



**Volume 1**

**User Guide for Teachers**

**Pre-Referral Plan**

**Referral to I&RS**



Educational Development Software (EDS) is a full-service software development company specializing in rapid software development for school districts and educational institutions of all sizes. EDS is dedicated to providing cutting edge solutions that satisfy all of your educational software needs. EDS also offers competitive services to build and maintain your school's technical infrastructure.

The information contained in this guide is subject to change without notice and does not represent a guarantee or commitment on behalf of Educational Development Software in any way. All updates or additional information relating to the contents of this guide will be posted on the HIBstervation web site, located at <http://www.hibster.com>. Access to the software is provided to you on a subscription basis. Copying or distributing any part of the software including screen shots and this guide to any potential or existing competitors is strictly prohibited. No part of this manual may be reproduced, distributed, or transmitted in any form or for any purpose without the express written consent of Educational Development Software.

Copyright © 2010-2014. Educational Development Software.

HIBstervation Software Copyright © 2010-2014, Educational Development Software. All rights reserved

For additional information, contact Educational Software Development at:

Educational Development Software  
PO Box 914  
Johnstown, PA 15907  
Phone 866.315.2306  
Fax 814.262.7410



## TABLE OF CONTENTS

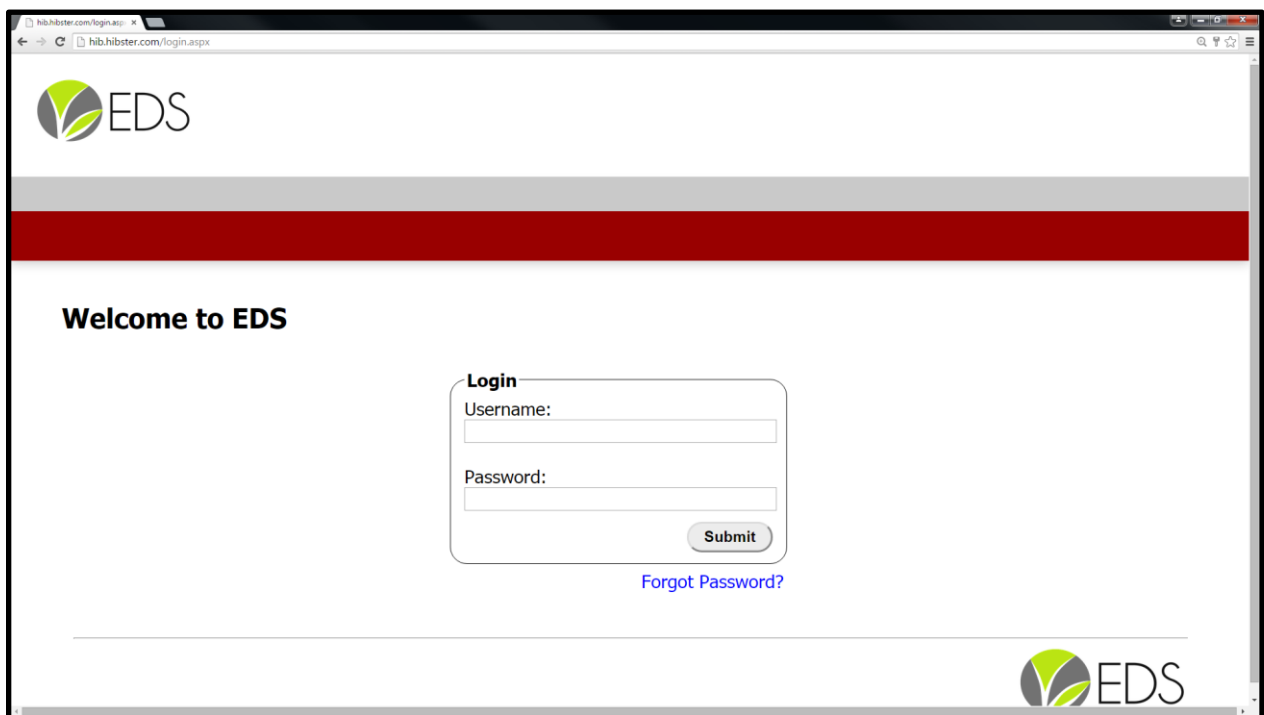
### [Login](#)

