

PMP Setup

The PMP Setup screen is used by the district to customize the columns that display on the [Academic PMP](#) and [Behavior PMP](#). The titles of the columns can be customized. For certain columns, you have the ability to select whether the field is free-form text, drop-down, or both. Columns can be enabled or disabled, and marked as required. The sort order of the columns can also be customized.



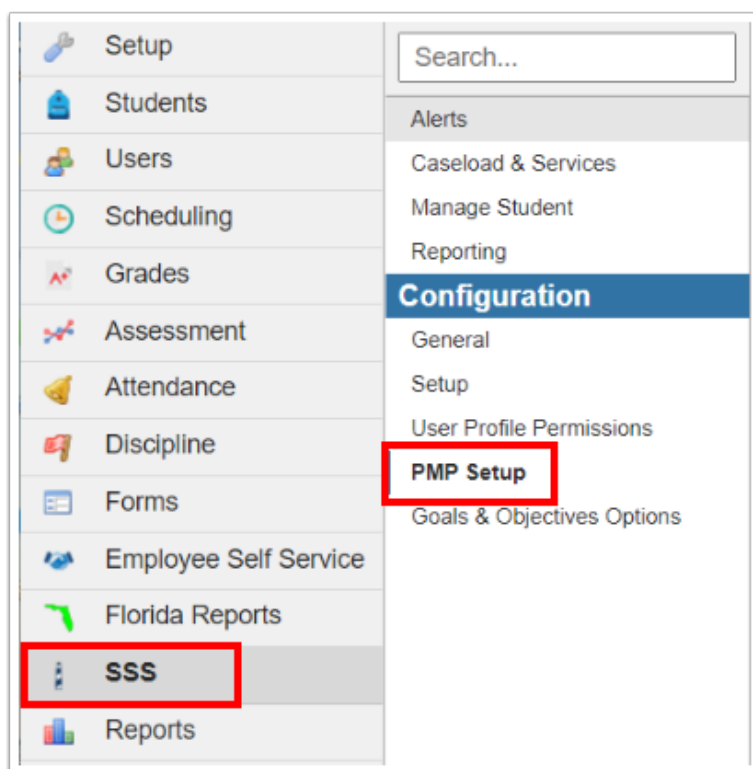
Additional setup is required in SSS > [Setup](#) in the Hypotheses, Strategies, and Monitoring Tools tabs.

Example of the [Academic PMP](#):

