# Behavior Report (Maine)

Last Modified on 10/22/2022 10:22 am CDT

**PATH:** *ME State Reporting > Behavior Report*

The Behavior Report exports student behavior data for upload into the Maine Department of Education's state system.

This article includes the following topics:

Tool Rights | Report Logic | Generating the Extract | Understanding the Behavior Report
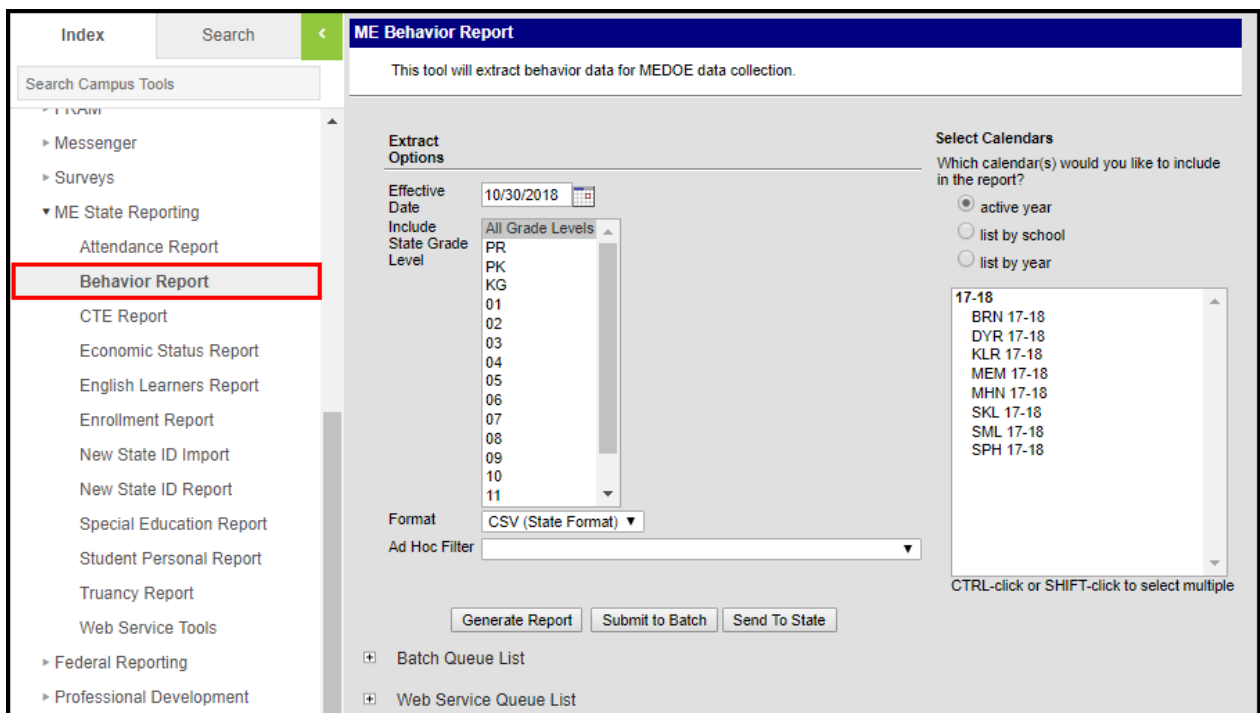


