

WARNS

Washington Assessment of the Risks and Needs of Students

Portal for Supporting Successful Outcomes

USER MANUAL



Washington
Assessment of the
Risks and
Needs of
Students



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Version 1.1

Acknowledgments

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PSSO will be a great assistance to all stakeholders helping youth in Washington State and across the nation.

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INTRODUCTION TO THE PSSO PORTAL

Rebecca (Becca) Hedman was a homeless teen-ager when she was murdered in Spokane in 1993. Unfortunately, chronic truancy made Becca vulnerable to dangerous situations. In her honor, the Washington State Legislature passed the *Becca Law*, which provides a mandate and some resources to schools and juvenile courts to monitor and respond to school truancy. These components include a juvenile court reporting system and a tiered system of interventions for youth who accrue specified levels of unexcused absences. The aim of this system is to disrupt the “school to prison pipeline” (Klima Miller, & Nunlist, 2009).

The ***Washington Assessment of the Risks and Needs of Students (WARNS)*** is a mechanism that is easily accessible to schools and juvenile courts for assessing the needs and risks of children who have a history of truancy. WARNS is a youth self-report instrument that provides an individualized profile of psychological and social risks associated with school failure and juvenile justice system involvement (Iverson, French, Strand, Gotch, & McCurley, 2016; George et al., 2015). The potential value of WARNS to agencies that serve truant youth is highlighted by the passage of recent legislation which calls for its use, by name, in both school and juvenile court settings [SHB 2449, Keeping Kids in School Act]. WARNS can uniquely facilitate the aims of this legislation to empower schools and courts to intervene more effectively in the lives of truant youth.

WARNS is housed in the ***Learning and Performance Research Center (LPRC)*** in the College of Education at Washington State University (WSU) under license from the Washington State Administrative Office of the Courts.

The Portal for Supporting Successful Outcomes (PSSO; pronounced pea-so) is a dynamic reporting and user management system that has improved the delivery of the WARNS system to stakeholders. PSSO allows school and agency personnel to make data-driven decisions about students most in need of resources in Washington State and throughout the nation. PSSO provides stakeholders with the following features: *data collection, automated reporting, live data downloads, and a variety of user access levels*. While WARNS is currently designed for high school students, PSSO is also providing a development platform for a WARNS assessment for middle and elementary students. This work will impact thousands of students and their families as WARNS is integrated into the protocols of the state’s schools and courts.

PSSO demonstrates Washington State University’s strong capacity for public engagement and outreach to the state and underserved communities. This work directly aligns with WSU’s Grand Challenge of *Building an Informed and Equitable Society* by expanding individual opportunity and promoting justice and improving education. As such, PSSO will contribute to scholarship in the areas of K-12 education, family services, social welfare, community-based non-profit organizational networking, and juvenile justice. The broader state and national impacts of PSSO address the need for a new data management and visualization system that will support states in collecting evidence and providing services for various youth populations such as truant youth served by WARNS. Furthermore, PSSO provides opportunities

for youth service providers to enhance the delivery and coordination of key services that support positive outcomes for students most in need.

Specific features that PSSO offers include:

1. A web-based dash-board driven Platform that contains **user management, reporting, and data entry** modules.
2. A variety of **nested user access levels** that provide stakeholders appropriate levels of access for use and reporting (e.g., school, district, region, and state).
3. A management interface system that provides District or School administrators tools to **add and modify users and permissions** within their own organizations.
4. **Data entry** for the WARNS high school and middle school instruments.
5. **Longitudinal tracking** of individual youth.
6. **Reproducing** a student's individual Risk report.
7. **Aggregated reporting** on respondent data for stakeholders at the school, district, county, and state levels.
8. A **data download** feature to allow stakeholders to analyze real-time data with their own software.



Who Uses PSSO?

PSSO provides functionality for a variety of stakeholders and users to administer assessments and report on collected data. Below are descriptions of some of the users of the PSSO platform.

School Counselors: The primary “user” of the WARNS assessment and PSSO system. School counselors are the individuals who administer WARNS to students either on an individual level or as part of group screenings. Counselors can use PSSO to administer WARNS, access student data, create student reports, create aggregate reports, download data, and register other PSSO users.

PSSO/WARNS Manager: Districts, or schools, that subscribe to WARNS and PSSO, will need a manager, or “super user”, to manage PSSO and WARNS for their school, district, or organization. This manager will register appropriate employees within their organization for the administration of WARNS and use of the PSSO platform.

School Administrators: School counselors can provide reports to their administrators at both the school and district levels depending on their permission levels. Or, administrators can have their own access to their organization’s data through the PSSO platform.

District Administrators: As with School Administrators, district level administrators can also be provided with access to their organization’s data through the PSSO platform.

Court Services Staff: Court staff include juvenile court administrators who may work with truant youth or juvenile offenders.

State Level Users: There is the ability to provide individuals at the state level, such as individuals at OSPI, with the ability to access the database for reporting needs at the state level.