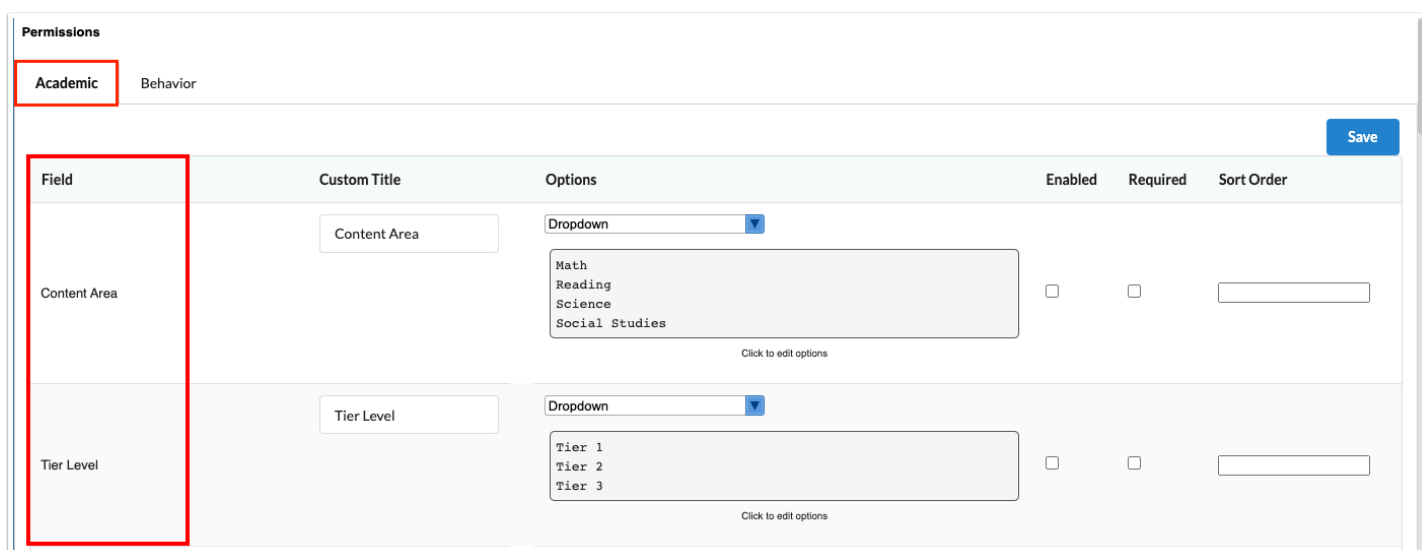
Tier Level	Content Area	Basis of Concern	Hypothesis	Goal	Goal Date	Strategy	Group Size	Person Responsible	Location	Frequency	Frequency Period	Minutes Per Session	Begin Date	Progress Monitoring
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Cover...	<input type="text"/>	Acevedo, Ab...	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	9/9/2020	<input type="text"/>
Tier 2	Math	Struggling with	[A] Th...		10/30/20	Explic...	3	Acevedo, Ab...	Library	3x	Week	15	08/17/20	STAR Math

Customizing the Academic PMP Columns

1. In the **SSS** menu, click **PMP Setup**.



The Academic tab is opened by default. Each PMP field is listed down the left side of the screen. Each of these fields is a column on the Academic PMP.



2. To customize the title of a field, enter the **Custom Title**.

This will display as the column header.

Permissions

Academic Behavior

Save

Field	Custom Title	Options	Enabled	Required	Sort Order
Content Area	Content Area	Dropdown Math Reading Science Social Studies <small>Click to edit options</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
Tier Level	Tier Level	Dropdown Tier 1 Tier 2 Tier 3 <small>Click to edit options</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

3. For certain fields, the **Options** can be customized. Select **Free form text** to allow the user to freely enter text in the field, select **Dropdown** to allow the user to select from pre-defined options, or select **Either free form or dropdown** to allow the user to freely enter text and/or select from pre-defined options.

Academic Behavior

Save

Field	Custom Title	Options	Enabled	Required	Sort Order
Content Area	Content Area	Dropdown Filter Free form text Dropdown Either free form or dropdown <small>Click to edit options</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

4. When **Dropdown** or **Either free form or dropdown** is selected, click to edit the dropdown options.

Permissions

Academic Behavior

Save

Field	Custom Title	Options	Enabled	Required	Sort Order
Content Area	Content Area	Dropdown Math Reading Science Social Studies <small>Click to edit options</small>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>

5. In the pop-up window, add a new dropdown option by entering the information in the blank row at the top of the table. Press **Enter** to add the row.

Editing options for Academic PMP Content Area

ID	Name	Sort Order	Minimum Year	Maximum Year
1	Math			
2	Reading			
3	Science			
4	Social Studies			

Save

Close

6. Click **Save** to save the new option. When finished adding options, click **Close** to close the pop-up window.

Editing options for Academic PMP Content Area

ID	Name	Sort Order	Minimum Year	Maximum Year
	Other			
1	Math			
2	Reading			
3	Science			
4	Social Studies			

Save

Close

7. If the field will be displayed for the Academic PMP, select the **Enabled** check box.

Permissions

Academic Behavior

Save

Field	Custom Title	Options	Enabled	Required	Sort Order
Content Area	Content Area	Dropdown Math Reading Science Social Studies Other <small>Click to edit options</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Tier Level	Tier Level	Dropdown Tier 1 Tier 2 Tier 3 <small>Click to edit options</small>	<input type="checkbox"/>	<input type="checkbox"/>	

6. If the field will be required, select the **Required** check box.

When a field is marked as required, users will not be able to save the plan if the field is not completed.

