

## CPI Online Form Instructions

These are instructions on how to open the Infinite Campus (IC) CPI Behavior Incident/Intervention Form. Please follow the steps below to help you learn how to complete the online form.

1. Make sure you choose the current school year and the correct school at the top. Click INDEX, click STUDENT INFORMATION, click PLP, click GENERAL. A new screen will appear. Click the DOCUMENTS tab. Click NEW DOCUMENT.

The screenshot shows the Infinite Campus interface. At the top, the 'Year' is set to '18-19' and the 'School' is 'South High School'. Below this, there is a navigation menu with 'Index' selected. The 'Student Information' section is expanded, and 'PLP' is selected. Under 'PLP', 'General' is highlighted with a blue arrow. The 'Documents' tab is selected in the top navigation bar. Below the tabs, there are icons for 'Open', 'Lock/Unlock', 'Copy', 'Delete', 'Print', and 'New Document'. The 'Documents List' shows a folder for '2018-2019 (1)' containing a sub-folder 'Forms (1)'. A blue arrow points to the 'New Document' icon, and another blue arrow points to the 'Forms (1)' folder.

2. Click CREATE CUSTOM FORM. Click the left side drop down and choose Behavior Incident/Intervention Form. Right side drop down should automatically populate. Click CREATE DOCUMENT.

The screenshot shows the 'Create New Document Wizard' dialog box. It has a title bar 'Create New Document Wizard' and a subtitle 'Please select one of the following documents:'. There are three radio button options: 'Create New Plan: Goals and Objectives, Services, Accommodations, Transition, and Other Information', 'Create New Progress Report: Report measurable progress against ongoing Plan Goals', and 'Create Custom Form: Notices, checklists, and supplemental forms'. The 'Create Custom Form' option is selected. Below this, there are two dropdown menus: 'Select a Form . . .' with 'Behavior Incident/Intervention Form' selected, and 'Link to an Enrollment . . .' with '18-19 South HS(07/01/2018-)' selected. A blue arrow points to the 'Create Custom Form' radio button, and another blue arrow points to the 'Create Document' button at the bottom. The text 'DOCUMENT SELECTED FOR CREATION: Behavior Incident/Intervention Form' is displayed at the bottom of the dialog box.

- If the student is in general education then once you click CREATE DOCUMENT then it will automatically go to the new form. If the student has an IEP then the screen below will appear. Click the empty box under Custom Student Special Ed Codes and choose the special education code. If there is more than one code and you are not sure what disability the student has then you can hover your mouse over the “student has an IEP” flag and the student’s disability code will appear. Select the correct disability code then click CREATE FORM at the top and a new incident form will be created.

**Form Data**

Form name  
Behavior Incident/Intervention Form

Select records to prepopulate data in the form.

Summary Team Members Documents Contact Log

Create Form

**Form Data**

Form name  
Behavior Incident/Intervention Form

Select records to prepopulate data in the form.

Custom Student\_ Special Ed Codes (Choose 1 record)

Description	Eligibility
Special Ed Codes_statusDate: 06/01/2012 LC	
Special Ed Codes_statusDate: 03/23/2012 PS endDate: 5/31/2012	

Custom Student\_ Special Ed Codes (Choose 1 record)

x LC x

- The behavior incident form will appear. Be sure to check the Special Ed. Box if the student has an IEP. The online form was created to look exactly like the previous form. All directions given previously on how to fill out the incident form should continue to be followed.

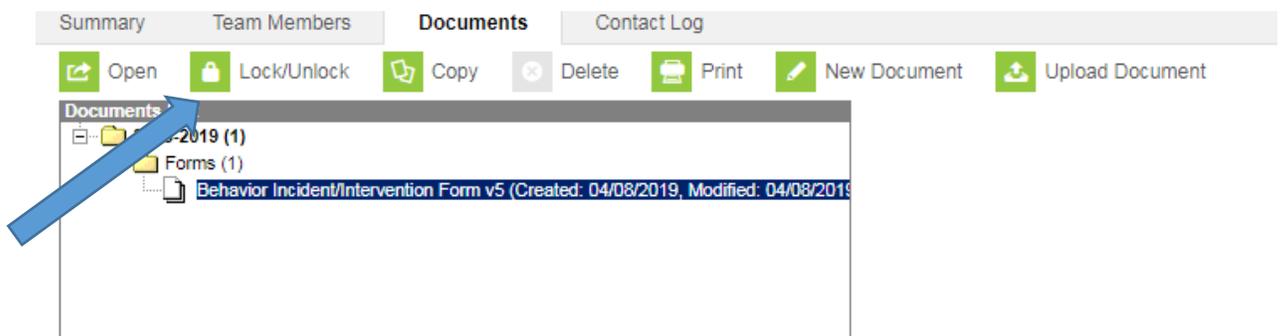
**BEHAVIOR INCIDENT/INTERVENTION FORM**

STUDENT'S NAME		AGE	14
SCHOOL	South High School	GENDER	M
		RACE	B
TODAYS DATE	03/27/2019		
EDUCATIONAL CATEGORY:	<input type="radio"/> General Ed. <input checked="" type="radio"/> Special Ed.		
DISABILITY :	LC		

- Once the form is complete then the staff member who completed the form should notify their principal who will review and acknowledge they have read the form. At the very bottom of the form is a spot where the principal checks a box and types their name to indicate they have reviewed the form.

The screenshot shows a form section titled "Names of all involved in Debriefing:". It contains two columns of text input fields: "Name:" and "Position:". Below these columns is a single text input field for "Administrator Name:". At the bottom of this section is a checkbox with the text "I acknowledge that I have read and reviewed this documentation." A blue arrow points to the checkbox.

- Once you click SAVE then all work is saved and you can return to the document at any time to continue typing in information. If you are completely done editing the document then you can lock it. You would click the LOCK/UNLOCK option



#### Other considerations

- You will not be able to save if you have not filled in the physical control, seclusion, and parent contacted boxes. If the physical control and seclusion do not apply then put n/a in those boxes.

- All staff have access, including IAs, to infinite campus and should be able to create and edit Behavior Incident forms.