

Missouri Schoolwide Positive Behavior Support



Tier 2 Team Workbook

2018-2019



MISSOURI SCHOOLWIDE POSITIVE BEHAVIOR SUPPORT

Missouri Schoolwide Positive Behavior Support (MO SW-PBS) is a partnership among the Missouri Department of Elementary and Secondary Education (DESE), the University of Missouri-Columbia (MU) Center for Schoolwide Positive Behavior Support and the Office of Special Education Programs (OSEP) Center on Positive Behavioral Interventions and Supports.

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INTRODUCTION

The purpose of this workbook is to **support** implementation of Tier 2 behavioral interventions and systems in your school. The contents and format of the workbook were developed to accompany team training that is guided by a trainer fluent in **Schoolwide Positive Behavior Supports** (SW-PBS), or to be a booster for teams, coaches, and others who have completed a training experience.

Tier 2 interventions are one component of a continuum of behavioral supports, and their features and systems reflect the structure of SW-PBS. They are **evidence based**, utilize **teams** to make **data-based decisions**, require **systems-level support**, and emphasize **prevention**. These targeted systems and practices focus on both schoolwide and individual student **outcomes**.

The organization of this workbook assumes that users have a basic working knowledge and experience with SW-PBS, especially at Tier 1. In addition, content is organized around key topics that together support implementation of Tier 2 behavioral interventions and systems. The content is not necessarily sequenced to represent a particular implementation order. More importantly, users should attend to the system requirements associated with readiness, content and skill fluency, implementation fidelity, and data-based decision making.

Sections are organized according to key topics which provide (a) an overview of relevant content knowledge, (b) a self-assessment of existing and needed systems and practices to guide action planning, and (c) action planning tools to direct contextualized implementation and specific product development. Sample schoolwide planning tools, training materials for teachers, and checklists to ensure the fidelity of your implementation are embedded within applicable content.

ACKNOWLEDGEMENTS:

Materials cited in this workbook are referenced in the concluding pages. However, significant portions of content and a number of different graphics were derived from the following works. Specific credit to these authors and materials is warranted.

Everett, S., Sugai, G., Fallon, L., Simonsen, B., O’Keeffe, B. (2011). *Schoolwide Tier 2 Interventions: Getting Started Workbook*. OSEP Center on Positive Behavioral Interventions and Supports Center for Behavioral Education and Research, University of Connecticut.

Implementing a Multi-Tiered System of Support for Behavior: Recommended Practices for School and District Leaders (2011). Florida’s Positive Behavior Support (PBS) Project: Response to Intervention for Behavior (FLPBS:RtIB)

CHAPTER 1: FOUNDATIONAL KNOWLEDGE

LEARNER OUTCOMES

At the conclusion of this chapter, you will be able to:

- ▶ Identify key features of a SW-PBS Tier 2 system and characteristics of maximally effective interventions.
- ▶ Understand the basic concepts and processes associated with intensifying supports for students who require additional intervention.
- ▶ Identify group-based interventions that may be appropriate for your context and will meet the needs of students and staff in your building.
- ▶ Determine readiness for development of Tier 2 against recommended criteria and ensure Tier 1 is fully in place as demonstrated by:
 - Scores on the Schoolwide Evaluation Tool (SET) (Sugai, Horner and Todd, 2003) or Tiered Fidelity Inventory (TFI) (Anderson, et al., 2010).
 - Team member and staff agreement that schoolwide PBS is in place and is implemented consistently by teachers and staff according to most recent EBS/SAS Survey results.
 - A data system for documenting major office discipline referrals and classroom minor behavior infractions that includes (a) problem behavior, (b) time of day, (c) location, (d) possible motivation, (e) others involved, and (f) administrative decision taken as a result of the problem behavior.
- ▶ Complete a baseline self-assessment of Tiers 2 and 3 implementation using the Tiered Fidelity Inventory (TFI) (Anderson, et al., 2010).
- ▶ Engage full staff in a process to evaluate commitment for developing a Tier 2 system and practices.

The Challenge

Data from the World Health Organization (WHO) indicate mental health challenges affect approximately 450 million people worldwide (Funk, Drew, Freeman, and Faydi, 2010; Hosman, Jane-Liapis, and Saxena, 2005). Roughly one person out of every four will develop a mental or behavioral health challenge within their lifetime (Hosman, Jane-Liapis, and Saxena, 2005). Individuals who experience these conditions are at greater risk for a number of social and economic challenges that include reduced access to health care, social service, emergency relief, educational opportunities, restricted employment and income, stigma and potential discrimination, violence or abuse and increased risk for further disability and premature death (Funk, Drew, Freeman and Faydi, 2010).

The long-term financial obligation associated with mental health challenges is profound. Inability of affected individuals to find and maintain long-term employment along with payment for services and treatment requires substantial support from public funding sources. The National Institute of Mental Health (NIMH) estimated total annual expense associated with serious mental illness to be more than \$300 billion (Kessler et al., 2008). By the year 2020, internalizing conditions such as depression and anxiety are predicted to be second only to heart disease in related health care costs (Hosman et al., 2005). Considering the psychological, social, and economic challenges for society, and especially for individuals who experience these conditions, promotion of good mental health should be a significant public health concern (Herman, 2009; Hosman, Jane-Liapis and Saxena, 2005).

Given the prevalence rates of mental health disorder among adult populations it is not surprising that large numbers of children and youth also are affected by social, emotional, and/or behavioral health challenges. In fact, regional surveys conducted in the United States have indicated approximately one in every three or four children experience disorder and one in ten is identified with a serious emotional disturbance to the extent that functioning is impaired (e.g., Brauner and Stephens, 2006; Roberts, Roberts, and Xing, 2007). Left untreated, these challenges may increase in intensity and severity resulting with persistent negative outcomes as children and youth emerge into adulthood. Recent results from the National Comorbidity Survey Replication – Adolescent Supplement (NCS-A) provided the first prevalence, comorbidity, and age of onset estimates for adolescent mental health disorders (Merikangas et al., 2010). Data was collected from a nationally representative sample of more than 10,000 youth ages 13 to 18 years and their parents. Results showed anxiety (31.9%), behavioral (19.1%) and mood disorders (14.3%) as the most frequently occurring conditions and indicated roughly 40% of respondents met criteria for more than one disorder (Merikangas et al., 2010). In addition, median age of onset occurred differentially, according to disorder, with anxiety disorders emerging earliest (6 years of age), followed by behavioral disorders (11 years), mood disorders (13 years), and substance use disorders (15 years) (Merikangas et al., 2010). Figure 1.1 provides a summary of these outcomes.

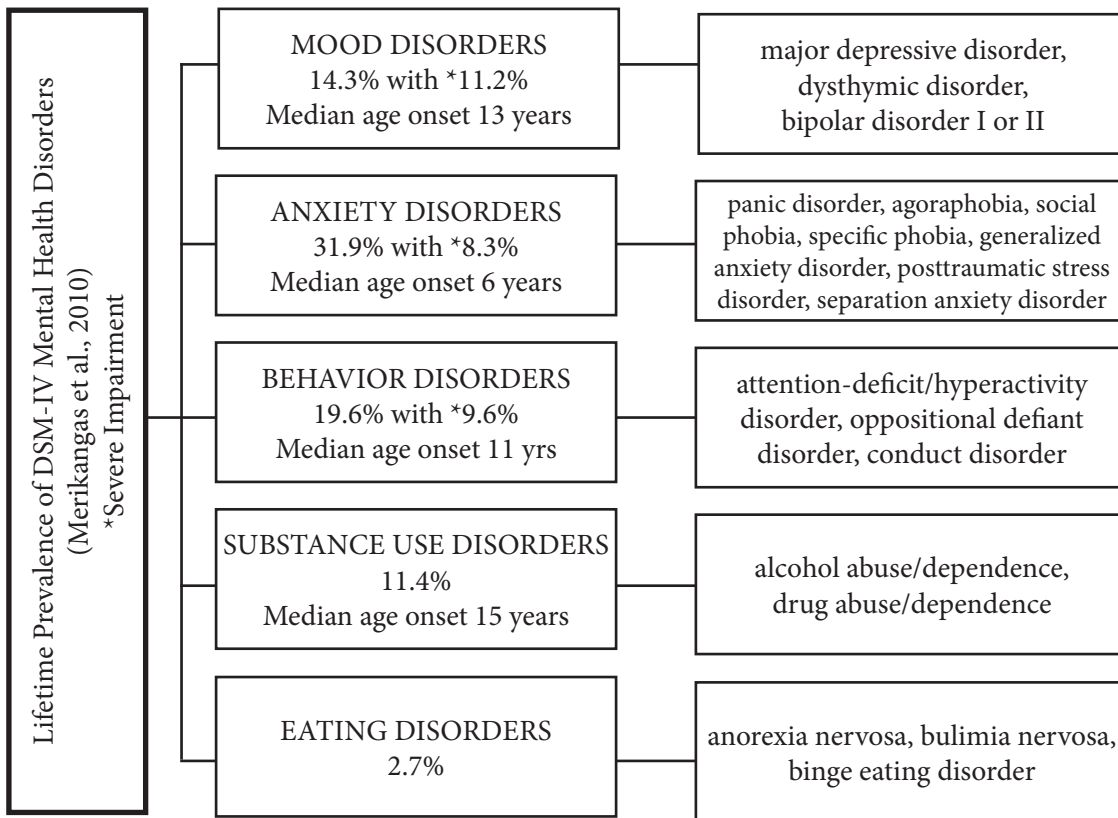


Figure 1.1

Among preschool and young school age children, symptoms that emerge prior to diagnosis of disorder are often described using the broader terms of internalizing (emotional) and externalizing (behavioral) problems (American Psychiatric Association, 2000; Bayer et al., 2011). Externalizing refers to problems that are directed outwardly toward the social environment, while internalizing is associated with problems that are directed inwardly away from the social environment (Walker, Ramsey, and Gresham, 2004). Externalizing problems frequently include aggression, disruptive behaviors, hyperactivity, conduct problems and/or impulsivity (Walker, Ramsey, and Gresham, 2004). Alternately, internalizing problems refers to emotional distress and encompasses a range of symptoms such as being shy or withdrawn, anxious, worried, overly fearful, sad, or having frequent somatic complaints (Walker et al., 2004). Evidence has indicated internalizing and externalizing problems are commonly experienced during early childhood. In fact, as many as 15% of children ages 18 months to five years and approximately one in seven school age children are affected (Bayer et al., 2011).

Effective intervention can reduce risk and intensity of impact but many children and youth who experience mild to severe problems, either internalizing or externalizing, are often inadequately supported, delayed in accessing services, or receive no treatment at all (The National Research Council and Institute of Medicine, 2009). For the few children who do receive social, emotional, and/or behavioral supports, schools are typically the primary provider (Rones and Hoagwood, 2000). In fact, schools play an essential role in the lives of children and offer a natural context for access to and delivery of preventive and early intervention services (Herman, Merrell, Reinke, and Tucker, 2004).

Schoolwide Positive Behavior Support

Schoolwide Positive Behavior Supports (SW-PBS) is a framework for enhancing adoption and implementation of a continuum of evidenced-based interventions to achieve academically and behaviorally important outcomes for all students. SW-PBS is defined by four inter-related elements:

Social Competence and Academic Achievement

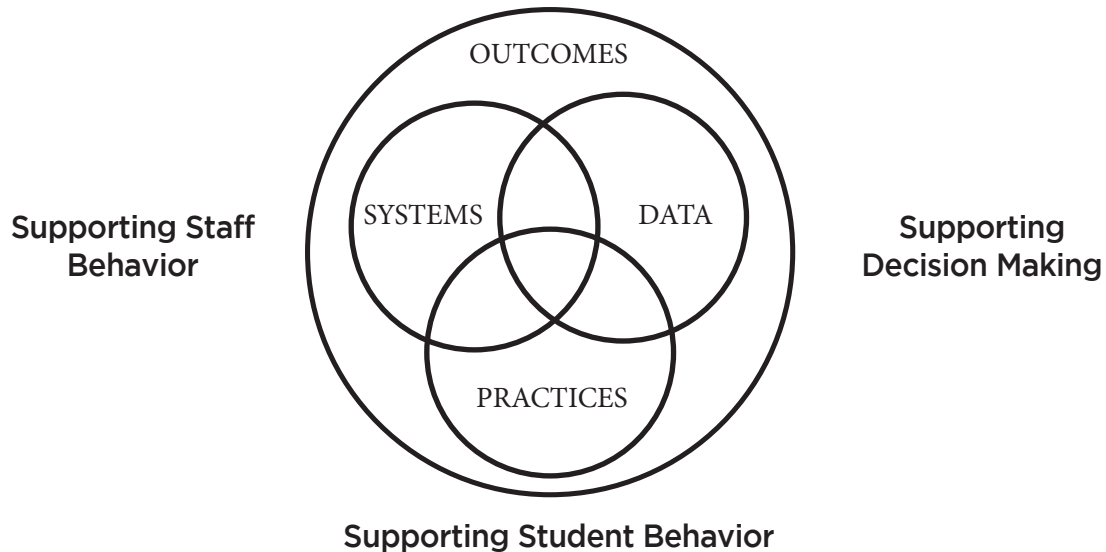


Figure 1.2
Adapted from "Social Competence and Academic Achievement Outcomes,"
by the Center on Positive Behavioral Interventions and Supports.
Copyright 2002 by the University of Oregon.

OUTCOMES. First, the school sets measurable and achievable outcomes related to social competence and academic achievement that are embraced by all staff and families.

PRACTICES. Once the desired outcomes are established, the school identifies practices (what we do for students) that are supported with educationally relevant evidence. These practices should be based on the school's needs, be relevant, effective, and efficient. They are based upon the principles of applied behavior analysis, are research based, and embrace a positive, proactive, and instructional philosophy.

DATA. Next, information or data (how we make decisions) is used to identify the status of current practice, support the need for change, and evaluate the impact of interventions or practices (e.g., records of behavioral incidents, attendance, tardies, achievement, staff and student perceptions, etc.).

SYSTEMS. Finally, the school formally puts systems (what we do to support adults, e.g. personnel, funding, policies, training) into place to ensure that the accurate implementation of the practices can and does occur.

A Continuum of Support for All

Academic Systems

Tier 3 / Intensive

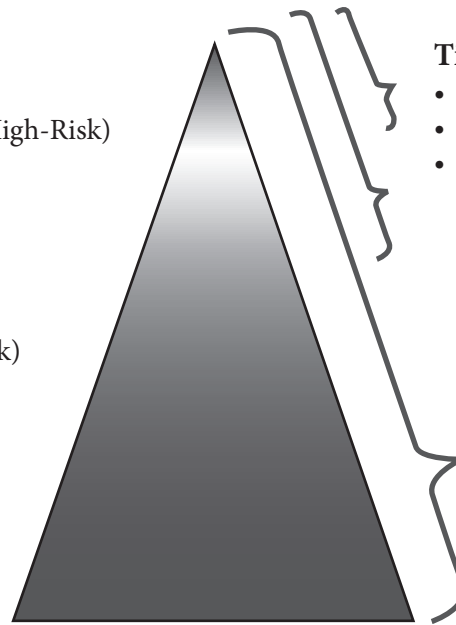
- Individual Students (High-Risk)
- Assessment-based
- High Intensity

Tier 2 / Targeted

- Some students (At-Risk)
- High efficiency
- Rapid response

Tier 1 / Universal

- All students
- Preventive, proactive



Behavioral Systems

Tier 3 / Intensive

- Individual students (High-Risk)
- Assessment-based
- Intense, durable procedures

Tier 2 / Targeted

- Some students (At-Risk)
- High efficiency
- Rapid response

Tier 1 / Universal

- All settings, all students
- Preventive, proactive

Walker, et al., 1996, Sugai & Horner, 1999, Sugai & Horner, 2006

Figure 1.3

TIER 1 UNIVERSAL – Schoolwide practices and systems for preventing the development and occurrences of problem behavior for all students across all settings.

TIER 2 TARGETED – More specialized, intensive practices and systems for supporting students who have demonstrated behaviors that indicate a risk for future failure and/or whose behaviors have been documented as unresponsive to Tier 1 practices and systems.

TIER 3 INTENSIVE – Highly specialized, individualized practices and systems for supporting students who have demonstrated behaviors that indicate a high risk for future failure and/or whose behaviors have been documented as unresponsive to Tiers 1 and 2 practices and systems.

MO SW-PBS Essential Components

Missouri has identified components based on the PBIS National Center Implementer's Blueprint that form a highly effective approach to schoolwide discipline (Technical Assistance Center on PBIS, 2010). Each component is vital. They operate together to ensure a positive, proactive approach to discipline that is likely to lead to behavioral and academic success. These components, described below, include: 1) Common Philosophy and Purpose, 2) Leadership, 3) Clarifying Expected Behavior, 4) Teaching Expected Behavior, 5) Encouraging Expected Behavior, 6) Discouraging Inappropriate Behavior, 7) Ongoing Monitoring, and 8) Effective Classroom Practices.

1. COMMON PHILOSOPHY AND PURPOSE. Many educators still believe that students would behave if we could just find a “bigger club,” yet studies identify punishment as one of the least effective approaches (Lipsey, 1991; Costenbader and Markson, 1998; Gottfredson, 1996). Effective schools realize that it is more effective to build adaptive behaviors through proactive instructional approaches than to try to decrease maladaptive behaviors through punishment. Before embarking on school improvement related to discipline, the beliefs about student behavior and discipline must be examined and a new, shared, positive and proactive philosophy and purpose created. Discovering shared beliefs increases commitment, provides a framework for making decisions, and is often the first step in unifying staff. Effective schools commit this positive and proactive philosophy of discipline to writing in the form of a mission, vision and values. This philosophy creates the sense of direction that gives coherence to diverse activities and keeps the learning on course. Time spent examining what staff believe about student discipline and creating a shared philosophy is a wise investment in lasting change.

2. LEADERSHIP. Effective schoolwide discipline will succeed or fail by the vision, commitment, and amount of personal attention received from the administrator. Schools with good outcomes have forceful leadership at the administrative level, but with staff members' views clearly represented in decisions. Therefore, in MO SW-PBS, leadership includes the building administrator along with a SW-PBS Leadership Team that is representative of building staff. The Team will lead their staff through a process of developing and gaining consensus on beliefs, expectations, and procedures, along with the completion of a written plan. This full staff involvement in the process is crucial, and effective leadership utilizes effective and efficient group processes to engage staff, understand change and the stages of implementation, and provide effective professional learning. Once procedures are developed, effective leadership ensures that their SW-PBS plan is continually evolving and arranges for routine review and renewal through data gathering, policy revision, and training of new staff. Practices are upheld through supervision of staff, and practices are incorporated into hiring and evaluation processes. Strong leadership is the factor that contributes most directly and assuredly to effective change in schools, particularly when change involves new practices that must be incorporated into every day routines (Colvin, Kame'enui and Sugai, 1993; Sprick, Wise, Markum, Haykin and Howard, 2005).

3. CLARIFYING EXPECTED BEHAVIOR. Just as schools rely on the direction provided by their academic curriculums, success with student discipline begins with clear behavioral expectations - a behavioral curriculum. These expectations are not lists of prohibitive rules, but a vision of responsible student behavior and social competence. Agreed upon student expectations promote consistency across staff through a common language and help develop similar tolerance levels. A curriculum of expected behaviors allows educators to be proactive and focus on catching students behaving responsibly. Clarification begins by identifying a set of three to five succinct schoolwide expectations that cross all settings. These are further clarified by identifying specific behaviors for each expectation. Expected behaviors are then identified for specific non-classroom settings (e.g., hallways, cafeteria, etc.), and classroom procedures developed to guide daily operations. Additionally, some schools adopt a social skills curriculum to further identify social competency.

4. TEACHING EXPECTED BEHAVIOR. Once expectations have been defined, systematic teaching of those expected behaviors must be a routine part of the school day. Teaching social behavioral skills calls upon the same methods used to teach academics - direct instruction, modeling, practice and feedback. At the beginning of the school year and in an ongoing fashion throughout the year, students should be taught how to behave responsibly in each school setting. Effective teachers spend up to one-third of their time during the first days or weeks of the new school year teaching their expectations, and frequently review or remind students of their expectations all year long (Cotton, 1995). Lesson plans, teaching schedules, and special activities and events are planned to guide the ongoing teaching of expected behaviors. Teaching of expectations should also include a plan to ensure that new students and staff are provided the opportunity to learn the behaviors that will lead to success in their new school.