Permissions

Academic Behavior

Save

Field	Custom Title	Options	Enabled	Required	Sort Order
Content Area	Content Area	Dropdown Math Reading Science Social Studies Other <small>Click to edit options</small>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Tier Level	Tier Level	Dropdown Tier 1 Tier 2 Tier 3 <small>Click to edit options</small>	<input type="checkbox"/>	<input type="checkbox"/>	

7. To change the order the columns display for the Academic PMP, set the **Sort Order**. Fields with a lower sort order number display before fields with a higher sort order number.

Permissions

Academic Behavior

Save

Field	Custom Title	Options	Enabled	Required	Sort Order
Content Area	Content Area	Dropdown Math Reading Science Social Studies Other <small>Click to edit options</small>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	20
Tier Level	Tier Level	Dropdown Tier 1 Tier 2 Tier 3 <small>Click to edit options</small>	<input type="checkbox"/>	<input type="checkbox"/>	

8. Click **Save** at the top or bottom of the screen to save your changes.

Permissions

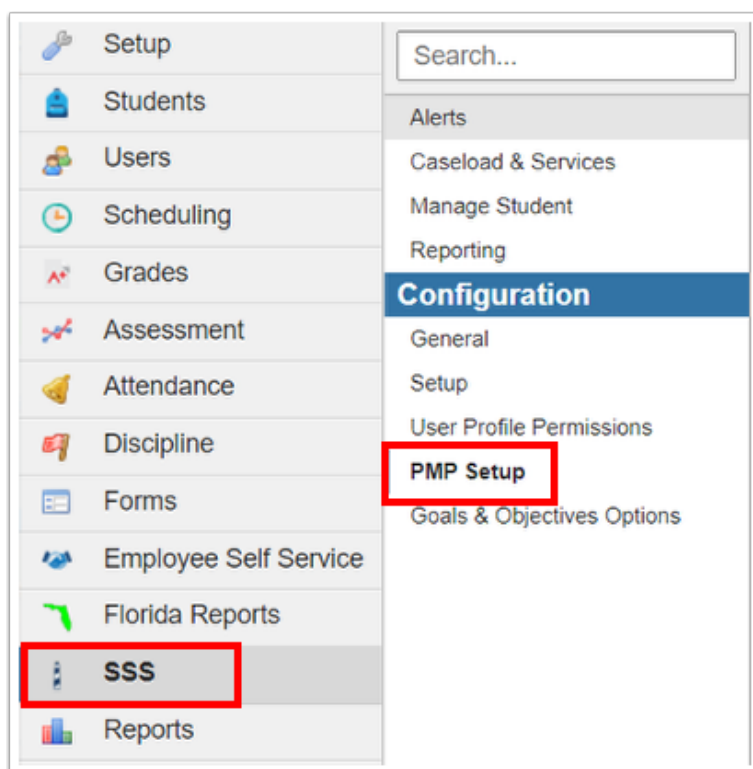
Academic Behavior

Save

Field	Custom Title	Options	Enabled	Required	Sort Order
Content Area	Content Area	Dropdown Math Reading Science Social Studies Other <small>Click to edit options</small>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	20
Tier Level	Tier Level	Dropdown Tier 1 Tier 2 Tier 3 <small>Click to edit options</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10

Customizing the Behavior PMP Columns

1. In the **SSS** menu, click **PMP Setup**.



2. Click the **Behavior** tab.

Each PMP field is listed down the left side of the screen. Each of these fields is a column on the Behavior PMP.