[To Login:](#)

[If you forget your password:](#)

**PLEASE GO TO HIB.HIBSTER.COM**

## LOGIN



The screenshot shows a web browser window with the URL [hib.hibster.com/login.aspx](http://hib.hibster.com/login.aspx). The page features the EDS logo in the top left corner. Below the logo is a red horizontal bar. The main content area contains the text "Welcome to EDS" on the left. In the center, there is a "Login" form with two input fields: "Username:" and "Password:". Below the "Password:" field is a "Submit" button. Underneath the form is a blue link that says "Forgot Password?". The EDS logo is also present in the bottom right corner of the page.

The “Welcome” page, also called the landing page, is the first page of the program that gives you a quick overview of what features HIBstervention encompasses. This is also the page where users can **login**.

To LOGIN:

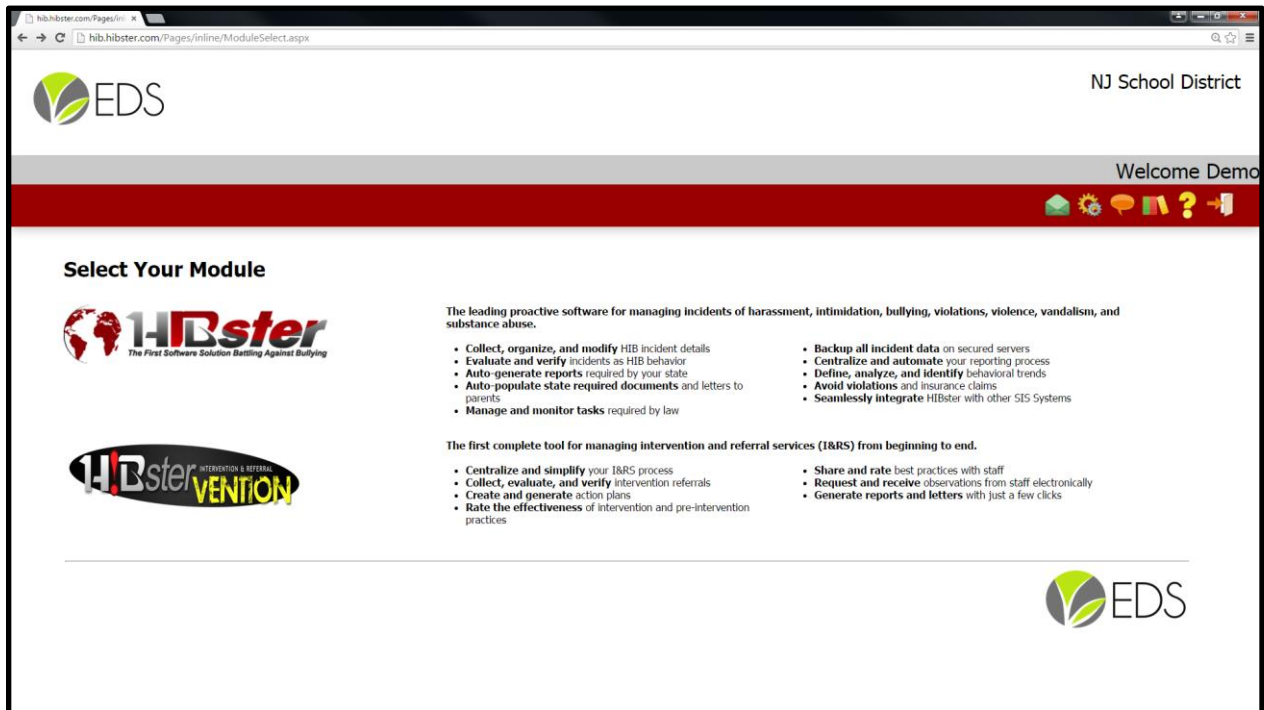
1. Input your username and password using the form in the middle of the screen.
2. Click **Submit** to sign in.

