User Guide

Presented By

EDS

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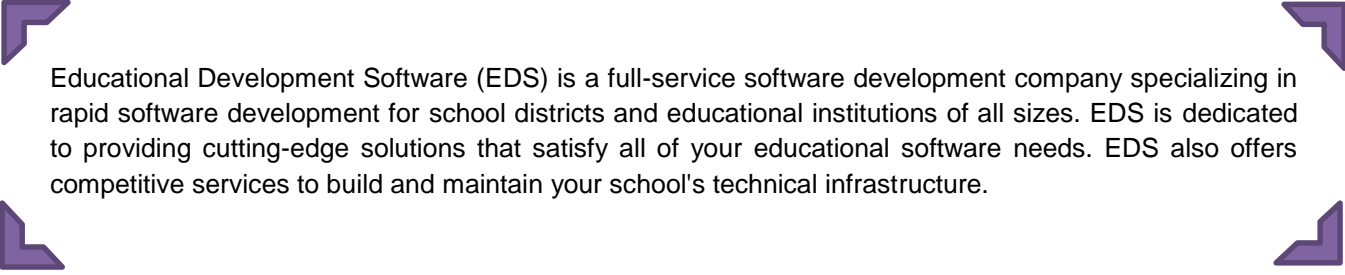
Educational Development Software (EDS) is a full-service software development company specializing in rapid software development for school districts and educational institutions of all sizes. EDS is dedicated to providing cutting-edge solutions that satisfy all of your educational software needs. EDS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

For additional information, contact Educational Software Development at

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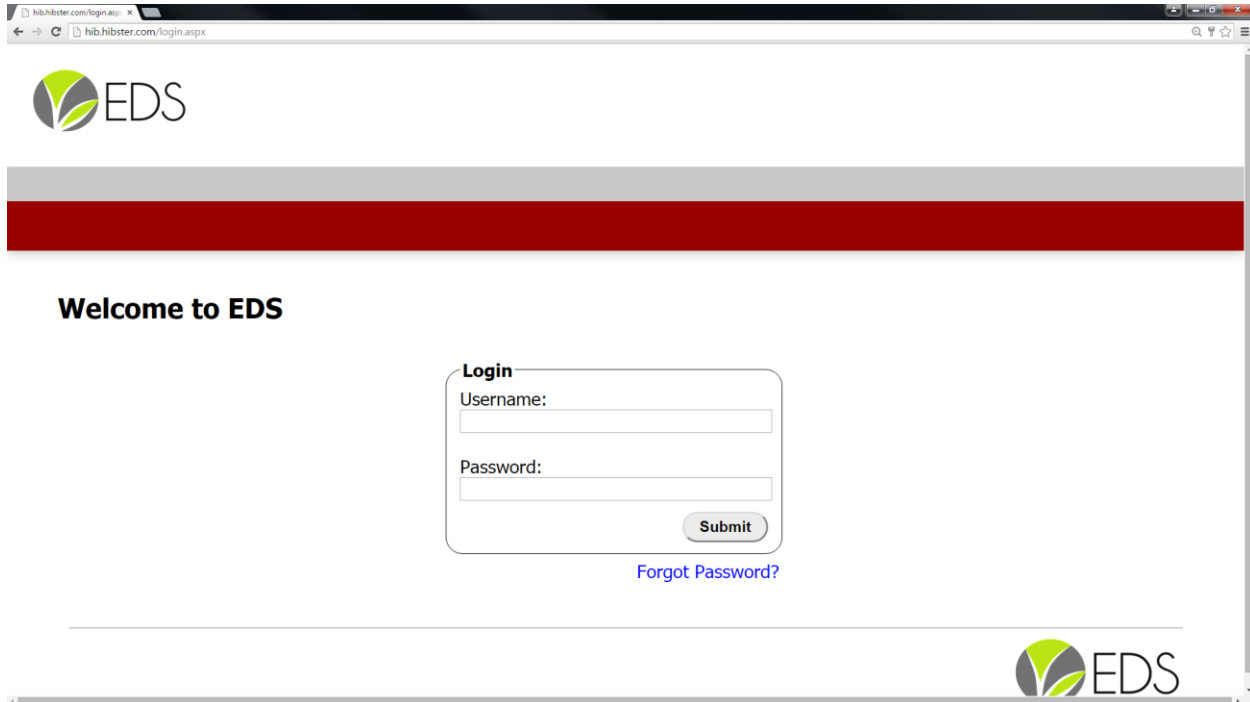Johnstown, PA 15907
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WELCOME PAGE

The welcome page, also referred to as the landing page, is the first page a user sees after navigating to hib.hibster.com. It displays a quick overview of the features encompassed within HIBstervention. This is also the page where users will **log in**.

