



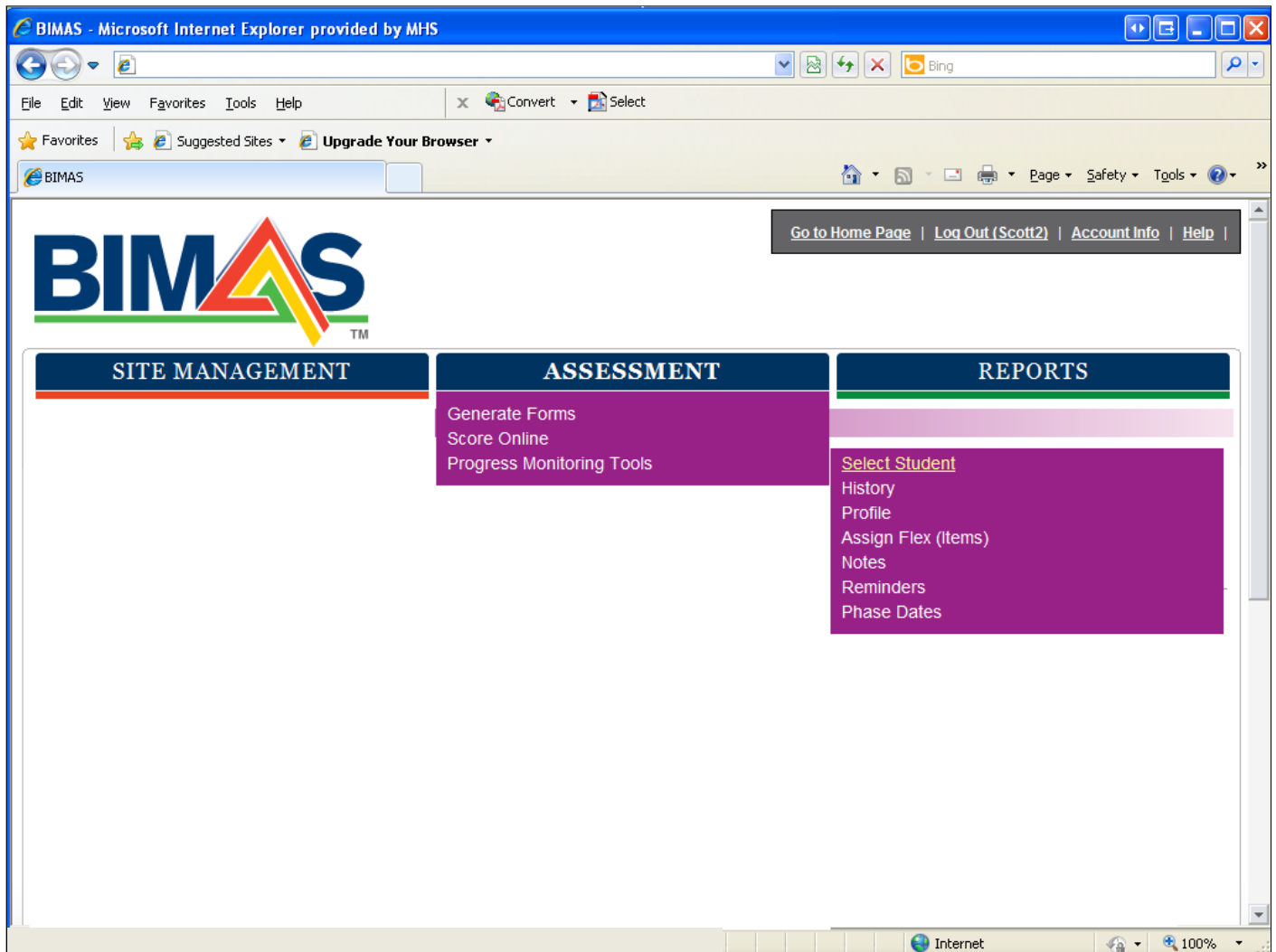
Progress Monitoring Tools



Copyright © 2011 Multi-Health Systems Inc. All rights reserved.
No part of this document may be reproduced by any means without
permission from the publisher.
In the U.S.A., P.O. Box 950, North Tonawanda, NY 14120-0950
In Canada, 3770 Victoria Park Avenue, Toronto, ON M2H 3M6

Before you can begin using the progress monitoring tools, you must first select the student you wish to progress monitor. To begin:

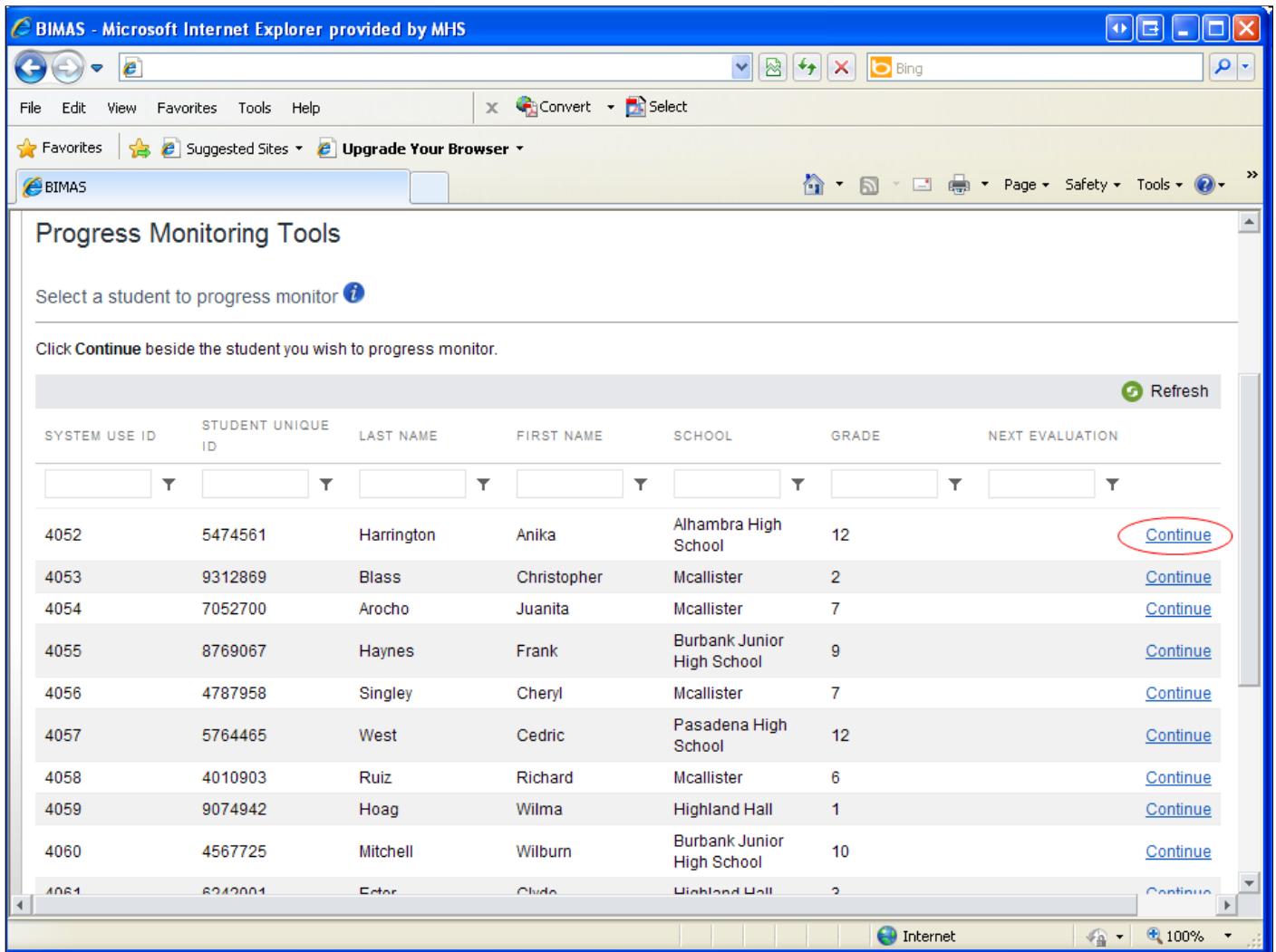
1. Click **Assessment**.
2. Select **Progress Monitoring Tools**.
3. Click **Select Student**.



Under **Progress Monitoring Tools**, select the student to monitor by clicking **Continue**.

If the Continue button is not seen beside the student, the student must first be activated. To activate the student:

1. Click **Site Management**.
2. Select **Students**.
3. Select **Student List**.
4. Select the student that you want to activate.
5. Click **Activate Students**. The Active column will change from False to True.



Progress Monitoring Tools

Select a student to progress monitor i

Click **Continue** beside the student you wish to progress monitor.

↻ Refresh

SYSTEM USE ID	STUDENT UNIQUE ID	LAST NAME	FIRST NAME	SCHOOL	GRADE	NEXT EVALUATION
4052	5474561	Harrington	Anika	Alhambra High School	12	Continue
4053	9312869	Blass	Christopher	Mcallister	2	Continue
4054	7052700	Arocho	Juanita	Mcallister	7	Continue
4055	8769067	Haynes	Frank	Burbank Junior High School	9	Continue
4056	4787958	Singley	Cheryl	Mcallister	7	Continue
4057	5764465	West	Cedric	Pasadena High School	12	Continue
4058	4010903	Ruiz	Richard	Mcallister	6	Continue
4059	9074942	Hoag	Wilma	Highland Hall	1	Continue
4060	4567725	Mitchell	Wilburn	Burbank Junior High School	10	Continue
4061	6242001	Eder	Clude	Highland Hall	2	Continue

The **Assessment History** of the student appears. All assessments completed for the student appears in this list. Click **View** to the right of the assessment you would like to view to display responses entered for that assessment.

A number of Progress Monitoring Tools are now available for the selected student.

Progress Monitoring Tools

Select Student | History | Profile | Assign Flex (Items) | Notes | Reminders | Phase Dates

Progress Monitoring - Harrington, Anika

Assessment History

All completed assessments for the student are displayed here. Next Evaluation shows any upcoming assessments scheduled in Reminders. Click **View** beside the assessment listing to display responses entered for the assessment.

