TPOT Data Export Report Documentation

TPOT Worksheet

TPOT Key	Observation Date	Observation Start Time	Observation End Time	Classroom Key	Classroom	Observer Professional Key	Observer
This is a unique identifier for the TPOT record.	This is the date that the observation occurred	This is the time that the observation started.	This is the time that the observation ended.	This is a unique identifier for the classroom associated with the TPOT record.	This is the classroom associated with the TPOT record.	This is the unique identifier for the observer's professional record.	If you are allowed to see private professional information, this is the observer's professional ID number and name. If you are not allowed to see private professional information, this is just the observer's professional ID number.

Number of adults present at beginning	Number of adults present at end	Number of adults who entered during observation	Number of children present at beginning	Number of children present at end	Notes
This is the number of adults present at the	This is the number of adults present at the	This is the number of adults that entered	This is the number of children present at the	This is the number of children present at the	Any additional notes about the observation.
beginning of the observation.	end of the observation.	during the observation.	beginning of the observation.	end of the observation.	

(Red Flags) Num Yes (F	Red Flags) Num No	Number of incidents of	All essential strategies used in	Number of additional
		challenging behavior observed	each incident	strategies used

This is the number	This is the number of red flags	This is the number of	This indicates if all essential	This is the number of additional
of red flags that	that were avoided.	challenging behaviors observed.	strategies were used.	strategies used.
were seen by the				
observer.				

(Item 1 – 14) Num Yes	(Item 1 – 14) Num No
The number of yes responses for each item.	The number of no responses for each item

Program Key	Program	State Key	State	Added by	Date Added	Last Edited by	Last Edit Date
This is a unique	This is the	This is a unique	This is the state	This is the	This is the date that	This is username	This is the date that
identifier for the	program name	identifier for the	name for the	username of	the TPOT record was	of the user that	the TPOT record
program record	for the program	state record	state record	the user that	added to PIDS.	last edited the	was last edited.
that is	record that is	that is	that is	added the		TPOT record.	
associated with	associated with	associated with	associated with	TPOT record to			
the TPOT	the TPOT record.	the TPOT record.	the TPOT	PIDS.			
record.			record.				

Behavior Responses Worksheet

TPOT Key	Observation Date	Behavior Response
This is a unique identifier for the TPOT record that	This is the date that the TPOT observation	This is the behavior response description.
is associated with the behavior response record.	occurred.	

Program Key	Program	State Key	State	Added by	Date Added
This is a unique	This is the program	This is a unique	This is the state name	This is the username of	This is the date that the
identifier for the	name for the program	identifier for the state	for the state record that	the user that added the	behavior response
program record that is	record that is associated	record that is associated	is associated with the	behavior response	record was added to
associated with the	with the behavior	with the behavior	behavior response	record to PIDS.	PIDS.
behavior response	response record.	response record.	record.		
record.					

Participants Worksheet

TPOT Key	Observation Date	Participant Type	Participant	Participant
			Professional Key	
This is a unique	This is the date	This identifies the	This is the unique	If you are allowed to see private professional information, this is the
identifier for the	that the TPOT	type of participant.	identifier for the	participant's professional ID number and name.
TPOT record	observation		participant's	
that is	occurred.		professional record.	If you are not allowed to see private professional information, this is just
associated with				the participant's professional ID number.
the participant				
record.				

Program Key	Program	State Key	State	Added by	Date Added	Last Edited By	Last Edit
							Date
This is a unique	This is the	This is a unique	This is the state	This is the	This is the date	This is	This is the
identifier for the	program name for	identifier for the	name for the state	username of the	that the TPOT	username of	date that the
program record	the program	state record that	record that is	user that added	Participant record	the user that	TPOT
that is associated	record that is	is associated with	associated with	the TPOT	was added to	last edited the	Participant
with the TPOT	associated with	the TPOT	the TPOT	Participant record	PIDS.	TPOT	record was
Participant record.	the TPOT	Participant record.	Participant record.	to PIDS.		Participant	last edited.
	Participant record.					record.	

Red Flags Worksheet

TPOT Key	Observation Date	Red Flag
This is a unique identifier for the TPOT record that	This is the date that the TPOT observation	This is the description of the red flag.
is associated with the red flag record.	occurred.	

Program Key	Program	State Key	State	Added by	Date Added
This is a unique	This is the program	This is a unique	This is the state name	This is the username of	This is the date that the
identifier for the	name for the program	identifier for the state	for the state record that	the user that added the	TPOT Red Flag record
program record that is	record that is associated	record that is associated	is associated with the	TPOT Red Flag record to	was added to PIDS.
associated with the	with the TPOT Red Flag	with the TPOT Red Flag	TPOT Red Flag record.	PIDS.	
TPOT Red Flag record.	record.	record.			

Intent: This report is designed to export all the TPOT observations for the specified timeframe and program(s)/hub(s)/cohort(s).

TPITOS Worksheet: This worksheet includes all the TPOT observations that meet the following criteria:

- 1. The TPOT observation has an observation date that is between the Start Date and End Date criteria.
- 2. The TPOT observation exists within the selected Program(s), Hub(s), and Cohort(s).

Behavior Responses Worksheet: This worksheet includes all the responses to challenging behaviors that were observed during the TPOT observations that are in the TPOT Worksheet.

Participants Worksheet: This worksheet includes all the participants that are associated with the TPOT observations that are in the TPOT Worksheet.

Red Flags Worksheet: This worksheet includes all the types of red flags that were observed during the TPOT observations that are in the TPOT Worksheet.

Criteria Name	Optional?	Description
Start Date	No	This date forms the start of the window that determines what forms to include in the report. Only TPOT observations that have a Date Added inside the window will be included in the report.
End Date	No	This date forms the end of the window that determines what forms to include in the report. Only TPOT observations that have a Date Added inside the window will be included in the report.
Program(s), Hub(s), and Cohort(s)	No	This filters the TPOT observations that are included in the report. All programs, hubs, and cohorts that are selected will be combined into a distinct list of programs. This is accomplished by determining what programs exist in the selected hubs and cohorts, and then adding that list of programs to the list of specific programs that were selected by the user. After that, any duplicate programs in the combined list are removed. Only forms that are for the programs in the de-duplicated list will be included in the report. NOTE: Only certain users have access to the hub and cohort criteria. Most users will only have access to the program criteria and only have one option in that program list.