Permissions

Academic **Behavior**

[Save](#)

Field	Custom Title	Options	Enabled	Required	Sort Order
Content Area	Content Area	Free form text	<input type="checkbox"/>	<input type="checkbox"/>	
Tier Level	Tier Level	Dropdown Tier 1 Tier 2 Tier 3 <small>Click to edit options</small>	<input type="checkbox"/>	<input type="checkbox"/>	
Tier Sub Level	Tier Sub Level	Free form text	<input type="checkbox"/>	<input type="checkbox"/>	
Basis of Concern	Basis of Concern	Free form text	<input type="checkbox"/>	<input type="checkbox"/>	
Goal	Goal	Free form text	<input type="checkbox"/>	<input type="checkbox"/>	

3. To customize the title of a field, enter the **Custom Title**.

This will display as the column header.

Permissions

Academic Behavior

Save

Field	Custom Title	Options	Enabled	Required	Sort Order
Content Area	Content Area	Free form text	<input type="checkbox"/>	<input type="checkbox"/>	
Tier Level	Tier Level	Dropdown Tier 1 Tier 2 Tier 3 <small>Click to edit options</small>	<input type="checkbox"/>	<input type="checkbox"/>	
Tier Sub Level	Tier Sub Level	Free form text	<input type="checkbox"/>	<input type="checkbox"/>	
Basis of Concern	Basis of Concern	Free form text	<input type="checkbox"/>	<input type="checkbox"/>	
Goal	Goal	Free form text	<input type="checkbox"/>	<input type="checkbox"/>	

4. For certain fields, the **Options** can be customized. Select **Free form text** to allow the user to freely enter text in the field, select **Dropdown** to allow the user to select from pre-defined options, or select **Either free form or dropdown** to allow the user to freely enter text and/or select from pre-defined options.

Permissions

Academic Behavior

Save

Field	Custom Title	Options	Enabled	Required	Sort Order
Content Area	Content Area	Free form text	<input type="checkbox"/>	<input type="checkbox"/>	
Tier Level	Tier Level	Filter Free form text Dropdown Either free form or dropdown Tier 2 Tier 3	<input type="checkbox"/>	<input type="checkbox"/>	

5. When **Dropdown** or **Either free form or dropdown** is selected, click to edit the dropdown options.

Permissions

Academic Behavior

Save

Field	Custom Title	Options	Enabled	Required	Sort Order
Content Area	Content Area	Free form text	<input type="checkbox"/>	<input type="checkbox"/>	
Tier Level	Tier Level	Dropdown Tier 1 Tier 2 Tier 3 <small>Click to edit options</small>	<input type="checkbox"/>	<input type="checkbox"/>	

6. In the pop-up window, add a new dropdown option by entering the information in the blank row at the top of the table. Press **Enter** to add the row.

Editing options for Behavior PMP Tier Level

	ID	Name	Sort Order	Minimum Year	Maximum Year
	54	Tier 1			
	55	Tier 2			
	56	Tier 3			

Save

Close

7. Click **Save** to save the new option. When finished adding options, click **Close** to close the pop-up window.

Editing options for Behavior PMP Tier Level

	ID	Name	Sort Order	Minimum Year	Maximum Year
		Tier 4			
	54	Tier 1			
	55	Tier 2			
	56	Tier 3			

Save

Close

8. If the field will display for the Behavior PMP, select the **Enabled** check box.

Permissions

Academic Behavior

Save

Field	Custom Title	Options	Enabled	Required	Sort Order
Content Area	Content Area	Free form text	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Tier Level	Tier Level	Dropdown Tier 1 Tier 2 Tier 3 <small>Click to edit options</small>	<input type="checkbox"/>	<input type="checkbox"/>	

9. If the field will be required, select the **Required** check box.

When a field is marked as required, users will not be able to save the plan if the field is not completed.

Permissions

Academic Behavior

Save

Field	Custom Title	Options	Enabled	Required	Sort Order
Content Area	Content Area	Free form text	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Tier Level	Tier Level	Dropdown Tier 1 Tier 2 Tier 3 <small>Click to edit options</small>	<input type="checkbox"/>	<input type="checkbox"/>	

10. To change the order the columns display for the Behavior PMP, set the **Sort Order**. Fields with a lower sort order number display before fields with a higher sort order number.