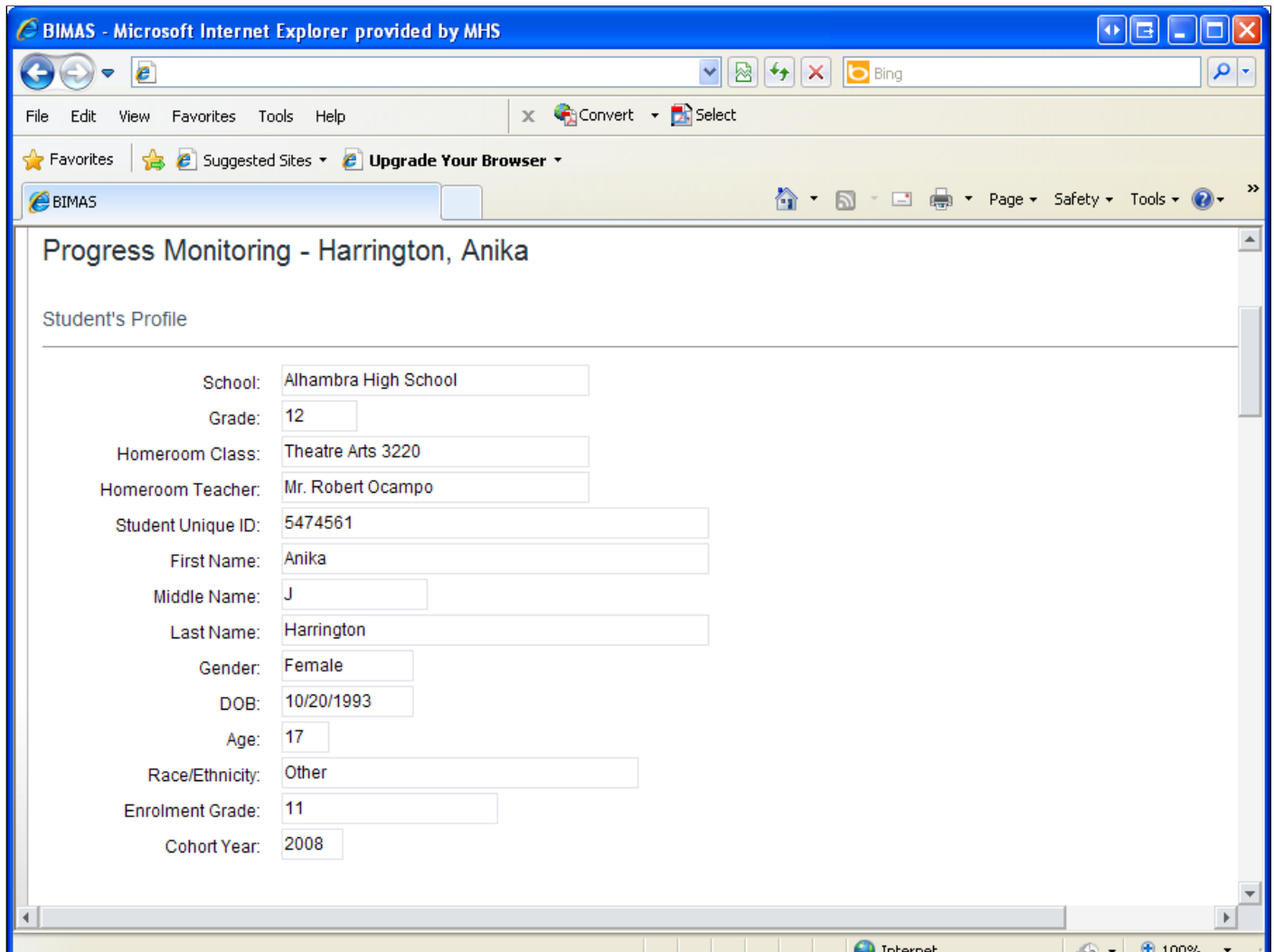
Next Evaluation: Refresh

TYPE	FORM	DATE	
Standard	Teacher	10/7/2011	View
Standard	Teacher	9/15/2011	View
Standard	Teacher	9/11/2011	View
Standard	Teacher	9/5/2011	View
Flex	Teacher	9/1/2011	
Standard	Teacher	8/10/2011	

In the Student **Profile**, you can view information about the selected student, such as:

1. Name
2. School
3. Class
4. Teacher
5. Parent/Guardian Information
6. Clinician Information

To make changes to a student's information, consult the *Student Setup & Entry* help file.

