



Illinois PBIS Network

SIMEO II DATABASE

Users Manual



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Illinois PBIS Network

335 N. La Grange Rd Suite 4
La Grange Park, IL 60526
708-482-4860-FAX 708-482-4875

www.pbisillinois.org

SIMEO II DATABASE

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SIMEO II–PBIS online database for tracking and reporting Tier 3 student outcomes.

I. Becoming a SIMEO II User

A. SIMEO II Training

All SIMEO users (to include former SIMEO I users) are required to attend a SIMEO II training before using the database. SIMEO II trainings are held several times a month. To register for a SIMEO II training, check the PBIS training calendar for the next available date and sign up online or contact your PBIS TAC to sign up for a training.

B. SIMEO User Enrollment

After attending a SIMEO II training, you may enroll as a user. To enroll as a user, send your name, school district and school or schools affiliation to Paul Bell at pwbell07@gmail.com. You will receive confirmation of enrollment within 24 to 48 hours following receipt of the email request.

C. SIMEO II Login

SIMEO II has a new URL (website) address. You can now access a SIMEO II login link on the front page of the PBIS website. To access just go to the Illinois PBIS website: www.pbisillinois.org and look for the **SIMEO II link** under **quick links** on the upper left side of the PBIS website. Click on the button and the link will take you to the SIMEO II login page (www.simeoresults.org).

The screenshot shows the SIMEO II System Login page. At the top left is the SIMEO logo with the text "Systematic Information Management Education Outcomes". The page title is "System Login". There are two input fields: "Username" and "Password". Below the "Password" field is a "Login" button and a "Forgot Password?" link.

SIMEO
Systematic Information Management Education Outcomes

System Login

Username

Password

Login

[Forgot Password?](#)

Once you are linked to the SIMEO II login page, you will be prompted to enter your username and password (**not case sensitive**). If you forget your password and you have registered your email in the your SIMEO II user profile (online), you can retrieve your password by clicking on the "Forgot Password" link. Your password will be sent to your registered email.

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II. Adding a student to SIMEO II

A. Enroll a Student

- To enroll a student, put the cursor on the **Student Management Tab** at the top of the SIMEO II Home page and select “Enroll Student” and left click.
- Start by completing these 14 fields. Please note that any field with red text and an asterisk (*) is a required field and completion of this field is necessary to enroll a student.

The screenshot shows the SIMEO II database interface. At the top, there is a navigation bar with tabs for Home, Student Management, Reports, Tools, and Administration. The 'Student Management' tab is selected. Below the navigation bar, there is a user profile section for 'Paul Bell' with options for User Profile, Register Issue, and Logout. The main content area is titled 'New Student(SystemAdmin)' and contains a 'Standard Student Info' form. The form has a 'Student Information' section with the following fields:

First Name *	Last Name *
Middle Name	Language *
DOB	Gender *
School *	Status *
Facilitator 1 *	Facilitator Roles 1 *
Facilitator 2 *	Facilitator Roles 2 *

At the bottom of the form, there is a 'Next' button.

- Click the **Next** button to continue enrolling the student. Continue by completing the **Standard Student Info tab**. Please note that any field with red text and an asterisk (*) is a required field and completion of this field is necessary to enroll a student.

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II. Adding a student to SIMEO II (cont.)

- Use the **Continue to Next Tab/Page** button to complete the next tab. In order to enroll a student, you must complete all tabs (standard student, school info, referral, student demographics, and LAN).
- If you do not complete all required questions, you will be required to go back and complete before the student is considered enrolled and saved in SIMEO II.
- If you need to exit the system and re-enter later, use the **Save** button at the bottom of the screen.