5. ENCOURAGING EXPECTED BEHAVIOR. Staff must not only teach and model appropriate behavior, but also must watch for and provide feedback to students about their behavioral progress. This feedback or incidental teaching capitalizes on naturally occurring opportunities to reinforce students who demonstrate responsible behavior. These minute-by-minute interactions that occur between staff and students are the most important means of encouraging students to behave responsibly. Creating a school culture where expected behaviors are the norm requires that staff interact with students four times more frequently when they have engaged in appropriate behavior than when the student is misbehaving (Reavis, Jenson, Kukic and Morgan, 1993). Strategies for providing specific positive feedback to students along with a menu or continuum of positive reinforcement options are essential.

6. DISCOURAGING INAPPROPRIATE BEHAVIOR. Just as students need specific positive feedback when behaving in accordance with expectations, inappropriate behavior also requires feedback. Inappropriate behavior in schools should be viewed as a teaching opportunity—a chance to clarify and reteach expectations. The same calm instructional approach used when students make academic errors should be used to correct social errors. Correction interrupts the behavior needing improvement so that a more appropriate response can be taught, practiced and reinforced. Associated with correction is the use of consequences, which are not to be punitive, but to extend teaching, decrease future occurrences of the behavior, and provide students with the motivation necessary for them to begin behaving in acceptable ways. Correctional strategies and a menu or continuum of consequences to discourage inappropriate behavior provide staff with the tools to effectively change student behavior.

7. ONGOING MONITORING. Use of data can focus staff efforts by identifying areas in need of improvement as well as those operating well, and keep the effort alive by providing feedback or knowledge of results that promote consistent implementation and renewal. There are several methods useful for monitoring progress and making decisions regarding student behavior and discipline: 1) Surveys—questionnaires or interviews which ask individuals to share their perceptions or experiences related to school discipline; 2) Observations—visits to classrooms or non-classroom areas for observing and recording the kinds of behaviors that occur and the level and effectiveness of supervision; observations can confirm or clarify the perceptual data gathered through surveys; 3) Behavioral Records—using available data from existing school records (e.g., office referrals, attendance, tardies, detentions, suspensions, referrals for assistance or to special education, etc.); objective data are particularly meaningful to monitor overall trends and impact of practices. Data collection is an ongoing process that assists staff to find areas where implementation is weak or inconsistent, or where policies need upgrading or extending. This data can identify the need for increased supervision, staff development, revision of practices or new procedure development.

8. EFFECTIVE CLASSROOM PRACTICES. Effective classroom practices are based on the same overarching schoolwide and non-classroom expectations. They are then further articulated through the

behaviors/rules and procedures that each instructor decides best fit that classroom. Additionally, some specific research-based techniques have been found to be equally applicable to academic and social behavioral instruction. These effective classroom practices are taught in your Tier 1 training.

Purpose and Key Features of Tier 2

The three-tiered prevention logic organizes behavior supports along a continuum, matching intervention intensity to students' needs. In this workbook, the focus is on Tier 2 data, practices, and systems, which have been designed to:

1. Use data to identify students who are at-risk for or currently experiencing emotional and/or behavioral difficulties.
2. Prevent the development or decrease the frequency and/or intensity of students' problem behaviors.
3. Provide standardized interventions that effectively and efficiently support students yet do not require the time and resources needed to develop individualized plans.

Prevention Logic for All

Prevention logic focuses on the redesign of the teaching environment, not the redesign of the students. The purpose of Tier 2 is to provide interventions to support up to 15% of the student population who are at risk, but not currently engaging in severe problem behavior.

Decrease development of new problem behavior	Prevent worsening and reduce intensity of existing problem behavior	Eliminate triggers and maintainers of problem behavior	Add triggers and maintainers of prosocial behavior	Teach, monitor, and acknowledge prosocial behavior
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*Figure 1.4
Biglan, 1995; Mayer, 1995; Walker et al., 1996*

SW-PBS AND RTI

The implementation of three-tiered prevention logic in SW-PBS is a direct application of the Response-to-Intervention (RtI) framework that is applied to academic content teaching and learning (e.g., literacy). The defining features of RtI are embedded with the SW-PBS approach.

Schoolwide PBS and Response to Intervention:

- ▶ Implementation with Fidelity
- ▶ Continuum of Evidence-Based Interventions
- ▶ Content Expertise and Fluency
- ▶ Team-Based Implementation
- ▶ Data-Based Decision Making and Problem Solving
- ▶ Universal Screening
- ▶ Continuous Progress Monitoring

RtI is defined as “the practice of providing high-quality instruction and interventions that are matched to student need, monitoring progress frequently to make decisions about changes in instruction or goals, and applying student response data to important educational decisions” (National Association of State Directors of Special Education, 2006, p. 3). Based on a problem-solving model, RtI considers social and environmental factors as they might apply to an individual student and provides interventions and supports as soon as a student demonstrates a need. RtI has emerged as the way to think about both early intervention assistance and resource allocation, including accessing resources through the Individuals With Disabilities Education Act (IDEA).

In addition to addressing learning challenges, RtI strategies can be applied to improve students’ social behavior. The core principles of RtI remain the same regardless of whether it is an academic or social target (Florida’s Positive Behavior Support Project, 2011).

As defined by the Department of Elementary and Secondary Education, academic or behavior interventions are strategies or techniques applied to instruction in order to teach a new skill, build fluency in a skill, or encourage application of existing skills to a new situation.

Tier 2 interventions often are provided in a group-based format, include standardized practices and systems designed to supplement primary prevention efforts, and are appropriate for students who exhibit problem behaviors across multiple settings. The Office of Special Education Programs (OSEP), Technical Assistance Center on Positive Behavior Interventions and Supports (OSEP, 2014) indicate Tier 2 interventions have the following critical characteristics:

- ▶ **CONTINUOUSLY AVAILABLE.** Tier 2 supports should be available in the school such that students can be added to the intervention at any time. Some interventions are organized so that students can begin receiving supports quickly.
- ▶ **QUICKLY AND EASILY ACCESSIBLE.** Optimally, supports are accessible within 2–3 days when data reveal a need. Some intervention approaches require more formal interviewing, selection of additional participants, etc., and may not be possible this quickly. However, the initial steps to provide a student with a Tier 2 intervention should begin within 72 hours of identifying a need.
- ▶ **MINIMAL TIME COMMITMENT REQUIRED FROM CLASSROOM TEACHERS.** Some Tier 2 interventions may require classroom teachers to modify traditional methods or implement new teaching practices (e.g., increase positive feedback, monitor student progress, and evaluate behavioral and academic progress). Ideally, Tier 2 interventions will fit within existing classroom routines, require minimal changes to methods and strategies, and require only a few more minutes of teacher time each day.
- ▶ **REQUIRED SKILL SETS CAN BE EASILY LEARNED.** The skill sets classroom teachers need are consistent with quality instruction or can be easily learned. Strategies that require intensive training and skill development not typically present in the repertoire of classroom teachers may be beyond the scope of Tier 2 interventions and may be considered as intensive and individualized Tier 3 interventions.
- ▶ **ALIGNED WITH SCHOOLWIDE EXPECTATIONS.** Tier 2 interventions should be consistent with the Tier 1 approaches the school developed. Schoolwide expectations should be taught and applied consistently across all three tiers for greater consistency in implementation.
- ▶ **ALL PERSONNEL ARE AWARE OF THE INTERVENTION(S) AND THEIR ROLES IN THE PROCESS.** All staff should understand the rationale and be able to describe the Tier 2 interventions used in their school. Staff with responsibility for implementation should have the training, skills, and administrative support to implement with fidelity.
- ▶ **CONSISTENTLY IMPLEMENTED WITH MOST STUDENTS, BUT WITH SOME FLEXIBILITY.** Tier 2 interventions may be implemented similarly for 90 percent or more of the students receiving the intervention. Minor modifications may be made to increase the effectiveness of the intervention. However, significant modifications of Tier 2 interventions for a student may be more characteristic of Tier 3 support systems.
- ▶ **PROGRAM SELECTED IS MATCHED TO THE FUNCTION OF THE STUDENT’S BEHAVIOR.** Although it is not recommended that a comprehensive functional behavioral assessment (FBA) be completed for each student identified for Tier 2 supports (it may be too time consuming and unnecessary), it is necessary to consider the function of the problem behaviors using already existing data (i.e., discipline referral data, brief teacher rating or interview). As the data reveal that a student is responding poorly or questionably to the intervention, the function of the behavior may need to be assessed with more comprehensive methods and implementation fidelity should be verified.

A variety of research-based interventions meet these criteria, and most incorporate effective practices such as: targeted and explicit skill instruction; acknowledgements of appropriate behavior; increased consistency, structure, and routine; frequent performance feedback for targeted behaviors; and carefully orchestrated plans for generalization and maintenance of skills.

Some commonly implemented group-oriented interventions include:

- ▶ Check-In, Check-Out (also known as The Behavior Education Program)
- ▶ Social Skills Intervention Groups
- ▶ Self-Monitoring
- ▶ The Check & Connect Student Engagement Model
- ▶ FIRST STEP *Next*
- ▶ Targeted environmental interventions such as Positive Peer Reporting, Tootling, Classwide Function-Related Intervention Teams, and Simple Functional Behavior Assessment
- ▶ Academic Instructional Groups
- ▶ Academic Accommodations

Alignment to School Mental Health Efforts

School mental health, a dimension of overall health, describes the social-emotional development of school-age children. It is often described as a fluid state of being that can be impacted by wellness, mental illness, substance abuse, trauma, toxic stress, and the effects of adverse childhood experiences. Students who do not receive effective mental health supports are more likely to experience lower educational achievements such as attendance (Gall, Pagano, Desmond, Perrin, & Murphy, 2000), ability to concentrate (Humensky et al, 2010), as well as academic achievement and grade completion (Nelson, Benner, Lane, & Smith, 2004). Implementing comprehensive school mental health services can help develop proactive, preventative systems that foster positive school climates focused on teaching and learning. The Schoolwide Positive Behavior Support (SW-PBS) framework cannot assume the responsibility of being the only component within a comprehensive school mental health support model; however, implementation with fidelity, of the SW-PBS framework can help strengthen and support a comprehensive school mental health support model.

Missouri Student Support Model

The Missouri Student Support Model provides a graphic representation of the required elements for intensifying supports for students who continue to demonstrate difficulties after Tier 1 components are delivered.

The process begins at the base of the model with implementation of universal level supports and continues through the top of the triangle to Tier 3 intervention and planning. Elements embedded throughout the model provide structure and guidance for processes that need to occur as supports are intensified. Identified components are aligned with items included in the Tiered Fidelity Inventory (TFI) which can be used as a self-assessment tool for monitoring progress toward development of a full continuum.

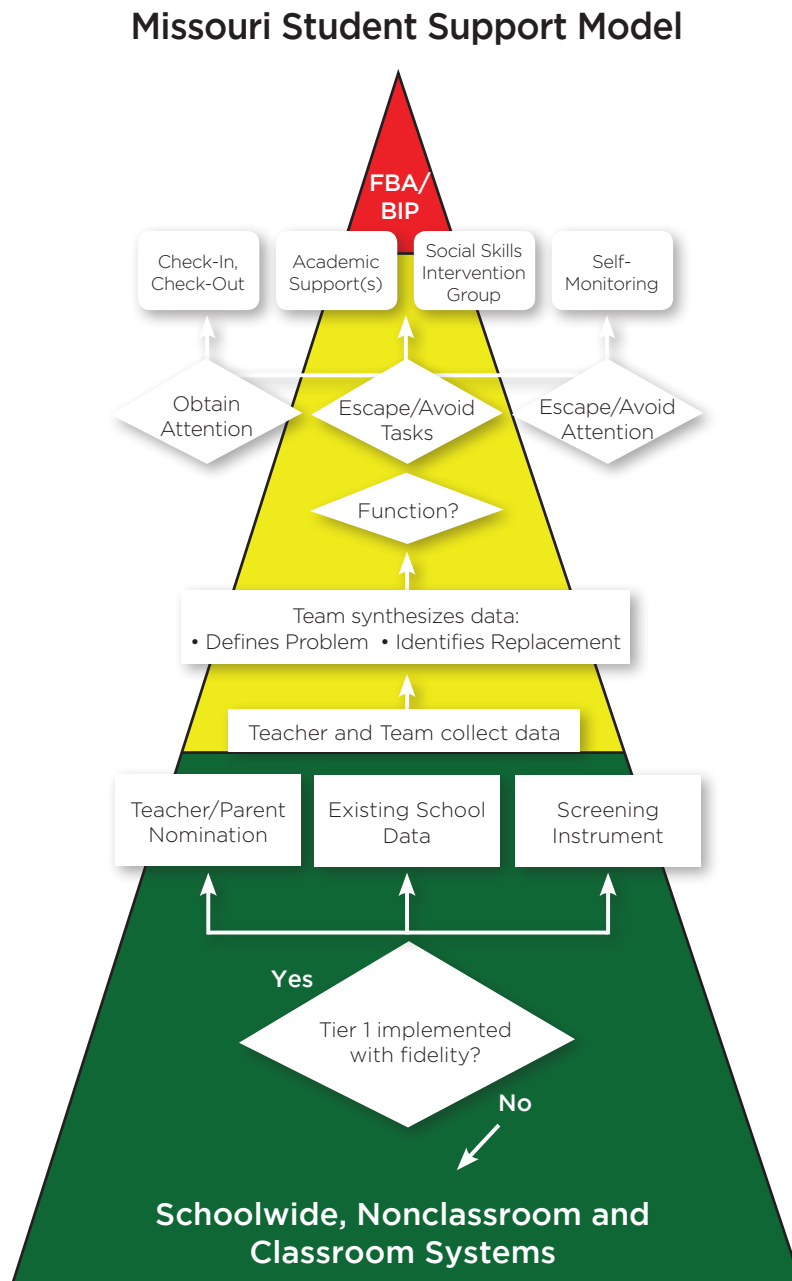


Figure 1.5

MO SW-PBS Student Support Model

Planning for Intervention – What’s Your Projected Capacity?

Early intervention is the goal for all students. Tier 1 Universal practices will be enough support for approximately 80% of the students in your school. This is the most efficient system of support, requiring minimal adult resources per student.

Tier 2 interventions are designed to proactively identify students at risk for developing problem behavior, or just beginning to exhibit problem behavior. When student identification is done effectively, you can estimate serving 10 – 15% of your student population over the course of the year in Tier 2 Interventions. Tier 2 Interventions require more adult involvement for fewer students, yet efficiently produce effective results when interventions are delivered with fidelity.

Students who are already exhibiting chronic problem behavior may require Tier 3 Intervention. If Tier 1 and Tier 2 are being implemented in the school setting with fidelity, your school may need to provide Tier 3 Interventions for approximately 1 -5% of students. Tier 3 requires the highest staff to student ratio, and can be a very labor-intensive process.

At Sample Middle School, the student population is 375 students. Based on the expected percentages in tiered intervention, 300 Sample students will use expected behaviors when the school implements Tier 1 Universal practices with fidelity. Approximately 37 – 56 Sample students may need additional support, or Tier 2 Intervention, to reliably perform expected behaviors. Finally, it is possible that 3 – 15 students may need the most intensive level of support, a Tier 3 Behavior Intervention Plan, over the course of the school year.



ACTIVITY

With your team, complete the chart with your school’s enrollment data to assist your planning for capacity to serve students needing Tier 2 or Tier 3 support.

Then fill in the projected needs statement that follows.

School: _____

Academic Year: _____

Total Student Enrollment _____		Our Numbers		Our Numbers
	1%		5%	
	10%		15%	
	80%			

At _____, the student population is _____ students. Based on the expected percentages in tiered intervention, _____ students will use expected behaviors when the school implements Tier 1 Universal practices with fidelity. Approximately _____ – _____ students may need additional support, or Tier 2 Intervention, to reliably perform expected behaviors.

Finally, it is possible that _____ – _____ students may need the most intensive level of support, a Tier 3 Behavior Intervention Plan, over the course of the school year.

Base Rate and Serviceable Base Rate

Once the school leadership team has identified the projected needs, based on school enrollment, then you can begin thinking about your capacity to provide support across the tiers. Using existing school-wide data, such as attendance rate, percentages of students with 0-1 ODRs, assessment data, grades, and other collected information, the leadership team can determine the current overall response to your Tier 1 universal system. The leadership team will then have the information to compare your school's **base rate**, or the proportion of students in the school who exhibit emotional or behavioral risk, to the expected base rates in the tiered intervention model, 80%, 15%, 5%. Next the team can calculate your **serviceable base rate**, or the amount of students identified as at risk who could reasonably be served in a small group or individual intervention *with the current resources* available in the school (Kilgus & Eklund, 2016). The school's current resources could include personnel, curriculum, materials, scheduling flexibility, team stability, and other factors supporting implementation of practices.

When teams are prepared for implementation with the necessary information, they are more likely to be accurate in their decision to use universal screening when effective supports are in place at Tier 1, adequately plan for the efficient and effective use of resources, and accurately provide the needed level of support for students with screening results indicating risk (Kilgus & Eklund, 2016).

Using the information about the current base rate and the calculated serviceable base rate allows the school team to determine whether the time is right to consider adding a systematic screening process, or if a focus on intensifying universal supports to better support the students is a better use of resources. It is inefficient and unlikely to be sustainable for schools to serve 30-40% or more of their students in intervention (Dowdy, Furlong, Raines, Boverly, Kauffman, Kamphaus, Dever, Price, & Murdock, 2015; Kilgus & Eklund, 2016). Schools can still use information from a screening instrument in the planning and provision of robust universal supports but should keep the information about their serviceable base rate in mind.

USING SCREENING DATA FOR DECISION MAKING

When the data from the universal screening instrument has been collected and analyzed, schools can plan for the appropriate response. Using the information about the school's projected capacity and serviceable base rate, the leadership team can identify how school-wide, class-wide, and individual supports can be provided. The following graphic from Kilgus & Eklund (2016) can be used as a decision-making guide for teams.

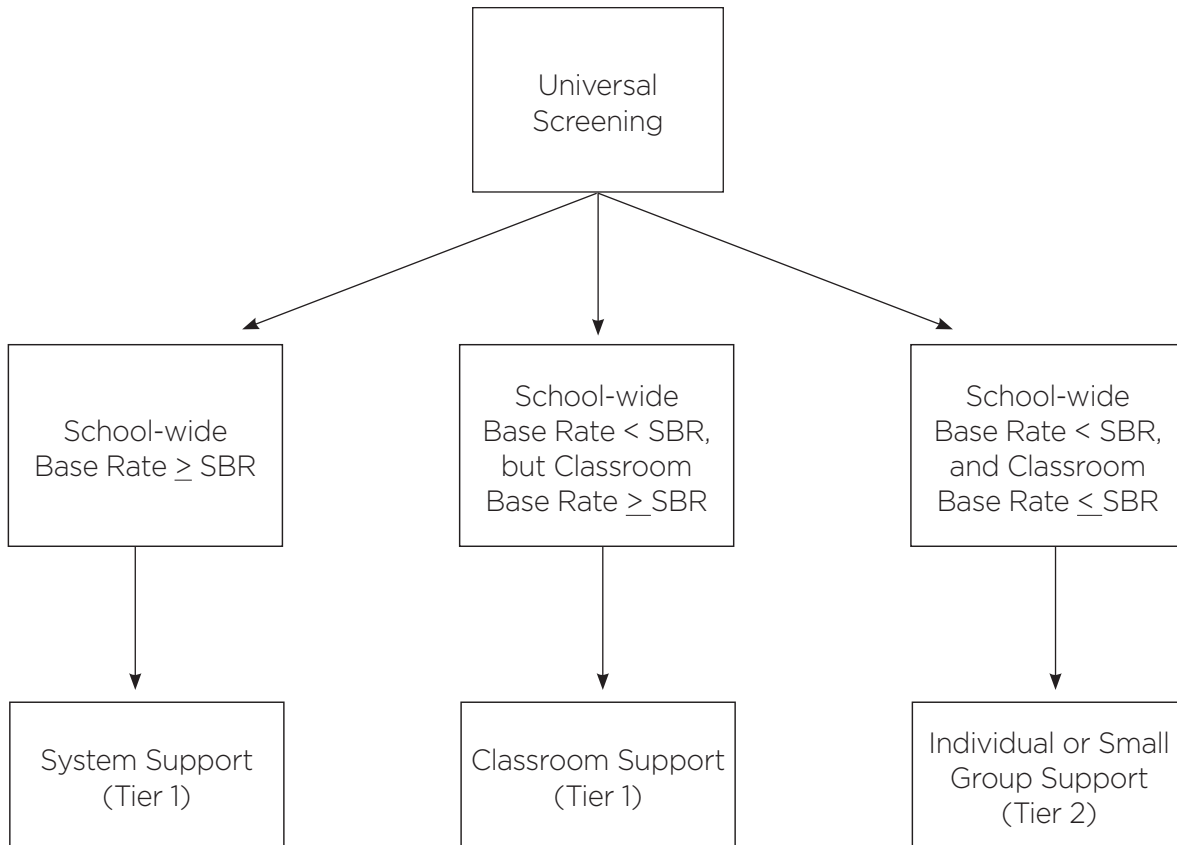


Figure 1.6
(Kilgus & Eklund, 2016, p. 127)

SCHOOL-WIDE BASE RATE \geq SERVICEABLE BASE RATE (SBR)

If the screening results indicate the proportion of students exhibiting emotional or behavioral risk is higher than the previously calculated school serviceable base rate, the team should focus on strengthening supports at the Tier 1 universal level (Kilgus & Eklund, 2016). The leadership team needs to consider whether expectations and rules are taught and practiced sufficiently for students to perform them fluently and with performance feedback (recognition of success, re-teaching when errors develop), whether all staff have had adequate training and feedback on implementation of Tier 1 supports to be implementing with fidelity, and whether the team is using data to monitor outcomes and respond accordingly. In addition, the school may use the information to incorporate social-emotional learning more prominently in their school-wide efforts, engage in ongoing professional learning about positive mental health and development, and focus their efforts more specifically to the areas of need indicated by the data (Dowdy et al, 2015; Kilgus & Eklund, 2016).