LOG IN

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

PASSWORD RESET

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

MODULE SCREEN

The module screen displays all of the available programs offered at EDS.

If a module is activated for a school district, clicking that module's icon will launch that application. If it is not activated, it will not be able to accessible.
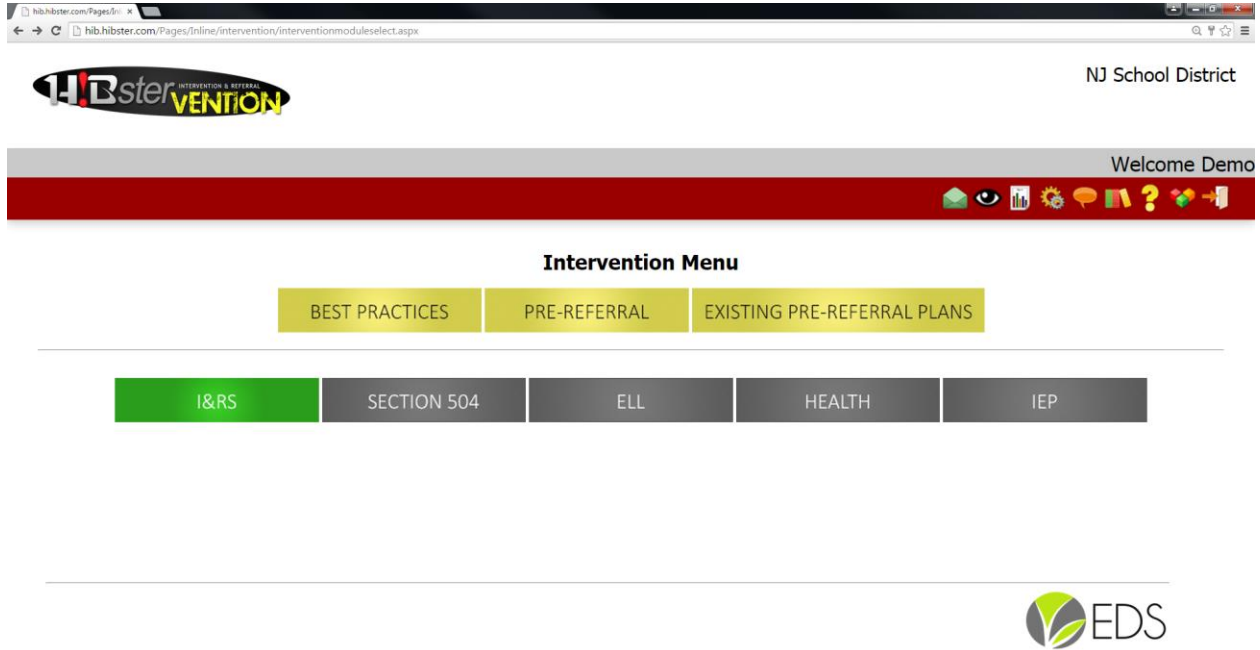

Click the HIBstervention icon to continue to the HIBstervention area.

HOME/DASHBOARD
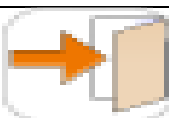
After clicking the HIBstervention module, users are directed to the HIBstervention dashboard.

This dashboard contains a navigation bar towards the top of the page. It also contains the Intervention Menu.

NAVIGATION

	View Messages Takes user to the Message Center where messages sent from the within the system are viewable
	My Observations Shows pending and complete observations.
	System Settings Provides access to various settings: users, schools, documents and tasks.
	Feedback Provies a box where users can submit a support question, report a bug or suggest an enhancement.
	Resource Takes user to a selection of Resources.
	Help Takes user to the Information page.
	Home Returns user to home screen.
	Modules Direct link to page with all of EDS modules.
	Logout Logs the user out of HIBstervention.

HOME BUTTON

In the navigation panel at the top right-hand side of the page there is a **Home** button.

