

# Incident Analysis - with Excel



From CIMS you can download all incident/discipline information and create Pivot Tables and Charts to largely enhance analyzing incidents by group, month, year, or grade. The purpose of this document is to review the main steps. Once the information is in Excel, you are only limited by your own power to group/sort/total the information.

## 1. Run DSP.555 Option to build a file containing the latest information on incidents.

```
Session A - [24 x 80]
File Edit View Communication Actions Window Help
[Icons]

2/20/06 FY 05 TAKE TWO INC. 11:52:58 QPADEV0003
CANSMS Build Discipline Pivot Table Download File Ref: DSP.555P.01

Build for:
District: 444
School: 001
Date Range: 090104 - 063006 **

Builds File PDSP555 in SMSTRANS

** Date Range can cross school years for multi-year comparisons

F3=Exit F4=Index F5=Reset F12=Cancel

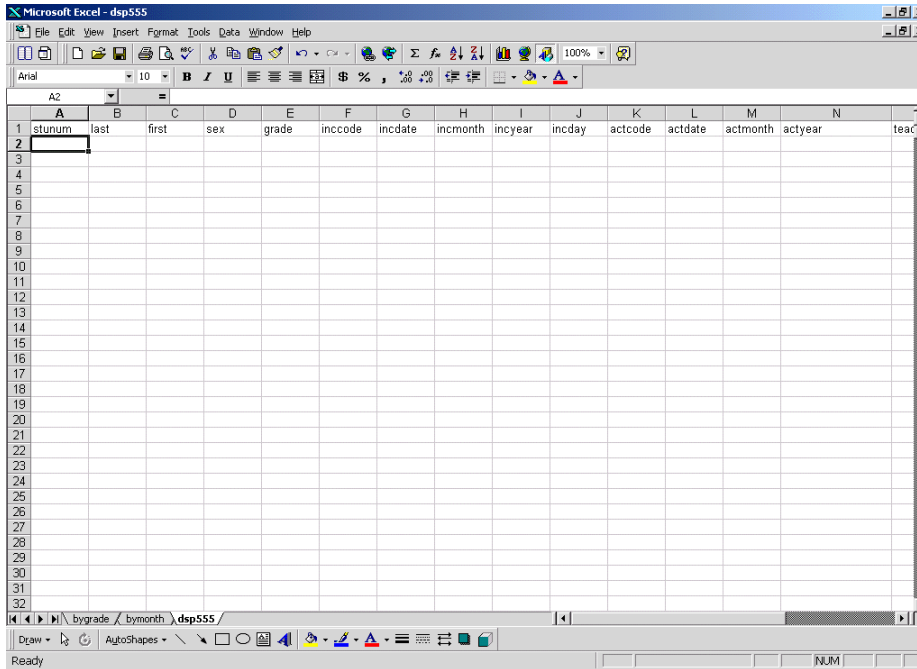
MP a 07/032
[902 - Session successfully started] HP Color LaserJet 2500 PCL 6 on DOT4_001
```

Excel is limited to 36,000 incidents. You can bring at minimum two years back if you want to be able to make multi-year comparisons from within Excel. DO NOT limit yourself to just the current year.

## 2. Open the DSP555 spreadsheet and Populate/refresh

The easiest method for updating your results, is to utilize the Bible option from within Excel.