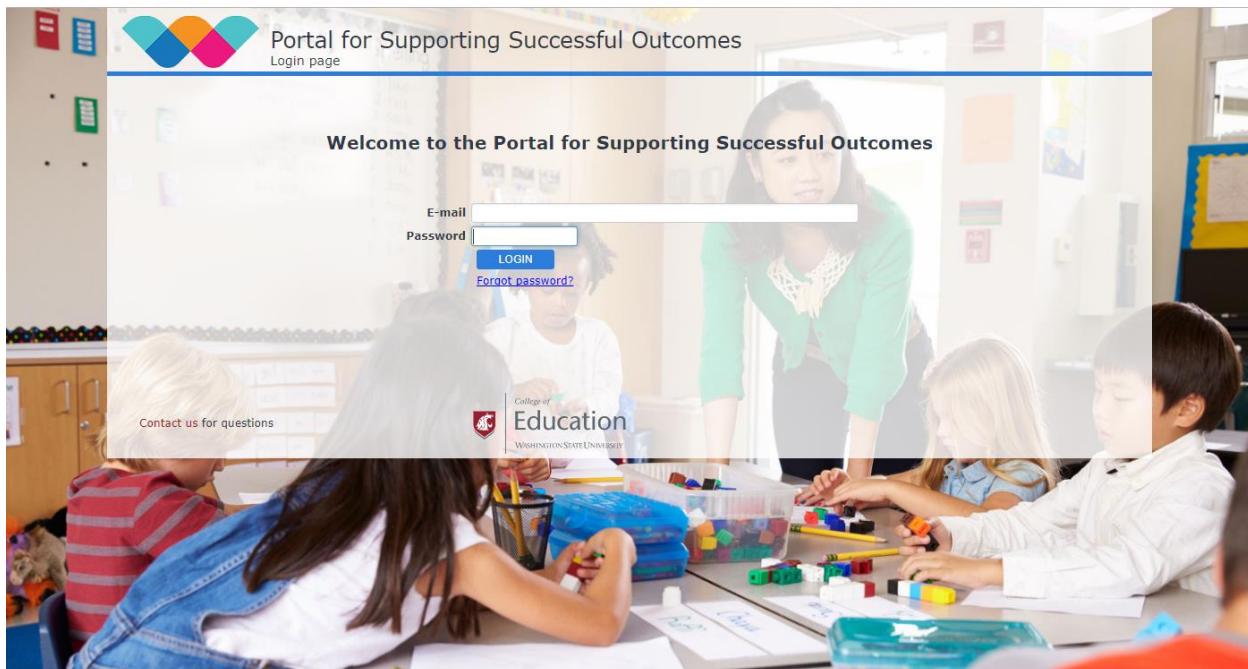
PSSO ONLINE STEP-BY-STEP INSTRUCTIONS

This section outlines instructions for using the Portal for Supporting Successful Outcomes (PSSO). PSSO is fairly intuitive and straightforward to use. Primary uses are to create new users and manage their permissions, as well as recreate reports or download data from your organization for reporting purposes.

Logging in to PSSO

Step 1: Open a web browser and proceed to the link: psso.wsu.edu

The web page below will be displayed:



Step 2: Enter your email address that you registered with PSSO and Washington State University.

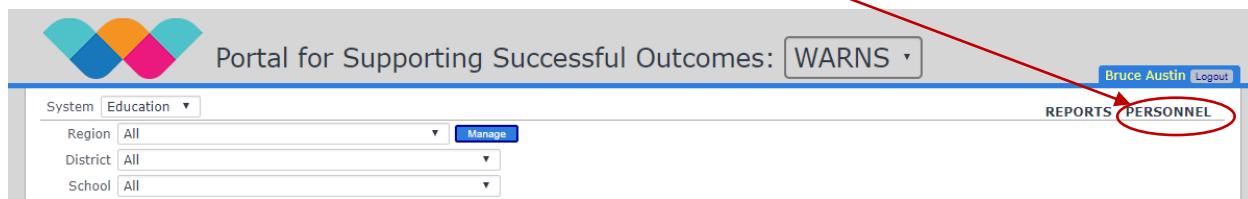
Step 3: Enter your password in the Password field.

If you do not remember your password, or you wish to change it, then click on the "Forgot password?" link and you will receive an email instructing you how to proceed.

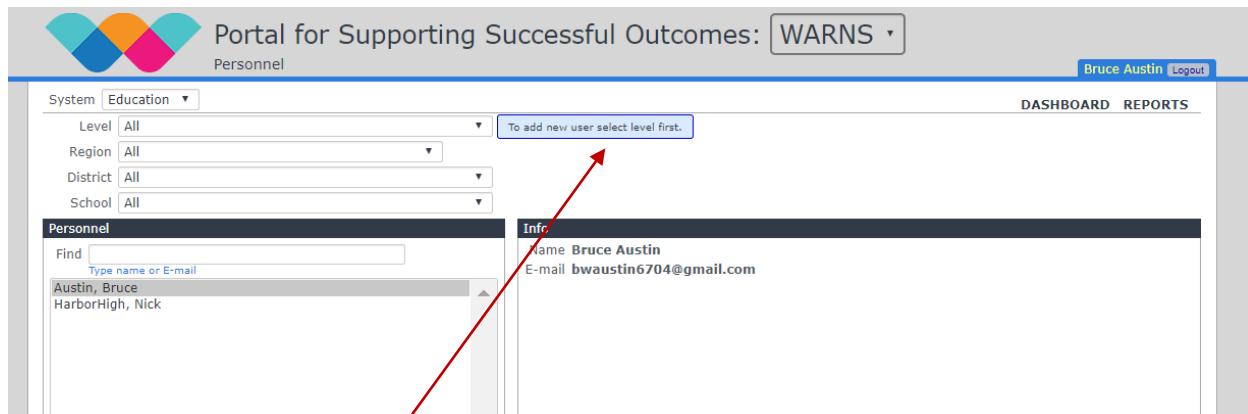
Defining a New User

The individual who is responsible for managing PSSO and WARNS at your school is responsible for creating new users and establishing user permissions. There is no need to contact WSU for this service, it is easily accomplished by your WARNS manager in a few minutes. Below are the steps for creating a new user.

1. Log in to the PSSO platform (See Logging in to PSSO above).
2. Click on the **PERSONNEL** tab in the upper right corner.



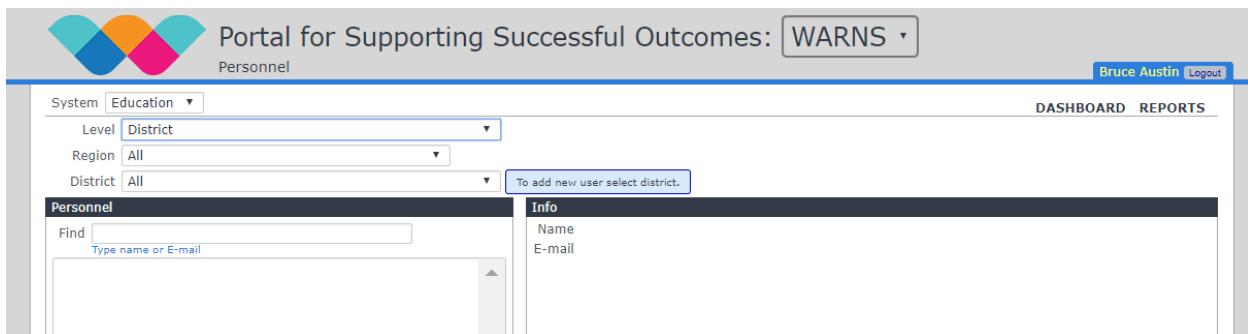
You will then see the following page:



3. Follow the **Blue Instruction boxes** on the screen. First select the **Level** of the user you wish to define from the Level drop-down box. Possible levels are:
 1. State
 2. Region
 3. District
 4. School

Depending on the Level you select, the drop-down boxes may change. Just continue to follow the **Blue Instruction boxes** as they appear on the screen.