*Image 1: Behavior Report*

# Tool Rights

**PATH:** *System Administration > User Security > Users > Tool Rights*

Users must have at least **R**(ead) tool rights in order to generate the Behavior Report (Image 2).
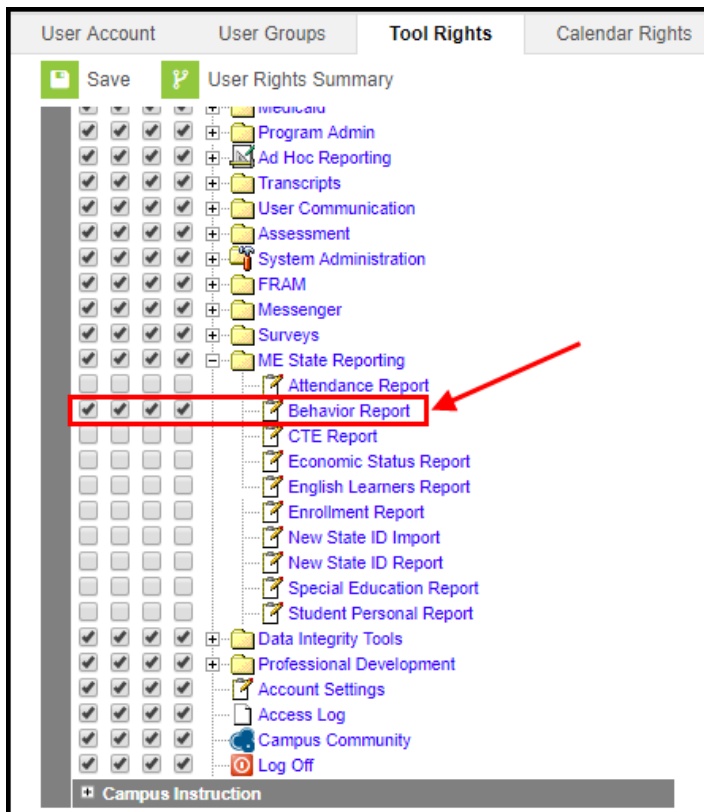
*Image 2: Behavior Report Tool Rights*

# Report Logic

Logic determines the report population as follows:

- Report a record for each student behavior offense <u>per resolution</u> associated with the calendar(s) selected in the report editor.
  - Student must have at least one enrollment record in the calendar(s) selected in the report editor.
  - Students with enrollment records marked State Exclude are excluded from reporting.
  - Students with enrollment records marked No Show are excluded from reporting.
  - Students in Grade Levels marked Exclude from state reporting are excluded from reporting.
  - Students in calendars marked Exclude are excluded from reporting.
  - The student's active enrollment record must have a Start Date that is less than or equal to the Effective Date entered on the report editor.
- Students must be a Participant in a Behavior Incident in the the calendar(s) selected in the report editor.
  - All Behavior Events regardless of the Behavior Incident Status, so long as they meet all other reporting population requirements are included in the report.
  - Behavior Incidents must have a Date of Incident that is less than or equal to the Effective Date entered on the report editor.
  - Behavior Events must have State Event Code that is not null.
  - Participant Role must equal 'Offender'.
  - Only report if Participant Role = Offender has an associated Behavior Resolution where

State Resolution Code dictionary Value = RT

- Only report the offender if the Behavior Resolution Duration in School Days is not null.

In order for Weapon data to report properly, Weapon-related Event Types must have a Classification = Weapon (Behavior > Admin > Event Types > Classification)



# Generating the Extract

1. Enter the **Effective Date**. Data as of this date will report.
2. Select which **State Grade Levels** will report data.
3. Select which **Calendars** will report data.
4. Select the report **Format**. For submission to the state, select the CSV (State Format).
5. To further narrow results, select an **Ad Hoc Filter** (optional).

6. Decide if you want to generate the report or send the report to the state:

| **Generate Report** | Click the Generate Report button to immediately generate the report. The report will appear in a separate window in the designated format. |
|---|---|

