**How to View TFI Data Reports**

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. Two ways you can access your school’s reports:
	1. Under “Open Survey Windows” which is next to the box with the green checkmark, click “School-wide PBIS Tiered Fidelity Inventory 2.10”. 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. In the same row as the school’s name at the very end of the box, click “View Reports”
	2. In the blue toolbar located at the top of the page click on the drop down menu “Reports” and select “Survey Reports”
6. On the left side of the screen, under “Report Options” and “Select Survey”, use the drop-down box to select “SWPBIS TFI 2.1”
7. Using the drop-down box labeled “Select a report…”, choose the report that you would like to view

**Note:** The different types of reports are described below.

* *Total-* represents the total implementation percentage across all three tiers combined (Your total implementation percentage will seem low because not all three tiers were completed, this is ok!)
* *Scale-* represents the implementation percentage at each individual tier, giving an implementation percentage at Tier 1, Tier 2, and Tier 3
* *Subscale-* represents the implementation percentage for each of the individual scales present within a tier
* *Items-* lists out each item and helps facilitate action planning
1. Select the year that you would like to look at from the drop down boxes labeled “From” and “To”
2. Select your school from the drop down box labeled “Select Organizations”
3. Click “Generate” **Note:** Each time you make a change to Report Options you must click “Generate” for the new report to open up. Each time you open a new report you can click back to other reports by clicking between the tabs located on top of each report
4. If you would like to download a copy of these reports, click “Excel/CSV” or “PDF” below the “Generate” button

*To learn how to enter your TFI data, please see the “How to Enter TFI Data” checklist.*