Home Student Management Reports Tools Administration Welcome, Paul Bell | [User Profile](#) | [Register Issue](#) | [Logout](#)



Paul Bell

[Exit](#)

Standard Student Info School Info Referral Student Demographics LAN Tools Student Discharge

Student Information

Assigned Student Identifier
100973

First Name
Paul

Last Name
Bell

Middle Name
[Empty]

Suffix
Select One

Language
1-English

DOB
11/11/1111

Gender
1-Male

Status
Active

[Continue to next Tab/Page](#)

[Save Student](#)

[Save and Return to Home Page](#)

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III. The Student File Drawer

Systemic Information Management Education Outcomes

Welcome, Paul Bell | User Profile | Register Issue | Logout

Home Student Management Reports Tools Administration

Student Name: Status: Active Deleted: Non-Deleted Intervention: All Types Primary Initiative: All Types

District: PBIS Training School District School: Any School State: Any State

Search

Jump to page: 1

Records 1 to 35 of 35

Edit	Student	School	Facilitator	Intervention	Completed	Started	Tools	Remove
	acPA1212 acPA1212	PBIS North Elementary School-PBIS Training School District	P. Facilitator	PBIS Wrap	2	1		
	Paul Bell	PBIS Middle School-PBIS Training School District	P. Bell	PBIS Wrap	2	0		
	joe brown	PBIS South Elementary School-PBIS Training School District	a. facilitator	PBIS Complex FBA	1	1		
	Sydney Cheryl	PBIS South Elementary School-PBIS Training School District	P. Facilitator	PBIS Wrap	4	1		
	Mary Curry	PBIS North Elementary School-PBIS Training School District	P. Facilitator	PBIS Wrap	4	0		
	Kelly Hyde	PBIS High School-PBIS Training School District	P. Facilitator	PBIS Wrap	2	0		
	Kelly Hyde	PBIS North Elementary School-PBIS Training School District	P. Facilitator	PBIS Wrap	2	0		
	Kelly Hyde	PBIS North Elementary School-PBIS Training School District	P. Facilitator	PBIS Wrap	4	2		
	billy joe	PBIS High School-PBIS Training School District	a. facilitator	PBIS Wrap	2	0		
	joe johnson	PBIS High School-PBIS Training School District	a. facilitator	PBIS Wrap	2	0		
	tom johnson	PBIS Middle School-PBIS Training School District	a. facilitator	PBIS Wrap	2	1		

- To locate the student file drawer and/or to find a student you have enrolled, go to the **Student Management Tab** and click **Search Student**.
- The student file drawer provides a list of students along with the student’s school, their current Tier 3 intervention and their education placement.
- The above screen shot shows the student file drawer for a Facilitator assigned to more than one school. The two students shown are located in one school. To see students in another assigned school, select the school from the school drop down bar.
- The **Edit** feature, marked by the **Student with a Pencil Icon** to the LEFT of the student name, is used to edit the student enrollment information. To make edits, click on this icon and it will take you back to the student enrollment information.
- To complete a Tool or review saved tools, go to the tool icon to the far RIGHT of student name. This icon is marked by a **Note Pad with a Check Icon**.
- The **Completed** column in the student file drawer shows the number of tools completed. The **Started** column shows tools started but not completed.

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IV. The Individual Student File

Once in the student file, you can **enter data on a tool** or **view a completed tool** by clicking on the Tools tab and selecting the “go to tool entry” blue link on the bottom right. To add a tool, choose the tool from the dropdown box and click the **Assign Tool** button. To add an assessment period for a tool click the **Add Next Assessment Period** button.

The screenshot shows the SIMEO II user interface for a user named Paul Bell. At the top, there is a navigation menu with options: Home, Student Management, Reports, Tools, and Administration. Below the menu, the user is logged in as Paul Bell, with links for User Profile, Register Issue, and Logout. The main content area is titled "Tool Assignment" and features a dropdown menu for selecting a tool and an "Assign Tool" button. Below this, the user's student file for Paul Bell is displayed, with a link to go to the student record. Two tool sections are visible: "Educational Information Tool Version 2.0" and "IOWA PBIS Student Disposition Tool v.2.0 (SD-T)". Each tool section has an "Add Next Assessment Period" button and a table of assessment periods. The "Educational Information Tool Version 2.0" table has two rows: "Baseline" and "Time 2". Each row shows the assessment period, status (Completed), due date, data collected date, SIMEO entry date, and a tool box with "View Tool", "Edit Tool", and "Delete" links. The "IOWA PBIS Student Disposition Tool v.2.0 (SD-T)" section indicates there are no assessment periods for this tool.