SCHOOL-WIDE BASE RATE < SBR, BUT CLASSROOM BASE RATE \geq SBR

The screening results may indicate elevated risk rates are concentrated in particular classrooms or grade levels rather than distributed school wide, yet they still represent more students than can practically be served in small group or individual intervention (Kilgus & Eklund, 2016). In this case, the leadership team would want to look more closely at the classrooms with elevated risk to determine whether intensified

class-wide supports, such as increased teaching, practicing, and feedback in following expectations or specific social skills teaching, such as Social Skills Intervention System (SSIS) Classwide Intervention Program (SSIS-CIP) or other research-based support is needed, or additional support for the teacher or environment is required (Elliott & Gresham, 2007). Practices such as Tootling, Positive Peer Reporting, or Class-Wide Function-related Intervention Teams (CW- FIT) would be helpful in these classrooms as well (MO SW-PBS Tier 2 Workbook, 2017; Wills et al, 2009) The leadership team could provide resources to intensify class-wide supports in these rooms, while considering referring students for Tier 2 interventions in classrooms with base rates below the predetermined serviceable base rate (Kilgus & Eklund, 2016).

SCHOOL-WIDE BASE RATE < SBR, AND CLASSROOM BASE RATE < SBR

When the school-wide base rate and the classroom base rate are both less than the predetermined serviceable base rate, indicating Tier 1 supports are effective for meeting the needs of the majority of the students, the team will consider small group and individual interventions (Kilgus & Eklund, 2016). Choices for small group interventions could include Check-In, Check-Out (CICO), Social Skills Intervention Groups (SSIG), Self-Monitoring, or other age, context, and function appropriate research-based intervention (MO SW-PBS, 2017). For students needing intensive individualized support, schools could plan to conduct a Functional Behavior Assessment (FBA) in order to design an appropriate Behavior Intervention Plan (BIP).

Implement Tier 1 Universals

The instructional process begins with each student having access to, as well as the opportunity to demonstrate mastery of, a viable academic and behavioral curriculum, which demonstrates rigor and relevance. Assessment data are gathered on a regular basis and each student's response to instruction and curriculum is evaluated in order to make informed decisions.

Specific to behavioral and social skills instruction, all staff must implement universal elements with fidelity for all students. This means schoolwide, non-classroom, and classroom expectations and rules as well as procedures are identified and taught. Students are consistently acknowledged for demonstrating expectations and following procedures. Staff members provide high rates of positive feedback (e.g., four positives to one corrective) and consistently use respectful redirection and error corrections when students use inappropriate behavior.

Universal supports are implemented continuously to ensure each student receives access to high quality instruction before determining that he or she requires additional intervention.

In addition, one of the most powerful behavioral management strategies is providing excellent instruction in an organized classroom environment. The following is a list of research-based practices for designing an effective instructional environment. This list of Eight Effective Classroom Practices is derived from two reviews of published research literature.

1. Classroom expectations are aligned with schoolwide expectations, posted, and referred to regularly.
2. Classroom procedures and routines are created, posted, taught, and referred to regularly.
3. Positive specific performance feedback is provided using a variety of strategies and at a ratio of 4:1.
4. A variety of strategies (redirect, re-teach, provide choice, and conference with the student) are used consistently, immediately, respectfully in tone and demeanor in response to inappropriate behavior.
5. A variety of strategies to increase students' opportunities to respond (e.g., turn to talk, guided notes, response cards, etc.) are used.
6. The classroom is arranged to minimize crowding and the teacher actively supervises during instruction.
7. Activity sequencing and choice are offered in a variety of ways (e.g., order, materials, partners, location and type of desk).
8. A variety of strategies are used to modify difficult academic tasks and to ensure academic success.

Typically students are not considered for additional intervention (i.e., Tier 2) until they have had adequate time to respond to the Tier 1 strategies (e.g., approximately six to eight weeks). It is usually critical to confirm that Tier 1 and Tier 2 interventions are implemented with fidelity. The Positive Behavior Support Planning Checklist And Teacher Self-Assessment on the next page is a tool that has many uses. It defines staff expectations for each Effective Classroom Practice. It may be used by teachers to self-assess their implementation of each classroom practice. It may also be used as part of an overall check of implementation fidelity when walk-through observations are done.

Positive Behavior Support Planning Checklist And Teacher Self-Assessment

TIER ONE – EFFECTIVE CLASSROOM PRACTICES: All staff consistently implement effective classroom practices to provide an engaging, predictable and safe learning environment for all students.

Effective Classroom Practices	Staff Expectations to Support Student Behavior
1. Classroom Expectations	<input type="checkbox"/> I have attended Classroom Expectations in-service. <input type="checkbox"/> I have created and posted classroom rules aligned with schoolwide expectations. <input type="checkbox"/> I have filed a copy of my classroom rules in the office. <input type="checkbox"/> 80% of my students can tell the classroom expectations and rules.
2. Classroom Procedures and Routines	<input type="checkbox"/> I have attended Classroom Procedures and Routines in-service. <input type="checkbox"/> I have used the Create Your Classroom Routines Checklist to develop my classroom routines. <input type="checkbox"/> I have created, posted, taught and given students frequent specific performance feedback on classroom procedures and routines. <input type="checkbox"/> Students can verbalize and regularly demonstrate the classroom procedures and routines.
3. Encourage Expected Behavior – Provide Specific Positive Feedback	<input type="checkbox"/> I have attended Classroom Strategies to Encourage Expected Behavior in-service. <input type="checkbox"/> I use a variety of strategies to give specific positive feedback (free and frequent, intermittent, and long term). <input type="checkbox"/> What is my method for providing specific positive feedback at a ratio of 4: 1? _____ <input type="checkbox"/> Can my students tell how they receive acknowledgement for appropriate behavior? _____
4. Discouraging Inappropriate Behavior	<input type="checkbox"/> I have attended Discouraging Inappropriate Behavior in-service. <input type="checkbox"/> I demonstrate calm, consistent, brief, immediate and respectful error corrections using professional teaching tone and demeanor. <input type="checkbox"/> I use a variety classroom response strategies (prompt, redirect, re-teach, provide choice and conference with students).

Positive Behavior Support Planning Checklist And Teacher Self-Assessment – Page 2

Effective Classroom Practices	Staff Expectations to Support Student Behavior
5. Active Supervision	<input type="checkbox"/> I have designed the classroom floor plan to allow for ease of movement for Active Supervision . <input type="checkbox"/> I continually monitor all areas of the room by scanning, moving and interacting frequently and strategically. <input type="checkbox"/> When designing a lesson, I consider student groupings, location and activity level. <input type="checkbox"/> I provide positive contact, positive and corrective feedback while moving around the room.
6. Opportunities to Respond	<input type="checkbox"/> I use a variety of strategies to increase student Opportunities to Respond (examples: turn and talk, guided notes, response cards). <input type="checkbox"/> What strategy do I use to track students being called on? _____ <input type="checkbox"/> I regularly use wait time to increase student opportunity for metacognition. <input type="checkbox"/> I regularly plan instructional questions and response methods prior to the lesson.
7. Activity Sequence and Choice	<input type="checkbox"/> I Sequence tasks by intermingling easy/brief tasks among longer or more difficult tasks. <input type="checkbox"/> When designing a lesson, I consider the pace, sequence and level of task difficulty to promote each student's success. <input type="checkbox"/> I consider a variety of elements when offering students Choice (order, materials, partner, location, type of task). <input type="checkbox"/> I develop and use a menu of options to promote student choice (examples: work stations, demonstration of knowledge).
8. Task Difficulty	<input type="checkbox"/> How do I make certain independent work contains 70-85% known elements (instructional level)? _____ <input type="checkbox"/> How do I make certain reading tasks are 93-97% known elements (independent)? _____ <input type="checkbox"/> I use a variety of strategies to adjust Task Difficulty. <input type="checkbox"/> I scaffold tasks by modeling, providing guided practice and chunking multi-step directions and activities.

However, there may be instances when a student is experiencing very severe or significant academic, behavioral, or social-emotional problems and may need Tier 3 interventions without having experienced a Tier 2 level intervention yet or the Tier 2 intervention was not implemented for very long.

Guidelines for deciding what level of support students need varies from school to school, but students who require Tier 3 supports should be able to access these services in one of two ways. First, students receiving Tier 1 and Tier 2 supports that are not making adequate progress and/or are unresponsive to the continuum of strategies available may need Tier 3 supports. Second, there should be a mechanism through which students who are experiencing very severe or significant academic, behavioral, or social-emotional problems can access Tier 3 supports sooner.

For example, students who demonstrate behaviors that are harmful to self or others, or students whose behaviors are disruptive to an extent that consistently interferes with the learning of other children would likely be considered for individualized interventions immediately. For some students, this option is necessary to provide needed supports in a timely fashion.

Thus, in contrast to a fixed multigating system wherein students would only be able to receive more intensive services (i.e., Tier 3) following some time period of less intensive (i.e., Tier 1 or 2) supports, a responsive approach should allow some flexibility to serve students based on their level of need in a timely and efficient manner.

IDENTIFY STUDENTS

To develop a full continuum of support, school teams create a system to deliberately and purposefully identify students who may require more intensive intervention. Ideally, the system is created to promote early identification before problems develop to a level that requires intensive intervention. In addition, the system also is created to identify students with internalizing or externalizing characteristics of difficulty. To accomplish these goals, school teams typically develop a comprehensive system of identification that includes:

- a. Use of existing school data
- b. Teacher nominations, and
- c. Screening scores

COLLECT AND REVIEW DATA, CLARIFY PROBLEM, AND IDENTIFY FUNCTION

Considering the function of the problem behaviors prior to selection of an intervention is very important. Although a comprehensive functional behavioral assessment (FBA) most often is reserved for students who require intensive individualized supports, commonly collected school data can be used for a simple or brief FBA process. Data that is easily accessible and generally useful for determining function of behavior may include:

- ▶ Office Referrals (ODR)
- ▶ Classroom Minors
- ▶ Absences

- ▶ Tardies
- ▶ Grade point average
- ▶ Course grades
- ▶ Achievement scores in the areas of Reading, Written Language, Math
- ▶ Frequency of nurse or counselor visits

In addition, examining a student's daily schedule with consideration for when, where, and during what types of activities problem behaviors are most likely to occur also is useful information. An important task of the Tier 2 Team will be development of a process for gathering applicable information in a timely manner so that function of behavior can be considered, but still allows for rapid access to interventions that are readily available.

ACADEMIC INTERVENTIONS

It is also important to consider any deficits in prerequisite academic skills. When data indicates students are having academic difficulty (low grades, poor assessment performance, missing assignments, etc.) or using problem behavior to avoid task (head down, refusal to work, engaging in problem behavior resulting in removal from instruction, etc.) teams should consider an academic intervention in addition to a behavioral intervention. For example, if a student is engaging in low-level acting out behaviors in the classroom to escape an academic task that is difficult for them, simply placing them in a behavioral intervention will not solve the underlying academic deficit problem. In addition to the behavioral intervention, additional academic supports must be provided.

Approximately 14% of young children have both academic and behavior issues, and these children have the poorest outcomes when compared to peers with either behavior or academic problems (Reinke, Herman, Petras, and Ialongo, 2008).

When reviewing existing data for all students identified for Tier 2 supports, it is critical to review academic data and determine if additional academic supports are needed. It is likely your school has a system for supporting students who need additional academic support through interventionists, reading specialists, tutoring programs, and other supports in and out of the classroom.

The Tier 2 Team could invite a member of the academic intervention team to attend the meeting when the target child is being discussed to ensure clear communication and complimentary intervention planning. As the student participates in academic interventions alongside behavioral interventions, data should be collected and progress should be monitored for both. When considering fading and graduating from the interventions, plans should be made for ongoing monitoring of academic performance and behavior.

SELECT AND PROVIDE INTERVENTION MATCHED TO FUNCTION

Several different intervention options may be available. Teams should select an intervention that best addresses the function of the problem behavior and the needs of the student. Some children may require and benefit from more than one intervention. For example, children who are experiencing both academic and social skills deficits will require instructional and behavioral treatments.

Teams determine capacity to provide selected treatments and then select which interventions to develop and implement. A minimum of at least one academic and one behavioral intervention is recommended for addressing the needs of children who are identified.

Intervention Matched with Function

	Check-In, Check-Out	Social Skill Groups Intervention Groups	Self- Monitoring	Check & Connect	FIRST STEP <i>Next</i>
Get Adult Attention	X	X	X		X
Get Peer Attention		X	X		X
Avoid Adult Attention		X	X	X	
Avoid Peer Attention		X	X	X	
Avoid Tasks		X	X	X	
Access to Activities or Tangibles		X	X		

*Figure 1.7
Adapted from Umbreit, Ferro, Liaupsin, and Lane, 2007*

MONITOR PROGRESS AND MAKE DECISIONS

Interventions should be implemented for a reasonable period of time and with a level of intensity that matches the student's needs. The Tier 2 Team determines a reasonable period of time on a case-by-case basis, depending on the nature of the problem(s), the nature and intensity of interventions, the frequency of progress monitoring, and the ability to evaluate trends. If the student exhibits a positive response, the interventions should be continued and then systematically faded. The interventions should be modified as appropriate when a student's progress is less than expected.

The Tier 2 Team will develop a system for collecting data to determine the student's response to the intervention. Collecting, graphing, and analyzing data will allow teams to make educationally valid decisions and determine whether interventions should be faded, maintained, modified, or intensified.



ACTIVITY

Review the features of the Student Support Model on the left below, and summarize the key points of information for each. Be prepared to share your information or teach others as directed.

Student Support Model

Feature	Key Points
Implement Universals <ul style="list-style-type: none"> • Schoolwide • Non-Classroom • Classroom 	
Identify Students <ul style="list-style-type: none"> • Early intervention • Internalizing • Externalizing 	
Collect and Review Student Data	
Clarify Problem	
Identify Function	
Select and Provide Intervention	
Monitor Progress and Make Decisions	

Indicators of Readiness for Tier 2

Tier 1 systems and practices are critical foundations for effective implementation of Tier 2 systems and practices.

Established SW-PBS Systems include:

- ▶ School board/district/regional support.
- ▶ SW-PBS Leadership Team (i.e., Tier 1 Team).
- ▶ Administrator endorsement and active participation.
- ▶ Continuous, data-based professional learning (training and coaching).
- ▶ Recognition of staff behavior, contributions, and/or accomplishments.
- ▶ Schoolwide data system.

Established SW-PBS Practices include:

- ▶ Three to five positively stated and defined schoolwide expectations positively defined.
- ▶ Expectations regularly taught in both classroom and non-classroom settings.
- ▶ Schoolwide reinforcement plan to acknowledge expected behavior.
- ▶ Plan and continuum of consequences for rule violations.
- ▶ Effective Classroom Management.

Much of the success when developing and implementing Tier 2 practices hinges on the foundation that has already been laid. A majority of system level change required to facilitate identification of students who require additional support and effective delivery of research-based interventions have already been developed if schools are effectively implementing a schoolwide approach for Tier 1. Before moving forward with development and implementation of Tier 2 practices, schools should consider the extent to which the schoolwide system and Tier 1 practices are in place. Meeting the following criteria is generally a broad indicator of readiness:

- ▶ 80/80 on the Schoolwide Evaluation Tool (SET).
- ▶ 70% on the Tiered Fidelity Inventory (TFI).
- ▶ 80% on the Self-Assessment Survey (SAS)–Schoolwide, Non-classroom, and Classroom Setting Systems.
- ▶ Office Discipline Referral Data indicate 80% of population at 0-1.
- ▶ System in place for documenting classroom minors.
- ▶ Consistent use of Big 5 data reports.

The following self-assessment has been designed to enable teams to determine whether they should proceed with Tier 2 implementation (Everett, Sugai, Fallon, Simonsen, and O’Keeffe, 2011). An important consideration is the level of Tier 1 implementation.

STOP!

If Tier 1 practices and systems are not firmly in place, reconsider beginning implementation of Tier 2 practices and systems at this time.

Tier 2 Readiness Checklist

**Place a check in the box that best reflects your school's status*

DATA INDICATORS	IN PLACE	NOT IN PLACE	NOTES
1. SET score of 80/80 OR			
2. TFI score of 70% or higher			
3. SAS Schoolwide 80% or higher			
4. SAS Non-Classroom 80% or higher			
5. SAS Classroom 80% or higher			
6. 80% or more students in the 0-1 ODR range or within national range for school's grade levels.			
7. Consistent use of schoolwide data for making decisions as evidenced by monthly Big 5 Data Reports.			
8. System in place to collect classroom minor referrals.			
9. Tier 2 Team includes administrator, crossover member, behavioral expertise or desire to develop, academic expertise.			
10. Effective Classroom Practices taught to all staff and evident in all classrooms.			
11. Access to district level support			

Decision(s) based upon Readiness Analysis:

- Proceed w/ Tier 2 implementation
- Develop action plan to improve Tier 1 implementation
- Reconsider Tier 2 implementation at this time

Gaining Staff Commitment

Fundamental change is impossible without the participation of everybody with a stake in the problem or issue. Without full participation of all, perspectives will be missing, there is a good chance that some of the issues involved will go unaddressed, and implementation will be restricted. In the same manner that staff commitment for implementation of SW-PBS was initially established, a renewal or recommitment process prior to moving forward in developing the second tier is a wise investment of time. Building staff awareness of Tier 2 systems and practices, along with the possible positive outcomes, should lead to a sense of eagerness and full participation. Gaining staff commitment to new practices associated with Tier 2 will increase the likelihood that programs will be implemented and monitored with fidelity, which in turn will lead to positive gains for the students in your building. Securing staff commitment can be done by providing opportunities for new learning and then confirmed by an official commitment process.

New learning for Tier 2 implementation will include general understanding of methods for identifying students who are at risk for social, emotional and/or behavioral challenges. Awareness of interventions that can be selected and responsibilities for implementation should be examined up front, prior to development of programs. If staff members aren't willing to implement selected interventions with fidelity, outcomes will be less than desired. Faculty also will need information about how student progress during intervention will be monitored, what their role in data collection will be, and how decisions will be made regarding student response to the intervention. A broad understanding of these topics will facilitate informed decision-making as staff determines their willingness to commit to continued development of the SW-PBS framework. New learning will likely be different across buildings and may take varying amounts of time depending on the collaborative structures already in place. Specific strategies for providing new learning can include: 1) formal presentations/staff development, 2) study groups or book studies, 3) articles or readings, 4) sharing and discussion opportunities, 5) surveys or data, and 6) personal conversations.