The screen below is an example of how the drop-down boxes will change if you select **District** as your **Level** option.



Portal for Supporting Successful Outcomes: WARNS

Personnel

System Education

Level District

Region All

District All

To add new user select district.

Personnel

Find Type name or E-mail

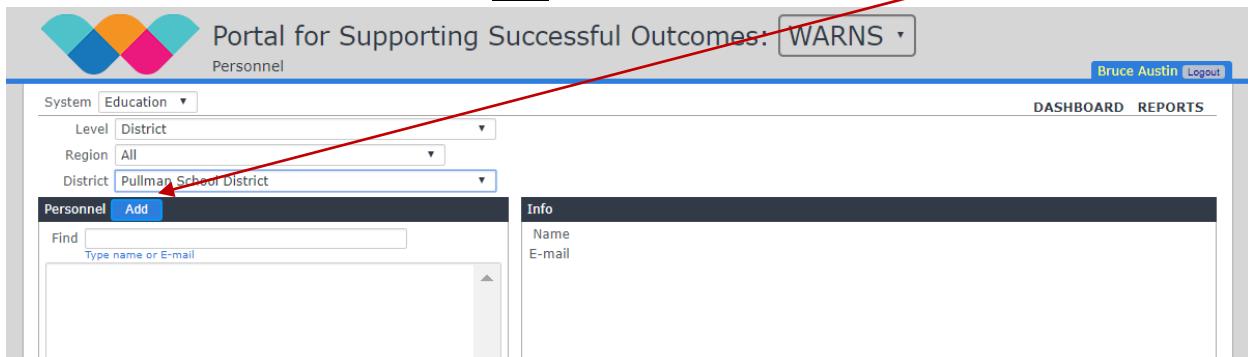
Info

Name
E-mail

Bruce Austin Logout

DASHBOARD REPORTS

In this example, we have selected Pullman School District. At this point the Blue **Add** button appears on the screen. Click the Blue **Add** button.



Portal for Supporting Successful Outcomes: WARNS

Personnel

System Education

Level District

Region All

District Pullman School District

Personnel Add

Find Type name or E-mail

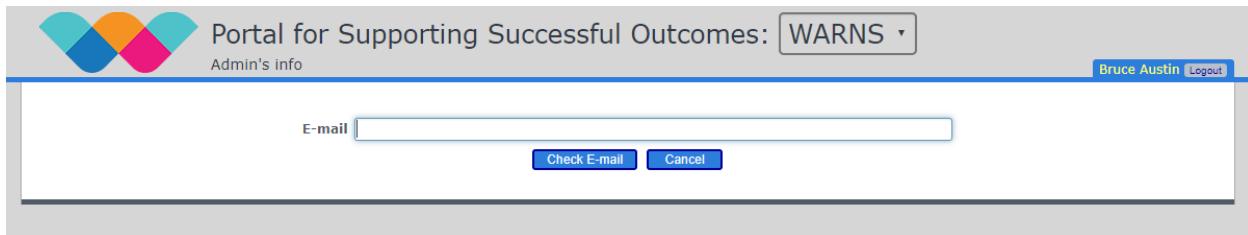
Info

Name
E-mail

Bruce Austin Logout

DASHBOARD REPORTS

Next, you will be asked to enter the email address of the employee you wish to register with PSSO. Enter their email and click the **Check E-mail** button.



Portal for Supporting Successful Outcomes: WARNS

Admin's info

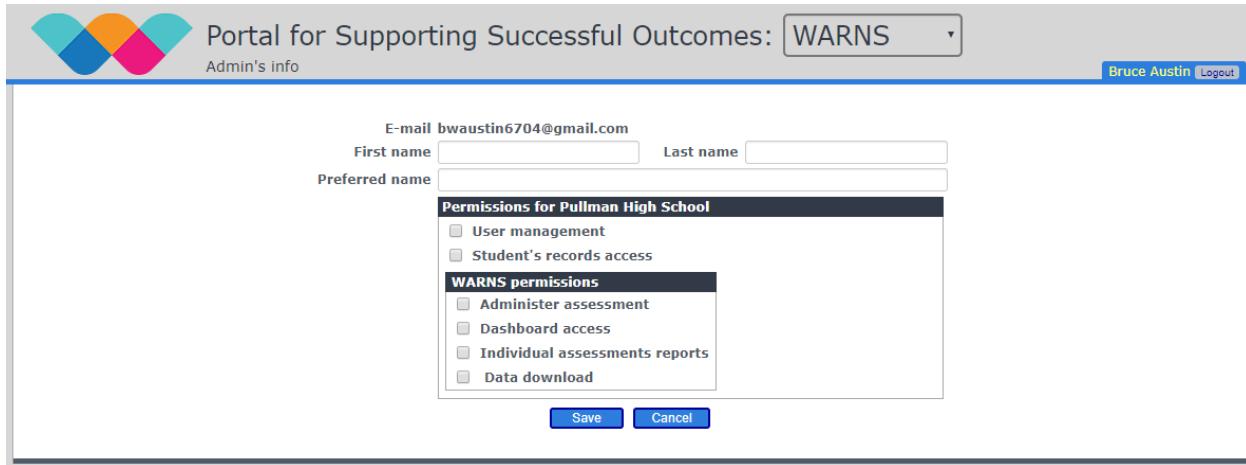
Bruce Austin Logout

E-mail

Check E-mail Cancel

If the employee is already registered with PSSO you will be given a message indicating this. If the employee is new to PSSO, you will be taken to the next screen.

This screen allows you to define the new user's permissions and access. First enter their first and last names. Then select their permission and management level. The check-box options are defined below.



Portal for Supporting Successful Outcomes: WARNS

E-mail bwaustin6704@gmail.com

First name Last name
Preferred name

Permissions for Pullman High School

User management
 Student's records access

WARNs permissions

Administer assessment
 Dashboard access
 Individual assessments reports
 Data download

Save Cancel

User management: Selecting this option will grant the new user permission to define new users at the level at which you are defining them, or lower.