Assessment Period	Status	Due Date	Data Collected Date	SIMEO Entry Date	Tool Box
- Baseline	Completed	03/19/2013	02/12/2012	12/20/2012	View Tool Edit Tool Delete
- Time 2	Completed	03/19/2013	03/01/2012	12/20/2012	View Tool Edit Tool Delete

A. Taking a tool-Baseline

- To take a tool at baseline click on **Complete Tool**. The data entry screen will come up in pop-up window. Make sure to unblock pop-ups while in SIMEO II.
- The tool and student name will be listed at the top of the page.

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IV. The Individual Student File (cont.)

- The tools are set up for you to view and answer 10 questions per page. You must save each page before advancing.
- The page will auto advance after answering a numerically coded multiple choice question.
- At the end of a page you will need to click the **Save and Continue** button and you will be automatically directed to the next page.
- At any time, you can use the exit button in the top right corner to leave the data entry feature. You will not lose any data that has been saved.

Question 7: The current educational placement is:

1. Inside Regular class 80% or more of day
2. Inside Regular education more than 79% and no less than 40%
3. Inside Regular class < 40%
4. Separate School
5. Residential Facility
6. Homebound/Hospital
7. Correction Facility
8. Parentally placed in private school
9. Regular early childhood program
10. Special education early childhood (separate class)
11. Special education early childhood (separate school)
12. Special education early childhood (residential facility)
13. Home (early childhood 3-5)
14. Service Provider Location
15. Other

Question 8: Has educational placement changed in the past three months?

Yes No

Question 9: Are there other agencies currently involved with the student and/or family?

Yes No

Question 10: If yes, indicate agencies currently involved:

- DHS
- Probation
- CMHC
- Public Aid
- Other:
- None

Last Saved at:
Never Saved

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B. Taking a tool-Any time After Baseline

- If you have a baseline or more data entered on a tool, click on the **Add Next Assessment Period** button to add the next tool to the student’s file.
- Once you add the tool, you will have a choice on how you want to complete the tool. The choices are outlined below:
 - 1.) **Entering data on all questions** allows you to add data for all questions on a tool. This feature is similar to adding data at baseline.
 - 2.) **Copying data from a previous assessment** allows you to copy data and edit those items that have changed. This feature reduces data entry by 80% of the time it took to enter data at baseline.

Once selected you will see a screen similar to the screen shot below.

To edit a question, click on the edit button to the right of the question. You are only required to edit those questions where responses have changed. Once changed, you will be required to save the tool as final before closing by clicking the **Complete Tool** button.

12	Edit	Passes quizzes and tests	always
13	Edit	Completes subjects with a passing grade	not applicable
14	Edit	Participates in classroom discussions and activities	frequently
15	Edit	Pays attention in class	never
16	Edit	Participates in extracurricular activities	sometimes
17	Edit	Has friends	sometimes
18	Edit	Engages in socially appropriate behavior with peers	never
19	Edit	Engages in socially appropriate behavior in unsupervised settings	sometimes
20	Edit	Engages in appropriate classroom behavior with adults	always
21	Edit	Student follows same routine as other students	sometimes
22	Edit	Student participates in lessons that are differentiated for all students through out the day	never
23	Edit	Student participates with same age peers without disabilities in non-academic classes	sometimes
24	Edit	The student is given individual accommodations to meet his/her learning needs	frequently
25	Edit	Student interactions with regular ed teacher as frequent as other students	always
26	Edit	Student has individual daily schedule visible (if needed)	sometimes
27	Edit	Student has a system for communicating with peers and adults across settings	frequently
28	Edit	Student's work is monitored for progress and understanding during activities	never
29	Edit	Student follows directions independently	sometimes
30	Edit	Student follows directions with supports	never
31	Edit	Student completes work independently	sometimes
32	Edit	Student completes work with supports	always
33	Edit	Student transitions between activities and environments independently	frequently
34	Edit	Student transitions between activities and environments with supports	never
35	Edit	This youth needs academic assistance beyond regular classroom routine	sometimes
36	Edit	This youth needs behavioral interventions beyond the regular classroom routine.	frequently
37	Edit	Has student repeated a grade?	yes
38	Edit	Is child's overall performance commensurate with his/her ability?	no
39	Edit	Please rate the student's academic performance (circle one):	80-89%
40	Edit	Number of students in your class?	12
41	Edit	How often is this student in your classroom?	50% or less of day

