

## Contact Tracing – Incidents: Workflow using RealTime Reports

Below is a suggested workflow that schools can use to generate **Contact Tracing** data associated with a single student based on involvement in an **Incident** or **Action from an Incident** that took place during a specific Data Range. **Note:** This report will return data for either students associated with the same incident occurring during the specified date range or for students that were assigned to an Action (Detention, Suspension, etc.) that occurred during the specified Date Range.

1. From the **Start Page**, use the **Select Student by Hand** function to select the student for whom you need to generate a list of students enrolled in the same classes.
2. Access the **RealTime Reports** Dashboard from the **Level Data Apps** section of the **Start Page**.
3. Click on the **Contact Tracing – Incident** report.
4. From the Prefilter, select the **Attendance Date Range** (From/To Date), for which you need to return results.
5. The **Current Selection** should be set to the (1) student you selected from the **Start Page**.
6. Click **Run**.
7. Once the report loads you will see a list of all students associated to and incident with the selected student within the selected date range. The report data will include:
  - a. Student Name, School, Student Number and Grade level
  - b. Incident ID
  - c. Calculated Attendance value for each Incident date (Present, Absent, Partial)
  - d. Behavior Codes and Sub-Codes
  - e. Action Codes and Sub-Codes
  - f. Action Begin Date and End Date
  - g. Action Attendance Date and Attendance Value (Present, Absent, Partial)
  - h. Contact Data for Primary Contact
8. Use the filters on the left to narrow results if needed.

Examples:

  - a. Incident Date Daily Attendance Value – Filter to only students considered present by selecting the appropriate Attendance Value equal to a Present Status.
  - b. Action Code/Sub-Code – Filter to the specific action for which there could have been student interaction (Detention, In-School-Suspension, etc.)
  - c. Action Code Daily Attendance 0 Filter to only students considered present by selecting the appropriate Attendance Value equal to a Present Status.
9. Click **Export** to export the data and open in MS Excel.
10. Click **Make Current Student Selection** to make the selected students available on the **Start Page** if you are using a messaging system and want to generate a message to send to contacts.