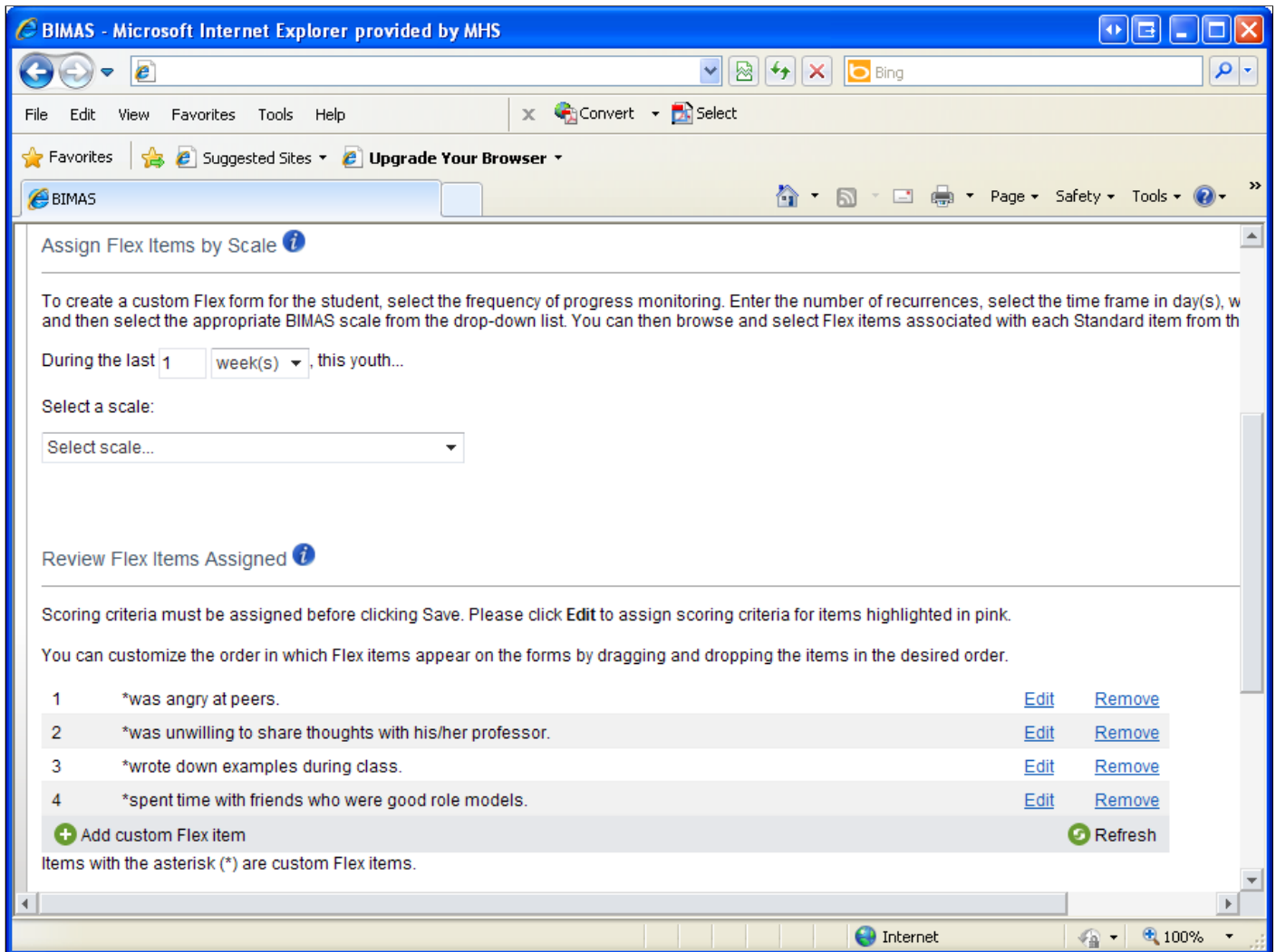


The screenshot shows a Microsoft Internet Explorer browser window titled "BIMAS - Microsoft Internet Explorer provided by MHS". The address bar contains "BIMAS". The page content is titled "Progress Monitoring - Harrington, Anika" and "Student's Profile". The form contains the following fields:

School:	Alhambra High School
Grade:	12
Homeroom Class:	Theatre Arts 3220
Homeroom Teacher:	Mr. Robert Ocampo
Student Unique ID:	5474561
First Name:	Anika
Middle Name:	J
Last Name:	Harrington
Gender:	Female
DOB:	10/20/1993
Age:	17
Race/Ethnicity:	Other
Enrolment Grade:	11
Cohort Year:	2008

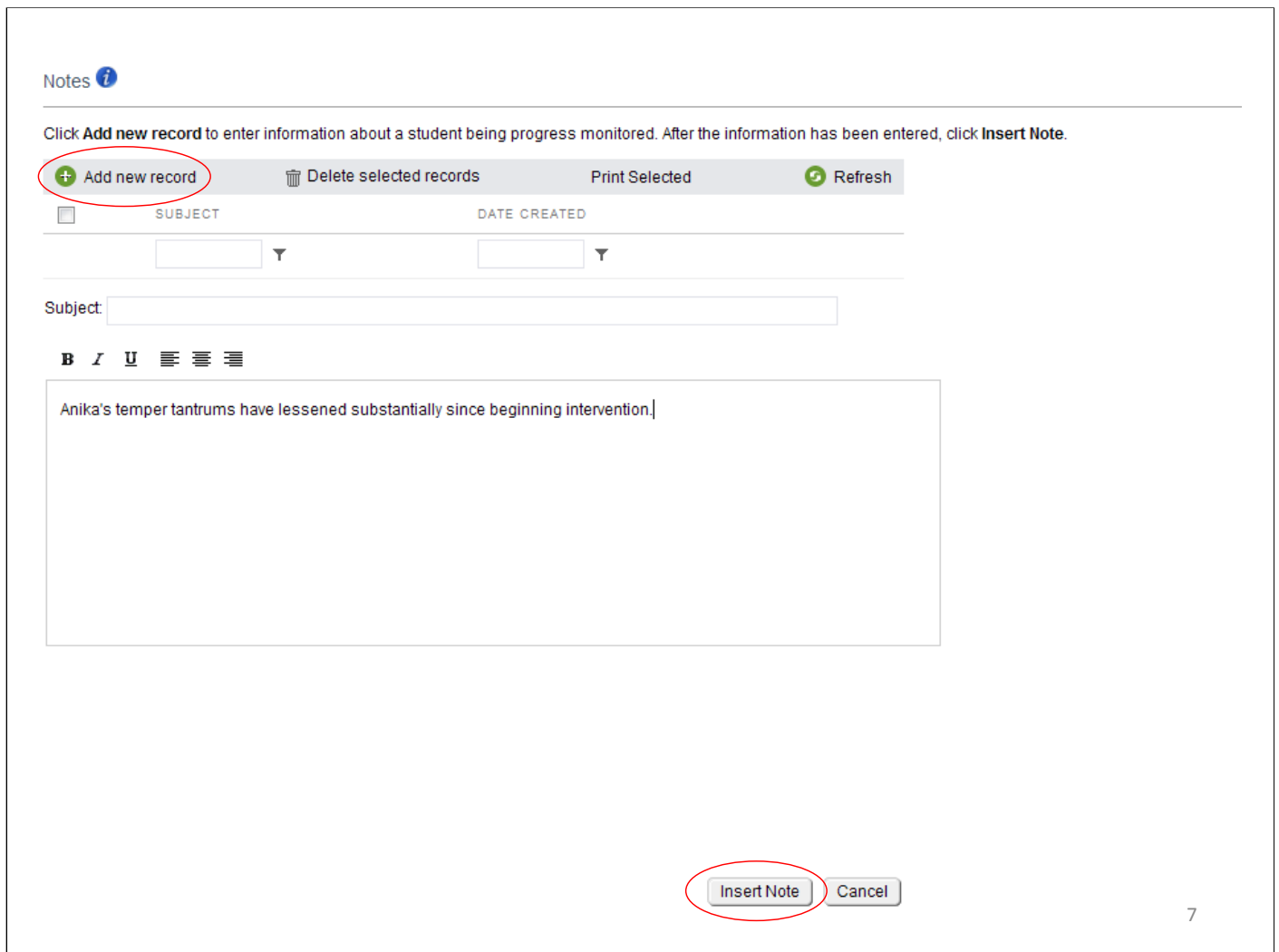
The **Assign Flex (Items)** tool allows you to assign BIMAS Flex items to create customized Flex forms for the student that can be administered online or in paper-and-pencil format.