IF YOU FORGET YOUR PASSWORD:

1. Click the “Forgot Password?” link.
2. Enter your username and email address.
3. A new, automatically generated password will be emailed to you.

## MODULES SCREEN

The modules screen shows you the programs we offer at EDS. If a module is activated for your school district, you can click on its icon to go to that application. If it's not activated, you will not be able to access it.



The screenshot shows a web browser window with the URL `hib.hibster.com/Pages/inline/ModuleSelect.aspx`. The page header includes the EDS logo and "NJ School District". A red banner below the header says "Welcome Demo". The main content area is titled "Select Your Module" and lists two options:

- HIBster** (The First Software Solution Battling Against Bullying):
  - The leading proactive software for managing incidents of harassment, intimidation, bullying, violations, violence, vandalism, and substance abuse.
  - Collect, organize, and modify HIB incident details
  - Evaluate and verify incidents as HIB behavior
  - Auto-generate reports required by your state
  - Auto-populate state required documents and letters to parents
  - Manage and monitor tasks required by law
  - Backup all incident data on secured servers
  - Centralize and automate your reporting process
  - Define, analyze, and identify behavioral trends
  - Avoid violations and insurance claims
  - Seamlessly integrate HIBster with other SIS Systems
- HIBster INTERVENTION & REFERRAL VENTION**:
  - The first complete tool for managing intervention and referral services (I&RS) from beginning to end.
  - Centralize and simplify your I&RS process
  - Collect, evaluate, and verify intervention referrals
  - Create and generate action plans
  - Rate the effectiveness of intervention and pre-intervention practices
  - Share and rate best practices with staff
  - Request and receive observations from staff electronically
  - Generate reports and letters with just a few clicks

Click the HIBstervention icon to continue.

## HOME/DASHBOARD

The next page you will see is the HIBstervention dashboard. This page contains the navigation bar near the top of the page as well as your Intervention Menu.

The screenshot shows the HIBstervention dashboard. At the top, there are two logos for 'HIBster INTERVENTION & REFERRAL VENTION'. Below the logos is a grey navigation bar with the text 'Welcome PaDemo' on the right. A red bar below the navigation bar contains a warning icon and several utility icons. The main content area is divided into two sections: 'Preintervention Menu' and 'Intervention Menu'. Each section has a list of menu items on the left and corresponding descriptions on the right.

**Preintervention Menu**









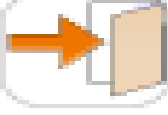
- BEST PRACTICES** • Step 1: Review the Best Practices Resource Library.
- CREATE PRE-REFERRAL PLAN** • Step 2: Select Best Practices to create a Pre-Referral Plan.
- EXISTING PRE-REFERRAL PLAN** • Step 3: Implement and Rate Pre-Referral Plan as a pre-requisite to I&RS Referral.

**Intervention Menu**

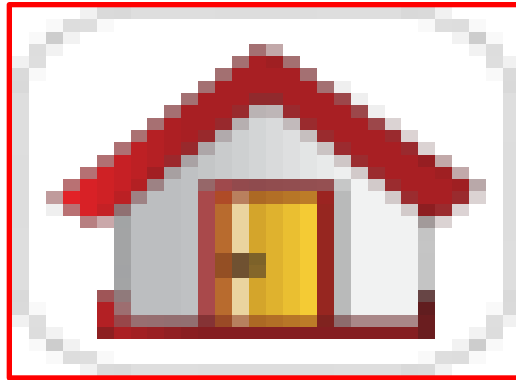
- I&RS** • Use HIBstervention's patented Intervention & Referral Service to log and review approved Intervention plans.
- SECTION 504** • Section 504 module.
- ELL** • English Language Learner module.
- HEALTH** • Health module.
- HIB Victim Safety Plan** • HIB Victim Safety Plan module.
- HIB Offender Intervention Plan** • HIB Offender Intervention Plan module.