Once your staff members have a solid understanding of the desired change, it is helpful to confirm commitment. This can be accomplished in a variety of ways. In some schools, the principal simply makes a point of having a personal conversation with each staff member, visiting about the exciting opportunity and asking if they are on board, or if they can be counted on to join in the work ahead.

An agreement, contract, or covenant is another way for staff to show support. On the following page you will find a sample survey that includes key questions to consider prior to development of Tier 2 (Everett, Sugai, Fallon, Simonsen, and O'Keeffe, 2011). As one example, staff members could be asked to complete the self-assessment with understanding that 80% or more of criteria must be indicated as in place by 80% or more respondents before moving forward with preparation. After results of the assessment are shared with staff members, a final step might include asking personnel to sign some sort of agreement indicating their commitment.

Tier 2 Commitment Survey

ESTABLISH COMMITMENT	RATING
1. The school principal and staff have verified that Tier 2 readiness criteria are in place?	YES NO
2. The school principal has agreed to establish a Tier 2 Team and designate time for it to meet?	YES NO
3. The school principal has agreed to attend training meetings with team members?	YES NO
4. The school principal has agreed to (re)direct financial and personnel resources toward implementation?	YES NO
5. The school faculty members (>80%) have agreed to implement Tier 2 practices and systems?	YES NO

(Everett et al., 2011, p.16)

STOP!

If commitments haven't been confirmed (all items rated as "YES") reconsider development of Tier 2 at this time.



ACTIVITY Working with your team, plan for securing staff commitment. What learning or professional learning needs to occur? How will you have staff indicate their support?

Tools for Planning SW-PBS – Tiers 2 and 3

As your school begins to gain staff commitment for development of a Tier 2 system and supports, two tools will help you work efficiently and effectively. These tools are the Tiered Fidelity Inventory (TFI) and the SW-PBS Tier 2 Action Plan worksheets. These tools are used in concert to keep your team on track for implementing SW-PBS with fidelity.

TIERED FIDELITY INVENTORY

The purpose of the TFI is to provide an efficient tool for teams to self-assess implementation fidelity at Tier 1 (universal), Tier 2 (targeted), and Tier 3 (intensive) intervention levels. Progress can be assessed over time as scores can be tracked from year to year. Teams analyze the results and determine action steps to address areas of concern. It is recommended that teams take the TFI once per quarter until they achieve 80% fidelity across three consecutive administrations. School teams can use the TFI to build an action plan that delineates next steps in the implementation process. If schools choose to use the TFI to assess progress over time, then scores on each area can be tracked on a year-to-year basis.

The TFI is to be completed by the team(s) involved with Tiers 2 and 3 behavior support, and reflects the consensus (or majority) of team members. Prior to completing items within the instrument, training for team members should be provided by someone familiar with the instrument.

The TFI can be completed by the team as a group or by each member independently. If completed independently, the team reconvenes to review scores on each item. Items in which there is disagreement are discussed and the team comes to consensus on the score. If there is not a team in a school focused on Tiers 2 and 3 supports, then the TFI should be completed by gathering the individuals with the most knowledge and involvement in supports at Tier 2 and Tier 3.

Each item is rated “2” fully in place, a “1” partially in place, or a “0” not in place. After completion of the TFI, use the Action Plan template to develop a timeline for moving forward on targeted, small group, and intensive interventions.

TFI results should be entered at **pbisapps.org**

School teams in their first year of Tier 2 development will complete the TFI twice (e.g., Summer/Fall and Spring). After the first year of Tier 2 development school teams will self-assess and enter TFI data annually.

Action Planning

In the same way that your SW-PBS Tier 1 Team used action planning to record a list of all the tasks the team needed to finish to meet a goal or an objective, the action planning process continues as Tier 2 is developed. Action Plans are useful because they give your team a framework for thinking about how to complete a task or project efficiently. The following features are typically included in the action planning process.

- ▶ **GOALS.** During each day of training, goals or needs for development will emerge. These needs are drawn from items within the Tiered Fidelity Inventory and will answer the question, “What things do we need to do in order to move our work forward?”
- ▶ **MEASURES OF SUCCESS.** Next you will want to identify how you will know you have met your goal and been successful. What completed products, data, or processes will be in place when you have finished your work?
- ▶ **ACTIVITIES/STEPS.** After identifying the goal and having a clear picture of what success will look like, teams begin brainstorming a list of all the things that need to be done to achieve the goal. You will typically want to start at the beginning: What is the very first action you’ll need to take? What comes next? Are there activities that should be prioritized to meet specific deadlines? Try to make a logical progression of each thing you need to do.
- ▶ **TIMELINES.** Next match your steps or activities with timelines. What is realistic to get accomplished in a certain time? While timelines help with accountability, they may change as you move forward.
- ▶ **RESOURCES.** It is helpful to think in advance, while planning, what resources will be required to complete the tasks. What materials or assistance will be needed?
- ▶ **PERSON(S) RESPONSIBLE.** This step is the delegation process. Which tasks should be delegated to specific team members or others? This, too, is a good accountability mechanism to help be sure the work gets done.

Finally, the action plan includes a column to indicate when activities have been completed. A simple check or date can be used to document finished tasks.

A sample action plan with suggested goals and activities as well as a blank action plan are included in this workbook.

Next Steps

Each chapter concludes with a list of recommended “Next Steps”, which are activities that will lead your team and school toward success. While a general sequence of completion may be implied, the tasks may be completed in any order or may be interrelated.

Some activities will focus on planning while others may involve a written product, data collection/analysis, or professional learning. An icon will denote the type of activity and suggested wording for your action plan will be provided.

You may begin or even complete some of the tasks during MO SW-PBS training sessions, but others will require further work or refinement. Schools may progress at slightly different rates, however at the end of each training session MO SW-PBS Consultants will provide a clear list of activities that should be completed prior to the next training session. In addition, MO SW-PBS Consultants will outline a process for submitting artifacts for review so that teams can benefit from explicit feedback.

See Tier 2 Team Action Plan – *Foundations*

1. Assess readiness for developing a Tier 2 system
 - A. Complete *Tier 2 Readiness Checklist* and use results to identify and record necessary action plan steps.
2. Gain staff commitment to develop Tier 2
 - A. Conduct staff professional learning session to establish awareness and gain commitment for development of a Tier 2 system and supports.
 - B. Complete *Tier 2 Commitment Survey* with full staff.
 - C. Review results from the *Commitment Survey* and makes decisions about moving forward with development of a Tier 2 system and interventions
 - e.g., 80% or more of staff indicate “Yes” for 80% or more survey items.
3. Develop Tier 2 Team Action Plan
 - A. Complete *Tiered Fidelity Inventory* (TFI): <https://www.pbisapps.org>
 - Teams new to Tier 2 complete the TFI by October and April during their first year.
 - In subsequent years teams will only complete the TFI once.

CHAPTER 2: LEADERSHIP FOR TIER 2 TEAM

“A team is a group that forms for a common purpose to achieve an outcome by working together. The purpose of teaming in education is to support staff members in their work to support students.”

Kent McIntosh and Steve Goodman, 2016

“Never doubt that a small group of thoughtful, committed people can change the world; indeed, it’s the only thing that ever has.”

Margaret Mead

LEARNER OUTCOMES

At the conclusion of this chapter, you will be able to:

- ▶ Affirm administrative commitment for moving forward in the next phase of SW-PBS development, Tier 2 system and practices.
- ▶ Establish a Tier 2 Team to make decisions about students receiving Tier 2 supports.
- ▶ Develop the Tier 2 Team to include adequate membership for completing action plan items as well as crossover membership and/or a communication plan that informs the Tier 1 team of the status of Tier 2 supports.
- ▶ Delineate specific roles for each member of the Tier 2 Team and divide work responsibilities.
- ▶ Use a standardized meeting agenda to promote efficiency during meeting times.
- ▶ Systematically communicate applicable information and receive feedback from stakeholders.
- ▶ Evaluate existing systems of support for addressing emotional and behavioral needs of students in your building and reallocate resources, if needed, to develop an effective Tier 2 system.

The Data-Based Decision Making Process

When launching your efforts, it is important to understand the positive, proactive, and instructional philosophy of discipline and SW-PBS and to be committed to the work. Schools must also blend commitment and proven practices with strong leadership and effective school improvement processes to promote deep and lasting change (U.S. Department of Education, 2014).

The ongoing Data-Based Decision Making (DBDM) Process for SW-PBS is similar to most school improvement, problem solving, or decision-making models (See Figure 2.1) and includes collecting data to identify current status, analyzing data, identifying desired outcomes, developing an implementation plan including selecting strategies, determining indicators of results, and establishing an evaluation plan. This thinking is paramount for any improvement effort and remains at the heart of your SW-PBS work.

More specifically, the procedure for unfolding your schoolwide work is outlined below.

1. Collect and Chart Data

- ▶ Focus on a specific question and work to answer, where are we now?
- ▶ Gather data pertinent to answering the question at hand (staff survey; records of office referrals, detentions, suspensions, etc.; observations).

2. Analyze and Prioritize

- ▶ Where are the gaps in your current status compared to where you want to be?
- ▶ What data can help you drill deeper to further define the who, where, when, why and how?

3. Develop S.M.A.R.T. Goals

- ▶ Define your outcome goals so that they are *Specific, Measureable, Achievable, Relevant, and Time Bound*.
- ▶ Short term and long term goals must be written to be observable and therefore measureable.

4. Select Strategies

- ▶ What strategies will most efficiently and effectively get you to your desired goals?
- ▶ Strategies selected should be written into an action plan with aligned goals, steps resources, timeline and communication plans.

5. Determine Results Indicators

- ▶ Select indicators that help your team answer
 - Are we implementing the plan with fidelity?
 - Is implementation having desired impact on student outcomes?

6. Evaluate Plan

- ▶ Analyze collected data to determine progress toward meeting goals
 - Have we implemented our plan with fidelity?
 - Have we achieved our goal or are we making adequate progress toward achieving our goal?

Missouri Data-Based Decision Making (DBDM) Process

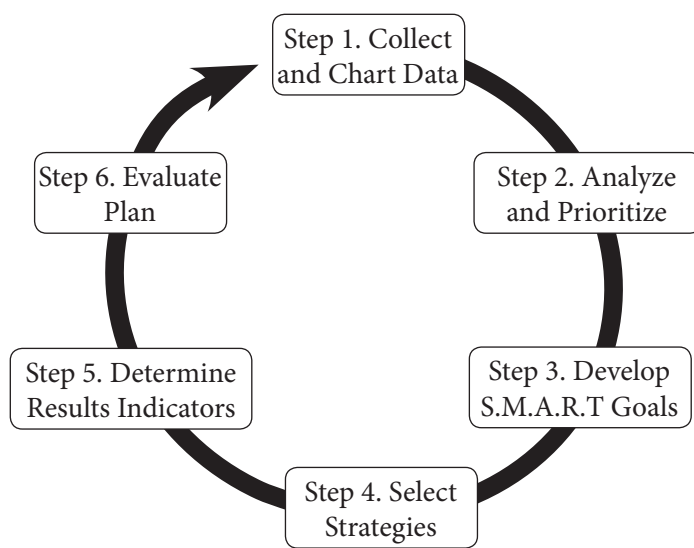


Figure 2.1

Administrator Role

Successful school improvement efforts share one commonality—strong leadership. Maintaining a well-managed school is one of the primary roles of the building administrator. As the principal goes, so goes the time, focus, resources, and attention to any given school improvement effort.

As you completed preparation activities and began implementing SW-PBS practices, administrative leadership was key for success. The need for administrative leadership, participation and support continues throughout your work at Tier 2. To define the role of the principal in the development and implementation of Schoolwide Positive Behavior Support, thirteen considerations were offered by Colvin and Sprick (1999) and further clarified by Colvin (2007). These concepts were introduced during initial trainings for SW-PBS but are important enough that reviewing them is warranted.

- ▶ Maintain Standards for Best Practices.
- ▶ Publicly Provide Support.
- ▶ Maintain a SW-PBS Leadership Team.
- ▶ Support the SW-PBS Team Members.
- ▶ Guide the Decision Making Process.
- ▶ Take a Leadership Role in Problem Resolution.
- ▶ Support the Team Meetings.
- ▶ Provide Recognition for Faculty and Team and Their Work.
- ▶ Serve as the Point Person for School-Related Groups.
- ▶ Monitor Implementation Activities and Provide Feedback.

- ▶ Review Data and Provide Feedback Regularly.
- ▶ Ensure That Innovation is Sustained.
- ▶ Make a Time Commitment.

DISCUSSION



How does this description of the administrative SW-PBS role match with your administration's present approaches? What functions will be natural or readily provided? What shifts or adjustments might need to be made to help ensure the success of the Team's work?

The SW-PBS Leadership Team

The process recommended for effective school improvement is based on strong leadership, shared decision-making and consensus building among all school staff. It began with the formation of a SW-PBS Leadership Team. As the work of developing Tier 2 begins, this team will continue to assist staff in the on-going process of maintaining a positive school environment that meets the needs of all students.

Asking all members of the existing SW-PBS Leadership team to maintain Tier 1 efforts and simultaneously develop expertise for more specialized behavior support likely will not be the most efficient or effective use of team member's talents and time. Instead, at this point, many schools choose to divide the SW-PBS Leadership team into smaller groups (i.e., committees) that will focus on one particular tier of the continuum. For example, some members of the SW-PBS Leadership team will opt to maintain Tier 1 efforts while others may be selected or recruited to work within the Tier 2 Team. Initially the Tier 2 Team will work to develop group-based, Tier 2 interventions, but later some members of the Leadership Team may be designated to learn about and develop a system for individualized, Tier 3, behavioral interventions.

TEAM RESPONSIBILITIES

To determine which members of the SW-PBS Leadership Team are best suited to accept responsibility for the Tier 2 Team, description of the activities associated with this group may be beneficial. Staff members who serve on the Tier 2 Team will work to establish systems and practices for students requiring more intensive social, emotional, and/or behavioral support. Members of this group will ensure timely access to interventions, oversee implementation of practices, and regularly use data to monitor student progress during intervention and evaluate overall program outcomes. Some example activities include the following:

- ▶ Develop procedures and data based decision rules for referring students to intervention.
 - Existing information, such as office discipline referrals or attendance data
 - Teacher nomination
 - Screening instrument scores
- ▶ Provide Tier 2 strategies, interventions, and supports.
- ▶ Provide training and support to school personnel, students, and families regarding Tier 2 interventions.

- ▶ Meet regularly (e.g., weekly or biweekly) to review Tier 2 interventions, monitor individual student progress, and review new referrals.
- ▶ Summarize and review data to address the following questions:
 - Are appropriate students being referred?
 - Are students receiving support quickly?
 - Has entire staff been trained?
 - Are data reviewed on a regular basis?
 - Have data based decision rules been established for accessing, monitoring progress, and fading the intervention?
 - Are interventions implemented as planned?
 - Is adequate training provided to individuals who will implement interventions?
 - Are students actively participating in the intervention?
 - Is effectiveness of intervention and support being monitored?
- ▶ Develop data based decision rules (including time frames) for placing students, monitoring progress, and fading the intervention.
- ▶ Coordinate schoolwide implementation of the overall Tier 2 practices and systems.

COMPOSITION

To accomplish the activities and tasks associated with development and implementation of group-based interventions, the membership of the team should be crafted to ensure primary functions are fulfilled. Individuals in the following positions are often included in the work of the Tier 2 Team.

PARTICIPATION

While the Tier 2 Team is in the initial preparation and implementation phases, membership will remain constant. The same people will participate in each meeting and work together to accomplish items from the Action Plan. Once a system and interventions are in place, members who attend team meetings may vary to some extent based on which students are participating in Tier 2. Intervention coordinators and classroom teachers will regularly participate, but may not be required for the entirety of all Tier 2 meetings. For example, classroom teachers may choose to attend only during portions when a student from their class list is discussed.

Tier 2 Team Composition

- An individual designated to coordinate each Tier 2 intervention
- A School Administrator
- A Behavior Specialist (e.g., school counselor, school psychologist, social worker, special educator)
- A Classroom Teacher

SELECTING TEAM MEMBERS. The method for designating team members who will lead Tier 2 efforts should be thoughtful. To be successful, the team should include staff members who are “doers,” held in high esteem by their colleagues, and team players that focus on solutions and are positive and respectful in their interactions with staff, students, and families. Methods for selecting team members could include:

- ▶ **Appointment by administration.** This method allows the principal to recruit people known to possess the above qualifications. While appointment to the team has obvious advantages, it can be divisive if staff somehow views those chosen as the administrator’s “select” or favored group.

- ▶ **Volunteers.** Some staff may respond best to a volunteer approach. The administrator can describe the role and responsibilities of the team and the desired composition and allow individuals to submit their name for consideration. The administrator will likely need a process to make final selections when more than one person from a representative group volunteers.
- ▶ **Election.** Representative groups can elect a constituent to represent them on the team. This election process might enhance staff consensus by ensuring that each group feels a personally selected staff member is sharing their interests. However, this process can feed into an already divisive staff by contributing to a tendency to form power blocks.
- ▶ **Existing Committee, Team, or Group.** For some buildings, the process simply may be to use an existing staff team. Many schools already have a group of staff members that meet regularly to discuss academic and/or behavioral concerns for some students. If an existing committee is considered, be sure that the added workload will not render the team ineffective.

COMPENSATION. The time commitment to participate with SW-PBS efforts sometimes goes beyond the normal responsibilities of staff members. While respected professionals often make such commitments gladly, consideration should be given to how to support them and work. This might include:

- ▶ Arrange meeting times and hire substitutes for a portion of the day when meetings are held.
- ▶ Meet outside of regular school hours with extra pay.
- ▶ Arrange for additional preparation time by periodically supervising team members' classes for them.
- ▶ Relieve participating team members of other duties such as bus supervision, recess duty, cafeteria supervision, etc.

Teams and Teachers Are Critical For Success!

A common misperception is that someone else will provide strategies to “fix” the student and the classroom teacher does not need to be an active participant since “specialists” or outside staff are often involved in the intervention – it is important to stress that these interventions will require a high level of involvement among ALL staff within the school building.

Lewis, 2009

Tier 1 Team and Tier 2 Team Responsibilities Compared

TIER 1 TEAM	TIER 2 TEAM
Addresses and prevents problem behavior for 80% to 90% of the students.	Designs early intervention programs for the remaining 10% to 15% of students who are at risk for academic or behavioral problems.
Determines areas of need within the school.	Conducts proactive, regular student screening and coordinates and shares information with the Tier 1 Team.
Uses schoolwide data to set priorities within the school.	Uses data to proactively determine which students need additional academic and/or social-behavioral support.
Identifies needed strategies, current and on-going staff training, and resources.	Identifies staff skilled in conducting brief functional assessments.
Designs positive behavioral interventions and supports for the classroom and the entire school.	Designs positive behavioral interventions and supports for small groups of students and/or specific classroom settings needing additional assistance.
Provides ongoing support for staff members implementing positive behavior support programs.	Consults with and provides ongoing support for school staff who have a student(s) with academic and/or behavior problems.
Shares schoolwide outcomes and makes program modifications as necessary.	Shares intervention outcomes and provides ongoing support for student, teacher and family.
Coordinates school and community schoolwide services.	Coordinates school and community services for groups of at risk students.

Figure 2.2

Tier 1 Team and Tier 2 Team Responsibilities Compared. Adapted From Los Angeles County Office of Education (2001). Teaching Alternative Behaviors Schoolwide: A Resource Guide to Prevent Discipline Problems.



ACTIVITY

Within your SW-PBS Leadership Team, consider the tasks and activities of the Tier 2 Teams. Discuss details associated with who, what and how for personnel who will work within the Tier 2 group. In addition, determine how this information be summarized and shared with other staff.

Who?	<ul style="list-style-type: none">• Who might be effective members for our Tier 2 Team?• Do we have the talent and skill sets that we need within our existing SW-PBS Leadership Team? Or do new members need to be recruited for completing Tier 2 work?
What?	<ul style="list-style-type: none">• What is the charge of our Tier 2 Team?• How does this team relate with other committees or structures that already exist in our school?
How?	<ul style="list-style-type: none">• How long will team members serve?• How will rotation occur?• How can we ensure full representation of staff?