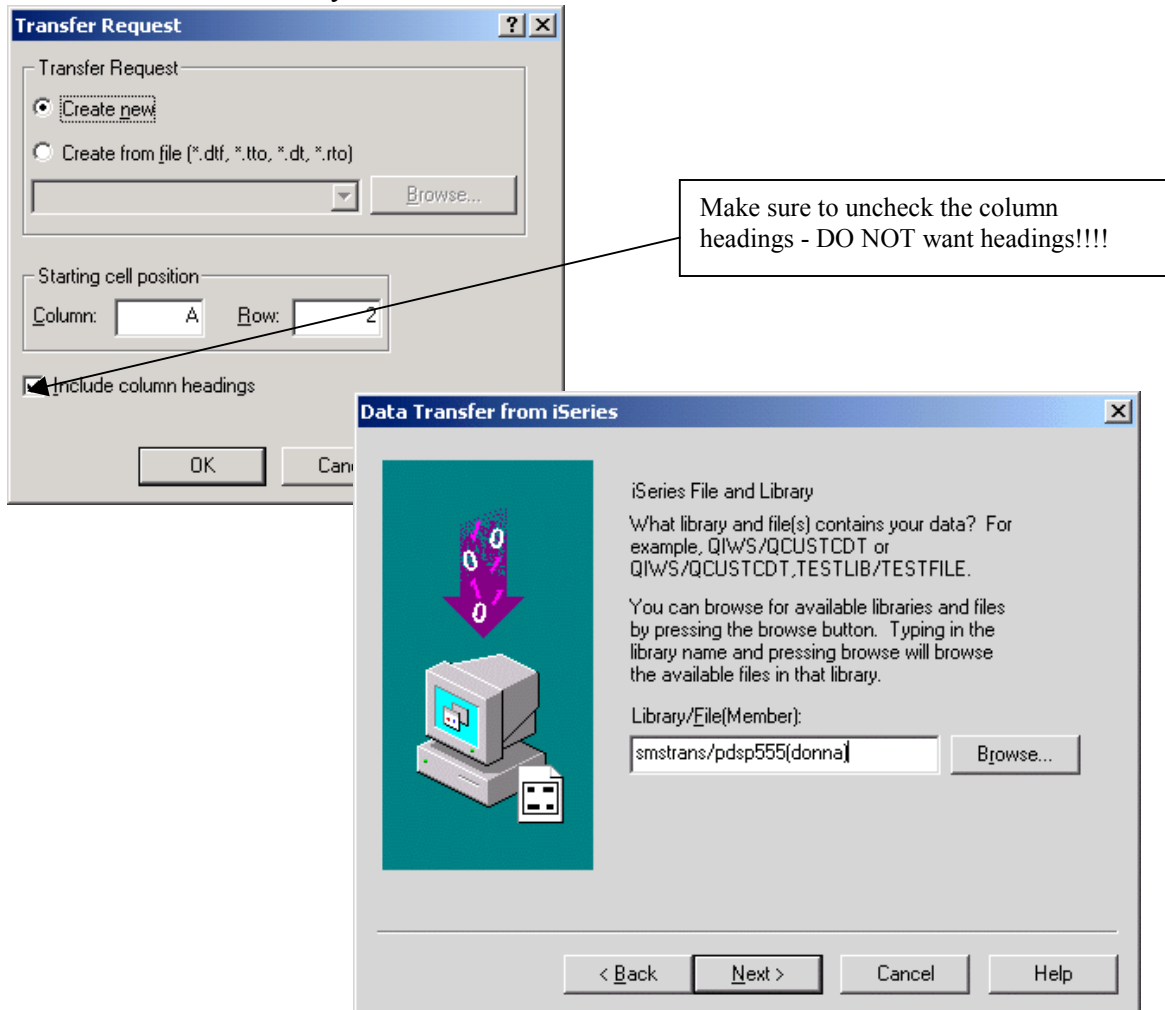
- a) Open the dsp555 spreadsheet
- b) Position your cursor in the pdsp555 data tab at row 2 (critical not to wipe out the original column headings) .. CRITICAL to be on the pgrd555 tab as shown below.



c) Select to Transfer From AS/400. Ask to Create New

\*\*\* The spreadsheet is designed to handle maximum 999 rows. If you have more rows, the pivot tables will have to be re-done!!!!

\*\*\* Careful to clear old contents. If your old contents has more rows than the new - there could be old data not overwritten when you refresh the sheet.



Once file name is entered - NEXT, NEXT, FINISH - Do not fill in any other information !!!

The system may ask you to sign in to CIMS - then all information will fill the spreadsheet. In order to refresh all the tabs AND to ensure that you do not wreck the good dsp555 pivot template:

- a) Choose to Save as - and name the spreadsheet something meaningful
- b) Close - then re-open your new spreadsheet.

## Understanding the Information Presented

The spreadsheet is set with 3 tabs, namely:

- pdsp555 which is the data tab and should never be manually altered. This information comes straight from CIMS and populates/drives all other sheets
- bygrade tab - shows incident summary by grade level. AND shows a comparison between school years.
- Bymonth tab - shows incident summary by month. User selects school year to view.