[Complete Tool](#)

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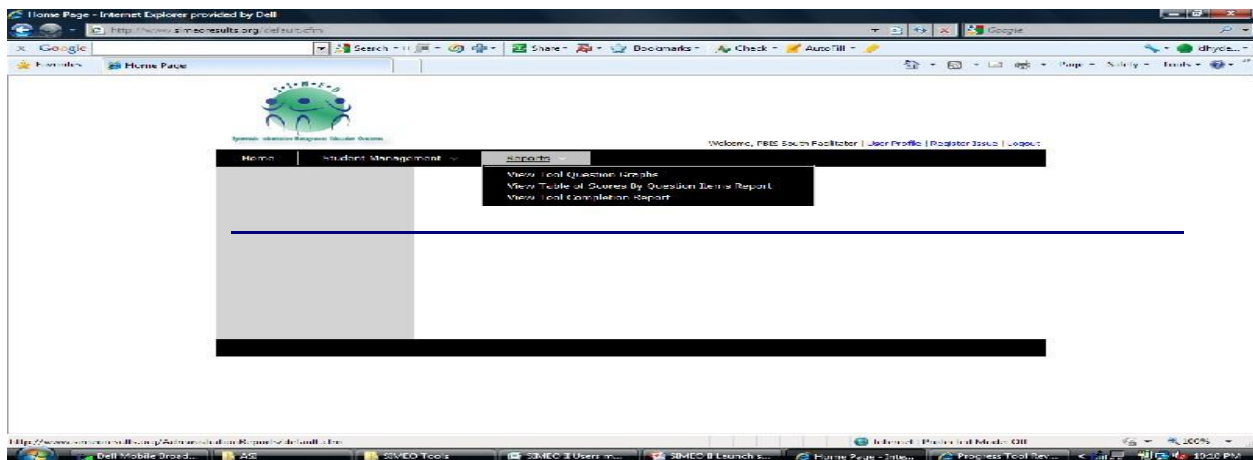
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V. The SIMEO II Reports

SIMEO II has three main reports available for facilitator use. The reports are accessible from the Report tab of the SIMEO II home page.



Summary of SIMEO II Reports

A. Graph by Questions

The graph by questions allows you to graph responses to questions from tools for a student or group of students. This feature allows you to graph data with the legend reflecting the data by assessment period (baseline, time 1, etc) or by question. Each graph also presents a table of scores along with the graph.

B. View Table of Scores by Question Items Report

The View Table of Scores report is a new report in SIMEO II. This report allows you to select one or more students and then show a table of scores for the selected questions for the requested time ranges and assessment periods. This report also shows the amount of change in the data by question.

C. Tool Completion Report

The Tool Completion report is similar to the Usage Report in SIMEO I. This report allows you to see all tools completed for a student or group of students, along with the period of assessment and tool completion date.

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V. The SIMEO II Reports (Cont.)

A. Graph by Questions

The Graph by Questions report will require you to have the following information available in order to create the report.

1. Date Ranges: You will need the date ranges for which you desire to pull data .You can enter select dates or if you want all data available you will need to enter a date range wide enough to capture all data. You can add an earlier date in time (01/01/2011 is always a good date for the first range since all data were transferred in to SIMEO II after January 1, 2011). **Please note that you will always need to enter a date ONE DAY LATER THAN THE DAY YOU ARE REQUESTING GRAPH for your end date if you entered data on the day you are graphing.**

2. Assessment Periods : You will need to know the assessment periods you wish to graph. (for example, baseline, time 2 and time 3) or you can select to graph all assessment periods.

3. Student (s) Name: Once you select the above criteria, you will then see a list of all students under your purview. The students highlighted in black are those students eligible for graphing. You can select one, multiple or all students eligible. If a student shows up in light gray, they do not have data to meet the date range and or assessment period criteria for graphing. If graphing more than one student's data, a sample size for the graph will show in the report title.