Working Smarter

We have all heard this phrase before—work smarter, not harder—but what does it really mean, especially in education? We're all busy, that's a given. However, just because we are engaging in promising initiatives doesn't mean we are maximizing our possible successes. Whenever you are beginning something new, implementing something new, or even thinking about something new, it is a good time to step back and reflect on what work is currently on our plate, what the intent and outcomes are, who it is expected to impact, what staff are involved, and how the efforts relate to our school improvement goals. Compiling this information across all initiative or efforts may help us make decisions to consolidate committees or staff, eliminate initiatives, or wisely add to our improvement efforts and therefore, work smarter not harder (Kameenui and Carnine, 1998). A sample of how one school summarized and reviewed their school initiatives is provided on the following page. Redundancy and possible staff overload is evident.



ACTIVITY Use the Working Smarter form provided to identify all current initiatives or improvement efforts (e.g., School Safety Committee, PLC, Data Teams, DARE Committee, RtI, School Spirit Committee, etc.) specifically related to improvement of student behavior. Then note the purpose of that work, identify the outcomes, the group that is targeted by this work, the staff involved, and the related CSIP goal(s). Is there overlap? Are there efforts that do not have measureable outcomes? Can the work of some initiatives or committees be combined? Are some staff serving on multiple efforts? How might you adjust to work smarter?

EXAMPLE**Working Smarter**

Initiative or Committee	Purpose	Outcome	Target Group	Staff Involved	CSIP Goal
SW-PBS Leadership Team Tier 1	Develop, implement and monitor universal system of support.	Decreased number of discipline incidents. Improved perceptions of school safety.	All staff and students.	Principal, school counselor, grade or department level representatives.	Goal #3
Attendance Committee	Encourage low attending students to increase school attendance.	Improved attendance rates.	Low attending students.	School librarian and one instructional aide.	Goal #2
Teacher/Student Assistance Team; CARE Team	Develop strategies for students who need extra assistance.	Improved behavioral and academic achievement.	High-risk students.	Principal, counselor, social worker, special education teacher.	Goal #3

What groups or committees focus on behavior in your school? For each group listed consider the following questions:

- 1) To what extent is the committee reaching goals stated in the CSIP plan?
- 2) Is there clear purpose and identified outcomes for each group listed?
- 3) Have outcomes for each committee been evaluated?

Working Smarter - Tier 2 Team

Initiative or Committee	Purpose	Outcome	Target Group	Staff Involved	CSIP Goal

Effective Team Processes

Time is the most valuable resource for educators. Meeting and planning time often is scarce so we must learn to work smarter, maximizing our time and outcomes. Unproductive meetings can dim enthusiasm for your work and slow efforts, while effective team processes excite and inspire, and fuel progress. The most common categories of ineffective meetings include: 1) disorganization in planning; no clear meeting objective or purpose, 2) ineffective processes for running the meeting, and 3) no closure or follow-up.

In the past your SW-PBS work was guided by a clearly delineated schedule of protected meeting time, ground rules or working agreements, use of a meeting agenda, deciding how to decide, team member roles, planning for communication, action planning, and engaging the staff in your work. All of these same principles continue to apply as the work of the SW-PBS Leadership Team is divided into Tier 1 and the Tier 2 focused teams.

PROBLEMS COMMONLY ASSOCIATED WITH MEETINGS

- ▶ Getting off the subject
- ▶ No goals or agenda
- ▶ Too lengthy
- ▶ Poor or inadequate preparation
- ▶ Inconclusive
- ▶ Disorganized
- ▶ Ineffective leadership/lack of control
- ▶ Irrelevance of information discussed
- ▶ Time wasted during meetings
- ▶ Starting late
- ▶ Not effective for making decisions
- ▶ Interruptions from within and without
- ▶ Individuals dominate discussion
- ▶ Rambling, redundant, or digressive discussion
- ▶ No published results or follow-up actions
- ▶ No pre-meeting orientation
- ▶ Canceled or postponed meetings

950 professional surveyed on meeting efficiency; listed in rank order. (Mosvick and Nelson, 1987)

DISCUSSION



What challenges to effective meetings have you experienced in your school? What meeting roadblocks would you like to avoid?

TIER 2 SAMPLE ANNUAL TEAM CALENDAR

Putting all of the pieces together for Tier 2 can be manageable with advanced planning. Using your documents developed in Chapter 2: Leadership for Tier 2 Team and your Tier 2 Action Plan, an annual calendar can be created to keep the team focused on current and future plans.

MEETING SCHEDULE

Meeting frequency will vary somewhat as you begin the preparation phase of your work, then later move to implementing and sustaining your practices. During the initial development or preparation phase, it is important for the Tier 2 Team to meet frequently. At a minimum, this team should meet once per month, with additional meetings scheduled as needed to achieve your goals and timelines. It is recommended that meeting dates and times be entered on the school master calendar early in the school year so other activities do not crowd out these important meetings. Additionally, be sure to schedule the length of meetings to allow ample uninterrupted time to plan; at least an hour is ideal. Schools often schedule meetings before or after school, on early release days, at a time during the day when all or most share a common planning time, or in some cases, schedule substitutes as necessary. Some schools occasionally “retreat” to allow longer, uninterrupted work time. Creative scheduling helps to provide the time necessary to ensure good outcomes for your school.

EXAMPLE

Meeting Dates and Times – Tier 2 Team

AUGUST 2 full day paid work sessions 8:00-4:00	SEPTEMBER 2nd and 4th Wednesdays 9:00-10:00	OCTOBER 2nd and 4th Wednesdays 9:00-10:00	NOVEMBER 2nd and 3rd Wednesdays 9:00-10:00
DECEMBER 2nd and 3rd Wednesdays 9:00-10:00	JANUARY 2nd and 4th Wednesdays 9:00-10:00	FEBRUARY 2nd and 4th Wednesdays 9:00-10:00	MARCH 2nd and 3rd Wednesdays 9:00-10:00
APRIL 2nd and 4th Wednesdays 3:00-4:00 (after school)	MAY 2nd and 4th Wednesdays 9:00-10:00	JUNE 2 full day paid work sessions 8:00-4:00 MO SW-PBS Summer Institute Training 3 days	JULY No Meetings



ACTIVITY

With your team, consider your meeting options. What meeting times will work for you? On the calendar below indicate your meeting dates and times for the upcoming months. Who will be responsible for entering these meetings on your school's master schedule?

**Schedule of Meeting Dates and Times
Tier 2 Team**

AUGUST	SEPTEMBER	OCTOBER	NOVEMBER
DECEMBER	JANUARY	FEBRUARY	MARCH
APRIL	MAY	JUNE	JULY

WORKING AGREEMENTS

During the initial stages of your SW-PBS efforts you established working agreements or ground rules for assisting staff to achieve their meeting goals and to increase the productivity and effectiveness of their time (Garmston and Wellman, 2009). This is a good time to revisit, review, revise and/or recommit to clearly defined working parameters.

As has been previously recommended, ground rules should be: 1) developed by the members of the work group, 2) posted visibly during meetings, 3) reviewed as each meeting is initiated, 4) occasionally used to review team performance at the close of meetings, and 5) revised as new issues surface. All staff should be willing to address and discuss behaviors that are in violation of their working agreements when they occur during meetings. Some common working agreements are listed below and an additional sample follows.

Working Agreements: Some Possibilities

- ▶ Start on time; end on time.
- ▶ Stay on topic.
- ▶ Avoid unnecessary repetition.
- ▶ Give your full attention; silence cell phones during meeting.
- ▶ Clarify agenda/meeting outcomes and time allotments before beginning.
- ▶ If presenting, be prepared.
- ▶ Watch and be considerate of time.
- ▶ Attend to the speaker; use post-its for side conversations.
- ▶ Wait to speak; use active listening.
- ▶ Indicate support for ideas you like or agree with.
- ▶ Ask for clarification if you don't understand.
- ▶ Share concerns thoughtfully; pair criticism with a way to improve.
- ▶ Communicate authentically; avoid "parking lot" talk.
- ▶ Keep focus on our group goal and what is best for students.
- ▶ Be willing to doubt your own infallibility and compromise when necessary.

EXAMPLE

Be Respectful:

- ▶ Listen to others
- ▶ Limit side conversations

Be Responsible:

- ▶ Be on time
- ▶ Bring required materials

Be a Problem Solver:

- ▶ Discuss concerns with the team
- ▶ Brainstorm solutions



ACTIVITY

With your team, identify some of the challenges and the roadblocks you may have experienced during initial SW-PBS efforts. Also consider and discuss the professional behaviors that characterize efficient and effective meetings you have attended. What working agreements will support your team's work and heighten your productivity?

MEETING AGENDA

In the same way that you have used a meeting agenda during your work with Tier 1, maintaining an effective agenda is one of the most important elements for a productive meeting. The agenda typically communicates: 1) topics for discussion, 2) a time allotment for each topic, and 3) the person responsible for reporting or leading. It also can be used as a checklist to ensure that all information is covered and, if it is distributed before the meeting, lets participants know what will be discussed. This gives the team an opportunity to come to the meeting prepared for the upcoming discussions or decisions. Additionally, agendas often include a space to take notes or indicate members present; tasks, activities, or assignments to be done before the next meeting; and the date of the future meeting as well as possible agenda items. Examples of a team agenda as well as a blank meeting agenda template follow.

SW-PBS Tier 2 Team Meeting Agenda

DATE: _____

Members Present:

Objective/Outcome	Time	Person Reporting
1.		
2.		
3.		
4.		
5.		
To Do Before the Next Meeting:		
Next Meeting: Possible Agenda Topics:		

EXAMPLE**Meeting Agenda, Minutes and Problem-Solving Action Plan Form**

Date:		Time:	Location:	Norms:
Today's Meeting	March 1	3:30 - 4:15	Conference Room	<ul style="list-style-type: none"> • <i>Begin and end of time</i> • <i>Be an active listener</i> • <i>Stay on topic</i> • <i>Follow through on all assigned tasks</i> • <i>Reach consensus with thumbs up procedure</i>
Next Meeting	March 15	3:30 - 4:15	Conference Room	

Team Members Present: Barb Mitchell (Chairperson), Diane Feeley (Administrator), Terry Bigby (Intervention Coordinator), Deb Childs (Secretary), Betty Ennis (Communication Coordinator)

Today's Agenda Items:	Additional Agenda Items:	Potential Problems Raised:
<ol style="list-style-type: none"> 1. Review of Student DPR data for CiCO 2. New Students 3. Staff CiCO training 4. Scheduling TFI 		<ol style="list-style-type: none"> 1. 2. 3.

Agenda Item	Discussion/Decision/Task (if applicable)	Who?	By When?
Review of Student DPR data for CiCO	Five students currently participating in CiCO for the past two weeks. A review of their graphs show that four are at or above their goal of 80%, so they will continue with data review scheduled in two weeks to see if they meet data decision rule for fading at that time.	Diane Feeley	March 15, 2016
	One student's data was reviewed due to poor response. After reviewing the Fidelity of Implementation Checklist, it was determined that CiCO is not being implemented with fidelity due to the DPR not being consistently completed and the student not consistently checking-out. Barb Mitchell will retain the classroom teacher on completing the DPR and providing positive feedback and will also arrange for an older student on the intervention to pick-up the student for check-out.	Barb Mitchell	March 3, 2016
	Student's graphs will be brought to the next team meeting.	Diane Feeley	March 15, 2016

New Students meeting Data Decision Rule for Tier 2 consideration	Diane Feeley reported that no new students have met the data decision rule for Tier 2 intervention.		
Staff CICO training	Right now, the only staff trained on completing the DPR and providing positive feedback based upon the DPR are those teachers involved in the pilot. When we go full scale next year, we will need everyone trained. Deb Childs reported that she will schedule 45 minutes for staff CICO training to take place by May 1. We will use the Tier 2 Toolkit materials and training videos as resources for this training.	Deb Childs	May 1, 2016
Scheduling TFI	The Tier 2 Team needs to take the TFI and submit the Excel spreadsheet to our regional consultant by April 15. The TFI will be taken during our March 29, team meeting. Terry Bigby will bring the hard copy of the TFI and Diane Feeley will have the TFI Scoring and Results Spreadsheet downloaded onto her computer for data entry.	Betty Ennis Diane Feeley	March 29, 2016 March 29, 2016

Other Issues _____

Evaluation of Team Meeting (Mark your ratings with an "X")

	Yes	So-So	No
1. Was today's meeting a good use of our time?	X		
2. In general, did we do a good job of tracking whether we're completing the tasks we agreed on at previous meetings?	X		
3. In general, have we done a good job of actually completing the tasks we agreed on at previous meetings?	X		
4. In general, are the completed tasks having the desired effects on student behavior?	X		

If some of our ratings are "So-So" or "No," what can we do to improve things?

Meeting Agenda, Minutes and Problem-Solving Action Plan Form

Date:	Time:	Location:	Norms:

Team Members Present:

Today's Agenda Items:	Additional Agenda Items:	Potential Problems Raised:
1.		1.
2.		2.
3.		3.
4.		

Agenda Item	Discussion/Decision/Task (if applicable)	Who?	By When?

Other Issues _____

Evaluation of Team Meeting (Mark your ratings with an "X")

	Yes	So-So	No
1. Was today's meeting a good use of our time?			
2. In general, did we do a good job of tracking whether we're completing the tasks we agreed on at previous meetings?			
3. In general, have we done a good job of actually completing the tasks we agreed on at previous meetings?			
4. In general, are the completed tasks having the desired effects on student behavior?			

If some of our ratings are "So-So" or "No," what can we do to improve things?

DECIDING HOW TO DECIDE

As your work progresses, you will encounter decisions that need to be made by the team as well as larger decisions, made by the entire staff, regarding the development and implementation of new approaches. Without effective tools to make these decisions, you may get bogged down in indecision or prolonged discussions and even division.

WHO DECIDES? There are some decisions where it just doesn't make sense to involve everyone. Identifying an individual point person can be very appropriate when that person has much relevant knowledge or authority. Decision-making by the administrator or selected team member may be very appropriate. Similarly, team decisions also may be appropriate when representation of the school is needed, but involving the entire staff is impractical, unnecessary, or too time consuming. However, you will want to take the time to involve the entire staff when the issue is one that everyone needs familiarity with or that requires the support of each person to carry out. This is essential when decisions are being made about new procedures or approaches to be implemented by all.

HOW TO DECIDE. Once you have considered who needs to decide, the second question is how to decide. The common approaches for making decisions are in Figure 2.3. When divisiveness is present, schools would be best to revisit mission, vision, guiding principles, or beliefs to foster harmony before moving on to make decisions using a consensus model. Effective leaders understand the importance of striving for consensus, but also understand that not all decisions should be made by the entire group or by using consensus strategies. In that case a majority rule or unilateral decision will be made. In addition, when the group is "stuck" a smaller group can be assigned to bring suggestions back to all. This would be an example of participative or representative decision-making.

DISCUSSION



Overall, which approaches to deciding are currently used in your school? *Who* decides *what*, and *how* are those decisions made? Are decisions being made efficiently? Do the approaches foster cooperation and collaboration when needed? Which decision-making strategies will you use within your team during Tier 2 work? Which decision-making strategies will you use with the entire staff?

Common Approaches to Making Decisions

DECISION OPTION	ADVANTAGES	DISADVANTAGES
<p>Consensus <i>Every view or position is heard. All members are willing to support the decision.</i></p>	<ul style="list-style-type: none"> ▶ Generally ensures greater buy-in and therefore increases likelihood of successful implementation. ▶ Benefits from the input from all perspectives. ▶ Once a decision has been reached, it can often be acted on more quickly than a unilateral decision handed down. 	<ul style="list-style-type: none"> ▶ Can be time consuming and difficult to do. ▶ Can be contentious if individuals or small minorities are allowed to block agreement; blocking can result in dissatisfaction with the inflexible minority or individual.
<p>Majority Rule <i>Decision determined by a majority vote.</i></p>	<ul style="list-style-type: none"> ▶ Familiar, time efficient. ▶ Considered “fair” by some. 	<ul style="list-style-type: none"> ▶ Regarded as competitive rather than cooperative. ▶ Ignores the possibility of compromise. ▶ Can reduce the commitment of each individual to the decision and create less willingness to act upon the decision.
<p>Participative or Representative <i>Those making the decision seek and take into account input from the entire team or staff.</i></p>	<ul style="list-style-type: none"> ▶ Efficient in that it does not tie up the entire team or staff, but still provides the advantage of their input. ▶ Staff feel that they were heard; generally acceptable by many. ▶ Allows for administrative (or other designated decider) to make final decision. 	<ul style="list-style-type: none"> ▶ Sometimes takes time to gather the input, and there is potential of missing someone. ▶ Requires good communication.
<p>Unilateral <i>One person or a group is empowered to make a decision without consulting others.</i></p>	<ul style="list-style-type: none"> ▶ Most efficient. ▶ Good for when a quick decision needs to be made. 	<ul style="list-style-type: none"> ▶ Open to abuse of authority. ▶ May overlook some perspectives. ▶ If overused, can be demoralizing by the group.

Figure 2.3

Team Member Roles

To efficiently and effectively accomplish your Tier 2 tasks, the work must be distributed. Effective meetings that lead to successful action planning and utilize consensus decision-making often have several common roles that are designated to make the processes run more smoothly. A clear description of example roles is provided on the following page. Although the name and nature of these roles may vary from group to group, this represents an array of roles that have been found to contribute to success. Depending on the size of your school and team, not all teams may use all of these roles, although some are essential—the most common include: 1) chairperson, 2) timekeeper, 3) secretary, recorder, or note taker. Roles most often are assigned based on interest and the specific skill sets of individual team members. Some teams opt to rotate the main roles through all the group members in order to build the experience and skills of all participants, avoid an over-reliance on a few, and equalize all while preventing any perception of concentration of power. The specifics of roles is perhaps less important than the commitment to use roles and effective group processes to heighten your operation and productivity.

COACHING. In addition to these suggested roles, committee members also may be designated to serve a coaching role to support implementation of Tier 2 practices among staff. In many ways, all group members will serve in a coaching role, which includes:

- ▶ Listening, questioning, reviewing data.
- ▶ Encouraging, teaching, prompting, providing practice and modeling.
- ▶ Communicating with stakeholders.
- ▶ Distributing information and gathering input.
- ▶ Organizing and promoting professional learning.

Some teams may have the ability to identify someone who serves primarily as a coach for their staff.



ACTIVITY

Review the description of roles on the next page. What roles will best support your Tier 2 work and heighten your productivity? Determine which roles are needed and staff members that will fill the position.

EXAMPLE

Tier 2 Team Roles and Responsibilities

	Responsibilities Before Team Meeting	Responsibilities During Team Meeting	Responsibilities After Team Meeting
Chairperson	<ul style="list-style-type: none"> Develop agenda with input from team Send to team members Provide meeting reminder to team 	<ul style="list-style-type: none"> Facilitate meeting Keep meeting minutes 	<ul style="list-style-type: none"> Follow up on assigned tasks Seek input from team members/ staff Distribute team minutes to members
Secretary	<ul style="list-style-type: none"> Prepare summary of student progress monitoring data (Pre-Meeting Organizer) Prioritize which student's data will be reviewed Gather any new nominations. 	<ul style="list-style-type: none"> Present update on data and facilitate focused conversation Discuss any nominations of new students 	<ul style="list-style-type: none"> Share data highlights with staff Collect any other necessary data
Intervention Coordinator(s)	<ul style="list-style-type: none"> Collect and compile any feedback and/or input from staff 	<ul style="list-style-type: none"> Share compiled feedback/ input from staff Lead planning for stakeholder communication 	<ul style="list-style-type: none"> Provide updates to staff Coordinate stakeholder communication (e-mails, newsletters, website, etc.)
Communication Coordinator	<ul style="list-style-type: none"> Review time slots on agenda 	<ul style="list-style-type: none"> Maintain time parameters Use established signal to keep team on task 	<ul style="list-style-type: none"> Lead conversation for evaluation of meeting
Time Keeper	<ul style="list-style-type: none"> Prepare summary of status of staff recognition activities 	<ul style="list-style-type: none"> Provide update on staff recognition activities. Lead the planning for targeted recognition for staff 	<ul style="list-style-type: none"> Carry out recognition activities with staff.
Cheerleader	<ul style="list-style-type: none"> Disseminate updates of products 	<ul style="list-style-type: none"> Lead discussion on any new files 	<ul style="list-style-type: none"> Maintain electronic database of team products and back up database regularly
Historian/Archivist	<ul style="list-style-type: none"> Review meeting notes Preview agenda Bring completed materials 	<ul style="list-style-type: none"> Follow meeting norms Provide input 	<ul style="list-style-type: none"> Set the positive tone and example Complete assigned tasks
All Members			

Tier 2 Team Roles and Responsibilities

	Responsibilities Before Team Meeting	Responsibilities During Team Meeting	Responsibilities After Team Meeting
Chairperson _____			
Secretary _____			
Intervention Coordinator(s) _____			
Communication Coordinator _____			
Time Keeper _____			
Cheerleader _____			
Historian/Archivist _____			
All Members _____			

Communication

One of the most important systems the Tier 2 Team must consider is how to keep all staff, students, and families informed. On-going updates and sharing with staff, students and families maintains “buy-in,” sustains and enriches interest, and promotes on-going commitment to SW-PBS.