Student's records access: This allows the user access to existing records for students at their defined level or lower. For example, if the new user is a district level user, then selecting this option will allow them to see the WARNS data for any student at any school in your district.

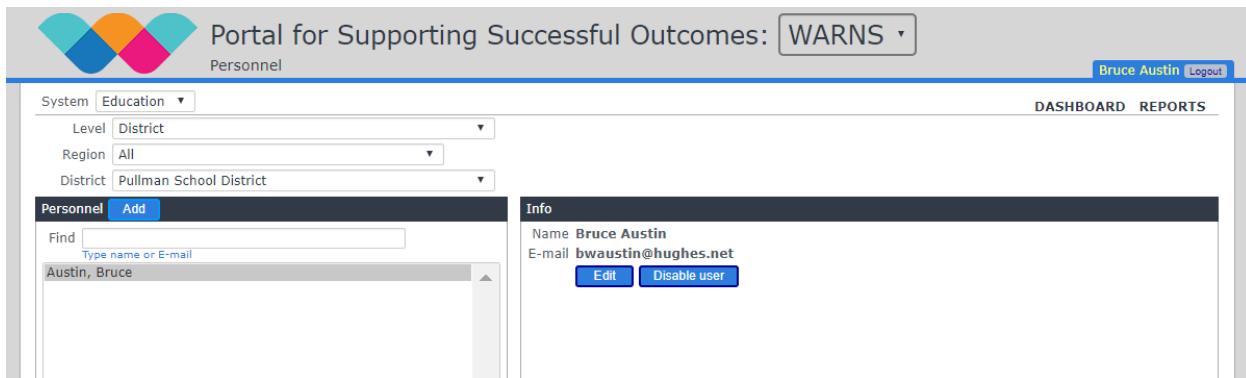
Administer assessment: This allows the user to administer the WARNS assessment.

Dashboard access: This allows the user the ability to access the PSSO dashboard.

Individual assessment reports: This allows the user to recreate an individual WARNS report for a student for whom they have access. This report will include the student responses to the instrument if the Full or Needs Only versions were selected.

Data download: This option allows the user to download an Excel sheet of data for the level and organization at which they are defined. The user will NOT have access to data from any other school or district in the database.

Once you save the user name and permissions on the screen above, you will be taken back to the **PERSONNEL** page and the new user will be visible in the **Personnel** window. The **Info** window will display basic information for the user as well as provide **Edit** and **Disable user** buttons.



Now that the PSSO manager has defined the new user, the new user will receive an email for them to complete the registration process. An example email is provided below. The new user will follow the instructions by clicking on the link, which will take them to the main PSSO login page, and entering the password provided in the email.

From: sesrcweb2@wsu.edu
Sent: Tuesday, August 22, 2017 10:52 AM
To: bwaustin@hughes.net
Subject: Portal for Supporting Successful Outcomes registration

*** This email is generated by a machine and not a real person so please don't reply to it. ***

Hello Bruce Austin!

You were registered for the Portal for Supporting Successful Outcomes as an user for Pullman School District.

To confirm registration please click the link below and login to the system using this E-mail address and the password 3719DDD42F:

<https://psso.wsu.edu/default.aspx>.

Sincerely,

Portal for Supporting Successful Outcomes tech team

Provided password will be expired in the 24 hours. After that time you will be able to request new temporary password using "Forgot password" link on the page.

After they log in for the first time, they will be taken first to the new password screen, shown below, for them to define their own password.

Portal for Supporting Successful Outcomes: WARNS
Password update

Bruce Austin Logout

REPORTS PERSONNEL

You can update your password to something you won't forget now.

New password
Confirm new password

Congratulations! Your new user has been registered with PSSO and their permissions defined.

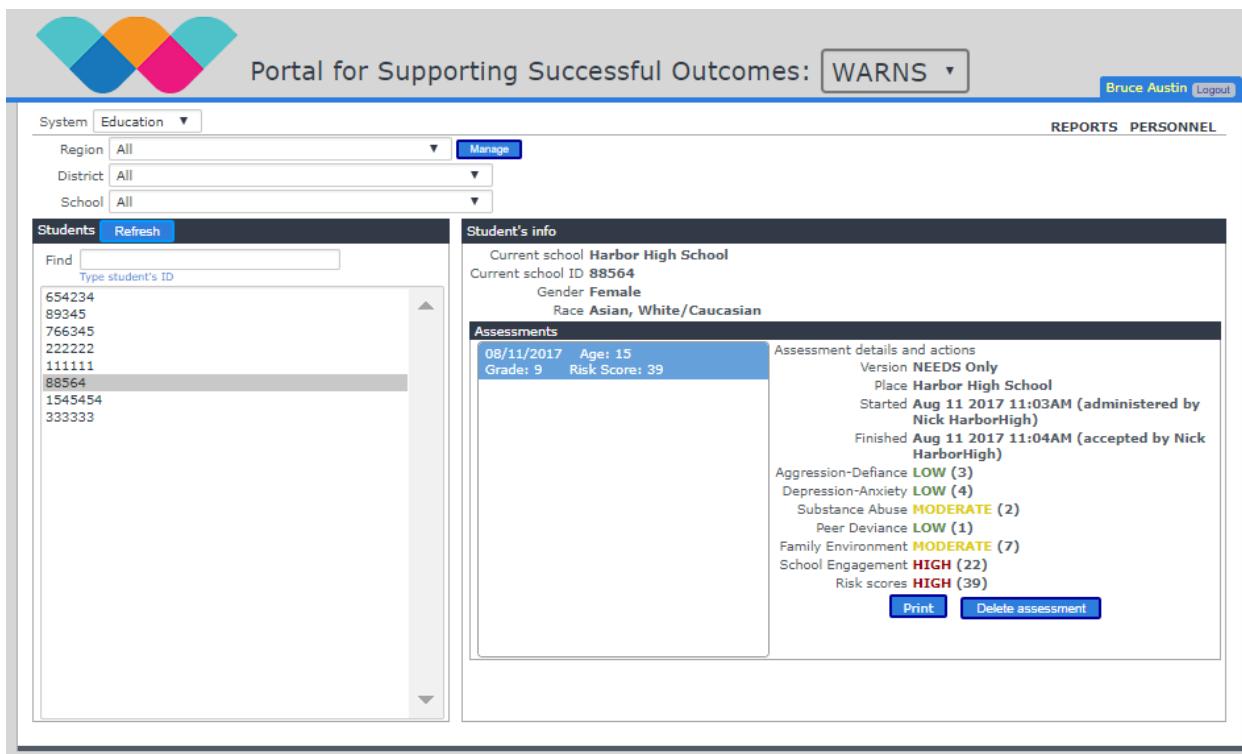


Recreating a Youth WARNS Report

You may recreate any youth WARNS report for which you have access and permission. To do so, first log in to the PSSO platform. Under the Students sub-window, select the ID of the youth for whom you wish to view a report.