4. Tool and Questions: You can graph data from one tool at a time and you can only graph tools with similar responses, This means for example, if a question is a yes/no question, you can only graph yes/no questions on a graph. The tools that show up on the drop down are those tools that meet all previous graph criteria (date, assessment, student). If a tool does not show up, it has not met the criteria for graphing. Once you select a tool, questions will populate and you will can select the questions desired for graphing.

5. Graph by Time as Legend of Questions as Legend: This feature allows you to decide if you want to see your graphed data grouped by question(s), over all assessment periods selected or grouped by assessment period across all questions selected. The screen shot on the next page shows you examples of both options.

6. Graph by Bar or Line graph: At the end of the selection of all above information, you will be able to select whether you want your graph to be a bar or a line graph.

7. Printing: Once the graph by Question report is created, you can save it to a pdf, print the report directly or cut and pasted in to another document. To cut and paste, right-click on the graph and choose to Copy. In another program (Microsoft Word for example), select Paste Special and choose Device Independent Bitmap to copy the image of the graph into the document.

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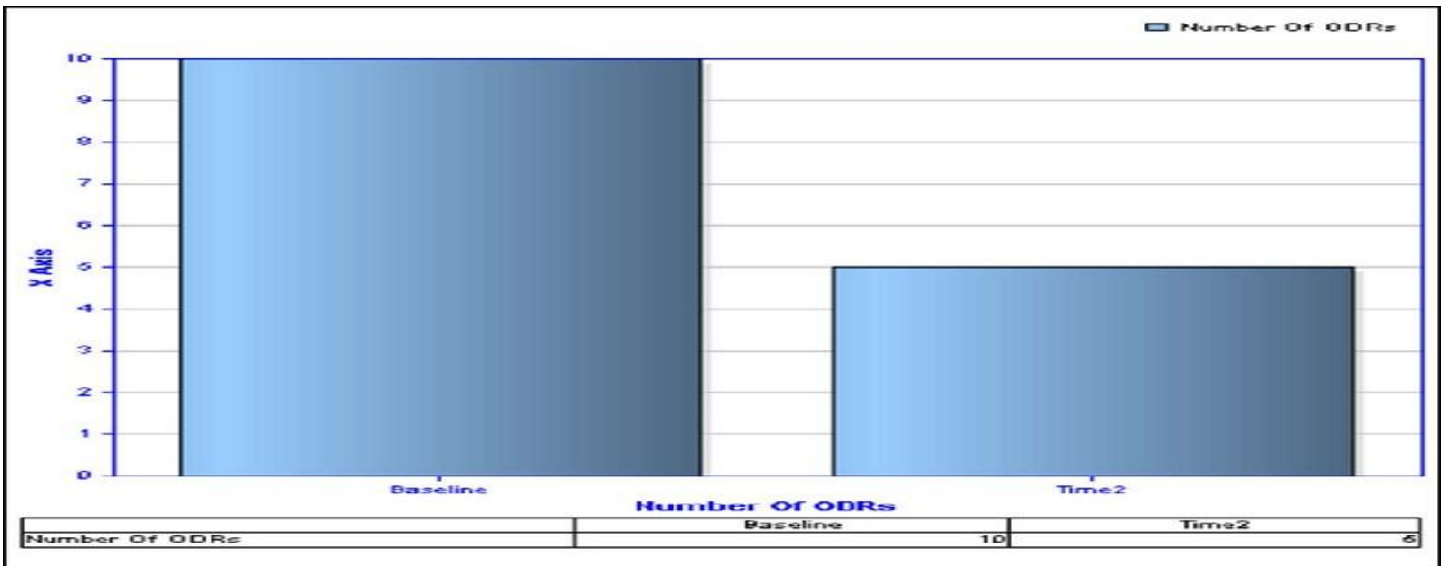
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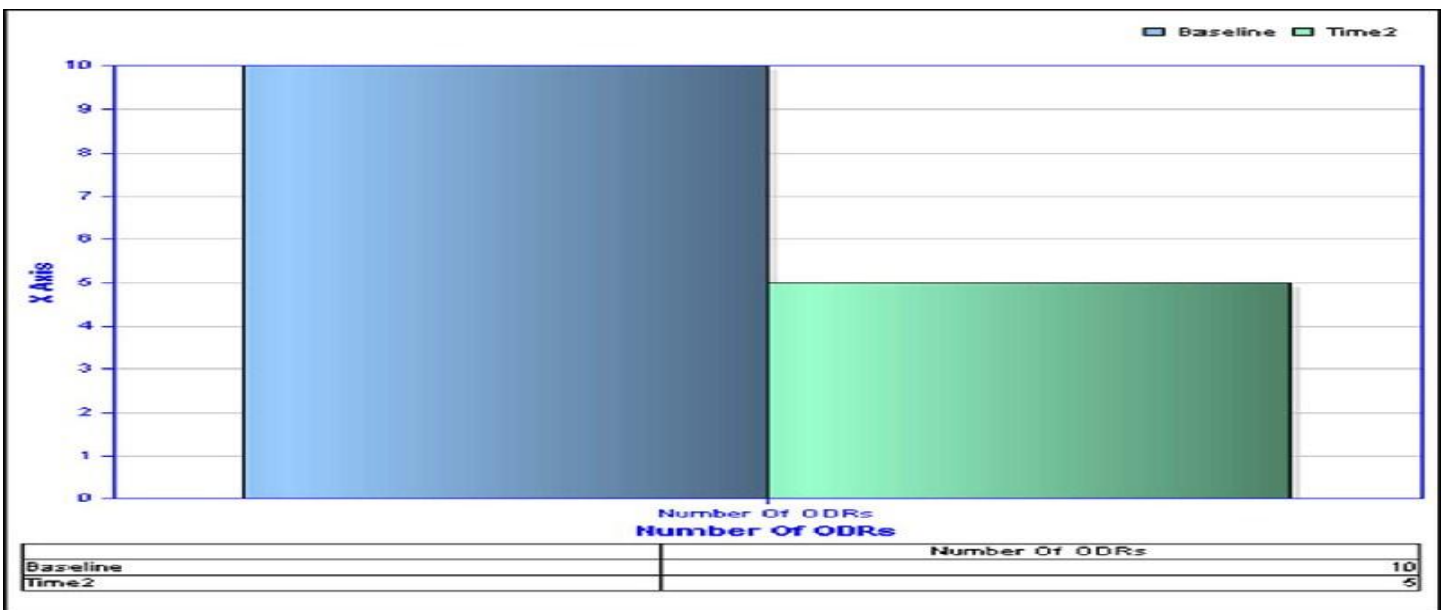
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V. The SIMEO II Reports (Cont.)