To learn how to assign Flex items or edit a previously created Flex form, consult the *Assign Flex Items* help file for more information.



The **Notes** tool allows you to record information relevant to a student's progress. Information recorded here will be shared with other users who are involved with the case. To add a new note:

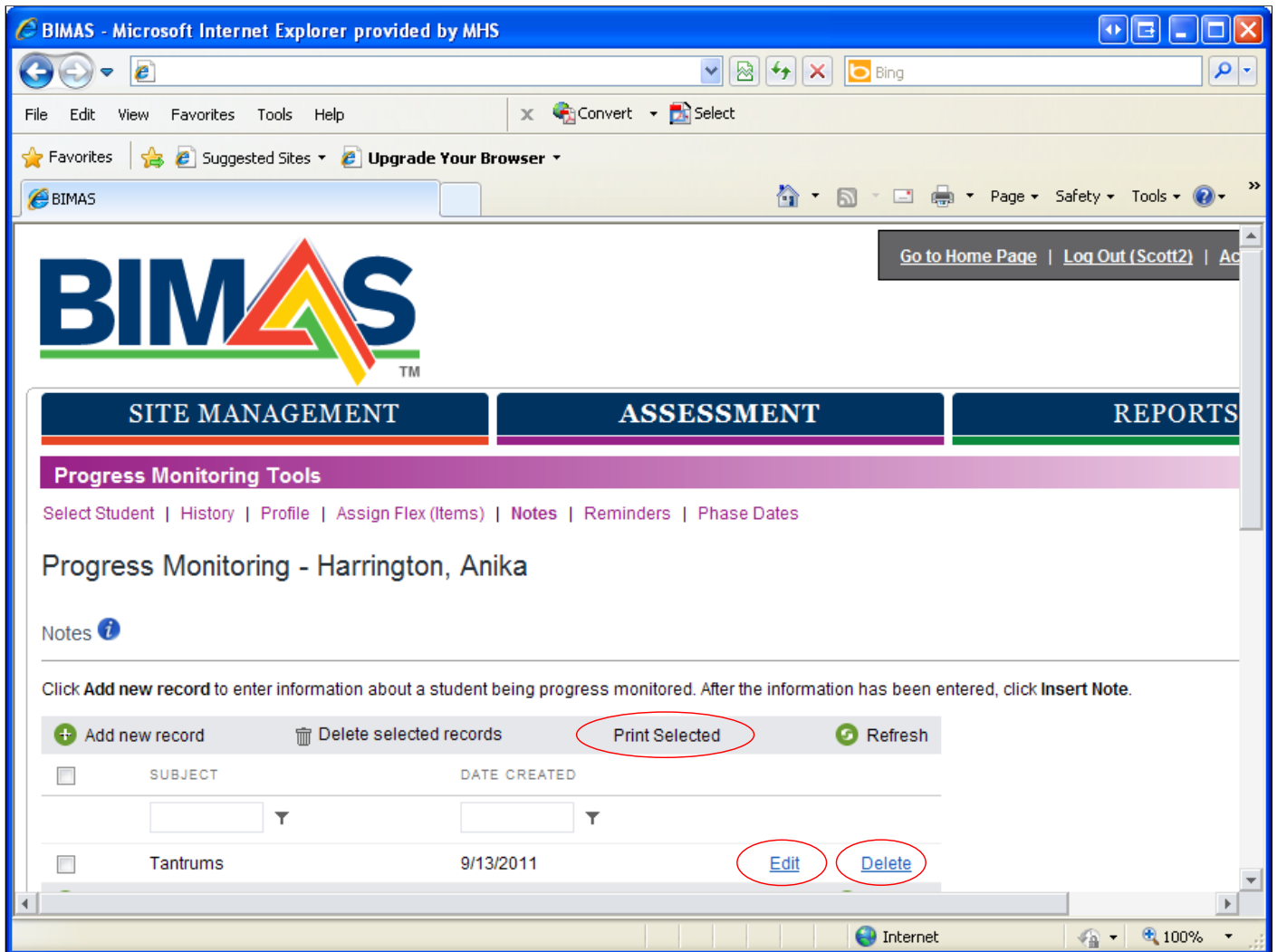
1. Click **Add new record**.
2. Enter information about the student being progress monitored.
3. Click **Insert Note**.



