Incident Management - Behavior Tracking In PS 10

Incident management is the component of PowerSchool that will be replacing the Conduct Reporting that was used in WinSchool. In addition to a new reporting method the Behaviour Tracking template has been standardized provincially so that both the Anglophone and Francophone sectors have identical behaviours and actions. A fillable form is available on DataConnect for use by all districts.

Incident Management is an important tool for implementing Policy 703 in your school. It is essential for school, district and provincial reporting purposes that all incidents are entered correctly and completely in PowerSchool.

Accessing Incident Management

There are two ways to access Incident Management. At level of the school for all incidents or at the level of the individual student for a list of incidents in which they are involved as either Reporters, Victims, Offenders, Witnesses.

Method 1: To view a list of all school behaviour incidents for all students in your school you would begin on the PowerSchool Start Page in the left hand navigation in Functions click on Special Functions.
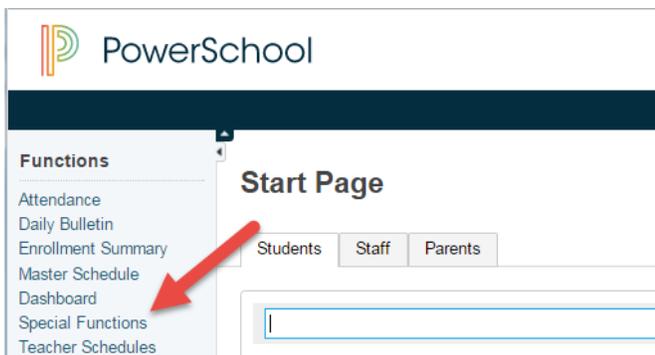
In the list of available Special Functions which are presented in alphabetical select Incident Management.

This will open to current year's incidents which at the start of the year for all districts will be none. Schools can look at previous year's incidents or can use the various date range views.

Please Note: No Behaviour Data was imported from WinSchool because a new provincial data standard was developed prior to the implementation of PowerSchool.

From this page you can begin an incident for any student in your school by clicking on the Create New Incident button.
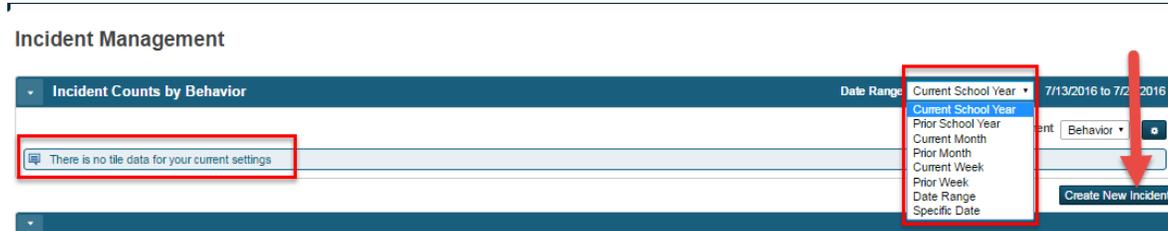
Method 2: To view incidents in which a specific student was either a Reporters, Victims, Offenders, Witnesses. First select the student from the PowerSchool Start Page by either selecting them from a list of students whose last name start with a selected letter, from a list of students in their grade level or with Smart Search enabled starting to type their last name or selecting them.

Search by Letter of Last Name
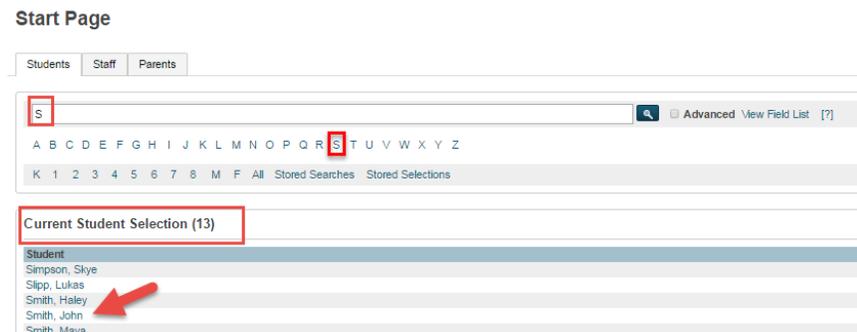
Search by Grade Level

With Smart Search Enabled, you can start typing the student's last name and a list of possibilities appear from which you can select your student.