In this example, ID 88564 was selected. The student's information will appear in the Student's info sub-window. If the student was assessed more than once, then all assessments will appear in window. Select the assessment you wish to view (highlighted in blue below). The Assessment details will be shown in the sub-window.

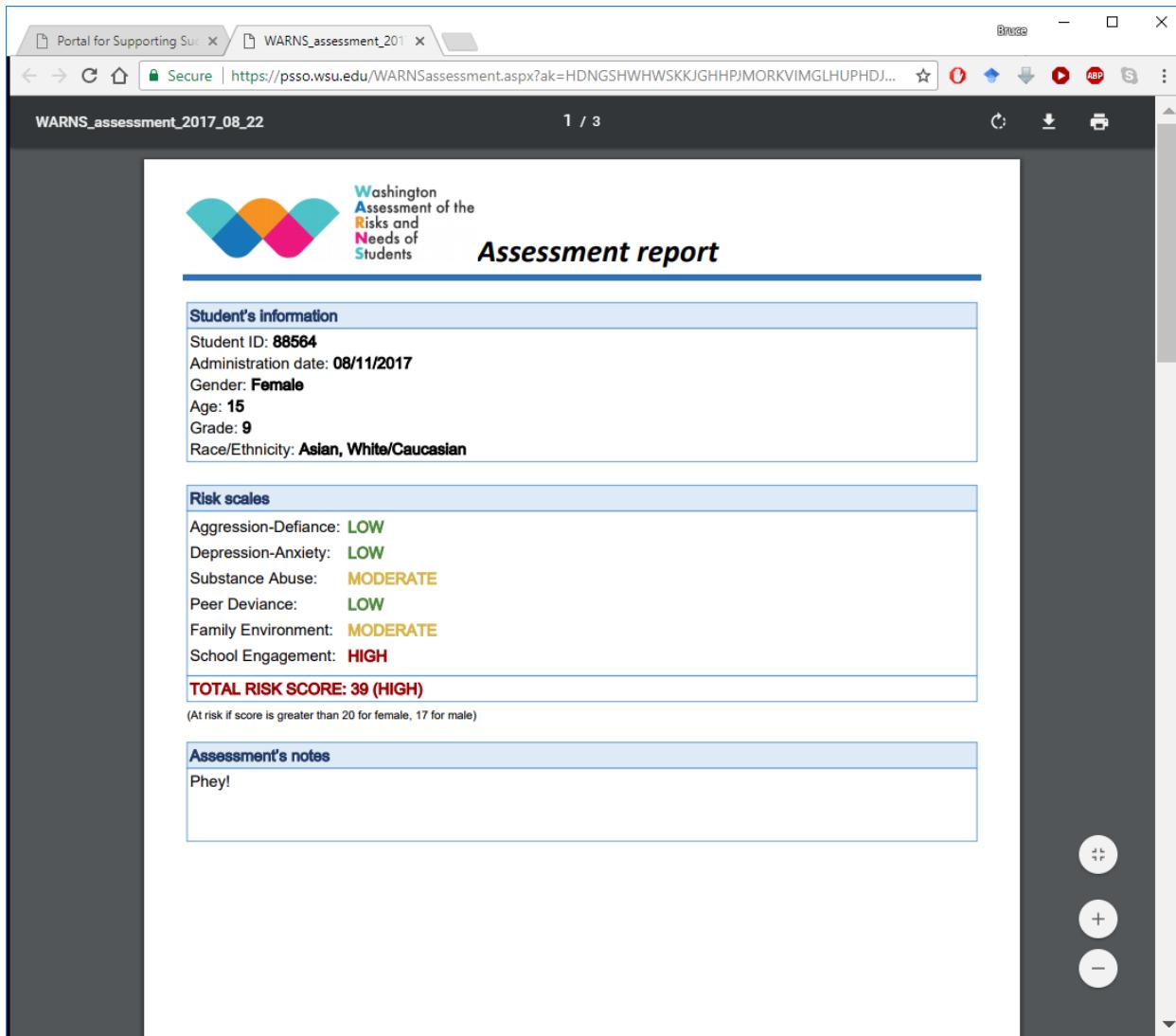
You may then click on the **Print** button to access the report for that assessment.



The screenshot shows the PSSO platform interface for the WARNS report. The top navigation bar includes the logo, 'Portal for Supporting Successful Outcomes', a WARNS dropdown, and user information (Bruce Austin, Logout). The main menu has 'System' and 'Education' tabs, with 'Education' selected. A search bar and filters for Region (All), District (All), and School (All) are present. The 'Students' tab is active, showing a list of student IDs: 654234, 89345, 766345, 222222, 111111, 88564, 1545454, and 333333. The '88564' entry is highlighted. The right panel displays 'Student's info' for student 88564, including current school (Harbor High School), ID, gender (Female), and race (Asian, White/Caucasian). The 'Assessments' section shows one entry: '08/11/2017 Age: 15 Grade: 9 Risk Score: 39'. The 'Assessment details and actions' table for this entry includes: Version NEEDS Only, Place Harbor High School, Started Aug 11 2017 11:03AM (administered by Nick HarborHigh), Finished Aug 11 2017 11:04AM (accepted by Nick HarborHigh), Aggression-Defiance LOW (3), Depression-Anxiety LOW (4), Substance Abuse MODERATE (2), Peer Deviance LOW (1), Family Environment MODERATE (7), School Engagement HIGH (22), and Risk scores HIGH (39). Buttons for 'Print' and 'Delete assessment' are at the bottom of the assessment table.