The screenshot shows the 'Notes' tool interface. At the top left, there is a 'Notes' header with an information icon. Below the header, a horizontal bar contains four buttons: 'Add new record' (circled in red), 'Delete selected records', 'Print Selected', and 'Refresh'. Below this bar is a table with two columns: 'SUBJECT' and 'DATE CREATED'. Below the table, there is a 'Subject:' label followed by a text input field. Below the input field is a rich text editor with a toolbar containing icons for bold, italic, underline, bulleted list, numbered list, and link. The text area of the rich text editor contains the text: 'Anika's temper tantrums have lessened substantially since beginning intervention.' At the bottom right of the interface, there are two buttons: 'Insert Note' (circled in red) and 'Cancel'.

The new note is now listed.


You can now **Edit**, **Delete**, or **Print Selected** notes by clicking the appropriate buttons.



Reminders is a calendar tool that lets you set up email reminders for a student with recurring BIMAS assessments. Reminders are delivered only to the individual who set up the reminders, NOT to the rater. Only users with multi-rater comparison rights have the ability to set up reminders for other raters.

To set up a new assessment reminder:

1. Click **Add new record**.




Assessment Calendar 

You can schedule reminder emails for recurring BIMAS Standard or Flex assessments for a student being progress monitored. The calendar displays upcoming assessment reminders scheduled for the student. To set up a new assessment reminder, click **Add new record**.




◀ ▶ today ▾ Sep, 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	01 Sep	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	01 Oct

