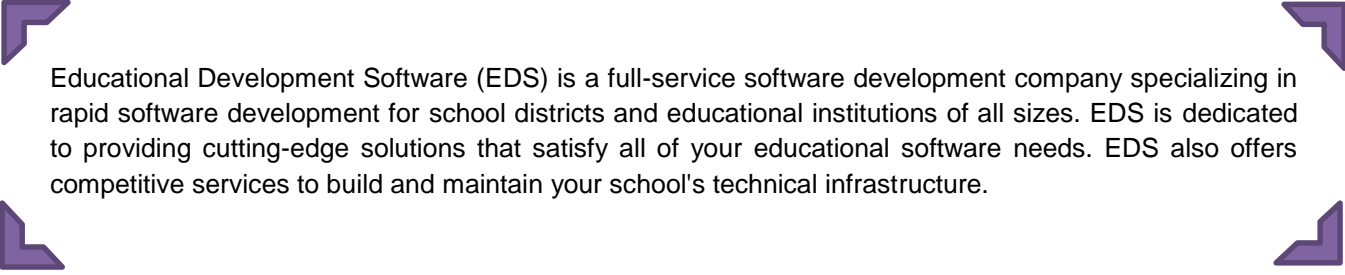




User Guide

Presented By





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 HIBstervention 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.

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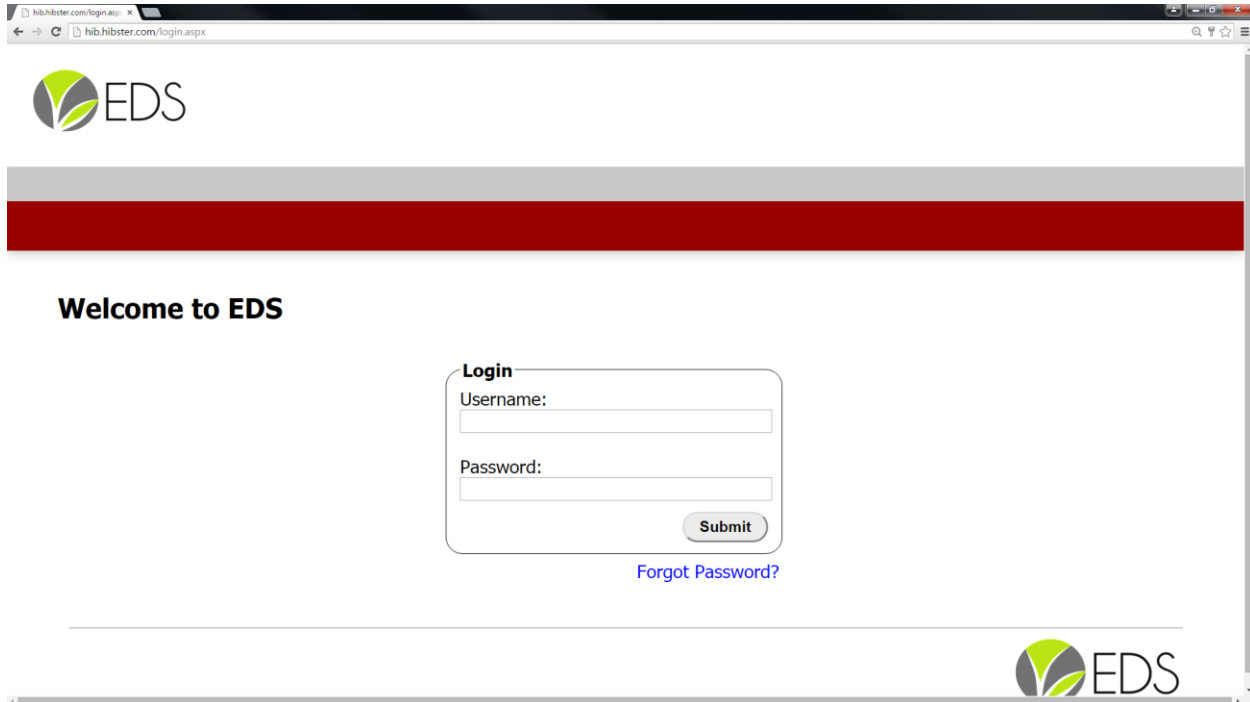
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WELCOME PAGE

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.