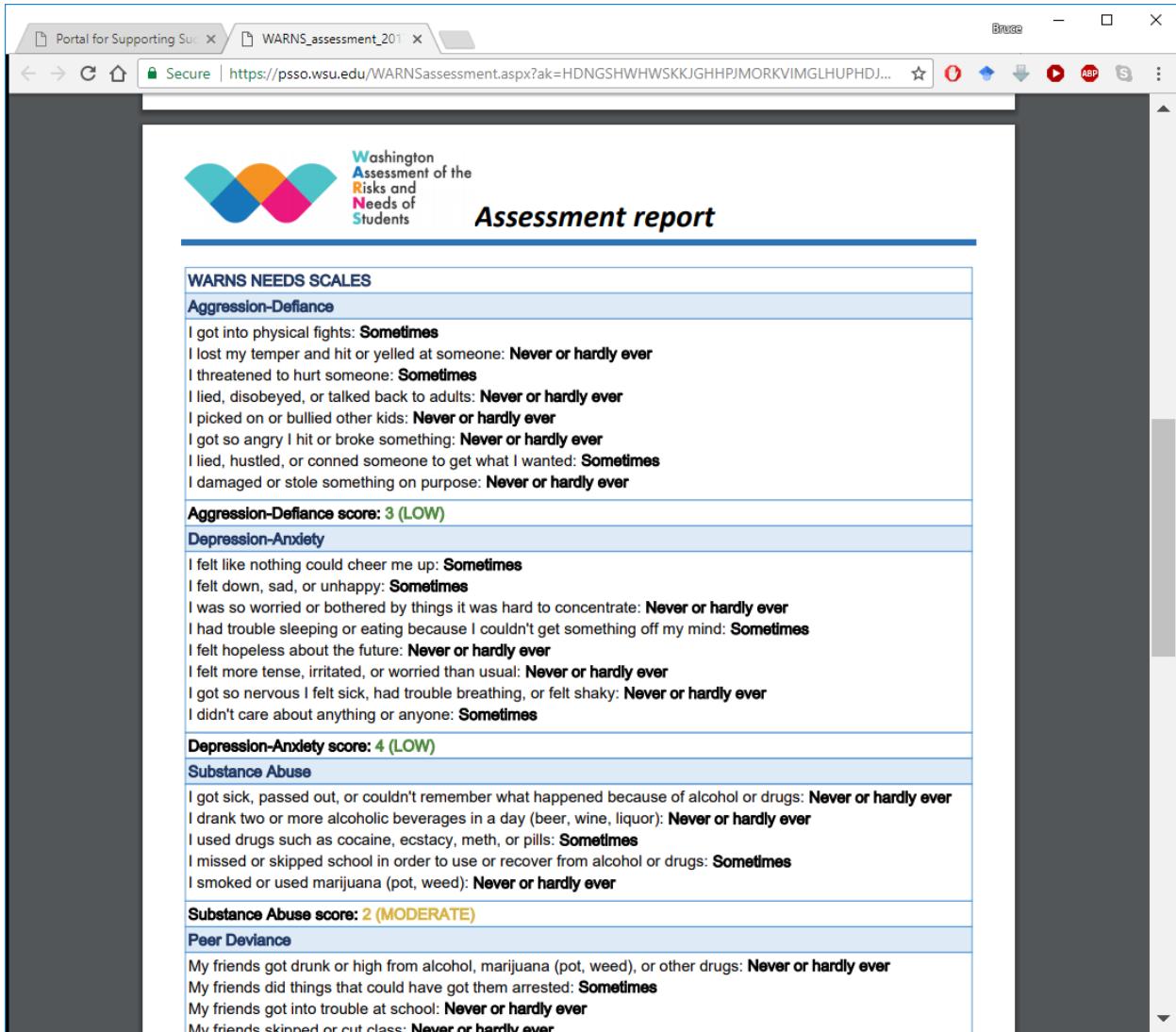
After you click on the **Print** button, a new browser tab will open containing a downloadable PDF copy of the youth's WARNS report and assessment responses.

This is an example of the downloadable PDF WARNS report for a youth. If you scroll down in the browser window you will be able to view the assessment responses.



The screenshot shows a WARNS assessment report in a web browser window. The title bar indicates the window is titled 'WARNS_assessment_201' and the URL is 'https://pssw.wsu.edu/WARNsassessment.aspx?ak=HDNGSHWHWSKKJGHPJMORKVIMGLHUPHDJ...'. The report is titled 'Assessment report' and includes sections for 'Student's information', 'Risk scales', and 'Assessment's notes'. The 'Student's information' section shows a Student ID of 88564, an Administration date of 08/11/2017, a Female gender, an Age of 15, a Grade of 9, and an Asian, White/Caucasian race/ethnicity. The 'Risk scales' section lists six categories with their respective risk levels: Aggression-Defiance (LOW), Depression-Anxiety (LOW), Substance Abuse (MODERATE), Peer Deviance (LOW), Family Environment (MODERATE), and School Engagement (HIGH). A bold red text 'TOTAL RISK SCORE: 39 (HIGH)' is displayed. A note in parentheses states '(At risk if score is greater than 20 for female, 17 for male)'. The 'Assessment's notes' section contains the text 'Phew!'. The browser interface includes standard navigation buttons (back, forward, search, etc.) and a vertical scroll bar on the right side of the report content.

The assessment responses become visible if you scroll down in the report window. If you choose to download, save, or print the PDF file, please see the section on **DATA SECURITY** in this manual.



Portal for Supporting Students WARNS_assessment_201

Secure | https://psso.wsu.edu/WARNsassessment.aspx?ak=HDNGSHWHWSKKJGHHPMORKVIMGLHUPHDJ...

