Tier 3 Student File Set-Up Checklist

Complete and update this checklist at each action team meeting.

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| 1. Student File Information | 2. Team Member Information |
| Student:  | Name | Role | Email | Access |
| Implementation Status: |  |  |  |  |
| [ ]  Starting \_\_\_/\_\_\_/\_\_\_ |  |  |  |  |
| [ ]  Progressing \_\_\_/\_\_\_/\_\_\_ |  |  |  |  |
| [ ]  Not Progressing \_\_\_/\_\_\_/\_\_\_ |  |  |  |  |
| [ ]  Needs Revision \_\_\_/\_\_\_/\_\_\_ |  |  |  |  |
| [ ]  Fade/Graduate \_\_\_/\_\_\_/\_\_\_ |  |  |  |  |
| Coordinator: | Additional Interventions Provided:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_/\_\_\_ |

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| 3. FBA/BIP Assessment and Documents Reference |
| Assessment Documents*(Interviews, Adapted FACTS, Observation Recording Form)* |  |
| Plan Documents*(BIP [all versions], Implementation Review Form, Social Validity Form)* |  |
| Communication |  |
| Data and Artifacts*(DPRs, Progress Graphs, Observation Data)* |  |

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| 4. Fidelity Measure(s) |
| Name:  | Description: |
| Times: ☐ \_\_ minutes ☐ \_\_ period☐ \_\_ day ☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Data Collection Schedule: ☐ daily☐ weekly ☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Collection Method: ☐ face-face☐ e-form ☐ data sheetCompiled by:  |
| Goals: > ≥ = ≤ < Target: \_\_\_\_\_ | Start Date:  | End Date:  |
| 5. Outcome Measure(s) |
| Name:  | Description: |
| Times: ☐ \_\_ minutes ☐ \_\_ period☐ \_\_ day ☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Data Collection Schedule: ☐ daily☐ weekly ☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Collection Method: Compiled by:  |
| Goals: > ≥ = ≤ < Target: \_\_\_\_\_ | Start Date:  | End Date:  |
| Week 1 Date | Total | Week 2 Date | Total | Week 3 Date | Total |
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| Total for week: |  | Total for week: |  | Total for week: |  |

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| 6. Outcome Measure(s) |
| Name:  | Description: |
| Times: ☐ \_\_ minutes ☐ \_\_ period☐ \_\_ day ☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Data Collection Schedule: ☐ daily☐ weekly ☐ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Collection Method: Compiled by:  |
| Goals: > ≥ = ≤ < Target: \_\_\_\_\_ | Start Date:  | End Date:  |
| Week 1 Date | Total | Week 2 Date | Total | Week 3 Date | Total |
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| Total for week: |  | Total for week: |  | Total for week: |  |