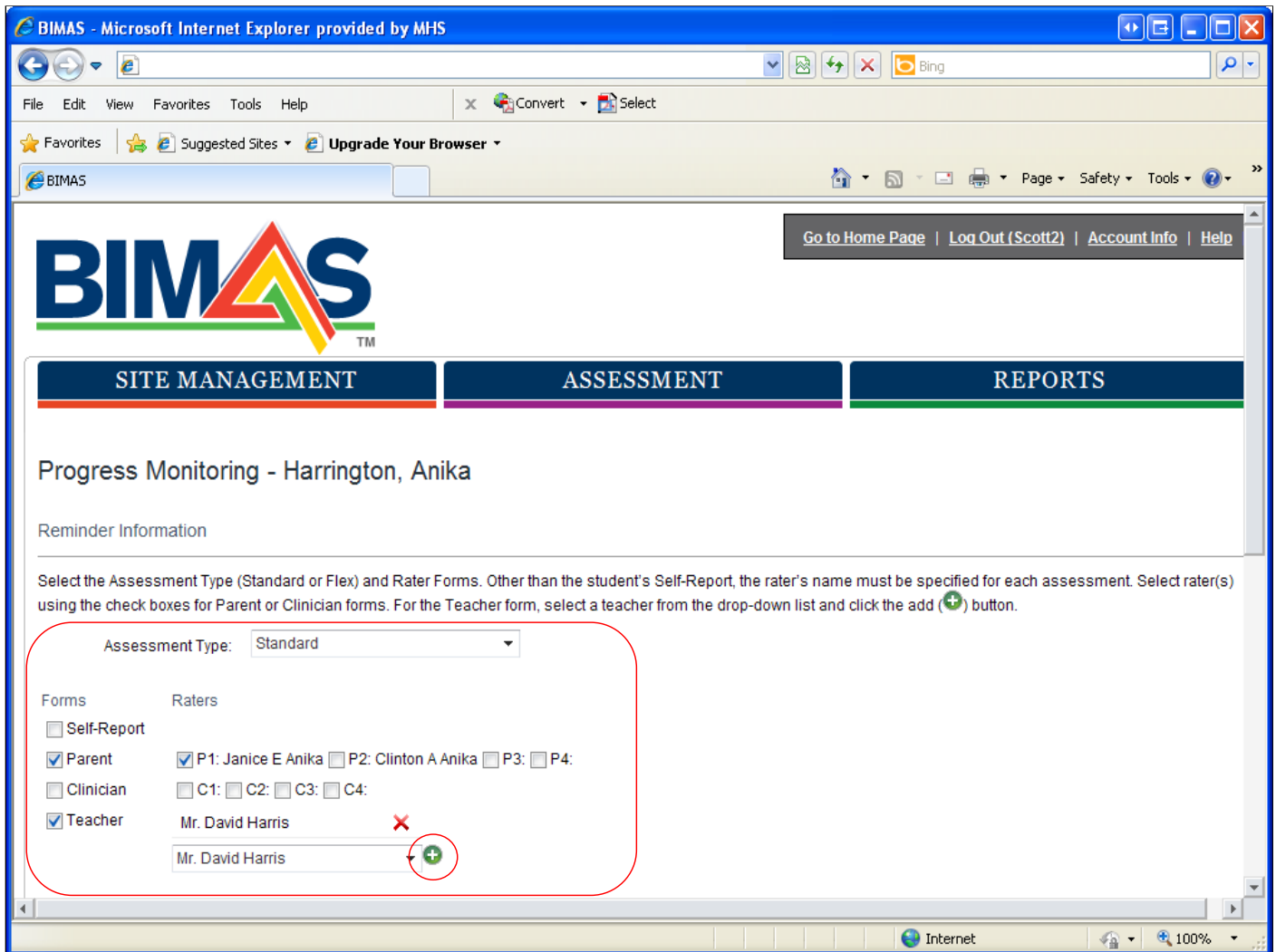
Setup Assessment Reminders

 Delete selected records
  Add new record
 Refresh

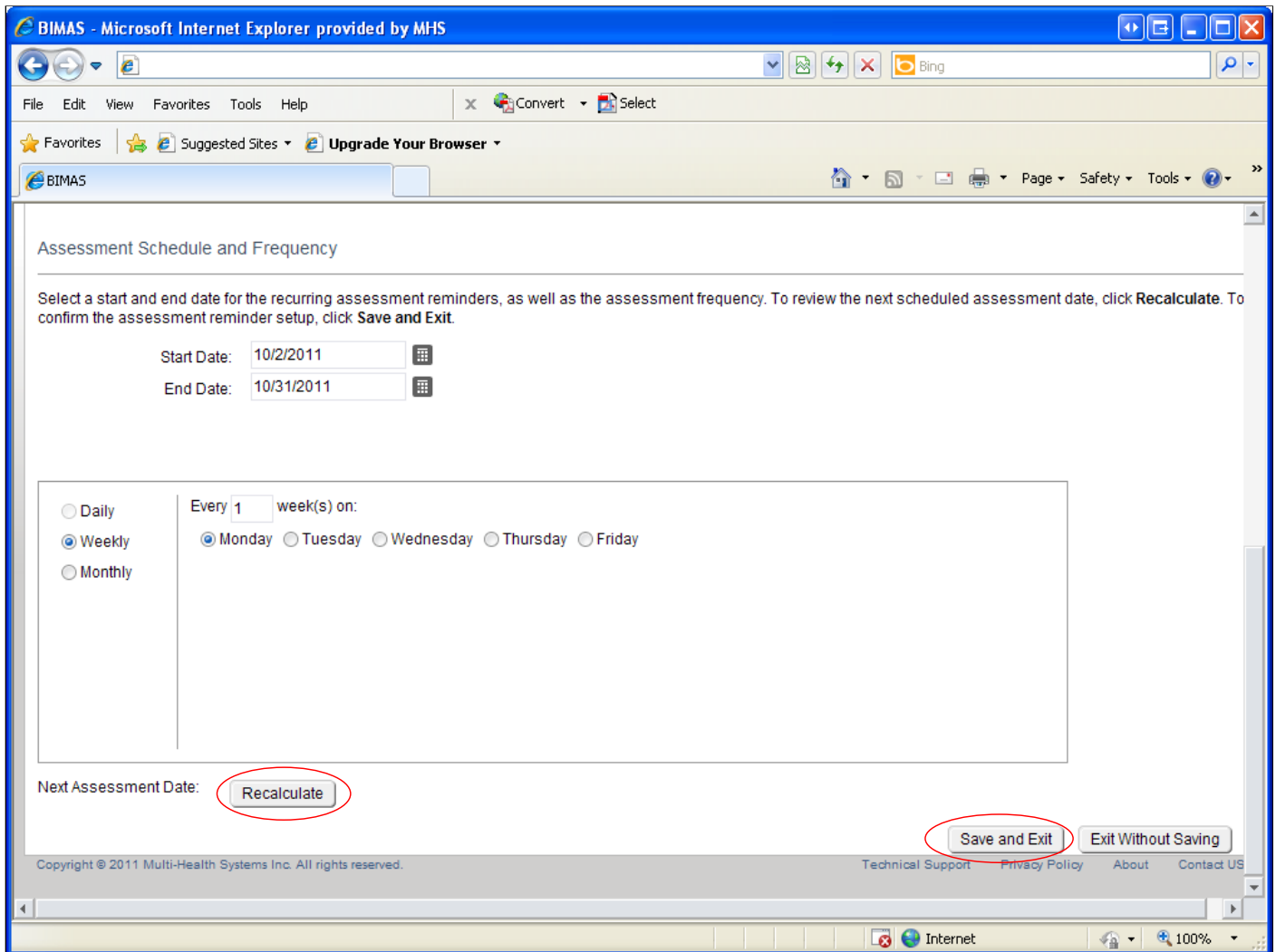
<input type="checkbox"/>	ASSESSMENT TYPE	FORMS	RECURRENCE	START DATE	END DATE
No records to display.					

 Delete selected records
  Add new record
 Refresh

2. Select the **Assessment Type** from the drop-down list.
3. Click the checkbox(es) to select the **Rater Form(s)** and **Raters**. To set up Parent/Clinician form reminders, the name of at least one parent or clinician must be entered into the student's demographic information. If a parent or clinician's name does not appear next to the rater code (P1, C1), add these names to the student's data through Site Management > Students > Student List. If you do not have access to manage student data, contact your administrator.
4. Select a teacher from the drop-down list, and click the add button.



5. Select a **Start Date** and an **End Date** for the assessment reminders.
6. Select the reminder frequency.
7. Click **Recalculate** to confirm the next assessment date.
8. Click **Save and Exit**.



The **Phase Dates** tool allows you to record different phases of intervention.
To add a new phase date:

1. Click **Add new record**.

The screenshot shows a Microsoft Internet Explorer browser window displaying the BIMAS web application. The browser title is "BIMAS - Microsoft Internet Explorer provided by MHS". The address bar shows "BIMAS". The page header includes the BIMAS logo and navigation links: "Go to Home Page", "Log Out (Scott2)", "Account Info", and "Help".

The main navigation bar has three tabs: "SITE MANAGEMENT", "ASSESSMENT", and "REPORTS". Below this is a sub-navigation bar for "Progress Monitoring Tools" with links: "Select Student", "History", "Profile", "Assign Flex (Items)", "Notes", "Reminders", and "Phase Dates".

The page title is "Progress Monitoring - Harrington, Anika". Below the title is a section for "Intervention Dates / Notes" with an information icon. A text instruction reads: "Record different phases of intervention or any changes to intervention programs. To add a new Intervention Date/Note, click **Add new record**. When you are finished, click **Insert**."