Permissions

Academic Behavior

Save

Field	Custom Title	Options	Enabled	Required	Sort Order
Content Area	Content Area	Free form text	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	20
Tier Level	Tier Level	Dropdown Tier 1 Tier 2 Tier 3 <small>Click to edit options</small>	<input type="checkbox"/>	<input type="checkbox"/>	

11. Click **Save** at the top or bottom of the screen to save your changes.

Permissions

Academic

Behavior

Save

Field	Custom Title	Options	Enabled	Required	Sort Order
Content Area	Content Area	Free form text	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	20
Tier Level	Tier Level	Dropdown Tier 1 Tier 2 Tier 3 <small>Click to edit options</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10

Field Information

Content Area

The Content Area can be displayed as **Free form text**, **Dropdown**, or **Either free form or dropdown**.

Field	Custom Title	Options	Enabled	Required	Sort Order
Content Area	Content Area	Dropdown Math Reading Science Social Studies <small>Click to edit options</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	20

Tier Level

The Tier Level field can be displayed as **Free form text**, **Dropdown**, or **Either free form or dropdown**.

Tier Level	Tier Level	Dropdown Tier 1 Tier 2 Tier 3 <small>Click to edit options</small>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10
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Tier Sub Level

The Tier Sub Level field can be displayed as **Free form text**, **Dropdown**, or **Either free form or dropdown**.

Tier Sub Level	Tier Sub Level	Free form text	<input type="checkbox"/>	<input type="checkbox"/>	
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Basis of Concern

The Basis of Concern field can be displayed as **Free form text**, **Dropdown**, or **Either free form or dropdown**.

Basis of Concern	Basis of Concern	Free form text	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30
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Goal

The Goal field can be displayed as **Free form text**, **Dropdown**, or **Either free form or dropdown**.

Goal	Goal	Free form text	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	50
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Group Size

When this field is enabled, it displays as an open text field, with no option to format it differently.

Group Size	Group Size		<input checked="" type="checkbox"/>	<input type="checkbox"/>	72
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Hypothesis

The Hypothesis field can be displayed as **Free form text**, **Dropdown**, or **Either free form or dropdown**. When **Dropdown** or **Either free form or dropdown** is selected, define the dropdown options in SSS > Setup > [Hypotheses tab](#).

Hypothesis	Hypothesis	Either free form or dropdown	<input checked="" type="checkbox"/>	<input type="checkbox"/>	40
Dropdown options are defined in SSS Setup					

Strategy

The Strategy field can be displayed as **Free form text**, **Dropdown**, or **Either free form or dropdown**. When **Dropdown** or **Either free form or dropdown** is selected, define the dropdown options in SSS > Setup > [Strategies tab](#).

Strategy

Strategy

Either free form or dropdown

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☐

70

Dropdown options are defined in SSS Setup

Frequency

The Frequency field can be displayed as **Free form text**, **Dropdown**, or **Either free form or dropdown**.

Frequency

Dropdown

1x
2x
3x
4x
5x
6x
7x
8x
9x
10x

☒

☐

90

Click to edit options

Frequency Period

The Frequency Period field can be displayed as **Free form text**, **Dropdown**, or **Either free form or dropdown**.

Frequency Period

Dropdown

(none)
Hour
Day
Week
Month
Quarter
Year
Daily
Weekly
Monthly

☐

☐

Click to edit options

Minutes Per Session

The Minutes Per Session field can be displayed as **Free form text**, **Dropdown**, or **Either free form or dropdown**.

Minutes Per Session

Minutes Per Session

Free form text

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☐

100

Follow-up Date

This field displays a calendar icon which the end-user can click to select the date.

Follow-up Date

Follow-up Date

☒

☐

120

Begin Date

This field displays a calendar icon which the end-user can click to select the date.

Begin Date

Begin Date

☒

☐

110

End Date

This field displays a calendar icon which the end-user can click to select the date.