## NAVIGATION



	View Messages: Takes you to the Message Center where you can access messages sent to you from the within the system.
	My Observations: Shows your pending observations as well as your complete observations.
	System Settings: Takes you to your settings- i.e., users, schools, documents and tasks.
	Feedback: Click the feedback icon to pop up a box where you can submit a support question, report a bug or suggest an enhancement.
	Resource: Takes you to a selection of Resources.
	Help: Takes you to the Information page.
	Home: Click the home icon from any screen to return to the home screen.
	Modules Screen: Go back to the screen with all of the EDS products.
	Logout: Clicking this button will log you out of your HIBstervention account.

In the navigation panel at the top right-hand side of the page there is a **Home** button. Click **Home** anytime you want to return to the home page.



## Pre-Referral Menu

Under Pre-Referral there are three **Categories**:

<b>BEST PRACTICES</b>	• <b>Step 1: Review the Best Practices Resource Library.</b>
<b>CREATE PRE-REFERRAL PLAN</b>	• <b>Step 2: Select Best Practices to create a Pre-Referral Plan.</b>
<b>EXISTING PRE-REFERRAL PLAN</b>	• <b>Step 3: Implement and Rate Pre-Referral Plan as a pre-requisite to I&amp;RS Referral.</b>

**Best Practices** provides an extensive listing of local and HIBStervention network best practices for Academic Interventions, Behavioral Interventions, ELL Interventions, Health Plan Intervention, Section 504 Accommodations, and Bullying Interventions for Victims and Aggressors.

The Best Practices button is a view only version of the system's entire library. It serves to replace paper manuals and internet searches. Access to the Best Practices library is not electronically archived and does not constitute the formal creation of a pre-referral plan. It serves as a resource for staff who wish to utilize best practices without a formal record or intent to submit a referral.

## Best Practices Library

**Choose Best Practices** +

- ELL**
  - ELL
- Behavioral Best Practices**
  - Classroom Management Techniques
  - Individual Behavior Management
- 504**
  - 504
- Instructional Best Practices**
  - Whole Group Instructional Strategies
  - Individual Instructional Practices
- HIB**
  - Aggressor
  - Target

### ***PRIM (Pre-Referral Intervention Manual) Users***

*Please note that HIBstervention has the ability to add the entire PRIM Manual to your Best Practices Menu. You must provide us with a copy of your district's site license documentation to have this feature added to your account. An additional fee may be applied for this service.*



## Create Pre-Referral Plan (Sample)

BEST PRACTICES

CREATE PRE-REFERRAL PLAN

EXISTING PRE-REFERRAL PLAN

- **Step 1: Review the Best Practices Resource Library.**
- **Step 2: Select Best Practices to create a Pre-Referral Plan.**
- **Step 3: Implement and Rate Pre-Referral Plan as a pre-requisite to I&RS Referral.**

**Find Student**

First Name  Last Name

School


**Choose Best Practices**

**ELL**

ELL

**Behavioral Best Practices**

- Classroom Management Techniques
- Individual Behavior Management
  - Attention Seeker
    - Do not confront or challenge in presence of peers**  
Global Average: 3.39 out of 44 Ratings
    - Ignore undesired behaviors/do not reinforce attention seeking**  
Global Average: 2.69 out of 35 Ratings
    - Meet with student privately to develop a plan for measuring/rewarding on-task time**  
Global Average: 2.91 out of 23 Ratings
    - Offer a few minutes of private 1:1 undivided time with you at the end of day in exchange for on-task time**  
Global Average: 2.36 out of 11 Ratings



**Selected Best Practices**



**Do not confront or challenge in presence of peers**  
Global Average: 3.39 out of 44 Ratings   
District Average: 3.75 out of 4 Ratings

