**How to Enter TFI Data**

1. Go to [www.pbisapps.org](http://www.pbisapps.org)
2. Click “PBIS Applications Login” on the top right corner of the screen on the black bar
3. Type in your username and password
4. Click “PBIS Assessment” on the top left side of the screen on the black bar
5. Under “Open Survey Windows” which is next to the box with the green checkmark, click “School-wide PBIS Tiered Fidelity Inventory 2.10”
6. Find your school’s name in the box that appears, if you don’t see your school’s name, you may have to use the search bar at the top right of the box
7. Next to your school’s name under the column “Availability” click “Take Survey” which will take you to the TFI survey
8. Use the calendar to record the date that you completed the TFI
9. Under “Members completing the Inventory at this time”, select who is completing the survey. **IMPORTANT:** It is recommended that team and external coach together complete the TFI survey.
10. Under “Individuals completing the TFI Walkthrough Tool”, click on the box and select the reviewer that completed it or select “TFI Walkthrough Tool not completed”

**NOTE:** The Walkthrough Tool is not required.

1. Click the green arrow on the bottom right of the screen to go to the next page
2. Fill in your TFI data by clicking the circle that corresponds with the number that was recorded (0, 1, or 2).

**IMPORTANT:** Only fill in the data for the tier that you are working on. LEAVE ALL OTHER TIERS BLANK.

1. Click the green arrow on the bottom right of the screen to move on to the next page
2. SWPBIS Tiered Fidelity Inventory Optional Questions: You may choose to fill out the percentage of students responding to academic and behavior supports for each tier.  **NOTE:** This is not required to fill out and may be left blank.
3. To finish, click “Submit Survey” in the green box on the bottom right of the screen.
4. After you have finished, exit the screen or click to navigate elsewhere.

**IMPORTANT:** Do not click the back arrow.

*To view your TFI Reports, please see the “How to View TFI Data Reports” checklist.*