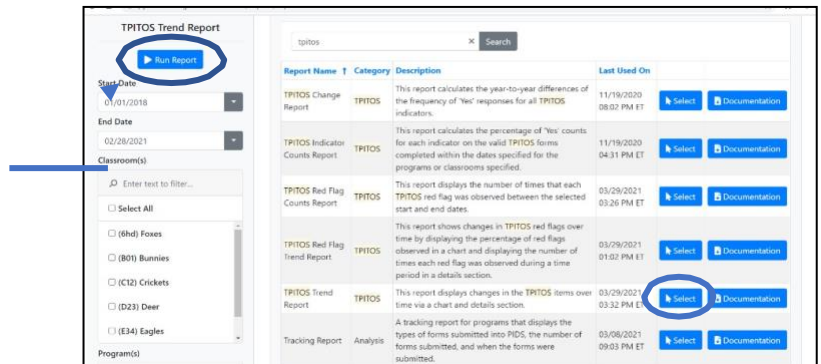
## Viewing TPOT/TPITOS Reports

There are several TPOT and TPITOS reports available in the system.

<b>TPOT/TPITOS Trend Report</b> This report provides a graph of percentage of items in place for each indicator over time.	<b>TPOT/TPITOS Red Flag Trend Report</b> This report provides a graph of the percentage of red flags over time and a table with the count of specific red flags over time.
<b>Uses: Identify strengths and areas of need and monitor progress of classroom practices</b>	<b>Uses: Identify professional development needs and monitor progress</b>

### Follow the same steps to access either report.

- Navigate to TPOT and TPITOS Reports.
  - Select “Reports” from the upper right hand corner.
  - In the search box, replace the words, “Enter text to search” with either the word TPOT or TPITOS.
- Find the report you wish to pull.
- Click “Select” (right column).
- Enter the start and end date for the time range for the observations you’d like to display.
- Click “Run Report” (upper left corner).



### For Coaches Only:

Coaches will need to pull TPOT and TPITOS visual reports for specific teachers to share results of observations and action plan. To do this, coaches will use the filters on the left-hand side of the screen, as described below, before clicking “Run Report”.

- Select the coachee from the Professional filter. You may use the “enter text to filter” feature by typing in the person’s name.
- Select “Lead Teacher” from the Employee Role drop down menu.

Check the report for accuracy by comparing the number of forms included (listed at the top of the first page of reports) to the number of time windows in the report (ex. Fall 2019, etc.). These numbers should be the same. If they are different, make sure you have entered the correct time periods and selected the correct employee and employee role. If the problem persists, please contact our [Pyramid PIECES team](#).