The interface features a table with the following columns: "INTERVENTION DATE", "TITLE", and "NOTES". The table contains one record:

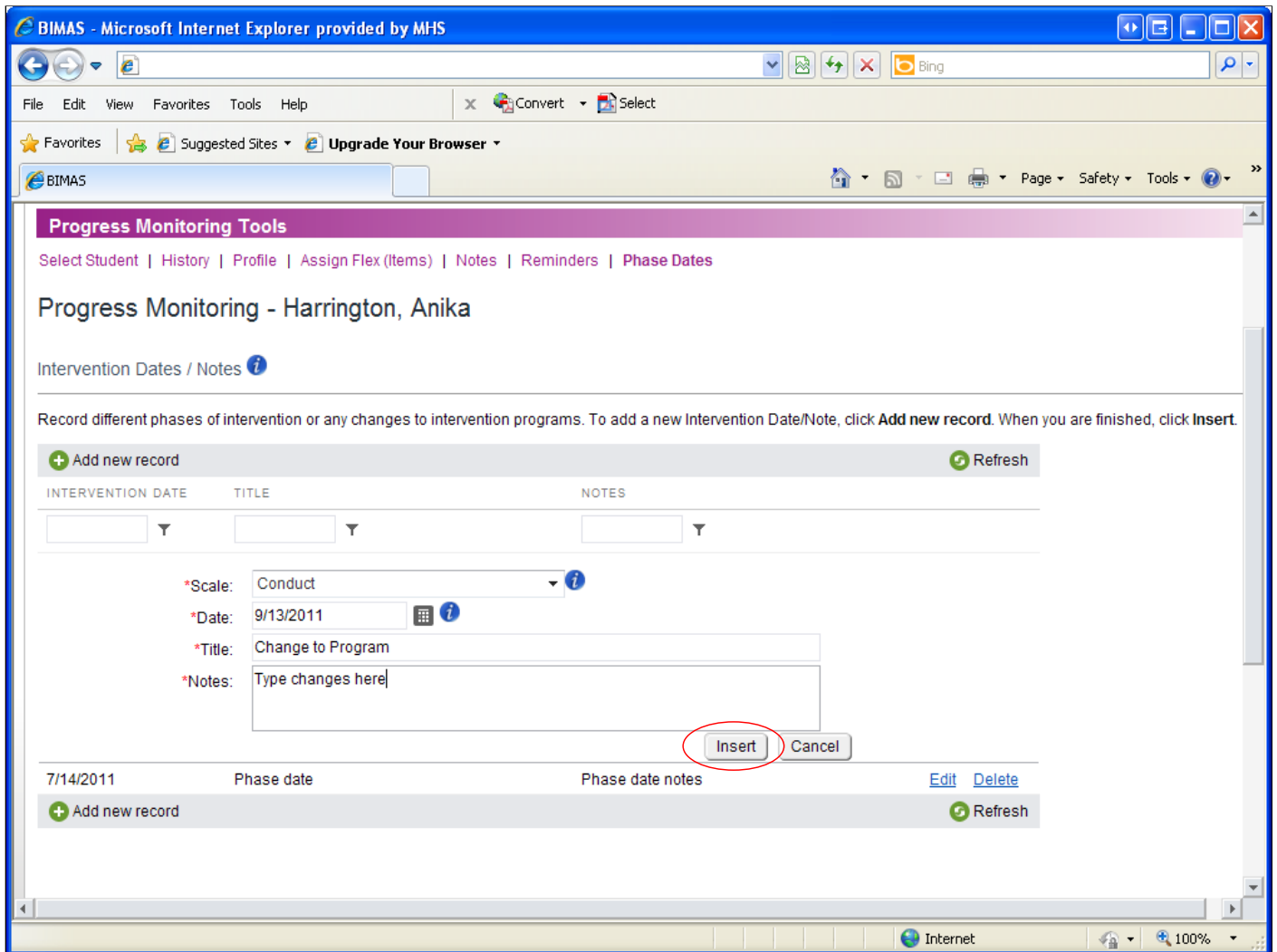
INTERVENTION DATE	TITLE	NOTES
7/14/2011	Phase date	Phase date notes

Below the table, there are two "Add new record" buttons (one circled in red) and two "Refresh" buttons. There are also "Edit" and "Delete" links for the existing record.

2. Complete the following fields, using drop-down lists where applicable:

- Scale
- Date
- Title
- Notes

3. When you are finished, click **Insert**.



The new phase date is now listed.

This phase date/note marks different phases of a student's intervention program, and will appear beneath the graph when you generate the Standard Individual Progress Report.

Standard Individual Progress Report
BIMAS™-Teacher Standard
New Test District School Board
Alhambra High School

Student: Anika J Harrington
 Gender: Female
 DOB: 10/20/1993
 Grade: 12
 Class: Theatre Arts 3220
 Rater: T: Mr. Robert Ocampo
 Dates of Assessment: 9/5/2011 through 10/7/2011

	Admin 1	Admin 2
Date of Assessment	09/05/2011	10/07/2011
Age	17	17

Conduct

Legend: Low Risk (Green), Some Risk (Yellow), High Risk (Red), Conduct (Blue line with dot), Conduct at Universal Assessment (Blue line with open circle)

Date of Assessment	09/05 ^{UA}	10/07
Conduct T-score	73	68

UA = Date of Universal Assessment

Intervention Notes
 9/13/2011

Change to Program
Type changes here

[Edit Intervention Dates/Notes](#)

You can now **Edit** or **Delete** phase dates by clicking on the appropriate buttons.

