

Pyramid Model Tools

1. Where do I find the most recent Pyramid Model data tools?

You can find a PDF of most forms (excluding the TPOT and TPITOS) and accompanying data resources (e.g., Excel workbooks to enter and display data, Look-Think-Act guides) on the [NCPMI Data Decision-Making page](#).

2. If I am a program or center that does not provide data to a state team, which tools should I use?

On the [NCPMI Data Decision-Making page](#), use the tools in the Classroom & Program Tools accordion. If you are an early intervention program, use the Early Intervention Program Tools on that page.

3. What software do I need to use the Excel spreadsheets to enter and look at data?

You will need a desktop or laptop (Windows or Mac Operating System) with Microsoft Office 2016 or newer. If you have a Windows Operating System, the earliest version of Office that can be used is 2010.

4. Can I convert Excel spreadsheets to a Google Sheet?

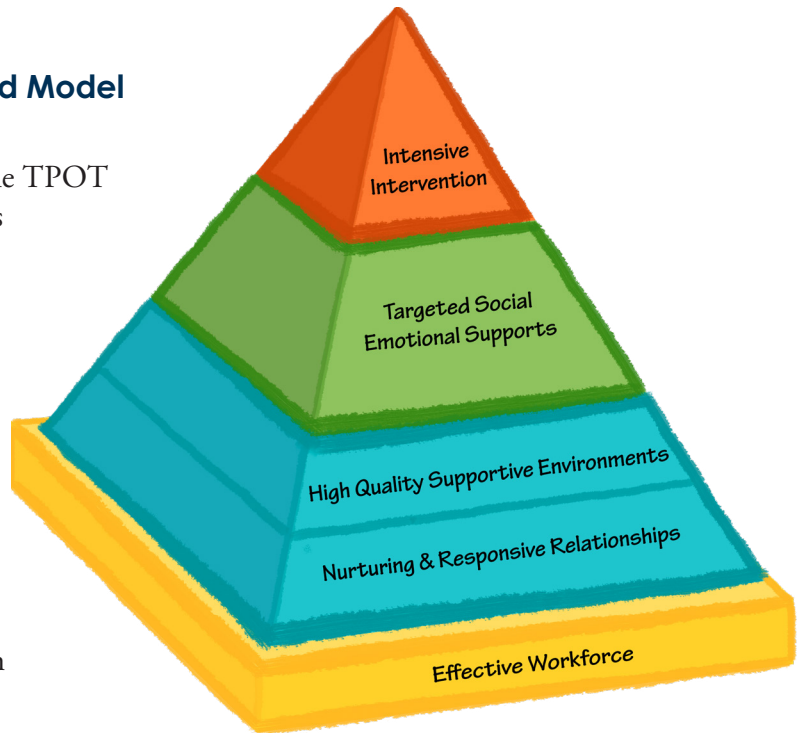
No, each spreadsheet uses pivot tools and slicers. These features although available on Google Sheets, are not easily converted once you import the Excel spreadsheet into Google Sheets. You will need to know how to reconnect the spreadsheet formulas and features once imported into Google Sheets.

5. Are there tutorials for data entry?

Yes! The first tab of each spreadsheet has a link to a YouTube video that walks through data entry for that spreadsheet. You can access all of the data entry tutorials on the Data Tools playlist on [NCPMI's YouTube channel](#).

6. How often should sites be collecting data?

Each tool has a schedule. Page 8 in the [Data Decision-Making Roadmap](#) has a table with general guidance on how often data are collected and by whom.



Summarizing Data

7. I have many Excel spreadsheets from different implementation sites, is there an easy way to summarize them?

Each tool has a summary spreadsheet you can use to summarize across implementation sites. See the list below.

- ▶ Program Implementation Coaching Log: **summary across Program Implementation Coaches**
- ▶ Teaching Pyramid Observation Tool (TPOT) for Preschool Classrooms: **summary across all teachers in an implementation site or across implementation sites** (Note: this is the same TPOT spreadsheet each individual practitioner coach uses)
- ▶ Classroom Coaching Contacts: **summary across all practitioner coaches**
- ▶ Early Intervention Practitioner Coaching Contacts: **summary across all early intervention practitioner coaches**
- ▶ Early Interventionist Pyramid Practices Fidelity Instrument (EIPPF): **summary across all early interventionists** (Note: this is the same EIPPF spreadsheet each individual practitioner coach uses)
- ▶ Behavior Incident Report System (BIRS): these data are not aggregated nor summarized across implementation sites

8. What should I be looking at when our data are entered?

We encourage programs to use the Look-Think-Act framework for each data tool to first “Look” at data for trends and meaningful associations. The “Think” step involves asking questions related to the data to help teams engage in conversation about the data. The “Act” step is about making decisions as a team and identifying the action plan needed to put the decisions in place.

- ▶ **Program Coaching Log Look-Think-Act**
- ▶ **Early Childhood Program-Wide PBS Benchmarks of Quality Look-Think-Act**
- ▶ **TPOT and TPITOS Look-Think-Act**
- ▶ **Classroom Coaching Contacts Look-Think-Act**
- ▶ **Pyramid Model Early Intervention (Part C) Benchmarks of Quality Look-Think-Act**
- ▶ **Early Intervention Practitioner Coaching Contacts Look-Think-Act**
- ▶ **Early Interventionist Pyramid Practices Fidelity Instrument (EIPPF) Look-Think-Act**

9. How do I organize our Pyramid Model data for our state (or program)?

This depends on your organization. First, you should consider the use of unique identifiers for program implementation coaches, practitioner coaches, teachers, early interventionists, and children. Data at the state level is aggregated, thus unique IDs are essential to organize the data. In addition to using consistent, unique IDs, you should consider the purpose of collecting and aggregating these data (i.e., an evaluation report). The following document contains suggestions of the types of reports the data might inform and which measures might be included: **Pyramid Model Data: Assigning Unique Identification Codes**.

10. Can I copy charts and tables from the Excel spreadsheets?

Yes! You can copy any of the charts and tables in the spreadsheets. For a tutorial on how to do this, view the **“How to Print Charts in the BIRS Spreadsheet”** YouTube Video. Although it is using the BIRS spreadsheet, you can follow the same steps with any of the spreadsheets.

11. Is there a database we can use to enter and store our data?

NCPMI does not offer a central database. The Excel spreadsheets that are provided are designed to be used by programs and data are stored locally. Some states have developed on-line data systems for programs involved in their statewide implementation efforts.

12. Who can I contact if I have more questions about the tools, Excel spreadsheets, or general Pyramid Model data questions?

Contact Myrna Veguilla at veguilla@usf.edu.