End Date

End Date

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☐

130

Person Responsible

This field displays to the end-user as a pull-down of all users at the school who have view and edit permissions to the event that contains the PMP.

Person Responsible

Person Responsible

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75

Student Response to Intervention

The Student Response to Intervention field can be displayed as **Free form text**, **Dropdown**, or **Either free form or dropdown**.

Student Response to Int

Student Response to Intervention

Dropdown

Positive
Questionable
Poor

☐

☐

Click to edit options

Content Area Status at Time of Closing

The Content Area Status at Time of Closing field can be displayed as **Free form text**, **Dropdown**, or **Either free form or dropdown**. For the selected Content Area, the end-user will indicate the reason for closing/ending the current plan.

This field is dependent upon the Student Response to Intervention field and will display an error message if the end-user selects an option or enters text in the Content Area Status at Time of Closing field without selecting an option or entering text in the Student Response to Intervention field.

Content Area Status at 1

Content Area Status at Time of Closing

Dropdown

ESE Graduation Requirement Met
Significant Progress
Incremental Progress
No Progress
Student left district prior to proficiency achieved
Tier II interventions should be continued next year
Tier II interventions are needed
Progress Undetermined
Other

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Click to edit options

Progress Monitoring Tool Type

i

Academic PMP only

This field can either be set up as a **Dropdown** or **Dropdown and optional free form** field. Select the **Show input type options** check box to view and change the input type.

Options for the dropdown are defined in SSS > Setup > [Monitoring Tools](#) tab. Dropdown options are required for the PMP record to be accessible from the [PMP Data Collection](#) screen.

Progress Monitoring Tool

Progress Monitoring Tool Type

Dropdown options are defined in SSS Setup

Show input type options

Notice: dropdown options are required for the PMP record to be accessible from the PMP Data Collection screen

Dropdown

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70

Sign-off

When this field is enabled, it displays as an open text field, with no option to format it differently.

Sign-off

Sign-off

☐

☐

Observations

The Observations field can be displayed as **Free form text**, **Dropdown**, or **Either free form or dropdown**.

Observations

Observations

Free form text

☐

☐

Score Type

The Score Type field can be displayed as **Free form text**, **Dropdown**, or **Either free form or dropdown**. This field is related to the progress monitoring/data collection tool and the data that will be entered for graphing.

Score Type

Score Type

Free form text

☐

☐

Location

The Location field can be displayed as **Free form text**, **Dropdown**, or **Either free form or dropdown**. This field defines where the intervention will be implemented.

Location

Dropdown


General Education Classroom
Special Education Setting
Small Group In Hallway
Small Group Intervention Room
Other Extra Classroom Space
Computer Lab
Cafeteria Stage
Library
Therapy Room
Office Space
Planning Room
Other School Space
Other
Not Applicable

☒☐

80

Click to edit options

Goal Date

 Academic PMP only

This field displays a calendar icon which the end-user can click to select the date.

Goal Date


Goal Date

☒

☐

60

Data Collection Tool

 Behavior PMP only

This field can either be set up as a **Dropdown** or **Dropdown and optional free form** field. Select the **Show input type options** check box to view and change the input type.

Options for the dropdown are defined in SSS > Setup > [Monitoring Tools](#) tab. Dropdown options are required for the PMP record to be accessible from the [PMP Data Collection](#) screen.

Data Collection Tool

Data Collection Tool


Dropdown options are defined in SSS Setup

Show input type options ☒


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Notice: dropdown options are required for the PMP record to be accessible from the PMP Data Collection screen

Dropdown 

Targeted Behavior

 Behavior PMP only

The Targeted Behavior field can be displayed as **Free form text**, **Dropdown**, or **Either free form or dropdown**.

Targeted Behavior

Targeted Behavior

Free form text 

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☐

Parent Contact

This field can only have the dropdown format. Click to add the dropdown options.

Parent Contact

Parent Contact

Click to edit options

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☐