hibster.com/Pages/inline/ModuleSelect.aspx

EDS NJ School District

Welcome Demo

Select Your Module

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

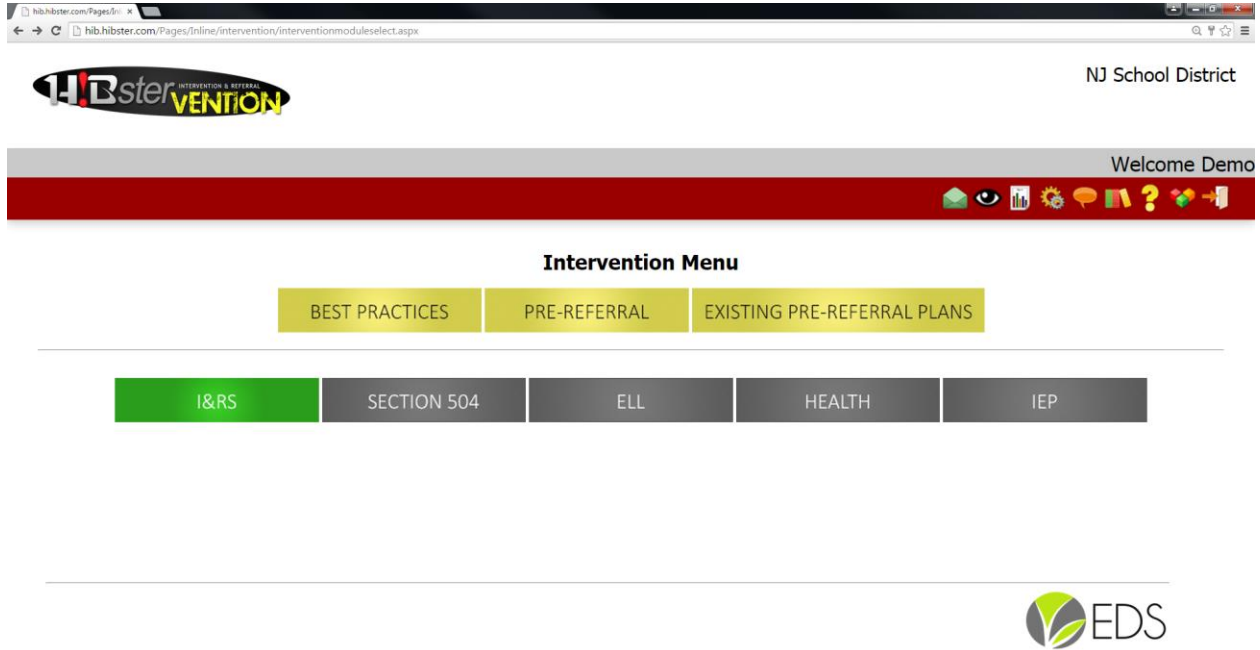
EDS

Click the HIBstervervention icon to continue to the HIBstervervention area.

HOME/DASHBOARD









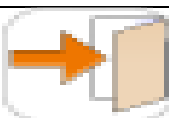
After clicking the HIBstervention module, users are directed to the HIBstervention dashboard.

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



NAVIGATION

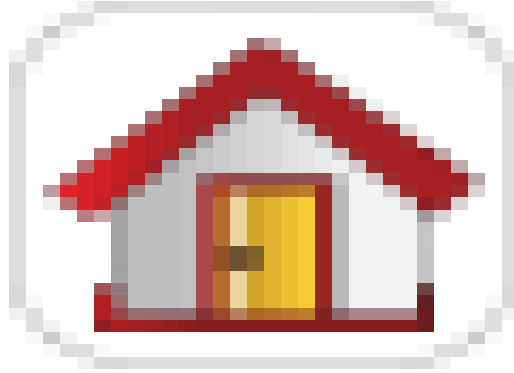


	<p>View Messages Takes user to the Message Center where messages sent from the within the system are viewable</p>
	<p>My Observations Shows pending and complete observations.</p>
	<p>System Settings Provides access to various settings: users, schools, documents and tasks.</p>
	<p>Feedback Proviess a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