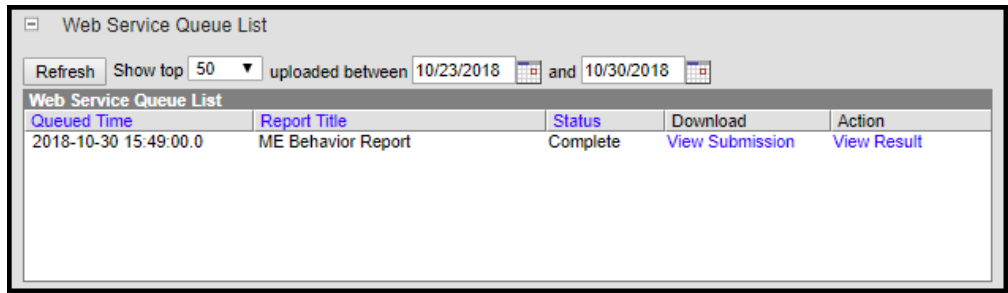| | |
|---|---|
| **Submit to Batch** | Clicking the Submit to Batch button to send the extract to the Batch Queue List. Batch Queue functionality provides the ability to schedule when the extract is generated and allows users to navigate away from the Special Education Report editor while the extract is being built. The Batch Queue List also lets users view and access historical Special Education Reports which were run through the Batch Queue tool.<br><br>**Batch Queue List**<br><br>Refresh · Show top 50 ▾ tasks submitted between 10/23/2018 and 10/30/2018<br><br>**Batch Queue List**<br><br>| Queued Time | Report Title | Status | Download |<br>|---|---|---|---|<br>| 10/30/2018 03:48:03 PM | ME Behavior Report | Completed | Get the report | |
| **Send to State** | Clicking the Send to State button will send the report data to the state system (Synergy). Reports sent to the state will appear in the Web Service Queue List where you can view its current status (Status), view all data sent to the state (View Submission), and review any errors returned from the state (View Result).<br><br>**Web Service Queue List**<br><br>Refresh · Show top 50 ▾ uploaded between 10/23/2018 and 10/30/2018<br><br>**Web Service Queue List**<br><br>| Queued Time | Report Title | Status | Download | Action |<br>|---|---|---|---|---|<br>| 2018-10-30 15:49:00.0 | ME Behavior Report | Complete | View Submission | View Result |<br><br>This functionality requires proper Web Service Account and Web Service Configuration setup. |
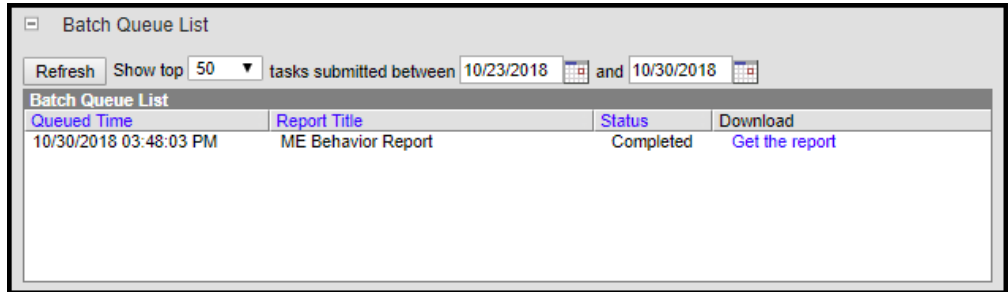
Below is an example of a the generated report:

**StudentBehavior Records:9**

| SAUID | StateStudentID | SchoolID | YearCode | IncidentDate | IncidentType | WeaponType | ResolutionType | ResolutionDuration | OtherConsequences |
|---|---|---|---|---|---|---|---|---|---|
| 1155 | | 1404 | 2017-2018 | 20170919 | WeaponsPossession | Handgun | EXPMOD | 5.0 | |
| 1155 | | 1404 | 2017-2018 | 20170919 | Other | | OutOfSchool | 2.0 | |
| 1155 | | 1404 | 2017-2018 | 20170919 | WithPhysicalInjury | | EXPSERV | 5.0 | |
| 1155 | | 1404 | 2017-2018 | 20170919 | DrugRelated | | REMDW | 5.0 | |
| 1155 | | 1404 | 2017-2018 | 20170919 | WeaponsPossession | Handgun | EXPMODALT | 5.0 | |
| 1155 | | 1404 | 2017-2018 | 20170911 | WithoutPhysicalInjury | | REMHO | 1.0 | |
| 1155 | | 1404 | 2017-2018 | 20170901 | AlcoholRelated | | EXPWOSERV | 1.0 | |
| 1155 | | 1404 | 2017-2018 | 20170919 | DrugRelated | | EXPNOTMODNOALT | 1.0 | |
| 1155 | | 1404 | 2017-2018 | 20170919 | DrugRelated | | EXPNOTMOD | 50.0 | |