Assessment report

WARNS NEEDS SCALES

Aggression-Defiance

I got into physical fights: **Sometimes**
I lost my temper and hit or yelled at someone: **Never or hardly ever**
I threatened to hurt someone: **Sometimes**
I lied, disobeyed, or talked back to adults: **Never or hardly ever**
I picked on or bullied other kids: **Never or hardly ever**
I got so angry I hit or broke something: **Never or hardly ever**
I lied, hustled, or conned someone to get what I wanted: **Sometimes**
I damaged or stole something on purpose: **Never or hardly ever**

Aggression-Defiance score: 3 (LOW)

Depression-Anxiety

I felt like nothing could cheer me up: **Sometimes**
I felt down, sad, or unhappy: **Sometimes**
I was so worried or bothered by things it was hard to concentrate: **Never or hardly ever**
I had trouble sleeping or eating because I couldn't get something off my mind: **Sometimes**
I felt hopeless about the future: **Never or hardly ever**
I felt more tense, irritated, or worried than usual: **Never or hardly ever**
I got so nervous I felt sick, had trouble breathing, or felt shaky: **Never or hardly ever**
I didn't care about anything or anyone: **Sometimes**

Depression-Anxiety score: 4 (LOW)

Substance Abuse

I got sick, passed out, or couldn't remember what happened because of alcohol or drugs: **Never or hardly ever**
I drank two or more alcoholic beverages in a day (beer, wine, liquor): **Never or hardly ever**
I used drugs such as cocaine, ecstasy, meth, or pills: **Sometimes**
I missed or skipped school in order to use or recover from alcohol or drugs: **Sometimes**
I smoked or used marijuana (pot, weed): **Never or hardly ever**

Substance Abuse score: 2 (MODERATE)

Peer Deviance

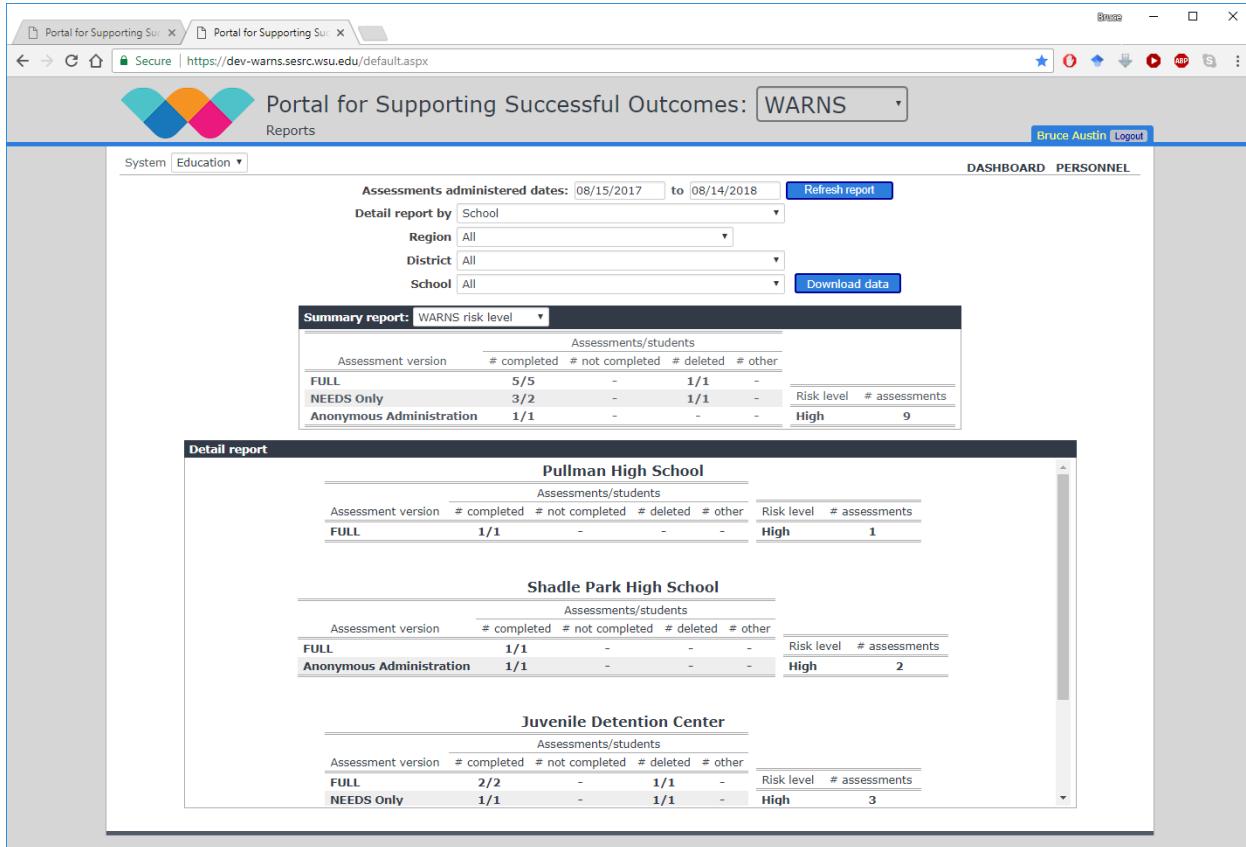
My friends got drunk or high from alcohol, marijuana (pot, weed), or other drugs: **Never or hardly ever**
My friends did things that could have got them arrested: **Sometimes**
My friends got into trouble at school: **Never or hardly ever**
My friends skipped or cut class: **Never or hardly ever**

PSSO Reports

The report tab contains basic aggregate reporting for the level that you specify in the available drop-down menus.

For example you may detail your report by district or school if you are a district level user.

You may also produce an aggregated report for each of the individual WARNS risk domains.



Summary report: WARNS risk level

Assessment version	# completed	# not completed	# deleted	# other	Risk level	# assessments
FULL	5/5	-	1/1	-	High	9
NEEDS Only	3/2	-	1/1	-		
Anonymous Administration	1/1	-	-	-	High	9

Detail report

Pullman High School

Assessment version	# completed	# not completed	# deleted	# other	Risk level	# assessments
FULL	1/1	-	-	-	High	1