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

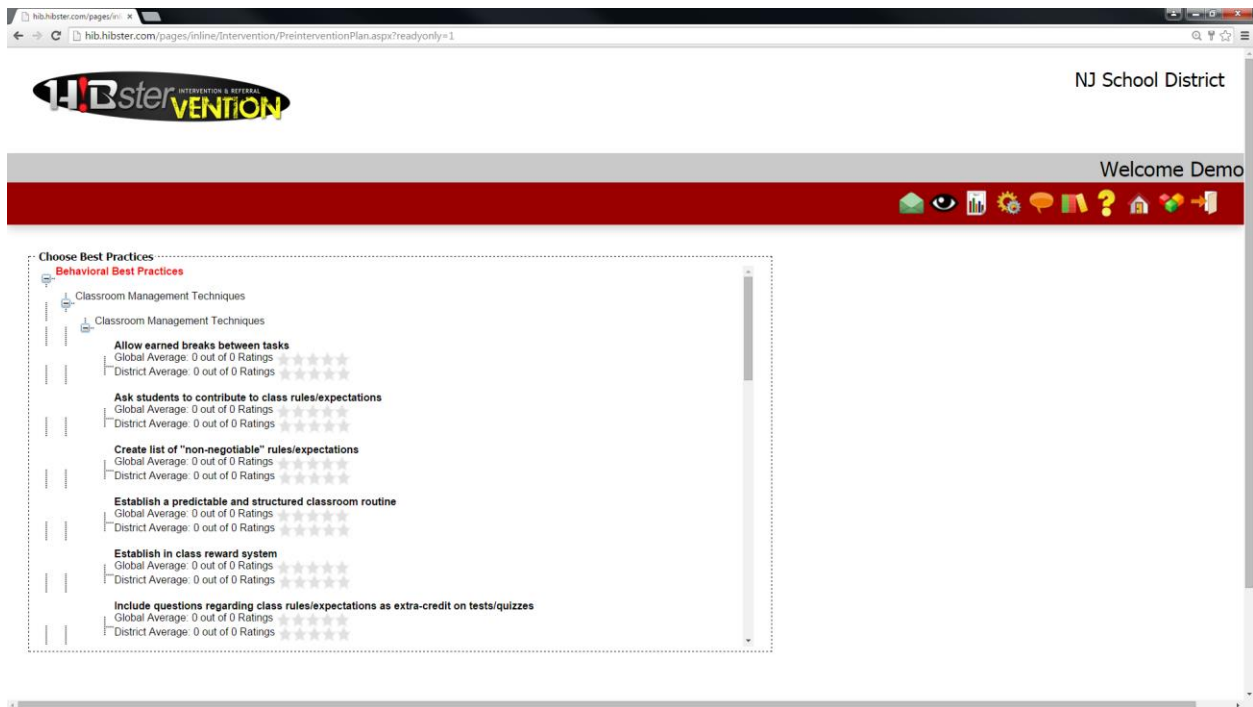
The **Intervention Menu** houses three distinct **Categories**: Best Practices, Create Pre-Referral Plan and Existing Pre-Referral Plan.

BEST PRACTICES



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

Provides a list of behavior management.

INSTRUCTIONAL BEST PRACTICES

The screenshot shows a web browser window with the URL hib.hibster.com/pages/inline/Intervention/PreinterventionPlan.aspx?readyonly=1. The page header includes the HIBster logo (with 'INTERVENTION & REFERRAL' above 'VENTION') and 'NJ School District'. A red banner below the header says 'Welcome Demo' and contains several icons. The main content area is titled 'Choose Best Practices' and features a tree view menu. The menu items are: 'Use structured warning system' (Global Average: 0 out of 0 Ratings, District Average: 0 out of 0 Ratings, 5 stars), 'Use team building activities' (Global Average: 0 out of 0 Ratings, District Average: 0 out of 0 Ratings, 5 stars), 'Individual Behavior Management', 'Instructional Best Practices' (highlighted in red), 'Whole Group Instructional Strategies', 'Group Instructional Strategies', 'Individual Instructional Practices', 'Poor Homework', 'Poor Classwork', 'Poor Test Grades', 'Poor Participation', 'Poor Study Skills', and 'Poor Organizational Skills'. Each item has a small icon and a plus sign to expand it.

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.

