

SWIS Directions for Continuous Improvement Worksheets

This document outlines directions for specific reports in the SWIS Suite used to support the continuous improvement of the behavior components of an MTSS framework.

SWIS Major Referral Patterns Report

Follow the steps below to set up a report template for SWIS Major referral patterns:

1. Login to [PBISapps](#) and select SWIS Suite.
2. Click on **Drill Down**. Go to Report Filters on the left side.
3. From Date/Time, click **Date**. Drag “Date Range” into the Dataset. Set the appropriate date range:
 - a. Fall: Select first day of school as Start Date and day before the Fall Data Review Coaching Support Session (CSS) as the End Date
 - b. Winter:
 - i. If this is your first Data Review Training: Select first day of school as Start Date and day before the Winter Data Review CSS as your End Date
 - ii. If you already participated in a Fall Data Review Training this school year: Select day of the Fall Data Review CSS as the Start Date and day before the Winter Data Review CSS as the End Date.
 - c. Spring: Select day of the Winter Data Review CSS as the Start Date and day before the Spring Data Review CSS as the End Date.
4. From Referral Type, drag Major into the data set.
5. If your elementary and secondary shares a single K-12 SWIS account: From Demographics, click on **Grade** and drag the appropriate grades into the dataset.
6. Click **Generate**.
7. Click **Save Report Template** and label the report “Major Referral Patterns”.

Students with 2-5 Discipline Referrals Report

Follow the steps below to set up a report template for Students with 2-5 Discipline Referrals:

1. Login to [PBISapps](#) and select SWIS Suite.
2. Click on **Drill Down**. Go to Report Filters on the left side.

3. From Date/Time, click **Date**. Drag “Date Range” into the Dataset. Set the appropriate date range:
 - a. Fall: Select the first day of school as the start date and the day before the Fall Data Review CSS as the end date
 - b. Winter: Select the first day of school as the start date and the day before the Winter Data Review CSS as the end date
 - c. Spring: Select the first day of school as the start date and the day before the Spring Data Review CSS as the end date
4. From Referral, click **Student Referral Count**, drag Range into the dataset and set the Minimum to 2 and the Maximum to 5 Referrals
5. From Referral Type, drag Major into the data set Students with 2-5 major ODRs in a date range
6. If your elementary and secondary shares a single K-12 SWIS account: From Demographics, click on Grade, and drag the appropriate grades into the dataset.
7. Click **Generate**
8. Click **Save Report Template** and label the report “Students with 2-5 major ODRs”

SWIS Triangle Report

Follow the steps below to generate the SWIS Triangle Report in the spring of each school year:

1. Login to [PBISapps](https://www.pbisapps.org) and select SWIS Suite.
2. Click on **View Reports**
3. Select Triangle Data Report, Referral Type: Major
4. If your elementary and secondary share a single K-12 SWIS account, interpret this report through a K-12 lens

URLs Used in Document

[PBISapps](https://www.pbisapps.org)

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