Ideally an effective communication system already has been developed during initial SW-PBS planning stages. However, as the work for Tier 2 begins it is a good time to revisit existing communication strategies and the extent to which these need revision. Whatever communication plan is selected it should include provisions for: 1) sharing ongoing information, 2) presenting data and, 3) obtaining feedback from stakeholders (staff, students, families and community). Some common communication strategies include:

- ▶ Communication “tree”
- ▶ Regular bulletins or newsletters
- ▶ Posters
- ▶ Parent letters
- ▶ Presentation at Open House
- ▶ Website
- ▶ Monthly staff meetings
- ▶ Bulletin board in the staff lounge
- ▶ Suggestion box and surveys
- ▶ Feedback/exit slips at conclusion or meetings or professional learning
- ▶ Requests of staff for draft revisions
- ▶ Bulletin boards for students
- ▶ Morning announcement/update
- ▶ Fair of student artwork or essays on SW-PBS
- ▶ Overview presentations for community groups
- ▶ SW-PBS overview in substitute packet and application paperwork

In addition to the above communication ideas, teams will want to build time into team meetings to consider communication needs relative to agenda items just discussed. At the conclusion of your meetings, consider these questions: “What needs to be communicated? How should it be communicated (formally or informally)? To whom do we need to share this? And, who will be responsible for the communication?” Routine thoughtful planning for communication can lead to well-informed stakeholders and greater unity.

While your Communication Coordinator may assume primary responsibility for organizing and maintaining the communication systems, the team will want to assist with planning and selecting what will work best for your school and stakeholders. To ensure that you have a systemic way to communicate with staff, students, families and your community, a full plan should be created.

SCHOOL COMMUNICATION SYSTEMS

Example 1

1. The Tier 2 Team Recorder will post information/materials for consideration on the “What Do You Think About This?” section of the SW-PBS Bulletin Board in the Teacher Work Room the first Monday each month.
2. Time will be allotted during the monthly staff meeting for the principal to present information/materials for consideration.
3. On the day of the staff meeting, the Tier 2 Coach will send out the information/materials for consideration via e-mail to each certified and classified staff member.
4. Each certified and classified staff member will respond to the e-mail by writing comments or questions regarding the information/materials for consideration. Staff will respond by Friday afternoon the week of the staff meeting.

Example 2

1. The Tier 2 Team Recorder will place a hard copy of information/materials for consideration in each certified and classified staff member’s mailbox the first Monday of each month.
2. Time will be allotted during the monthly staff meeting for the principal to present information/materials for consideration.
3. Certified Staff will discuss information/materials for consideration during the department/grade level meeting. Each department/grade level team will write comments or questions on the hard copy of the information/materials. Classified staff will individually review and write comments or questions on the hard copy of the information/materials.
4. The second Friday of the month, the department/grade level team and classified staff members will place the hard copy with comments or questions in the SW-PBS Feedback Basket located in the Teacher Work Room.



ACTIVITY

Document your plans for regular communication with all stakeholders—staff, students, families, and community.

STAKEHOLDER	STRATEGY	RESPONSIBLE PERSON
Tier 1 Team		
Staff		
Students		
Families		
Community		

Dealing With Resistance to Change

As your work with Tier 2 evolves, inevitably some changes to existing procedures and practices will be required. As the SW-PBS Leadership Team continues working with all staff, students and families, understanding about the nature of resistance to change is needed. As discussed during your initial phases of SW-PBS training, change can be viewed as a social process that begins at the individual level. Those involved in the change must go through a learning process in order to shift paradigms and appreciate the goals of the change, to make adaptations to new practices, to be allowed to adequately prepare prior to attempting to implement the change, and to be supported as change is implemented. Strategies you may have used to promote and support change during the beginning stages of SW-PBS development are reviewed below (Knight, 2009)

Teachers must believe the changes will make a difference.

- Leaders have verified the changes are research-based, supported by other practitioners and can provide significant positive impact.
- The proposed changes match staff identified needs.
- Support to learn, implement and sustain the change must be assured.

Several types of support are needed.

- Provide high quality, up front training.
- Provide ongoing skill-building training sessions.
- Provide opportunities for feedback and coaching.

Teachers and staff must see what is expected and believe it will work.

- Provide experiences and examples that demonstrate how and why it works.
- Modeling, visits to other MO SW-PBS schools, videos, question and answer sessions, study groups
- Allow time to experiment and adjust before full implementation.
- Allow time for staff to make up their own minds.

Stakeholders must be involved in the decision-making.

- Provide opportunities for involvement in decisions.
- Respect teachers' professional autonomy and work to incorporate it where appropriate.
- Involve staff in the generation of ideas before making decisions.
- Clarify decision-making. Who makes what decisions? How will decisions be made?

Respect the expertise of the staff.

- Recognize expertise within the building and make sure those who wish to contribute are asked to do so.
- Presenters/team leaders should listen respectfully to staff questions and ideas.
- Recognition of staff contributions should be ongoing.
- Provide opportunities for reflection and shared vision.

Understand and improve upon potentially poor prior experiences with change.

- Have people identify how this change is similar and different from in the past.
- Allow time for implementation to be effective, using a variety of strategies that respect the individuality of your stakeholders.
- Administrative leadership publicly supports implementation and the ongoing work to assure success.
- Clarify that SW-PBS is a valued change and will be a long-term commitment by all; that it is worth the investment to learn, invest in and utilize what is implemented.

DISCUSSION



Has your school experienced resistance to change? What was the nature of the resistance? What might be some ways to head off any resistance to your Tier 2 work?

Next Steps

Below are some next steps to consider as you develop Tier 2. Some of the steps involve active staff input. Be sure to build your action plan with that in mind.

See Tier 2 Team Action Plan – *Leadership*

1. Establish a Tier 2 Team to oversee development and implementation of Tier 2 system and practices.
 - A. Identify and document team meeting dates and times.
 - Use the *Blank Schedule of Meeting Dates and Times*
 - B. Identify personnel who will develop and oversee development and implementation of Tier 2 data, system, and practices.
 - Activity in workbook
 - C. Evaluate existing systems of support for addressing emotional and behavioral needs of students in your building and reallocate resources to develop an effective Tier 2 system.
 - Complete the *Working Smarter Template*
 - D. Identify and document team member role and responsibilities.
 - Use the *Blank Team Membership and Roles*
 - E. Adopt a standard meeting agenda and format.
 - Use *Blank Team Meeting Agenda*
 - F. Revisit, review, revise and/or recommit to clearly defined working agreements.
 - Use the *Blank Team Meeting Agenda*
 - G. Identify and document a communication plan for dissemination of information.
 - Use the *Blank Team Meeting Agenda*

CHAPTER 3: STUDENT IDENTIFICATION PROCESS

LEARNER OUTCOMES

At the conclusion of this chapter, you will be able to:

- ▶ Describe three ways to identify students for Tier 2 interventions.
- ▶ Develop a process that includes a minimum of two data sources to accurately identify students with internalizing and/or externalizing social, emotional or behavioral risk factors.

Systematic and Early Identification

Multiple strategies can be used to identify students for Tier 2 supports. Example identification tools can include office discipline referrals, screening instrument scores, teacher nominations, parent and support service recommendations, and formative assessments. It is not necessary to exhaust all possible identification methods, however no single method is likely to identify all students who may need Tier 2 supports. It is recommended that schools select and use multiple techniques. Ideally, the process is developed so that all students have an equal chance to be considered for risk at least annually and preferably more than once per school year. Finally, the identification methods selected should be efficient in terms of cost and time requirements from school personnel.

It is worth noting—one of the foundational principles of an RtI model is when large numbers of students are exhibiting similar challenges, the school-based problem-solving team should focus problem-solving on Tier 1 as a priority before identifying students whose needs may warrant immediate supplemental or intensive services which require more complex and expensive supports.

Therefore, it is important for school-based problem-solving teams to consider whether a student's behavior or performance is different than peers in the same environment. If many students in the same classroom are identified or direct observation of the classroom indicates that critical curricular, behavior management, and instructional components are missing from or ineffectively implemented in the classroom, then modification of classroom supports should be addressed prior to planning for and providing supplemental supports.

Externalizing behaviors are behavior problems that are observable and overt, often directed toward people and/or objects in the social environment (Walker and Severson, 1991). Behavior problems in the externalizing dimension are exhibited at high rates and/or intensity and are considered inappropriate in school settings. Examples of externalizing behaviors include, but are not limited to: talking out, non-compliance, out of seat, disturbing others, talking back, rude comments to peers, along with more serious behavior such as aggression toward people, destruction of property, theft, and serious violation of rules (Walker, Colvin, Ramsey, 2004).

An effective identification process should generate information for students experiencing externalizing and/or internalizing behaviors.

In addition, children and youth with the following characteristics should also be identified and considered for additional support. Students who: 1) present many classroom challenges, 2) experience in-class consequences but do not receive office discipline referrals, 3) are identified with disabilities but may still need additional social, emotional or behavioral supports, and 4) are recommended by faculty, parents or support professional.

Systematic identification can be conducted in several different ways. Examples include regular monitoring of **existing school data** that is indicative of risk, use of a systematic **teacher nomination process** that can be accessed at any time and also is scheduled to occur during designated cut points of the school year, and/or implementation of a teacher, student or parent rating process that incorporates standardized screening instruments.

Initially, schools may be concerned about lacking sufficient interventions, personnel, or other resources to simultaneously address the needs of every student identified through the use of a school-wide screening process. School-based problem-solving teams should develop a method for prioritizing students according to their level of need.

Ultimately the goal is development of a clearly defined, methodical process that allows all students to be considered, promotes early identification of students who are at-risk for poor outcomes, and identifies youth who may be experiencing internalizing and/or externalizing concerns.

Internalizing behaviors are behavior problems that the student directs inwardly toward him or herself. Internalizing behaviors are often based on social deficits and avoidance (Walker and Severson, 1991). Examples of internalizing behaviors include, but are not limited to, (a) exhibiting shy, timid, or nonassertive behavior; (b) avoiding or withdrawing from social situations (e.g., not talking with peers; not participating in activities or games); and (c) non-responsiveness to social overtures from others (Walker, Colvin, Ramsey, 2004).

TRANSFER STUDENTS

Procedures need to be in place for students with multiple discipline referrals who transfer into your school. A team member, most likely the administrator, will need to review the student's record to determine if there are existing behavior concerns and if interventions were in place at the former school. If so, it is appropriate for the Tier 2 Team to review the information and determine if the student is a candidate for an intervention. If the student had been participating in a behavioral intervention, perhaps someone could visit with the student to determine his/her perception of the support. In most cases, the student will start without Tier 2 support to give him/her time to acclimate to a new school and new environment.

One consideration for transfer students is to ask, "What does our school do for new students who have been receiving academic support?" Perhaps you give them time to adjust to the new school and provide academic screening to determine their level of performance and if intervention is needed. If you have such a system in place, perhaps a parallel system can be established for new students with potential behavior concerns.

It is important that procedures are in place to teach all new students the rules, expectations, procedures, and routines of the schoolwide and classroom systems and for them to be recognized when they display the appropriate behaviors. Equally important is that adults establish positive relationships with new students. Additionally, consider assigning a new student ambassador who has similar interests to assist the student in getting acclimated to his/her new school.

After new students have had the opportunity to benefit from your school's Tier 1 universal supports, students who continue to struggle can be brought to the team's attention by data decision rules, nomination, and/or universal screening.

BEGINNING OF SCHOOL YEAR

Most students start a new school year without Tier 2 behavioral support. This is to give them time to adapt to new teachers and classroom environments. It is important for the teachers to know that a student had previously participated in an intervention so they can provide positive attention to him/her to get the year off to a good start. Perhaps the student can assist the teacher when the social/behavioral lessons are taught to the class. The goal of waiting is not to set a student up for failure but to give the teacher and student the opportunity to first be successful within the classroom environment. The Tier 2 Team closely monitors the

students and responds quickly if the data indicates a need to do so.

Sometimes teachers, parents, or even students will advocate that Tier 2 support is necessary for a student to be successful. In this case, the team can make a decision to have an intervention in place at the beginning of the year.

One consideration for starting the school year is to ask, “What does our school do at the beginning of the year for students who received academic intervention last year?” Perhaps you give them time to adjust to the new grade level and administer academic screenings to determine if intervention continues to be appropriate. If you have such a system in place, can a parallel system be established for students who participate in a behavioral intervention?

DISCUSSION



What are your procedures when a student transfers into your school who has received Tier 2 academic support in his/her previous school?

What are your procedures for determining if a student starts a school year participating in a Tier 2 academic intervention if he/she ended the previous year receiving that intervention?

After considering these questions, can similar procedures apply for Tier 2 behavioral interventions?

Nominations

An effective identification system will include a process that allows teachers, parents and/or students themselves to submit candidate names to be considered for Tier 2 supports. The following considerations will help teams as they make decisions to develop a nomination process or to revise an existing procedure.

- ▶ Designed for quick response; supports for classroom teacher and/or rapid access to intervention for student.
- ▶ Short and simple, requires less than 10 min to complete.
- ▶ Typically, a teacher makes the nomination but referrals can also come from parents, or the student.
- ▶ Staff is trained to consider and nominate students with internalizing and/or externalizing characteristics.
- ▶ Staff, students, and/or parents can make a nomination any time there is a concern.
- ▶ A staff nomination process is scheduled at designated points across the school year (e.g., near the end of the first grade reporting period) during which teachers are provided with a description of risk characteristics and asked to review a list of students in their class. Names of students who meet risk criteria are submitted.

DISCUSSION



Does your team already have a nomination form and process? If so, does information collected include:

- Identifying information about the student (gender, grade, IEP status)
- Academic performance data
- Information and data about problem behaviors
- Description of the problem
- Office discipline and/or classroom minor incidents
- List of strategies teacher has used to address the problem behaviors and how successful they have been
- Teacher perceptions regarding acquisition or performance deficits

Additional Questions to Consider:

1. How do teachers access the nomination form?
2. Who do teachers contact for questions and/or to receive assistance with the nomination process?
3. Who receives the completed nomination form?
4. How is the team notified when there is a new nomination?

ACTIVITY



The next page provides an example of a school developed nomination form. Review the example then discuss it with your team. Consider your existing nomination and request for assistance process. Determine what adjustments or modifications need to be made to facilitate proactive, early identification.

EXAMPLE TEACHER NOMINATION FOR ASSISTANCE

Student Name _____ Age _____ Grade _____ IEP Yes No

Teacher Completing _____ Date _____

ACADEMIC INFORMATION

Overall G.P.A. _____

Reading Grade _____

Written Language Grade _____

Math Grade _____

Do you believe that academic skills, including task completion, are impacting the problem behavior?

- Yes
- No
- Unsure

WHAT IS THE PROBLEM BEHAVIOR?

Internalizing Behaviors:

- Exhibits sadness or depression
- Sleeps a lot
- Is teased or bullied by peers
- Does not participate in games
- Very shy or timid
- Acts fearful
- Does not stand up for self
- Self-injury (cutting, head banging)
- Withdrawn
- Other _____

Externalizing Behaviors:

- Out of seat/assigned area
- Inappropriate Language
- Fighting/physical aggression
- Talking out of turn
- Verbal defiance
- Not following instructions
- Technology violation
- Tardy
- Other _____

STRATEGIES TRIED TO ADDRESS PROBLEM BEHAVIOR AND RESULTS

	Successful	Somewhat Successful	Not Successful
<input type="checkbox"/> Tangible recognition for expected behavior			
<input type="checkbox"/> 4:1 positive verbal feedback			
<input type="checkbox"/> Retraught expected behavior			
<input type="checkbox"/> Multiple opportunities to practice expected behavior			
<input type="checkbox"/> Self-monitoring			
<input type="checkbox"/> Modified assignments			
<input type="checkbox"/> Change of schedule for activities			
<input type="checkbox"/> Extra assistance			
<input type="checkbox"/> Parent/Guardian contact			
<input type="checkbox"/> Other (Specify):			

Existing School Data

Existing school data can be used to develop decision rules that create an entry point for access to the school Tier 2 Team. Specifically, teams can set criteria that when “triggered” automatically initiates discussion about a student who may be at risk. After reviewing student data the Tier 2 Team can then determine if intervention is warranted.

To establish decision rules using existing school data, teams must first consider and document student data that already is routinely collected. Examples such as office discipline and/or classroom minor behavioral records, attendance and tardy rates, classroom assignment and/or homework completion rates and grades, and formative assessment results are common types of data most schools collect and can easily access to use for decision making.

For instance a school team may decide that once any student has received a certain number of office discipline referrals (e.g., 2, 3, 4, or 5), the Tier 2 Team automatically will schedule a review of that student's referrals and other relevant data to be discussed during the next Tier 2 Team meeting. Ideally the data triggers that teams establish will identify students who require more intensive assistance before their patterns of behavior have become a chronic or intensive problem. Thus, an important goal is establishing data triggers that support early identification of students who may be at risk for experiencing social, emotional and/or behavioral challenges.

One strategy for establishing reasonable decision rules is to examine previous years' student data. First, review the list of students who received documented office discipline referrals and consider which of those students your school would categorize as in the “at-risk”, rather than “high risk”, range. Next, identify the range of ODR incidence (i.e., lowest and highest numbers received by students perceived to be “at-risk”). Discuss this range and as a team determine the number of incidents that best depicts early signs of risk within your context. The number identified by team members can then be used as the data “trigger” for identifying at-risk students in your setting. The same process can be repeated for other types of commonly collected data.

The following are example data rules:

- ▶ 2 major ODRs from beginning of year;
- ▶ Minor incidents persist---5 after Sept 30;
- ▶ Fourth absence or tardy;
- ▶ Academic indicators that are below grade level;
- ▶ D or F in any course.

It is important for the Tier 2 Team to examine who within your school would be a good collector of your informational data. It need not be the same person collecting each piece. Some pieces are readily available to some team members. Note the Example Existing School Data Inventory designates different persons assigned as being responsible for specific measure. The Intervention Coordinator will then have a completed School Data Inventory for the Tier 2 Team Meeting.

CAUTION!

Use of existing school data tends to identify students with externalizing types of behaviors. Use of additional identification strategies (e.g., nominations and/or screening instrument scores) likely will be needed to draw out students at risk because of internalizing characteristics.

EXAMPLE EXISTING SCHOOL DATA INVENTORY

Measure	Proficient Score	At-Risk	High Risk	Person Responsible	Date(s) to Review
1. ODR	0-1	2 or more	5 or more	Tier 1/Tier 2 Crossover Member	Monthly (Sept. 30, Oct. 29, Nov. 30, Dec. 18, Jan. 31, Feb. 27, March 30, April 29, May 25) coincide with monthly PBIS meetings
2. Classroom Minors	0-4	5 or more	15 or more	Tier 1/Tier 2 Crossover Member	Monthly (Sept. 30, Oct. 29, Nov. 30, Dec. 18, Jan. 31, Feb. 27, March 30, April 29, May 25) coincide with monthly PBIS meetings
3. Absences	< 5/trimester	5+/trimester	10/trimester	School Secretary	trimester (Nov. 21, Feb. 28, May 25)
4. Tardy	< 4/trimester	4+/trimester	10/trimester	School Secretary	trimester (Nov. 21, Feb. 28, May 25)
5. ISS	0-1	2-3	4 or more	School Secretary	Monthly (Sept. 30, Oct. 29, Nov. 30, Dec. 18, Jan. 31, Feb. 27, March 30, April 29, May 25) coincide with monthly PBIS meetings
6. OSS	0	1	2	School Secretary	Monthly (Sept. 30, Oct. 29, Nov. 30, Dec. 18, Jan. 31, Feb. 27, March 30, April 29, May 25) coincide with monthly PBIS meetings
7. Course Grades	2.5 or higher	D or F in any course	Ds or Fs in multiple courses	Classroom Teacher	Nov. 21, Feb. 28, May 25 to go with trimester and then Oct. 10, Jan. 12, April 3 to be mid-trimester
8. Reading Inventory	800+	799 or lower	599 or lower	Classroom Teacher	Nov. 21, Feb. 28, May 25
9. Writing Assessment	3 or 4	2	NS; 1	Classroom Teacher	Nov. 21, Feb. 28, May 25



ACTIVITY

Make a list of all the academic and behavioral data collected in your school. Identify what is considered proficient for each measure, then determine what level of each measure is “at-risk” and “high-risk.” Who would be a good choice for collecting that section of data?