Example 1-Graph for one student for one question from SD-T with data grouped by question(s) as noted in the legend.



Example 2-Graph for one student for one question (SD-T) with data grouped by assessment period noted in legend.



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V. The SIMEO II Reports (Cont.)

B. Table of Scores for Questions Report

In order to create the Table of Scores graph you will follow steps 1-4 as outlined in the Question by Questions section of this manual. Once you enter the range of dates, the assessment period(s), student (s) and select the tool, you will generate a graph similar to the table show in the example below. The first column shows the question. The columns to the right of the question will show the scores derived by assessment period. The last column will show you the cumulative change in scores. If you select to create a report for more than one student, your sample size will also be noted in the report title. This report can be saved as a pdf file, an excel file, cut and pasted or printed directly from print button.

Example: Table of Scores Report

Question	Description		Time 1	Time 2	Time 3	Total Change Between Scores
Attends school		Value	3	3	0	
		Amount Changed		0	-3	-3
Completes class assignments on time		Value	3	4	0	
		Amount Changed		1	-4	-3
Works independently		Value	2	4	0	
		Amount Changed		2	-4	-2
Completes homework on time		Value	0	4	0	
		Amount Changed		4	-4	0

Value Row—This row indicates assigned score or value for the identified question for rating period identified at top of column.

