

# Wisconsin Program User Agreement



## Overview of the Pyramid Model Implementation Data System (PIDS)

The Pyramid Model Implementation Data System (PIDS) was developed by the Center for Human Services Research (CHSR) at the State University of New York at Albany (SUNY) in consultation with the New York State Council on Children and Families. PIDS is available nationally via a contract with the Pyramid Model Consortium and designed to support data-based decision making related to program-wide implementation of the Pyramid Model. The PIDS is a secure web application maintained by SUNY that allows data entry, reporting, and administrative functions to be used by all early childhood programs that are implementing the Pyramid Model to Support the Social and Emotional Competence of Infants and Young Children (Pyramid Model) in Wisconsin and other states. While access is provided to the system by Wisconsin Pyramid Model Coordination through the Wisconsin Alliance for Infant Mental Health, data storage, maintenance of the system and technical support related to use of the system is provided by SUNY. The data system allows for streamlined data entry and analysis on the child, classroom, program, community/regional and state levels.

Individual child data are regularly summarized to examine factors related to behavior incidents (child, teacher, activity, behavior type, behavior motivation and responses to the behavior) and social emotional screenings. In addition, these data provide summative information on the frequency of behavior incidents over time and an analysis of potential equity issues by calculating disproportionality related to race, ethnicity, existence of an Individualized Family Service Plan/Individualized Education Program, gender, and dual language learner status. Classroom data are collected with the Teaching Pyramid Observation Tool (TPOT) and the Teaching Pyramid Infant-Toddler Observation Scale (TPITOS) and classroom coaching logs. Program data are collected through Benchmarks of Quality, the number of implementing classrooms and the employee profiles entered into PIDS.

All data are collected and entered into PIDS by program staff, who are provided access through the Wisconsin Alliance for Infant Mental Health's (WI-AIMH) coordination of Pyramid Model efforts in Wisconsin. Wisconsin program-wide implementing sites are provided no or low-cost access to the PIDS system by the WI-AIMH via a contractual arrangement for access with the national Pyramid Model Consortium.

By agreeing to use the PIDS, you also agree to WI-AIMH Pyramid Model Coordination at the community, state and national level to view your program's Pyramid Model implementation data for the purposes of reporting effectiveness, identifying professional development gaps, and advising on the development of resources. The Wisconsin Pyramid Model coordination staff agree to not share identifiable program, classroom or child level data. All shared data will be kept confidential and secure. Data are shared in aggregate, meaning that individual child data cannot be accessed except by very limited and approved data system administrators.

PIDS users must follow the procedures listed below in order to ensure confidentiality and data integrity. Before using PIDS, you must certify that you have reviewed the policies below and agree to follow them. Checking the box when setting up your account, and subsequent use of the PIDS indicates your agreement to these conditions of use. In addition, you agree to abide by your program's policies and procedures regarding computer usage and information security.

- Data in PIDS must be kept confidential and secure in order to protect the privacy of both children enrolled at the program and the employees of the program.
- Access and use of data and information entered in PIDS must be limited to the intended use of Pyramid Model implementation analysis, monitoring, measures and planning.

- If programs collect child level data in PIDS (including child information, social emotional screenings, and/or behavior incident reports) the program must make each child's legal guardian(s) aware of the data being collected and its use. The program is responsible for securing and maintaining written consent from legal guardian(s) to have their children's information recorded in PIDS. It is possible and permissible to "code" the names of individuals in the system to ensure greater confidentiality.
- If programs collect classroom level data on PIDS (including TPOT, TPITOS or teacher names) the program or appropriate personnel must make each employee aware of the data being collected and its use. The program is responsible for securing and maintaining written consent from teachers/staff to have their information recorded in PIDS. It is possible and permissible to "code" the names of individuals in the system and to include this permission as part of a broader coaching agreement.
- Users who have multiple levels of access (program, hub and/or state) must take extra care to protect identifiable program, classroom, teacher and child information. Users who require multiple levels of access must secure permissions to view confidential child and teacher information from the programs with whom they work. Program specific data can only be shared with another agency with the program's permission. Program specific data should be shared in aggregate, meaning that data that contains identifiable classroom, teacher or child information should not be shared.
- A child's legal guardian(s) have the right to request copies of their child's information in PIDS from their child's program.
- The storage of hard copies of information entered in PIDS must follow individual program policies.
- Data may be entered and/or uploaded in PIDS only when securely connected to the server via a secure browser. Data must not be entered and/or uploaded in PIDS when using a public internet connection.
- All information entered into PIDS must be, to the best of each user's knowledge and ability, complete and accurate.
- Users must log out of PIDS when the application is not in use. Users are responsible for their own log-in information and must take all reasonable measures to keep passwords secure. Passwords should NEVER be shared with anyone else. PIDS technical support will NEVER ask you for your password.
- New user requests should be directed to Wisconsin Pyramid Model coordinators.
- Any user who notices or suspects a security breach must immediately notify their program's administrator and submit a support ticket to the PIDS technical support.
- Program administrators must inform the Wisconsin Pyramid Model coordinators when program users no longer work at the program in order to remove access to PIDS promptly.
- All access to PIDS is individualized on a per-person basis. PIDS Administrators reserve the right to restrict user privileges or deactivate a user account at any time without notification.

## Summary & Signature

Users are assigned to access PIDS by Wisconsin Pyramid Model coordinators and must create their own password. The process requires new users to indicate their understanding of, and agreement to, the term listed in this document. Thereafter, by using PIDS, users agree to all the requirements included in this agreement and affirm they will follow the program's policies and procedures with respect to this web application and the information contained within. Violation of this Agreement will result in loss of access to PIDS and may be grounds for other action.