Existing School Data Inventory

Measure	Proficient Score	At-Risk	High Risk	Person Responsible	Date(s) to Review

Universal Screening Instrument

A third method for systematically identifying students who may require additional support is use of a brief screening instrument. Typically, screening instruments require a response to short statements about emotional or behavioral characteristics of a student. These instruments can be used to generate risk scores for all students in a grade level, building or district. Use of a screening instrument at Tier 2 is designed for identification of students only and not for diagnostic purposes or progress monitoring.

There are a number of potential advantages for developing a systematic identification process that incorporates use of a standardized screening tool. First, responding to a screening questionnaire is generally perceived as a fast, efficient, and respectful process with capacity to include all children and youth of interest. Next, if an error occurs, most often it is on the side of caution with the tendency to over-identify rather than missing students or letting students fall through the cracks. Third, use of screening scores also informs schools about the needs of their particular student population which can assist with planning and resource mapping by finding groups of students with common needs. Finally, universal screening is recommended as an evidenced-based practice by a number of different influential groups associated with educational policy and practice (e.g., President's Commission on Special Education, 2002; No Child Left Behind Act, 2001; U.S. Public Health Service, 2000).

Unfortunately, there are a number of reasons why universal screening has not become a more common practice yet. The following list represents concerns that often are expressed:

- ▶ Behavior is viewed as purposeful rather than as associated with environmental arrangements.
- ▶ Historically schools tend to be reactive rather than proactive with respect to behavior.
- ▶ There is a widespread impression kids will “grow out of it” regarding problem behavior displayed during the early years of child development.
- ▶ Concerns about profiling or stigmatizing children and youth who meet risk criteria.
- ▶ Fear of costs and potential for identifying large numbers of students with Emotional or Behavioral Disorders (EBD).
- ▶ General perception that it is easier to screen for vision and hearing concerns as the family typically provides follow-up for glasses or hearing assistance.
- ▶ Political realities of managing parent reactions to behavior screenings and addressing issues of confidentiality.
- ▶ Lack of needed skill set. Educators often are not trained to respond to behavior with the same confidence that they are able to respond to academic concerns.

Within a tiered framework of support one important goal is to “catch” students before academic and/or behavioral challenges become severe. Universal screening provides an opportunity for all children to be considered for risk factors against identified criteria. It shifts focus from a traditional “wait to fail” service delivery model toward proactively seeking out children who may be at risk of academic failure and/or behavioral difficulties that would potentially benefit from specific instruction or intervention (Glover and Albers, 2007). This proactive approach minimizes impact of risk and/or may impede further development of more severe problems (Severson, Walker, Hope Doolite, Kratochwill, 2007).

The following pages provide sample questions and score reports from several different screening questionnaires. There are too many screening tools that could be utilized, depending on several factors

(e.g., age of target students, purpose), to include in this workbook. The Ohio Department of Education along with Miami University’s Center for School-Based Mental Health Programs and the Ohio Mental Health Network for School Success created the *Mental Health, Social-Emotional, and Behavioral Screening And Evaluation Compendium (2ⁿ ED)* as a resource for many different screening instruments. We have included a link to this document in the Tier 2 section on our website: pbissmissouri.org.

Sample items were selected from the instruments listed below:

- ▶ **Social, Academic, and Emotional Behavior Risk Screener** (SAEBRS; Kilgus, Chafouleas, Riley-Tilman, and Embse, 2013)
- ▶ **The Strengths and Difficulties Questionnaire** (SDQ; Goodman, 1997)
- ▶ **The Behavioral and Emotional Screening System** (BASC-2 BESS; Kamphaus and Reynolds, 2007)
- ▶ **The Systematic Screening for Behavior Disorders** (SSBD; Walker and Severson, 1994)

“An effective comprehensive screening program requires a long-term investment of time, money, and personnel resources. Although the initial investment may be substantial, long-term benefits may include an overall decrease in costly special education referrals and grade retentions. Challenges of the 21st century require a systems approach to early intervention and prevention services informed by valid and reliable data collection. Universal screening programs are essential to ensuring that the children who need services earliest get just that.”

Henderson and Strain, 2009, p. 4

SOCIAL, ACADEMIC, AND EMOTIONAL BEHAVIOR RISK SCREENER (SAEBRS)

Kilgus, Chafouleas, Riley-Tillman, and von der Embse, 2013
EBI.missouri.edu

VALIDATED PURPOSE OF ASSESSMENT METHOD

Screening Diagnostic Progress Monitoring

OVERVIEW: The SAEBRS is a brief tool supported by research for use in universal screening for behavioral and emotional risk. The measure falls within a broad class of highly efficient tools, suitable for teacher use in evaluating and rating all students on common behavioral criteria (Severson, Walker, Hope-Doolittle, Kratochwill, and Gresham, 2007). The SAEBRS is designed for use in the K-12 setting. It is grounded within a conceptual model, which states that a student's success in school is not only related to his or her academic achievement, but also success within multiple behavioral domains. Research suggests the SAEBRS may be used to evaluate student functioning in terms of overall general behavior, as assessed by a broad Total Behavior (19 items). Research further suggests the SAEBRS may be used to evaluate student behavior within multiple inter-related narrow domains, as assessed by the Social Behavior (6 items), Academic Behavior (6 items), and Emotional Behavior (7 items) subscales.

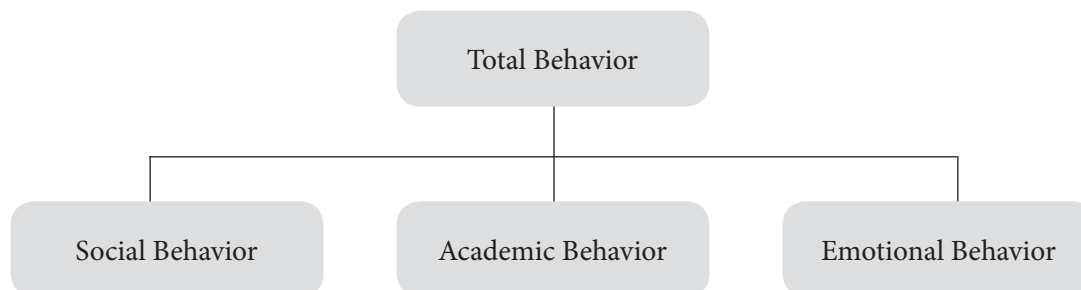


Figure 3.1

REVIEW OF RELIABILITY AND VALIDITY EVIDENCE: To date, three studies have yielded evidence regarding SAEBRS reliability, validity, and diagnostic accuracy, with research conducted across elementary, middle, and high school settings (Kilgus, Chafouleas, and Riley-Tillman, 2013; Kilgus, Eklund, von der Embse, and Taylor, 2014; Kilgus, Sims, von der Embse, and Riley-Tillman, 2014). Overall, initial findings yield support for the use of the SAEBRS in universal screening across the K-12 spectrum. Diagnostic accuracy results are particularly encouraging, with sensitivity and specificity values generally falling within optimal or acceptable ranges (i.e., $\geq .80-.90$; Kilgus, Riley-Tillman, Chafouleas, Christ, and Welsh, 2014). Together, these findings suggest that the SAEBRS might be used to reliably differentiate between at risk and not at risk students, with risk defined through gold standard measures (e.g., *Social Skills Improvement System* [Gresham and Elliott, 2008]; *BASC-2 Behavioral and Emotional Screening System* [Kamphaus and Reynolds, 2007]).

STRENGTH AND WEAKNESS: Primary strengths of the SAEBRS include its usability and contextual appropriateness, two characteristics identified as crucial in universal screening (Glover and Albers, 2007).

Usability: the SAEBRS is comprised of a small number of items that may be completed in 1-3 minutes for a single student. In addition, given psychometric support for both the SAEBRS broad scale and subscales, schools may choose to only complete those SAEBRS subscales that are relevant to their

concerns and decision making. For instance, a school could choose to only rate students on Social Behavior and Emotional Behavior, thus reducing the number of items that must be completed for each student.

Contextual appropriateness: SAEBRS items correspond to categories of behavior found within the literature to be highly relevant to social and academic success in the early childhood, school aged, and adolescent stages of development (DiPerna, 2006; Masten et al., 2005; Walker, Irvin, Noell, and Singer, 1992). These include categories of both (a) adaptive behaviors, including social skills, academic enablers, and emotional wellness factors, and (b) maladaptive behaviors, including externalizing behavior, internalizing behavior, and attentional problems. This balance between both adaptive and maladaptive is in accordance with recommendations from recent research, which has suggested that prosocial behavior and problem behavior each uniquely predict student behavioral outcomes, and are thus important in supporting early identification of behavioral and emotional risk (Kwon, Kim, and Sheridan, 2012).

A weakness of the SAEBRS pertains to its relative novelty, having only been examined through three studies to date. As such, replications of previous work, as well as new research (e.g., examination of diagnostic accuracy in high school), is necessary to yield full support for the SAEBRS within universal screening in school settings.

ADMINISTRATION STEPS: Teachers complete the SAEBRS once for each student in their classroom. Therefore, if 15 students are enrolled in a particular teacher's classroom, the teacher will fill out the SAEBRS 15 times. Once a teacher is ready to rate a student, he/she should complete the SAEBRS subscales deemed by the school to be pertinent to their decision making. To complete each SAEBRS item, the teacher indicates how frequently the student in question has displayed each behavior (as described within each item) **during the previous month**. The teacher is to **ONLY** consider the behavior exhibited by the student during the month prior to SAEBRS completion. No other behaviors outside of this time period should be taken into consideration during item completion.

It is common for teachers to request a definition of the behaviors represented within each SAEBRS item. For instance, many seek additional clarification regarding what should be considered a 'temper outburst.' However, as part of standard administration, SAEBRS users are not to be provided with such definitions. Rather, teachers are to use their best judgment in considering what actions are representative of each behavior.

MATERIALS: Only the SAEBRS form and writing utensil are required for its completion. No other additional materials or resources are necessary.

DATA CODING/SORTING/PRESENTING PROCESS: Once all ratings have been completed, the user adds the scores within each subscale to yield a summed score. Subscale scores can then be combined to yield the Total Behavior scale score. Summed scores range between 0-18 for *Social Behavior* and *Academic Behavior*, 0-21 for *Emotional Behavior*, and 0-57 for *Total Behavior*. Please see below for guidelines regarding how each item should be scored, as scoring varies from item to item:

	NEVER	SOMETIMES	OFTEN	ALMOST ALWAYS
SOCIAL BEHAVIOR				
Arguing	3	2	1	0
Cooperation with peers	0	1	2	3
Temper outbursts	3	2	1	0
Disruptive behavior	3	2	1	0
Polite and socially appropriate...	0	1	2	3
Impulsiveness	3	2	1	0

ACADEMIC BEHAVIOR				
Interest in academic topics	0	1	2	3
Preparedness for instruction	0	1	2	3
Production of acceptable work	0	1	2	3
Difficulty working independently	3	2	1	0
Distractedness	3	2	1	0
Academic engagement	0	1	2	3

EMOTIONAL BEHAVIOR				
Sadness	3	2	1	0
Fearfulness	3	2	1	0
Adaptable to change	0	1	2	3
Positive attitude	0	1	2	3
Worry	3	2	1	0
Difficulty rebounding from setbacks	3	2	1	0
Withdrawal	3	2	1	0

ANALYSIS GUIDELINES: Within each SAEBRS scale and subscale, higher scores are indicative of better student behavior and more appropriate functioning. Although SAEBRS scores can often be used as continuous variables, it is sometimes convenient to classify scores as *at risk* and *not at risk*. Using the ranges shown below, subscale and scale scores can be dichotomized in terms of risk categories within the Social Behavior, Academic Behavior, Emotional Behavior, and Total Behavior domains.

	At Risk	Not At Risk
Social Behavior	0 - 12	13 - 18
Academic Behavior	0 - 9	10 - 18
Emotional Behavior	0 - 17	18 - 21
Total Behavior	0 - 36	37 - 57

How risk should be defined depends on the specific subscale(s) within which a student falls in the at risk range. Please see below for a description of each type of risk:

- ▶ **Risk for Social Behavior Problems** – student displays behaviors that limit his/her ability to maintain age appropriate relationships with peers and adults.
- ▶ **Risk for Academic Behavior Problems** – student displays behaviors that limit his/her ability to be prepared for, participate in, and benefit from academic instruction.
- ▶ **Risk for Emotional Behavior Problems** – student displays actions that limit his/her ability to regulate internal states, adapt to change, and respond to stressful/challenging events.

Additional Resources/Suggestions for Training Materials:

- ▶ EBI.missouri.edu
 - The EBI Network has been developed to provide guidance in the selection and implementation of evidence-based interventions in the classroom setting. Participating Programs include East Carolina University School Psychology, Indiana University School Psychology, Mizzou School Psychology, and Mizzou Special Education.
- ▶ SAEBRS users are referred to works from Kilgus et al. (2014), Kilgus, Eklund, et al. (2014), and Kilgus, Sims, et al. (2014) for more information regarding SAEBRS development, as well as recommendations for how the SAEBRS might be integrated within school-based service delivery models.
- ▶ Users are also referred to various books on the topic of both universal screening (Kettler, Glover, Albers, and Feeney-Kettler, 2013) and multi-tiered systems of support (e.g., Riley-Tillman, Burns, and Gibbons, 2013) for information regarding how universal screening might be used to support student social and academic outcomes.

THE STRENGTHS AND DIFFICULTIES QUESTIONNAIRE

The Strengths and Difficulties Questionnaire (SDQ; Goodman, 1997) is a brief behavioral screening questionnaire about 3-16 year olds. It exists in several versions to meet the needs of researchers and educators.

All versions of the SDQ ask about 25 attributes, some positive and others negative. These 25 items are divided between 5 scales:

- | | | |
|---|---|---|
| 1) emotional symptoms (5 items) | } | <i>1 to 4 added together
to generate a total
difficulties score
(based on 20 items)</i> |
| 2) conduct problems (5 items) | | |
| 3) hyperactivity/inattention (5 items) | | |
| 4) peer relationship problems (5 items) | | |
| 5) prosocial behavior (5 items) | | |

25 items are included in questionnaires for completion by the parents or teachers of 4-16 year olds (Goodman, 1997). A slightly modified informant-rated version is available for the parents or preschool teachers of 3 and 4 year olds. In addition, questionnaires for self-completion by adolescents also are available and ask about the same 25 traits, though the wording is slightly different (Goodman et al, 1998). This self-report version is suitable for young people in the 11-16 age range, depending on their level of understanding and literacy.

In general population samples, it is recommended to use a three-subscale division of the SDQ into internalizing problems, externalizing problems and the prosocial scale (Goodman et al, 2010).

The Strengths and Difficulties Questionnaire can be administered by hand and scored by hand or by entering scores online. Paper copies of the instrument can be downloaded and photocopies made with no charge.

GENERAL POPULATION SCREENING

Internalizing = Emotional + Peer Relationship Problems (10 items)

Externalizing = Conduct + Hyperactivity Symptoms (10 items)

Strengths = Prosocial Scale (5 items)

Online administration and scoring for the SDQ also is available. After answers for each item are entered a summary of results is immediately provided. This report can be saved to a computer and/or printed.

SDQ Information Sites:

<http://www.sdqinfo.org>

This site provides information about the instrument. All versions (teacher, parent, student) are available for download from this site. Go here if you want to administer the SDQ by hand using paper copies and pencil.

<http://www.sdqscore.org>

This site can be accessed using a tab from the home page (sdqinfo.org) or by using the above address. This site allows you to enter data from paper versions of the Strengths and Difficulties Questionnaires (SDQs) and obtain an instant report. Use this site if you completed the SDQ by hand, but would like to use the online scoring and reporting tools.

<http://www.youthinmind.org>

This site is for parents, teachers and young people who want to complete the SDQ online and get immediate feedback. Reports generated from this site can be saved to a computer and printed.

SAMPLE ITEMS

Strengths and Difficulties Questionnaire (SDQ; Goodman, 1997) – Parent /Teacher Version Ages 11-17

INSTRUCTIONS. For each item, please mark the box for Not True, Somewhat True or Certainly True. Answer all items as best you can even if you are not absolutely certain. Please give your answers on the basis of the child's behavior over the last six months or this school year.

	Not True	Somewhat True	Certainly True
Considerate of other people's feelings			
Often complains of headaches, stomach-aches or sickness			
Often loses temper			
Many worries or often seems worried			
Helpful if someone is hurt, upset or feeling ill			
Has at least one good friend			
Generally liked by other youth			
Nervous in new situations, easily loses confidence			
Kind to younger children			
Many fears, easily scared			

THE BEHAVIORAL AND EMOTIONAL SCREENING SYSTEM (BASC-2 BESS; KAMPHAUS AND REYNOLDS, 2007)

The BASC-2 Behavioral and Emotional Screening System offers a reliable, quick, and systematic way to determine behavioral and emotional strengths and weaknesses of children and adolescents in preschool through high school. This screening system consists of brief forms that can be completed by teachers, parents, or students individually or in any combination.

Each form ranges from 25 to 30 items, requires no formal training for the raters, and is easy to complete, taking only 5-10 minutes of administration time. The screener assesses a wide array of behaviors that represent both problems and strengths, including internalizing problems, externalizing problems, school problems, and adaptive skills. It yields one Total Score and corresponding risk classification (Normal, Elevated, Extremely Elevated) that is a reliable and accurate predictor of a broad range of behavioral, emotional, and academic problems.

Teacher form with two levels: Preschool (for ages 3 through 5) and Child/Adolescent (for Grades K through 12).

Student self-report form with one level: Child/Adolescent (for Grades 3 through 12).

Parent form with two levels: Preschool (for ages 3 through 5) and Child/Adolescent (for Grades K through 12)

SCORING. The BASC-2 Behavioral and Emotional Screening System may be computer-scored (hand-key entry or scan entry) using ASSIST™ software or hand-scored. Scoring software provides both individual- and group-level reporting options.

INDIVIDUAL REPORTS. When reporting scores for a child or adolescent, up to three forms (e.g., teacher, parent, and student) can be selected for inclusion in an individual report. Included in the report are validity index scores, along with the Total Score raw score, T score, percentile, and classification levels.

GROUP REPORTS. The ASSIST software can be used to define multiple groups within a setting and generate summary reports for each level within a group. For example, a classroom level report lists the names and scores of all students in a roster. A district level report includes summary statistics for the entire district (e.g., 82% of students in the district fell into the Normal risk range, 10% of students fell into the Elevated range, and 8 % in the Extremely Elevated range), schools within the district, and individual classrooms. Reports also can be generated to provide summary data for up to three different administrations of the instrument.

Sample reports and product information are available from the following site:
<http://www.pearsonassessments.com>

SAMPLE ITEMS

Behavioral and Emotional Screening System (BASC-2 BESS; Kamphaus and Reynolds, 2007) - Teacher Form Child/Adolescent, Grades K-12

INSTRUCTIONS. Listed below are phrases that describe how students may act. Read each phrase, and mark the response that describes how this student has behaved recently (i.e., in the last several months)

If you don't know or are unsure of your response to an item, give your best estimate. A "Never" response does not mean that the student never engages in a behavior, only that you have not observed the student to behave that way.

	Never	Sometimes	Often	Almost Always
Pays attention.				
Is sad.				
Is well organized.				
Is easily upset.				
Is good at getting people to work together.				
Gets into trouble.				
Annoys others on purpose.				
Has headaches.				
Is fearful.				
Is negative about things.				