Click **Home** anytime to return to the home page.
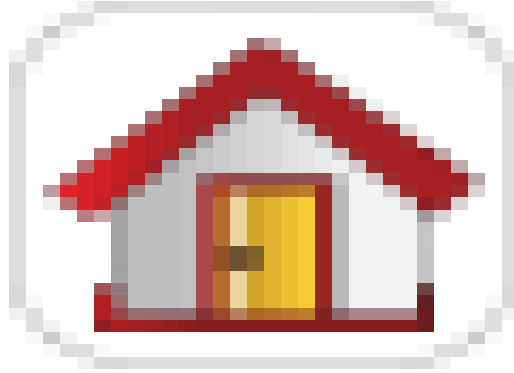
THE INTERVENTION MENU

The **Intervention Menu** houses three distinct **Categories**: Best Practices, Create Pre-Referral Plan and Existing Pre-Referral Plan.

BEST PRACTICES

BEST PRACTICES

Once Best Practices has been selected, users have the ability to review **Behavioral Best Practices** and **Instructional Best Practices** from the **Choose Best Practices** box.

BEHAVIORAL BEST PRACTICES
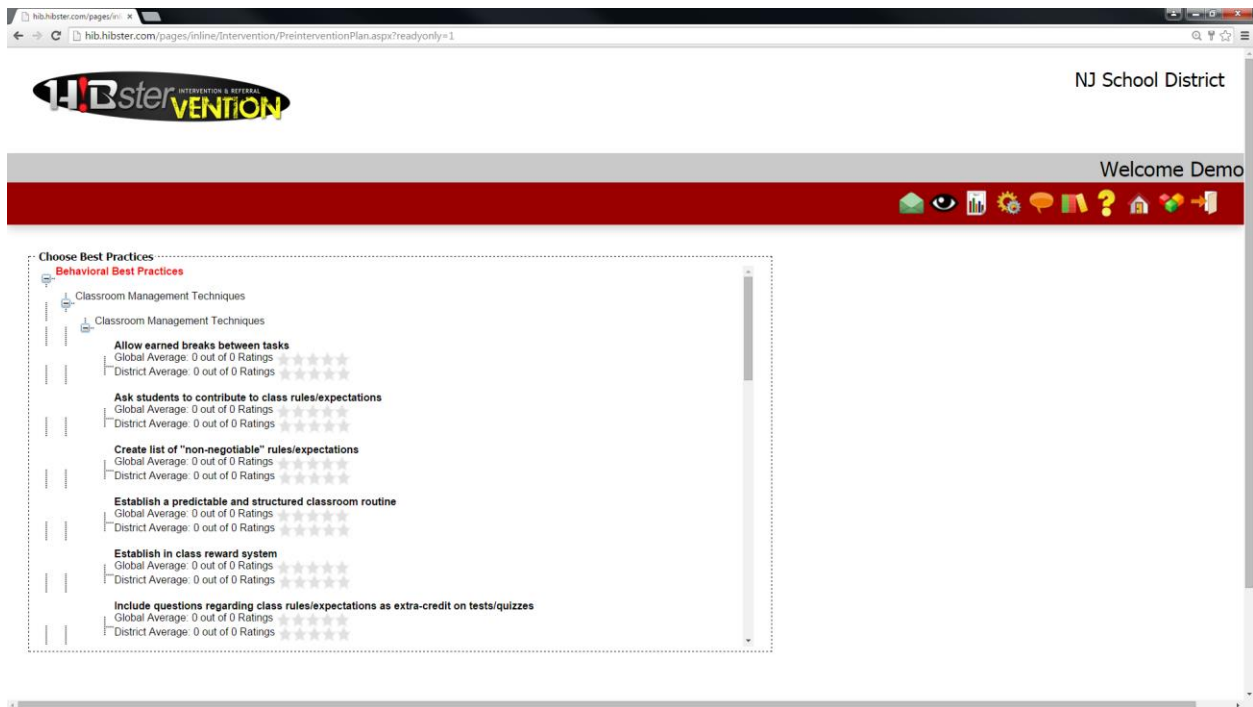
CLASSROOM MANAGEMENT TECHNIQUES
Provides a list of best practices to use in the classroom.

INDIVIDUAL BEHAVIOR MANAGEMENT
Provies a list of behavior management.