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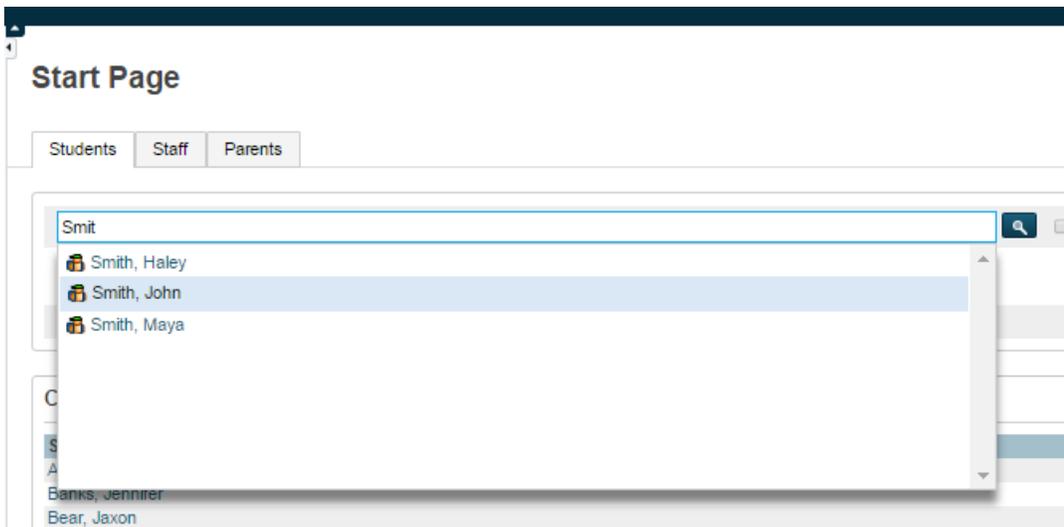
TIP: If you have not already enabled Smart Search you do so now. This is a one-time procedure which will make finding students in your school much easier. Set-up > Personalize> Interface > Enable Smart Search >Submit
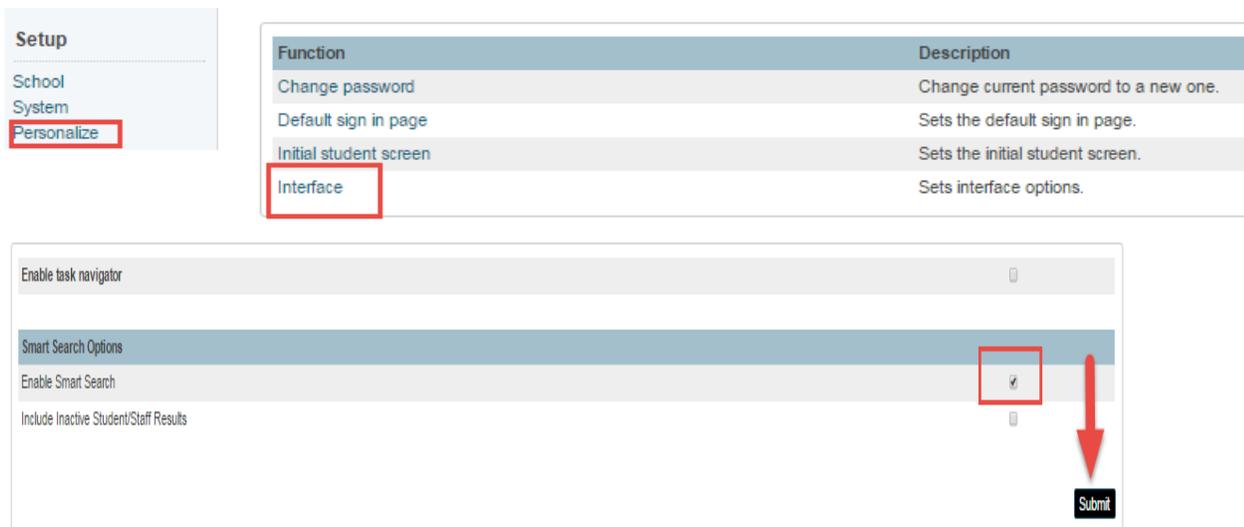
When starting an incident from the Student Page, scroll down to the Administration section in the left hand side navigation and chose Incidents.

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NOTE: Whether you **Create a New Incident** from the student's Incidents Page or the school's Incident Management Page the steps that follow are the same. On the Incident Management Page, in the upper section on the right click on ***Create New Incident***

Incident Management

This will open the **Incident Detail Page** on which you will have two sections to complete; **Incident Description** and **Incident Builder**. Both parts **MUST** absolutely be completed for student(s) to be associated to an event and for the reports to work properly.

Completing Incident Description

1. Completing the Incident Description begins with selecting an **Incident Type**, the name of this field can be confusing. Use the pull down to determine if the incident is Administration initiated, Teacher initiated or other staff initiated.

2. **Incident Date and Time** are completed next. The filed for Time Frame is not used.

3. Deciding in your school to have a naming convention for **Incident Title** can be helpful when viewing a list of incidents or scanning to locate your incident again. There are searches and reports available so this is not necessary but is helpful in larger schools with multiple people making entries.

4. **Description** is a text box where the school can provide a narrative description of the event. There is no character count limitation. Schools are advised that completing the description **does not eliminate** the need to complete the Incident Builder which is used to populate Behaviour Reports and associate incidents to student names.