**Ignore undesired behaviors/do not reinforce attention seeking**  
Global Average: 2.69 out of 35 Ratings   
District Average: 0 out of 0 Ratings

**Create Plan**

Example:

For this example, the user selected **Behavioral Best Practices>Individual Behavior Management>Attention Seeking Behavior**

1. Select STUDENT by clicking ICON of two students.  Then select SCHOOL. You may **search** for a student by **name** or **add** a new **student** by clicking on the green plus sign.  HIBstervention has the ability to connect to your district's student information system via API. Contact technical support for more information.
2. User is provided with a list of best practices specific to this area of difficulty.
3. Each best practice includes two ratings: Global (all HIBStervention districts) and Local.

4. User selects best practices to add to pre-referral plan by simply clicking the text.
5. The selected best practices will be added to the student's pre-referral plan.
6. When done, click Create Plan. A courtesy email will be sent to the school's I&RS Coordinator to inform him/her of the new Pre-Referral Plan. **This does not constitute a referral to the I&RS Team.** Staff member follows and rates the effectiveness of each best practice in accordance with district policy. Ratings and comments are crucial components of the overall referral process.

### Your Existing Pre-Referral Plans

BEST PRACTICES

CREATE PRE-REFERRAL PLAN

EXISTING PRE-REFERRAL PLAN

- **Step 1: Review the Best Practices Resource Library.**
- **Step 2: Select Best Practices to create a Pre-Referral Plan.**
- **Step 3: Implement and Rate Pre-Referral Plan as a pre-requisite to I&RS Referral.**

**General**

**Student:** **Student Name:**  **Student Id:**

**Best Practices** [Download For Printing](#)

<b>Area of Difficulty:</b> Attention Seeker	<b>Best Practice:</b> Do not confront or challenge in presence of peers	<b>Category:</b> Behavioral Best Practices	<b>Type:</b> Individual Behavior Management	<b>Pre-Referral Average:</b> 0 <b>District Average:</b> 3.75 <b>Student's Average:</b> 4	<a href="#">Rate Effectiveness</a>
<b>Area of Difficulty:</b> Attention Seeker	<b>Best Practice:</b> Ignore undesired behaviors/do not reinforce attention seeking	<b>Category:</b> Behavioral Best Practices	<b>Type:</b> Individual Behavior Management	<b>Pre-Referral Average:</b> 0 <b>District Average:</b> 0 <b>Student's Average:</b> 0	<a href="#">Rate Effectiveness</a>

This is where you will see all of your existing **Pre-Referral Plans**:

My Pre-Referral Plans (ALL)

My Pre-Referral Plans (Recent)

My Referrals Submitted to I&RS

My Approved Referrals

My Closed Referrals

## My Rejected Referrals

You also have the option to select the School Year you wish to view.

Be sure to **RATE EFFECTIVENESS** of **EVERY** selected Best Practice as per district policy. This data is crucial to the HIBsterventon process.

<b>Preintervention Tracking Number:</b> 5_NJHS_09012015	<b>Experience:</b> <div style="border: 1px solid black; height: 60px; width: 100%;"></div>	<b>Rating:</b> <input type="button" value="v"/> <input type="button" value="+"/>
<b>Category:</b> Behavioral Best Practices	<b>Past Ratings:</b>	
<b>Type:</b> Classroom Management Techniques	<b>Created By:</b> njadmin	<b>Created Date:</b> 9/1/2015 12:27 PM
<b>Issue:</b> Classroom Management Techniques	<b>Rating:</b> 5	
<b>BestPractice:</b> Allow earned breaks between tasks	<b>Experience:</b>	
	This worked well	
	<b>Created By:</b> njadmin	<b>Created Date:</b> 11/4/2015 1:16 PM
	<b>Rating:</b> 5	
	<b>Experience:</b>	

### Pre-Referral Plan:

1. Tracking Number: Your own unique tracking number.
2. Category: Behavioral Best Practices.
3. Type: Individual or Classroom Behavior Management.
4. Issue: Is the area of difficulty you have chosen.
5. Best Practice: Is your action plan.
6. Experience: In this box you can enter in if the intervention is working or not. You can also rate the intervention plan by clicking the green plus sign.
7. You will see any past ratings, who they were created by and the date they were created.
8. You have the ability to download your plan for printing by clicking on the **Download For Printing**.
9. From this page you also have the ability to submit your referral. If you choose to submit, you will then be creating an actual I&RS. You also have the ability to delete your pre-referral.