*Image 3: Example of the Behavior Report - HTML Format*

# Understanding the Behavior Report

Use the table below to better understand what each report column means and how it reports data.

| Column | Description | Format and Length | Database Location | Campus GUI Location |
|---|---|---|---|---|
| **SAUID** | Indicates the NEO Organization ID for the attending SAU.<br>Logic reports the District Number associated with the student's enrollment record. | Numeric, 4 digits | District.number | System Administration > Resources > District Info > State District Number |
| **State Student ID** | Reports the Student ID provided by State Student Information System.<br>Logic reports the Student State ID of the student. | Numeric, 9 digits | Person.stateID | Census > Demographics > Student State ID |
| **School ID** | Indicates the NEO Organization ID for the attending school.<br>Logic reports the School Number associated with the student's enrollment record. | Numeric, 4 digits | School.number | System Administration > Resources > School > School Number |
| **Year Code** | The reporting school year.<br>Logic reports the school year by concatenating the Start Year and End Year of the School Year associated with the student' enrollment record with a hyphen (for example, 2017-2018). | Datefield, 9 digits YYYY-YYYY | SchoolYear.startYear SchoolYear.endYear | System Administration > Calendar > School Years |
| **Incident Date** | The date in which the incident occurrred.<br>Logic reports the Date of Incident on the Behavior Incident record. | Datefield,8 digits YYYYMMDD | BehaviorIncident. timestamp | Behavior > Behavior Management > Incident Detail Information > Date of Incident |

| Column | Description | Format and Length | Database Location | Campus GUI Location |
|---|---|---|---|---|
| **Incident Type** | Describes the type of incident that occurred.<br>Logic reports values as follows:<br>• If State Event Code = 02, then **AlcoholRelated** is reported<br>• If State Event Code = 22, then **DrugRelated** is reported<br>• If State Event Code = 24 then **DrugRelated** is reported<br>• If State Event Code = 71, then **WithPhysicalInjury** is reported<br>• If State Event Code = 72, then **WithoutPhysicalInjury** is reported<br>• If State Event Code = 73, then **WeaponsPossession** is reported<br>• If State Event Code = 77, then **Other** is reported<br>• If State Event Code = 78, then **DrugRelatedwMarijuana** is reported | Alpha, 25 characters | BehaviorType. stateEventCode | Behavior > Behavior Management > Incident Detail Information > Event and Participant Detail > Event Details > State Code |
| **Weapon Type** | Describes the type of weapon used during the Behavior Event. Logic reports the Behavior Participant Weapon Type dictionary Standard Code.<br>If there are multiple Weapon Type records associated with a single Behavior Event, the Weapon Type record with the lowest weaponID is reported. | Alpha, 5 characters | BehaviorWeapon. weaponType BehaviorWeapon. weaponID | Behavior > Behavior Management > Incident Detail Information > Event and Participant Detail > Participant(s) Details > Behavior Event Weapon |

| Column | Description | Format and Length | Database Location | Campus GUI Location |
|---|---|---|---|---|
| **Resolution Type** | Describes the resolution for the Behavior Incident.<br>If the Behavior Resolution State Code dictionary Value = RT, the Standard Code is reported.<br>If there are multiple Behavior Resolutions that exist, report 1 behavior record per resolution. | Alpha, 15 characters | BehaviorResolution. stateResCode<br>BehaviorResolution. resolutionID | Behavior > Behavior Management > Incident Detail Information > Resolution Details > State Code |
| **Resolution Duration** | Indicates the duration (in days) of the behavior resolution.<br>Logic reports the value entered in the Duration in School Days field. | Numeric, 5 digits<br>000.0 | BehaviorResolution. schoolDaysDuration | Behavior Management > Incident Detail Information > Resolution Details > Duration in School Days |