Shadle Park High School

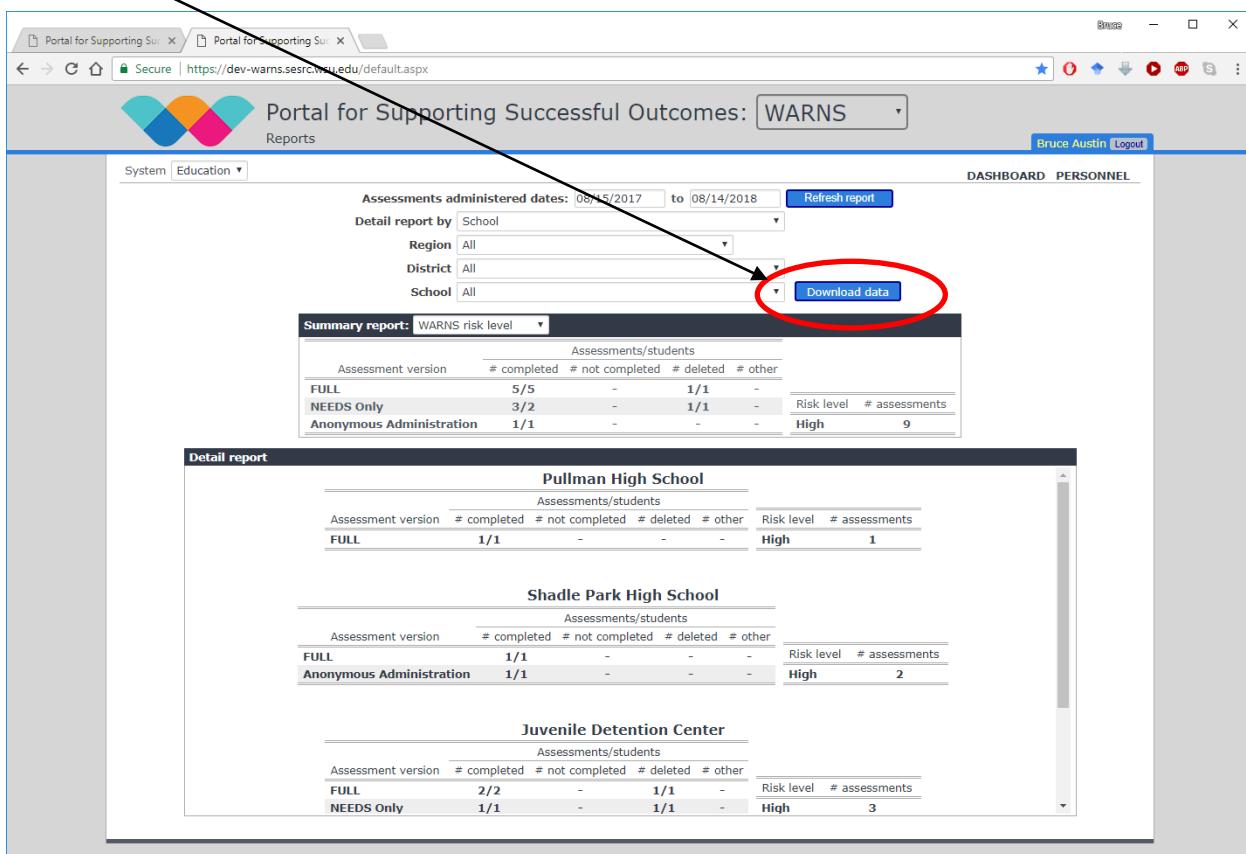
Assessment version	# completed	# not completed	# deleted	# other	Risk level	# assessments
FULL	1/1	-	-	-	High	2
Anonymous Administration	1/1	-	-	-	High	2

Juvenile Detention Center

Assessment version	# completed	# not completed	# deleted	# other	Risk level	# assessments
FULL	2/2	-	1/1	-	High	3
NEEDS Only	1/1	-	1/1	-	High	3

Downloading Data

The **Report** tab also provides you with the ability to download an Excel sheet of your data. Simply select the details in the drop-down boxes and then click on the blue **Download data** button.



The screenshot shows the WARNS portal interface. At the top, there are two tabs: 'Portal for Supporting Success' and 'Portal for Supporting Success Reports'. The 'Reports' tab is active. The main content area is titled 'Portal for Supporting Successful Outcomes: WARNS'. Below this, there are several dropdown menus for filtering data by 'Assessments administered dates' (08/15/2017 to 08/14/2018), 'Detail report by' (School, Region, District, School), and a 'Download data' button. A red circle highlights the 'Download data' button. Below these filters, there is a 'Summary report: WARNS risk level' section with a table showing assessment statistics for 'Assessments/students' and 'Risk level # assessments'. The table includes rows for 'FULL', 'NEEDS Only', and 'Anonymous Administration'. The 'Risk level' is 'High' and the '# assessments' is '9'. Below this, there are three 'Detail report' sections for 'Pullman High School', 'Shadle Park High School', and 'Juvenile Detention Center', each with its own table of assessment statistics. The 'Pullman High School' table shows 'Assessments/students' for 'Assessment version' 'FULL' with values '1/1' for completed and '-' for not completed, deleted, and other. The 'Risk level' is 'High' and the '# assessments' is '1'. The 'Shadle Park High School' table shows 'Assessments/students' for 'Assessment version' 'FULL' with values '1/1' for completed and '-' for not completed, deleted, and other. The 'Risk level' is 'High' and the '# assessments' is '2'. The 'Juvenile Detention Center' table shows 'Assessments/students' for 'Assessment version' 'FULL' with values '2/2' for completed and '-' for not completed, deleted, and other. The 'Risk level' is 'High' and the '# assessments' is '3'.

Assessment version	# completed	# not completed	# deleted	# other	Risk level	# assessments
FULL	5/5	-	1/1	-		
NEEDS Only	3/2	-	1/1	-		
Anonymous Administration	1/1	-	-	-	High	9

Assessment version	# completed	# not completed	# deleted	# other	Risk level	# assessments
FULL	1/1	-	-	-	High	1

Assessment version	# completed	# not completed	# deleted	# other	Risk level	# assessments
FULL	1/1	-	-	-	High	2

Assessment version	# completed	# not completed	# deleted	# other	Risk level	# assessments
FULL	2/2	-	1/1	-	High	3
NEEDS Only	1/1	-	1/1	-		

DATA SECURITY

The PSSO platform allows users to view, download, save, and print PDF copies of individual student reports.

It is the responsibility of the user to maintain the security of any report that they download from PSSO. We highly recommend that you do not write the names of any students on their reports, but to instead keep a secure crosswalk file of student names and the ID numbers that you use in PSSO and WARNS. Writing the name of a student on a report presents the possibility of a breach in confidentiality for the student and their family should the report be lost or stolen.

Please maintain appropriate security for any student report. We suggest these be stored on a password – protected computer in a secure office with appropriate computer virus software and security. If the reports are in paper form, we suggest these be stored in a locked filing cabinet in a locked and secure office.



References

Iverson, A., French, B.F., Strand, P., Gotch, C. M., & McCurley, C. (in press). Understanding school truancy: Risk-need latent profiles of adolescents. *Assessment*. DOI: 10.1177/1073191116672329

Klima, T., Miller, M., & Nunlist, C. (2009). Washington's truancy laws: School district implementation and costs. Olympia, WA: Washington State Institute for Public Policy, Document No. 09-02-2201.