## WHAT IF?

What if the Pre-Referral Plan is EFFECTIVE?


Great! Continue to follow the plan!

What if the Pre-Referral Plan is INEFFECTIVE?

If the best practices selected are deemed ineffective, check your district policy for the requirements to submit the Pre-Referral Plan to I&RS.

## Submit Referral to I&RS

**General**

**Student:**  **Student Name:**  **Student Id:**

---

**Best Practices** [Download For Printing](#)

<b>Area of Difficulty:</b> Classroom Management Techniques	<b>Best Practice:</b> Allow earned breaks between tasks	<b>Category:</b> Behavioral Best Practices	<b>Type:</b> Classroom Management Techniques	<b>Pre-Referral Average:</b> 5 <b>District Average:</b> 4.2 <b>Student's Average:</b> 5	<a href="#">Rate Effectiveness</a>
<b>Area of Difficulty:</b> Classroom Management Techniques	<b>Best Practice:</b> Create list of "non-negotiable" rules/expectations	<b>Category:</b> Behavioral Best Practices	<b>Type:</b> Classroom Management Techniques	<b>Pre-Referral Average:</b> 4 <b>District Average:</b> 4 <b>Student's Average:</b> 4	<a href="#">Rate Effectiveness</a>
<b>Area of Difficulty:</b> Classroom Management Techniques	<b>Best Practice:</b> Establish a predictable and structured classroom routine	<b>Category:</b> Behavioral Best Practices	<b>Type:</b> Classroom Management Techniques	<b>Pre-Referral Average:</b> 0 <b>District Average:</b> 0 <b>Student's Average:</b> 0	<a href="#">Rate Effectiveness</a>

[Submit Referral](#) [Delete Pre-Referral](#) [Cancel](#) [Save & Continue](#) [Save & Close](#)

At the bottom of each Pre-Referral plan, there are 5 buttons:

**Submit Referral** - submits pre-referral plan with all data to building I&RS Coordinator

Delete Pre-Referral - deletes pre-referral plan and all data

Cancel - Cancels selected action

Save & Continue - saves changes and continues on same screen

Save & Close - saves changes and leaves screen

## Referral to I&RS

1. When Pre-Referral Plan is SUBMITTED to I&RS, you will receive a popup message that your referral was submitted.
2. Continue to follow the PRE-REFERRAL PLAN
3. The I&RS Team will contact you regarding the status of your referral.

If Pre-Referral Plan is REJECTED, contact I&RS Coordinator to discuss why and what you need to do to improve the Pre-Referral Plan.

If Pre-Referral Plan is ACCEPTED, you will receive a request to complete an OBSERVATION.

The image shows a screenshot of a web-based questionnaire form. At the top, there are four tabs: 'General', 'Additional Information', 'Comments', and 'Questionnaire'. The 'Questionnaire' tab is selected. Below the tabs, the form is titled 'Questionnaire' and contains a section for 'Class Attendance & Academic Performance'. This section is divided into two columns of questions, each with four radio button options: 'Never', 'Rarely', 'Occasionally', and 'Frequently'. The questions are as follows:

Question	Options
<b>Cheating</b>	<input type="radio"/> Never <input type="radio"/> Rarely <input type="radio"/> Occasionally <input type="radio"/> Frequently
<b>Difficulty retaining new or recent information</b>	<input type="radio"/> Never <input type="radio"/> Rarely <input type="radio"/> Occasionally <input type="radio"/> Frequently
<b>Drop in grades</b>	<input type="radio"/> Never <input type="radio"/> Rarely <input type="radio"/> Occasionally <input type="radio"/> Frequently
<b>Failure to complete homework (repeatedly)</b>	<input type="radio"/> Never <input type="radio"/> Rarely <input type="radio"/> Occasionally <input type="radio"/> Frequently
<b>Frequent requests to leave class (nurse, guidance)</b>	<input type="radio"/> Never <input type="radio"/> Rarely <input type="radio"/> Occasionally <input type="radio"/> Frequently
<b>Performing at or above ability</b>	<input type="radio"/> Never <input type="radio"/> Rarely <input type="radio"/> Occasionally <input type="radio"/> Frequently
<b>Poor test scores</b>	<input type="radio"/> Never <input type="radio"/> Rarely <input type="radio"/> Occasionally <input type="radio"/> Frequently
<b>Repeated tardiness to class</b>	<input type="radio"/> Never <input type="radio"/> Rarely <input type="radio"/> Occasionally <input type="radio"/> Frequently
<b>Decrease in participation</b>	<input type="radio"/> Never <input type="radio"/> Rarely <input type="radio"/> Occasionally <input type="radio"/> Frequently
<b>Does not take advantage of extra assistance offered/available</b>	<input type="radio"/> Never <input type="radio"/> Rarely <input type="radio"/> Occasionally <input type="radio"/> Frequently
<b>Easily frustrated</b>	<input type="radio"/> Never <input type="radio"/> Rarely <input type="radio"/> Occasionally <input type="radio"/> Frequently
<b>Failure to complete in-class assignments</b>	<input type="radio"/> Never <input type="radio"/> Rarely <input type="radio"/> Occasionally <input type="radio"/> Frequently
<b>High absenteeism</b>	<input type="radio"/> Never <input type="radio"/> Rarely <input type="radio"/> Occasionally <input type="radio"/> Frequently
<b>Performing significantly below ability</b>	<input type="radio"/> Never <input type="radio"/> Rarely <input type="radio"/> Occasionally <input type="radio"/> Frequently
<b>Reading below grade level</b>	<input type="radio"/> Never <input type="radio"/> Rarely <input type="radio"/> Occasionally <input type="radio"/> Frequently
<b>Short attention span</b>	<input type="radio"/> Never <input type="radio"/> Rarely <input type="radio"/> Occasionally <input type="radio"/> Frequently

The ENTIRE OBSERVATION must be completed in order to be SUBMITTED.

The I&RS Team will utilize OBSERVATION responses and other information to develop an I&RS Plan for the student.

# I&RS

New Jersey School District

Welcome Pennsylvania

View As:  
My Interventions

**I&RS**

I&RS Plans (All) | I&RS Plans (Recent) | Referrals Received | Referrals Approved | Referrals Closed | Referrals Rejected

I&RS Plans for School Year: All Years

Student	TrackingNumber	Assignee	Created Date	School	Type	Status
Kali, Richard	1_PMS_08302015	PaDemo	8/30/2015 4:18 PM	Pennsylvania Middle School	NJ	Referred
Kali, Richard	2_PES_08302015	PaDemo	8/30/2015 4:27 PM	Pennsylvania Elementary School	NJ	Referred
Kali, Richard	3_PES_08312015	PaDemo	8/31/2015 7:28 AM	Pennsylvania Elementary School	NJ	Referred
Kali, Richard	4_PES_08312015	PaDemo	8/31/2015 8:01 AM	Pennsylvania Elementary School	NJ	Referred

EDS  
Solving tomorrow's challenges today

This is where you can view all of your I&RS plans.

1. View as: Choose your user under the drop down box.
2. You can view (All) I&RS plans, (Recent), Referrals Received, Referrals Approved, Referrals Closed and Referrals Rejected.
3. To view I&RS plan, click on the student you wish to view
4. View as: Choose your user under the drop down box.
5. You can view (All) I&RS plans, (Recent), Referrals Received, Referrals Approved, Referrals Closed and Referrals Rejected.
6. To view I&RS plan, click on the student you wish to view.