Amount Change Row= This row indicates the amount of change between the previous assessment and the current assessment period identified at top of column. For example, in question “Works Independently”, the change between time 1 or baseline and time 2 was 2 points. This 2 points is indicated in the row, Amount Change, and Column, Time 2.

Total Change Between Scores Column=This column indicates the amount of change between the first rating period (in the above example, Time 1) and the last rating period (in the above example, Time 3). In the above example the total change is 2 or a two point increase from time 1 to time 3 rating.

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V. The SIMEO II Reports (Cont.)

C. Student Tool Completion Report

The tool completion report is similar to the former Usage report generated in SIMEO I. The Tool completion report allows you to generate a report that list tools completed for all students in a school.

The report requires you to enter a range of dates and select a school from the set of schools to which you are assigned. If a school does not have a student with at least one completed tool, the school will show up in light gray and will not be available for report selection. The report can be saved to a pdf or excel file, cut and pasted in to another document or printed directly from the print button within the report.

The screen shot below provides an example of the Student Tool Completion report.

STUDENT TOOL COMPLETION REPORT
Generated: 02/13/2011
PBIS North Elementary School-PBIS Training School District

pdf format | search report | print

Jennifer PBIS North
Educational Information Tool Version 2.0

Assessment Period	Data Collection Date	SIMEO Entry Date
Baseline/Time 1	01/01/2010	01/31/2011
Time 2	02/02/2010	01/31/2011
Time 3	03/03/2010	01/31/2011

Home, School, Community Tool Version 2.0

Assessment Period	Data Collection Date	SIMEO Entry Date
Baseline/Time 1	01/01/2010	01/31/2011
Time 2	02/02/2010	01/31/2011
Time 3	03/03/2010	01/31/2011

Student Disposition Tool (Brief) Version 2.0

Assessment Period	Data Collection Date	SIMEO Entry Date
Baseline/Time 1	01/01/2010	01/31/2011
Time 2	02/02/2010	01/31/2011
Time 3	03/03/2010	01/31/2011
Time 4	04/04/2010	02/02/2011

Wraparound Integrity Tool Version 2.0

Assessment Period	Data Collection Date	SIMEO Entry Date
Baseline/Time 1	01/01/2010	01/31/2011
Time 2	02/02/2010	01/31/2011
Time 3	03/03/2010	01/31/2011

Keith PBIS North
Student Disposition Tool (Brief) Version 2.0

Data Collection Date Column: This column indicates the date the data on the identified tool were collected by the facilitator/team.

SIMEO Data Entry Column: This column indicates the date the data on the tool were entered in to SIMEO II and saved as final or complete.

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VI. Frequently Asked Questions

Where do I locate copies of the SIMEO II tools? Do SIMEO I and II tools differ?

- The SIMEO II tools differ slightly from the SIMEO I tools so make sure you download the new 2.0 version of all SIMEO tools at www.pbisillinois.org-evaluation tools, SIMEO II Tools. They are also available on the SIMEO II database under the **Tools** tab.

I know I have data in SIMEO II for a select student but no data shows up when I try to create a report?

- The most common cause of this problem is the date ranges you have entered for graphing. Always remember to go one day in to the future from the day you are trying to generate the report. Most times, this will rectify the graphing issue.

When is the discharge tool completed?

- The discharge tool is completed by the facilitator in conjunction with the student team when the student is discontinued or stepped down from Tier 3 intervention supports and services. Once a discharge tool is completed on a student, the student will need to be archived.

What if I encounter an error while using the SIMEO II system?

- On occasion, it is possible to encounter an error when using SIMEO II. If you do, please document the exact nature of the error (what you were doing in SIMEO II at the time the error was generate. Send your name, the student name (s), the tool name and if creating a report, the name of the report. Send as soon as possible to Paul Bell at pbell07@gmail.com. Most errors are rectified within 24 hours.

Do I need to allow pop-ups to use SIMEO II?

- SIMEO tools are completed in pop-up windows and all reports are generated in pop-up windows so you will need to allow pop ups and disable pop-up blocking functions when using SIMEO II.

Have any additional questions about SIMEO II?

Contact Paul Bell (pwbell07@gmail.com)

or

Katelyn Lamb at the Illinois PBIS Network

708.482.4860