The screenshot shows a web browser window displaying the H.Bster Pre-Referral interface. The browser address bar shows the URL: hib.hbster.com/pages/inline/Intervention/PreinterventionPlan.aspx?readyonly=0. The page header includes the H.Bster logo and the text "New Jersey School District" and "Welcome Pennsylvania". The main content area is divided into two columns. The left column contains a "Student" section with fields for "First Name", "Last Name", and "School", and a "Selected Best Practices" section. The right column contains a "Choose Best Practices" section with two sub-sections: "Behavioral Best Practices" (including "Classroom Management Techniques" and "Individual Behavior Management") and "Instructional Best Practices" (including "Whole Group Instructional Strategies" and "Individual Instructional Practices"). A "Create Plan" button is located at the bottom left of the form area.

1. Click the icon to **select a student**. 
 - a. **Search** 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.

The screenshot shows the 'Preintervention Best Practice' page for student Jim Bow. The page lists four best practices, each with an 'Area of Difficulty', a description of the 'Best Practice', its 'Category', 'Type', and 'My Average' compared to the 'District Average'. Each entry includes a 'Click Here to Rate' link and a 'Download For Printing' button.

Area of Difficulty	Best Practice	Category	Type	My Average	District Average	Action
Defiant	Develop a system or a code word to let the student know when behavior is not appropriate	Behavioral Best Practices	Individual Behavior Management	2.5	3.5	Click Here to Rate
Defiant	Do not confront or challenge in presence of peers	Behavioral Best Practices	Individual Behavior Management	5	5	Click Here to Rate
Defiant	Meet with student privately to develop a plan for redirection	Behavioral Best Practices	Individual Behavior Management	2	1.33333333333333	Click Here to Rate
Defiant	Use public praise/discrete redirection (code words)	Behavioral Best Practices	Individual Behavior Management	4	4	Click Here to Rate

Buttons at the bottom: Submit Referral, Delete Pre-Referral, Cancel, Save & Continue, Save & Close.

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.

The screenshot shows the 'Preintervention Best Practice' pop-up window for the first best practice. It contains the following information:

- Preintervention Tracking Number:** 100063_NHS_07112015
- Category:** Behavioral Best Practices
- Type:** Individual Behavior Management
- Issue:** Defiant
- Best Practice:** Develop a system or a code word to let the student know when behavior is not appropriate
- Experience:** Effective intervention. Jim responds well when not confronted in front of peers.
- Rating:** A drop-down menu with a '+' sign.
- Past Ratings:**
 - Created By: PaDemo, Rating: [blank], Created Date: 7/11/2015 1:15 PM
 - Created By: PaDemo, Rating: [blank], Created Date: 8/18/2015 1:40 PM
- Experience:** ghmj

Buttons at the bottom: Submit Referral, Delete Pre-Referral, Cancel, Save & Continue, Save & Close.

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.

The screenshot shows a web browser window with the URL hib.hbster.com/pages/inline/intervention/preinterventions.aspx. The page header includes the H.B. Stetter logo and the text "New Jersey School District". A red banner at the top right says "Welcome Pennsylvania" with various icons. Below this is the "My Pre-Referral Plans" section, which has a search icon and a plus sign. There are six tabs: "My Pre-Referral Plans (All)", "My Pre-Referral Plans (Recent)", "My Referrals Submitted to I&RS", "My Approved Referrals", "My Closed Referrals", and "My Rejected Referrals". A dropdown menu for "Pre-Referrals for School Year" is set to "All Years". A table displays the following data:

Tracking Number	Created Date	Student	Created By
2_PMS_08302015	8/30/2015	Gina Grove	Pennsylvania Demo
3_PHS_08302015	8/30/2015	asdfa asdfasdf	Pennsylvania Demo
4_PES_08302015	8/31/2015	Richard Kall	Pennsylvania Demo



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.

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



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

Welcome Pennsylvania

General Student Information Coordinator Tasks Observations Additional Information Documents I&RS Plan Quick Check Audit Best Practices

Tracking Number: 1_PMS_08302015 Date Created: 8/30/2015 School: Pennsylvania Middle School GPA: Assigned To: Pennsylvania Demo

Status: Referred by PaDemo on 8/30/2015 at 4:18 PM Time Created: (HH:MM AM/PM) 4:18pm Created By: Demo, Pennsylvania Days Missed This year: Phone Number:

Areas Of Difficulty

Name:	Description:
Attention Seeker	Attention Seeking Behaviors
Defiant	Defiant Student
Disruptive to Class Behavior Management	Student Disruptive to Class
Disrespectful to Staff	Student Disrespectful to Staff

Approve Reject Cancel Save & Continue Save & Close

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. Add 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