5. **Location** is a pull-down menu of locations in a school where behaviour incident might occur. This is a standardized provincial list. If a school administrator feels a location should be added to this list, they should raise this with their District Lead, who could bring this to Policy and Planning. Any location added would be added to all schools in all districts.

6. **Location Comment:** Additional Information can be added but is not required.

7. **Location Description** is a text field where you can add additional information about the location. For example, where off site did the incident occur or in which parking lot.   There is no character count limitation.

8. **Prepared By:** should be the name of the administrator who is handling the behaviour. The data entry name will show as Created By on Reports.

9. **Financial Impact:** Can be added if a school chooses but is not required.

Completing Incident Builder

1. In Incident Builder select the **GREEN** plus sign to add students.
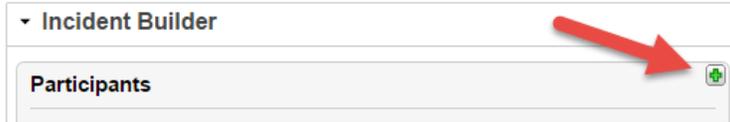
2. To locate a student, Type **ONLY** their last name and assure you have selected Student as the Type**.** You have the option of narrowing your search with the grade level but it is not required. **If Uncertain of the spelling of the last name,** you can search without any name entered and it will bring back a list of all students, from which you can choose.
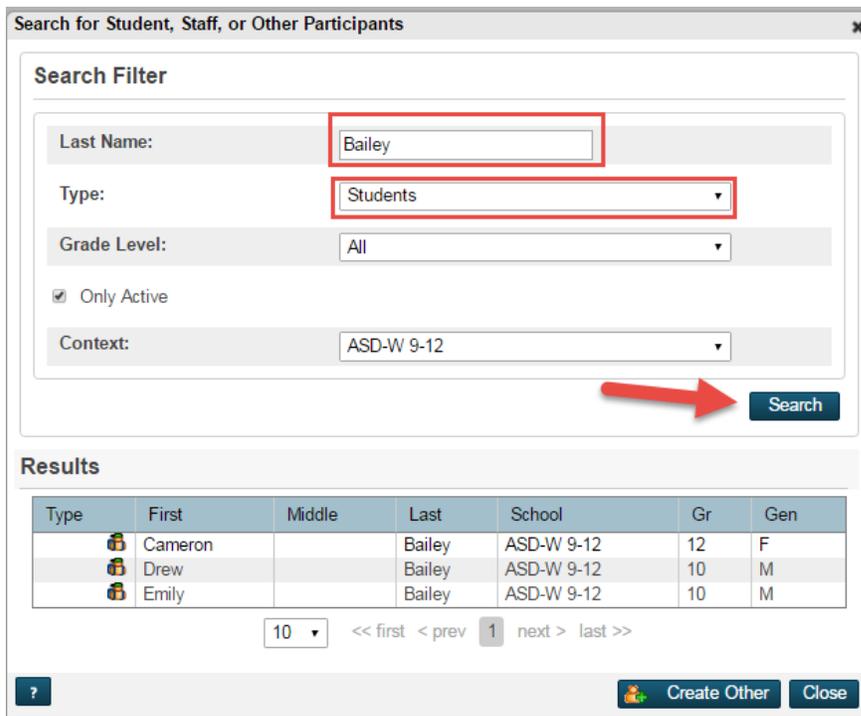
Note: Typing last, first for example Bailey, Emily would result in no records found. The name MUST only be last name.

3. Click on the name of the appropriate person from the search box, the bar will turn a darker blue and the ADD button will appear.   Click on ADD

4. When you click ADD, you will be prompted to give that person a Role. Click the down arrow and select the appropriate role and then click **Add Participant Attributes** (tip: a person can have multiple roles in an incident. Select the **GREEN** plus button to add more roles).

    Note + Attributes not configured

5. Follow steps 1-4 for each additional participant you want to add in to the incident.

6. All participants should have Incident Elements added. On the right side click the **GREEN** plus sign next to **Incident Elements.**

7. You will need to add an Action and Behaviour. It does not matter what order you add them in.
    To add and Action:

8. You only need to fill in the *Action Code* which is a provincial standardized list. Choosing certain codes may open an additional drop-down menu if communication was part of the action and *Action Date Range* fields and then click **ADD ACTION** (other fields are optional)

a. To add a Behaviour:

   i. Click on the ***Add Behaviour*** field
   ii. Select the appropriate Behaviour Code and this will prompt you to also complete a sub menu item. Select the appropriate item and then click Add Behaviour.
9. You will now have a list of items under the Incident Element menu.
10. Click and drag each item to the correct person.

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The Behavior can be created once and dragged to multiple students.

The Action even if the same must be created multiple times for each student to which it will apply

11. Once complete Click on **SUBMIT INCIDENT**

12. **Changes** to an Incident
    If additional information comes to the attention of the school, incidents can be modified. For example if the principal found out that Emily was hit during the fight, then her name could be added to Victim. When changes are made the Rational should be noted for future reference

13. The Attendance Related Actions is not a NB used functionality.