## Individual I&RS Plan



The screenshot shows the 'I&RS Plan' section of a software interface. At the top, there are navigation tabs: General, Student Information, Pre-Referral Ratings, Coordinator Tasks, Observations, Assign I&RS to Staff, I&RS Plan (selected), I&RS Ratings, Documents, Additional Information, Audit, and Quick Check. Below the tabs, the 'I&RS Plan' title is displayed. To the right of the title are buttons for 'Download For Printing' and 'Create/Edit Plan'. The main content area contains a table with three rows of best practices. Each row includes the Area of Difficulty, Best Practice description, Category, Type, a link to 'Assign Staff & Rate Effectiveness', and average scores for Referral, District, and Student. At the bottom left, there is an 'End Plan' button. At the bottom right, there are 'Cancel', 'Save & Continue', and 'Save & Close' buttons. A note at the bottom left states: '\*Hold your mouse cursor over the I&RS tabs for a few seconds to see more information about each tab.'

Area of Difficulty	Best Practice	Category	Type	Action	Averages
Classroom Management Techniques	Allow earned breaks between tasks	Behavioral Best Practices	Classroom Management Techniques	<a href="#">Assign Staff &amp; Rate Effectiveness</a>	Referral Average: 0 District Average: 2.57 Student Average: 5
Classroom Management Techniques	Ask students to contribute to class rules/expectations	Behavioral Best Practices	Classroom Management Techniques	<a href="#">Assign Staff &amp; Rate Effectiveness</a>	Referral Average: 0 District Average: 3.11 Student Average: 0
Classroom Management Techniques	Create list of "non-negotiable" rules/expectations	Behavioral Best Practices	Classroom Management Techniques	<a href="#">Assign Staff &amp; Rate Effectiveness</a>	Referral Average: 0 District Average: 2.22 Student Average: 4

1. **General:** Gives you your unique tracking number, status, date created, time created, school, who it was created by, phone number, GPA, Days missed this year and who it is currently assigned to. It also lists the areas of difficulty.
2. **Student Information:** Lists the student ID, gender, first and last name, grade, age, ethnicity, address and contact information for the student. It also lists any and all pre-referrals associated with this student.
3. **Coordinator Tasks:** List the Intervention Type as well as the Description. This is where your Action Plan Tasks will be listed. It will list the task and give you the option to rate it as well as show if this action has been completed. You can also add a new task by clicking on the green plus sign.
4. **Observations:** Will list any observations made. You have the ability to add by clicking on the green plus sign. You can also send out emails regarding your observation by clicking on the envelope.
5. **Additional Information:** You are able to add any additional information regarding the intervention plan.
6. **Documents:** List of documents you can generate.
7. **I&RS Plan:** This is where you can create your I & RS plan by clicking on create plan or download your current plan for printing.
8. **Quick Check:** Under this tab, you can choose the suspension type, violation of drug/alcohol policy, attendance, grades and behavior.
9. **Audit:** Gives you a list of all users who have worked on this intervention.
10. **Best Practices:** Gives you a list of your current best practices by tracking number, description, rating, who it was rated by and the date it was created.

### **HIBstervention Training Videos:**

**HIBstervention Training, Part 1- Best Practices and Pre-Referral Plans:**

[www.youtube.com/watch?v=OYDCfRxzTFY](http://www.youtube.com/watch?v=OYDCfRxzTFY)

**HIBstervention Training, Part 2- Accessing, Using and Rating an I&RS Plan:**

[www.youtube.com/watch?v=FKSnZzpnu0o&feature=youtu.be](http://www.youtube.com/watch?v=FKSnZzpnu0o&feature=youtu.be)

**HIBstervention Training, Part 3- I&RS Team Training:**

[www.youtube.com/watch?v=FI5QWBKA-6g&feature=youtu.be](http://www.youtube.com/watch?v=FI5QWBKA-6g&feature=youtu.be)