Microsoft Excel - dsp555info

File Edit View Insert Format Tools Data Window Help

Arial 10

Incidents by Grade Level - Can select/compare multiple years by using Second Chart to the right

#incidents	grade				
incmonth	(All)				
incyear	(All)				
actcode	(All)				
teachid	(All)				
location	(All)				
Spedcat	(All)				
aborig	(All)				
frimm	(All)				
schlyear	2004				

#incidents	grade				
incmonth	(All)				
incyear	(All)				
actcode	(All)				
teachid	(All)				
location	(All)				
Spedcat	(All)				
aborig	(All)				
frimm	(All)				
schlyear	2005				

incocode	11	12	10	09	Grand Total
BEH	99	50	19		341
TRU	96	89	61		246
ALC	4	2			6
THF	11	5	7		23
DRG	19	5	26		50
SMK	11	4	11		26
FIG	9		22		31
VAN			3	1	4
LAN	1		5		6
AST	1		1		2
BUL		1	1		2
WPN	1	3			4
<b>Grand Total</b>	<b>252</b>	<b>159</b>	<b>329</b>	<b>1</b>	<b>741</b>

incocode	11	12	10	08	Grand Total
BEH	44	25	162		231
TRU	20	8	33		61
ALC	4	2		1	7
THF		1	2		3
DRG	6		11		17
SMK	2		2		4
FIG	6	3	8		17
VAN	1				1
LAN	4	1			5
BUL					1
WPN	1	2			3
<b>Grand Total</b>	<b>87</b>	<b>40</b>	<b>222</b>	<b>1</b>	<b>350</b>

bygrade / bymonth / dsp555 /

Note that top of all items allows user to select/narrow results. Make sure to change the selection for both columns consistently to ensure consistent data to each column.

User can click on any column having numbers to inquire as to details. In above example, 7 grade 10 students have THF incidents for 2004 school year. If you click on the '7' then system will open a new sheet showing you the 7 incidents

Microsoft Excel - dsp555

File Edit View Insert Format Tools Data Window Help

Arial 10

student	last	first	sex	grade	incocode	incdate	incmonth	incyear	incday	actcode	actdate	actmonth	actyear	teachid	sundays
98336483	COLEBY	JEREMY	F	10	THF	20040504	5	2004	Tue	DEP	20040504	5	2004	BRADN	0 CH
98336229	UPSHALL	MATTHEW	M	10	THF	20040312	3	2004	Fri	DEP	20040312	3	2004	BRADN	0 CY
98336111	BLOOMBERGER	KEVIN	M	10	THF	20040312	3	2004	Fri	ADM	20040312	3	2004	BRADN	0 DA
98329086	VREATA	MATTHEW	M	10	THF	20040304	3	2004	Thu	DEP	20040304	3	2004	SCHREC	1 SC
98329086	VREATA	MATTHEW	M	10	THF	20031016	10	2003	Thu	REM	20031016	10	2003	SCHREC	0 GL
98329086	VREATA	MATTHEW	M	10	THF	20031008	10	2003	Wed	DEP	20031008	10	2003	SCHREC	0 FO

Sheet1 / bygrade / bymonth / dsp555 /

**\*\* Make sure to delete sheet after reviewing the information else many additional sheets will grow with your spreadsheet \*\***

## Special Hints and Tricks

1. Always nice to rename your spreadsheet tabs to reflect what the pivot is about. It is desirable to have only one spreadsheet with several tabs accumulating your pivot requirements

Right click with cursor on tab and system will allow you to rename the tab!

Class	8	9	10	11	12	Grand Total
Count of Courseid	8	9	10	11	12	25
ACT105	2	2	11	1	9	25
ART9			4		4	8
CHE100	2	1	3	2		8
MAT100			5	3	1	9
MATH02	1					1
MATH9		1	5		1	7
TA			1			1
TEST		1	2			4
Grand Total	5	5	31	6	16	63

Schl	Last	First	Sex	CurSchL	Class	Nativ	Courseid	coursename	sec	adddate	group
30	LNAWR	GERRY	F	30	10		MAT100	MATH 100	1	10202	MAT
30	LCENRIPU	BGIVEN	F	30	10		MAT100	MATH 100	0	990528	MAT
30	GNILAWUCKO	DEBRA	F		10		MAT100	MATH 100	0	990528	MAT
30	CILAENOR	BERNADETTE	F	16	10		MAT100	MATH 100	1	10202	MAT
30	CILAENOR	ALAIN	M	13	10		MAT100	MATH 100	1	10202	MAT

2. When you drill down to the students AND you are finished/complete with the list - select to close and delete the drill down sheet else your spreadsheet will become unmanageable.