INSTRUCTIONAL BEST PRACTICES

WHOLE GROUP INSTRUCTIONAL STRATEGIES

Provides a list of group instruction.

INDIVIDUAL INSTRUCTIONAL PRACTICES

Provides a list of instructional practices.

The user has the ability to rate all of the options on a scale of 1 star to 5 stars based on that option's level of effectiveness.

CREATE PRE-REFERRAL

PRE-REFERRAL

The Pre-Referral area is where users create their pre-referral plans.

1. Click the icon to **select a student**.
   a. S**earch** for a student by **name**.
      i. A list of student's names will come up. Click on the student for whom the plan is being created.
   b. Or **add** a new **student** by clicking on the green plus sign.
      i. Enter in the student's information.
   c. Click **Save & Close**.
2. Select the appropriate school from the school drop-down menu.

3. Under the Choose **Best Practices** area, select any and all **Best Practices** to create a pre-referral plan.
4. Users are able to scroll through the entire list to select any available **Best Practices** which will be attempted. Clicking on a Best Practice adds it to the **Selected Best Practices** area on the left-hand side.

5. Once all desired **Best Practices** have been selected, click **Create Plan**.

PRE-REFERRAL PLAN

This page lists the **Best Practices** that were just selected for this Pre-Referral plan.

When a user clicks **Rate Effectiveness** for a given **Best Practice,** a box – shown below – will pop up. In it, users are able to rate the **Best Practice** on a scale of one to five from a drop-down menu. There is also an area in which notes can be written.

HELPFUL TERMS

PRE-INTERVENTION TRACKING NUMBER
A unique tracking number used to identify individual plans.

CATEGORY
Behavioral Best Practices.

TYPE
Individual or Classroom Behavior Management.

ISSUE
Is the area of difficulty chosen by plan creator.

BEST PRACTICE
Action plan.

EXPERIENCE
In this box, users can detail the progress of the intervention. Users can also rate the intervention plan by clicking the green plus sign. Past ratings are also visible.

DOWNLOAD FOR PRINTING.
Users have the ability to download a plan for printing by clicking on the Download for Printing button.

SUBMIT
From this page, users have the ability to submit the referral. If submitted, an actual I&RS referral will be created. The ability to delete the pre-referral is also available.

EXISTING PRE-REFERRAL

EXISTING PRE-REFERRAL PLANS

This is where all existing **Pre-Referral Plans** are listed.

TABS

MY PRE-REFERRAL PLANS
(ALL)

MY PRE-REFERRAL PLANS
(Recent)

MY REFERRALS SUBMITTED TO I&RS
here

MY APPROVED REFERRALS
here

MY CLOSED REFERRALS
here

MY REJECTED REFERRALS
here

A drop-down menu also provides the option to select a particular school year.

I&RS

This is where users can view I&RS plans.

Use the drop-down menu under the **View As:** to toggle between different roles

The various tabs allow the user to view and sort different I&RS plans. To view an I&RS plan, simply click anywhere on that particular incident within the table.

I&RS PLAN

GENERAL

Provides a unique tracking number, status, date created, time created, school, who it was created by, phone number, GPA, days missed this year, to whom the incident is currently assigned and the areas of difficulty.

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.

COORDINATOR TASKS

Lists the Intervention Type as well as the Description. This is where the Action Plan Tasks is listed, which lists the task and give an option to rate it as well as show if this action has been completed. Aadd a new task by clicking on the green plus sign.

OBSERVATIONS

Will list any observations made. Add by clicking on the green plus sign. Send emails regarding the observation by clicking on the envelope.

ADDITIONAL INFORMATION

Add any additional information regarding the intervention plan.

DOCUMENTS

List of documents available to be generated.

I&RS PLAN

I&RS plans are created by clicking on create plan or download current plan for printing.

QUICK CHECK

Under this tab, choose the suspension type, violation of drug/alcohol policy, attendance, grades and behavior.

AUDIT

A list of all users who have worked on this intervention.

BEST PRACTICES

A list of 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

HIBSTERVENTION TRAINING, PART 2: ACCESSING, USING AND RATING AN I&RS PLAN

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

COMING SOON

The EDS team is preparing to expand the HIBstervention Program to include the following in the upcoming months.

SECTION 504

ELL

HEALTH

IEP