SYSTEMATIC SCREENING FOR BEHAVIOR DISORDERS

The SSBD incorporates three gates, or stages. The screening takes into consideration both teacher judgments and direct observations in order to identify students at-risk for developing ongoing internalizing and externalizing behavior concerns. Stage 1 of the SSBD involves teacher nomination. Stage 2 requires that teachers complete a Critical Events Inventory and a short adaptive and maladaptive behavior checklist for each of the nominated students. Students whose scores on these checklists exceed the established cut off are then candidates for Stage 3. This final stage involves a 15-minute interval observation in both the classroom and on the playground to determine a student's actual performance in social and classroom interactions.

SAMPLE ITEMS

Systematic Screening for Behavior Disorders (SSBD; Walker and Severson, 1994), Grades K-6

STAGE ONE: RANK ORDER STUDENTS ON INTERNALIZING DIMENSIONS

1. Review the definition of internalizing behavior and the list of all students in your class.
2. In Column One enter the names of the 10 students whose characteristic behavior patterns most closely match the internalizing behavioral definition.
3. In Column Two, rank order the students listed in Column One according to the degree or extent to which each exhibits internalizing behavior. The student who exhibits internalizing behavior to the greatest degree is ranked first and so on until all ten students are rank ordered (Walker and Severson, 1994).

Examples Include:

- Having low activity levels
- Not talking with other children
- Shy, timid, and/or unassertive
- Preferring to play or spend time alone
- Fearful
- Unresponsive to social initiations

Non-Examples Include:

- Initiating social interactions
- Playing with others
- Joining in with others
- Having conversations
- Resolving conflicts appropriately
- Displaying positive social behavior

Column One – List Internalizers	Column Two – Rank Order Internalizers
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.

SAMPLE ITEMS

Systematic Screening for Behavior Disorders (SSBD; Walker and Severson, 1994), Grades K-6

STAGE ONE: RANK ORDER STUDENTS ON EXTERNALIZING DIMENSIONS

1. Review the definition of externalizing behavior and the list of all students in your class.
2. In Column One enter the names of the 10 students whose characteristic behavior patterns most closely match the externalizing behavioral definition.
3. In Column Two, rank order the students listed in Column One according to the degree or extent to which each exhibits externalizing behavior. The student who exhibits externalizing behavior to the greatest degree is ranked first and so on until all ten students are rank ordered (Walker and Severson, 1994).

Examples Include:

- Arguing
- Defying the teacher
- Having tantrums
- Disturbing others
- Stealing
- Not following rules

Non-Examples Include:

- Cooperating, sharing
- Working on assigned tasks
- Listening to the teacher
- Following directions
- Attending to task
- Complying with requests

Column One – List Externalizers	Column Two – Rank Order Externalizers
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	6.
7.	7.
8.	8.
9.	9.
10.	10.

Requirements for Universal Screening

When student(s) are observed, interviewed or tested, school staff must consider whether parental informed consent for these procedures is required. IDEA 2004 permits “screening” procedures, such as determining phonemic awareness proficiency and other progress monitoring activities necessary to inform instructional programming, without parental permission. Many schools are beginning to use academic and behavioral RtI. Assessment plans are not necessary for all RtI activities.

General Principles:

- ▶ If educators are *collecting new data* for the purpose of determining disability, an assessment plan is necessary.
- ▶ If educators are *reviewing existing data*, such as how a student is responding to behavior supports or academic instruction for the purpose of assisting the teacher in instruction components or instructional methods, no assessment plan is required.

The Federal Register/Vol. 71, No. 156/Monday, August 14, 2006/Rules and Regulations: Parent Consent is **not** required:

- ▶ Before administer a test or other evaluation to all children 300.300(d)(1)(ii)
- ▶ Before reviewing existing data 300.300(d)(1)(i)
- ▶ When screening for instructional purposes 300.302

Protection of Pupil Rights Amendment (PPRA) affords guardians certain rights regarding school administration of surveys. These include the right to **consent** if students are required to submit to a survey that concerns mental or psychological problems of the student or student’s family. Guardians can **inspect**, upon request and before administration or use, survey(s) that collect protected information of students just like any other instructional material used as part of the educational curriculum.

General Principles:

- ▶ if universal screening surveys are being completed by students, a school should seek guardian consent and student assent.
- ▶ if universal screening surveys are being completed by teachers about students, a school should seek to inform guardians.

NOTE: This is not meant to serve as legal advice; please consult with your appropriate school/district representative to make sure you are in compliance with local, state, and federal regulations.

EXAMPLE

Parent Notification Letter for Universal Screening

Date:

TO: All Parents and Guardians

FROM:

RE: Response to Intervention and Screening Tools for Behavior

[School District] has begun the process of creating systems of academic and social-emotional support linked directly to the assessed needs of our students. This system, known as Response to Intervention or RtI, provides all students with timely and targeted interventions based upon the results of universal screening tools in reading, math and behavior.

Universal screening helps school staff to determine which students may be academically or behaviorally “at risk.” These screenings can include recent results of state or district tests as well as specific academic or behavior screening tests; these screening assessments are typically administered to all students two or three times per year. Students whose scores fall below a certain cut-off are identified as possibly needing more specialized academic or behavior interventions. The use of universal screenings refines and strengthens our efforts to help all of our students be successful by allowing us to take positive and preventative measures as early as possible.

The universal screening tools in math and reading are very similar to tools we use every day to help us determine where students might have gaps in knowledge and need assistance. The behavior screening tool, [insert name of screener], focuses on academic engagement behaviors of students.

The [insert name of screener] is completed by teachers and is available at your school for your review. The results of the tool will be used to provide identified students with mentoring, social skill building and other supports to help them engage positively in learning. As with our academic universal screenings, you will be notified if your student is selected for participation in an intervention program. After reviewing the [insert name of screener], please contact your child’s principal if you have questions about your child’s participation.

Thank you for your willingness to assist [School District] in building a system of student supports that is linked directly to data. This will ensure that each of our students has the opportunity to receive the assistance they need to achieve academic and social-emotional success. Please do not hesitate to contact me if you have questions.

Universal Screening Considerations

(Adapted from Muscott, 2008)

Documented Purpose and Policy		
Minimum Feature	Questions to Consider	Team Notes/ Tasks to Complete
1. The person who can authorize social-emotional / behavioral screening is identified and approval is obtained to design and implement the process.	a. Who provides approval? <ul style="list-style-type: none"> • Is it the school board, school superintendent, special services director, a leadership team and/or building level principal? 	
2. A clear purpose and intended outcome of screening is documented and aligns with district and building level mission, priorities and improvement goals.	a. Is the alignment with district and building level mission, priorities and improvement goals documented? b. Is there an existing system for identifying at-risk students? c. Is the existing system effective in finding students with externalizing or internalizing types of concerns? d. Are there any groups of students who are not consistently identified? e. How will the results be used? f. How will screening be distinguished from a diagnostic process?	
3. The policy and procedures for screening in non-behavior areas is used to inform development of screening system for social-emotional / behavioral concerns.	a. What are the current policies and procedures regarding vision, hearing and academic screening? b. Is that policy effective and can it be used for social- emotional / behavioral concerns?	
4. The policy and procedures for social-emotional / behavioral screening include decision rules for parent notification, parent consent and use of the results.	a. How will awareness of the process and its benefits be developed among stakeholders? b. How will parents be notified of the screening? c. When in the process will parental consent be obtained? Will parental consent be active or passive? d. How will results of the screening be shared with parents? Will all parents be notified of results or will only parents of students identified be informed? e. How will results of the screening be used?	
5. The policy and procedures for social-emotional / behavioral screening comply with district child find procedures.	a. Have the policy and procedures been reviewed and approved by the appropriate district-level personnel?	
6. A point of contact at the district and building level who will take responsibility for oversight of the screening process is identified.	a. Whose role is most aligned to complete this work?	

Clearly Defined Procedures		
Minimum Feature	Questions to Consider	Team Notes/ Tasks to Complete
7. Timeline for administration(s) is determined and is frequent enough to catch transient students –first administration in Fall.	<ul style="list-style-type: none"> a. How often and when will screenings occur? b. Is there a process in place to address concerns if a child demonstrates risk in between occurrences of screening? 	
8. The screening process includes provision that all students are considered and the process is suitable to identify students with internalizing or externalizing concerns.	<ul style="list-style-type: none"> a. Which teachers will complete the screening so that all students have an equal chance of being considered? 	
9. An evidence based instrument with appropriate psychometric properties and norms is identified.	<ul style="list-style-type: none"> a. What are the advantages and disadvantages of the instruments under consideration? 	
10. Clear instructions to complete w/ training for all on how to complete.	<ul style="list-style-type: none"> a. Who will provide training and instructions for the screening process including how to complete the instrument, use of results and follow up obligations of participating teachers? 	

Availability of Supports		
Minimum Feature	Questions to Consider	Team Notes/ Tasks to Complete
11. Resources are available to support universal screening (e.g. personnel, materials and time for professional learning).	<ul style="list-style-type: none"> a. What materials will be required to complete the process? b. How will materials be obtained? c. How much time will be needed for screening and when will time be given for this to occur? 	
12. A team exists that can support the student, family, and classroom teacher in determining what response should be taken for students who are identified as at-risk.	<ul style="list-style-type: none"> a. What is the responsibility of the team? b. How are screening results processed once they reach the team? 	
13. School and community-based supports for responding to identified students are available and adequate to serve the level of need.	<ul style="list-style-type: none"> a. What supports are available for students who are identified? b. How do students, families and teachers access these supports? 	

Once you have your criteria in place for Existing School Data, Nomination, and/or Universal Screening, it will be helpful to have details mapped out on a brief Student Identification Plan. This document would be good to include in your Tier 2 Staff Handbook and also for reference during Tier 2 Team meetings. After you have reviewed the Example Student Identification Plan, you can develop yours on the blank template that follows.

EXAMPLE

Student Identification Plan

Method and Timeline	Purpose and Process	Persons Responsible	Use of Results
Universal Screening of all incoming kindergarten age students <ul style="list-style-type: none"> Annually - during kindergarten enrollment process 	Parents will complete the Strengths and Difficulties Questionnaire	<ul style="list-style-type: none"> School counselor with administrator will score and summarize results. Data will be presented to classroom teachers. 	<ul style="list-style-type: none"> Students with high-risk levels will participate in a small group intervention beginning the first week of school. Students with at-risk indicators will be matched with a Check & Connect mentor
Universal Screening of all students in the school. <ul style="list-style-type: none"> Bi-annually - Early October and Late January 	<ul style="list-style-type: none"> During a designated staff meeting teachers are provided with a list of internalizing and externalizing risk characteristics. Homeroom teachers review a list of all students assigned to their class. Students list, in rank order, students they are concerned about. Additional information may be gathered for each student identified. 	<ul style="list-style-type: none"> Classroom teachers complete the screening process. The Tier 2 Team reviews results and determines which students should be considered for interventions. 	<ul style="list-style-type: none"> Students with high-risk indicators may be considered for FBA-BIP. Students in the at-risk range may be nominated to participate in a small group intervention.
Review of Existing School Data <ul style="list-style-type: none"> Monthly 	<ul style="list-style-type: none"> ODR data <ul style="list-style-type: none"> 3rd discipline referral (ODR) Attendance and Tardy <ul style="list-style-type: none"> 3rd absence or tardy Visits to Counselor <ul style="list-style-type: none"> 3rd visit to school counselor Visits to Health Center <ul style="list-style-type: none"> 3rd visit to school nurse (without known medical condition) Course Failures <ul style="list-style-type: none"> 1 or more course failures Names of students who meet criteria for risk on any indicator will be submitted to the Tier 2 Team on the last day of each month. 	<ul style="list-style-type: none"> SW-PBS Tier 1 Team School Secretary School Counselor School Nurse Administrator 	<ul style="list-style-type: none"> The Tier 2 Team will review the list of names submitted to determine if any students that met one or more risk criteria need to be considered for additional support.
Teacher Nomination <ul style="list-style-type: none"> On-Going Availability 	<ul style="list-style-type: none"> At any time during the school year school staff, parents, and/or students may request assistance or nominate a student for additional social, academic, and/or behavioral support. 	<ul style="list-style-type: none"> Individual making the nomination submits a completed form to the school administrator. Administrator works with the Tier 2 Team to prioritize review of nominations. 	<ul style="list-style-type: none"> One or more of the following may be recommended by the Tier 2 Team: <ul style="list-style-type: none"> Gather additional information Provide small group intervention Nominate for FBA-BIP process

Student Identification Plan

Method and Timeline	Purpose and Process	Persons Responsible	Use of Results

Next Steps

Below are some next steps to consider as you develop Tier 2. Some of the steps involve active staff input. Be sure to build your action plan with that in mind.

See Tier 2 Team Action Plan – *Student Identification Process*

1. Develop a systematic process to identify students at-risk for social, emotional, and/or behavioral challenges.
 - A. Develop a Teacher Nomination form that is simple and brief to complete.
 - See the Example: *Teacher Nomination for Assistance*
 - B. List academic and behavioral data that is currently collected in your school or district. Determine proficient, at-risk, and high-risk criteria for each measure. Indicate specific criteria that “trigger” referral to the Tier 2 Team.
 - Use the *Blank Existing School Data Inventory*
 - C. Develop and implement a process to administer regular, periodic screening for social, emotional and/or behavioral risk.
 - Use the *Blank Student Identification Plan*
 - D. Use existing communication strategies to inform full staff about procedures for identifying students who need additional supports.

CHAPTER 4: DATA-BASED DECISION MAKING

LEARNER OUTCOMES

At the conclusion of this chapter, you will be able to:

- ▶ Develop an efficient and effective process for gathering and reviewing relevant student data.
- ▶ Use student data to select function-based interventions that match the needs of identified students.
- ▶ Explain the importance of monitoring student response to an intervention.
- ▶ Describe why baseline data should be collected and list examples of data that can be reviewed to determine baseline levels of performance.
- ▶ Establish a method for collecting and graphing student data.
- ▶ Identify key elements within graphed data (current level of performance, desired level of performance, and trend line).
- ▶ Interpret student response to intervention and make decisions based on data.
- ▶ Establish procedures for generalization and maintenance.
- ▶ Develop a method to access and review social validity.
- ▶ Evaluate Program Outcomes.

Understanding the Role of Human Motivation in Learning

When considering the ABCs of behavior, teachers may assert they do not believe in giving prompts, positive feedback, or tangible rewards for behaviors students should already know and display. Additionally, some teachers fear providing external regulation, in the form of antecedent or consequential supports, will undermine students' intrinsic motivation. Such statements indicate a lack of understanding regarding the fundamental principles of motivation and the differentiation between motivation and regulation. Beyond infancy and early childhood, the motivation for the majority of human behavior is externally motivated (Ryan & Deci, 2000).

Initially, educators provide external regulation for students by establishing common definitions of desired behaviors, providing antecedent supports, and delivering reinforcing or discouraging consequences. Educators use these externally regulated strategies to teach all students the expected behavior and facilitate consistent use of appropriate behavior. Over time, educators assist students in developing self or internal regulation. Students must engage in self-regulation (e.g., demonstrating desired behaviors consistently, without prompting, affirmations or recognition) in order to become successful contributing members of society. Deci and Ryan's (1985) research in the field of self-determination theory (SDT) illustrates the transition from external regulation to internal regulation.

In Figure 4.1, Ryan and Deci (2000) articulate the continuum of human motivation including: amotivation, extrinsic motivation, and intrinsic motivation. *Amotivation* denotes a complete lack of motivation for or value of the activity or knowledge in consideration, or perceived lack of competence with the activity. *Extrinsic motivation* means an individual engages in an activity to attain a separable outcome (e.g., to receive an external item or activity of preference, to fit into a group, to master a skill or gain knowledge needed for later). *Intrinsic motivation* refers to participating in an activity simply for the enjoyment of the activity itself. Many factors influence where an individual falls on the continuum, with regard to a specific behavior. Additionally, an individual's location on the continuum may be fluid and individuals may move in either direction along the continuum.

A Taxonomy of Human Motivation

Regulatory Styles	Amotivation	Extrinsic Motivation				Intrinsic Motivation
	Lack of any motivation or value for the activity, or perceived lack of competence	Activity is done in order to attain a separable outcome (e.g., to receive an external item or activity of preference, to fit into a group, to master a skill or gain knowledge needed for later)				Activity is done simply for enjoyment of the activity itself
Associated Processes	Lack of intentionality or relevance	Compliance	Approval from self or others	Self-endorsement of goals	Synthesis of goals or congruence	Interest, enjoyment, inherent satisfaction
Perceived Locus of Causality	Impersonal	External	Somewhat External (Introjection)	Somewhat Internal (Identification)	Internal (Integration)	Internal

Adapted from Ryan and Deci, 2000
Figure 4.1

Extrinsically motivated behaviors may range from externally to internally regulated (e.g., continuum of *perceived locus of causality* in Figure 4.1), or include multiple regulating factors. Consider, for example, possible regulating factors motivating an individual's choice to adopt healthier eating habits and where those factors fall along the *Taxonomy of Human Behavior* in Figure 4.2:

A Taxonomy of Human Motivation

Regulatory Styles	Amotivation	Extrinsic Motivation Activity is done in order to attain a separable outcome				Intrinsic Motivation
Associated Processes	Lack of intentionality or relevance	Compliance	Approval from self or others	Self-endorsement of goals	Synthesis of goals or congruence	Interest, enjoyment, inherent satisfaction
Perceived Locus of Causality	Impersonal	External	Somewhat External (Introjection)	Somewhat Internal (Identification)	Internal (Integration)	Internal
Healthy Eating habits		Desire to meet BMI, blood pressure or other goals for work place health insurance promotions	Desire to fit in at work where everyone eats healthy; wanting to “look good” by societal standards	Desire to be healthier	Choosing a vegan diet as part of a commitment to improving the environment	Inherent love of fresh fruits & vegetables

Figure 4.2

While the choice to adopt healthier eating habits may seem internally regulated, or even intrinsically motivated, extrinsic motivation plays a significant role. An inherent enjoyment of fresh fruits and vegetables makes the change easier to adopt. However, you cannot discount the extrinsically motivating factors, such as wanting to comply with recommendations of medical professionals, a desire to fit in with colleagues who make healthy eating choices, setting and reaching a weight loss goal, or recognizing the impact eating habits make on the larger environment.

Ryan and Deci (2000) note, “*In schools for example, it appears that intrinsic motivation becomes weaker with each advancing grade,*” (p. 60). Because most human behavior relies on some form of external motivation, past early childhood, educators face the challenge of teaching students to identify, value, and engage in socially appropriate behaviors with minimal external pressure or regulation. Self-determination theory includes three needs individuals must fulfill to behave with intrinsic motivation:

1. **Competence:** succeeding in what is to be done, belief in one's ability to succeed, self-efficacy
2. **Relatedness:** connecting with others, belonging
3. **Autonomy:** being in control of ones' life, self-determination

Students may not, initially, find behaviors critical to school success inherently interesting or personally valuable; therefore, educators will need to provide some level of instruction and reinforcement to encourage students to engage in desired behaviors. Over time, students will begin to self-regulate engagement in appropriate behaviors because doing so increases feelings of connectedness and experiences of competency and autonomy. SW-PBS supports the development of self-regulation by: creating environments where all students feel welcome, connected, and valued; directly teaching, monitoring, and reinforcing expectations; and assisting students in the development of self-monitoring and self-regulation.

The amount of external regulation or motivation necessary to reach the end goal of students' consistent display of desired behavior will be dependent on chronological and developmental age of students, students' prior knowledge of and experience with desired behaviors, the context or setting events and the students' understanding that the schoolwide behavioral rules and procedural skills desired by adults are *universal* in nature, and will increase their overall success in the classroom, schoolwide and eventually in life outside of school. Understanding that the majority of human behavior relies on a certain degree of external motivation, and intrinsic motivation relies on the development of competence, relatedness and autonomy. School teams can leverage the science of behavior to plan for and establish systems that create environments which increase the likelihood that teachers and students will demonstrate desired behaviors. Students learning a new skill or behavior may need external regulation (e.g., reward) to gain enough exposure to the naturally occurring positive consequences of the behavior. For example, using more pro-social behaviors such as taking turns; saying "please" or "thank you"; and keeping hands to ones' self; allow a student struggling to find friends to experience social acceptance from peers. Initial teaching and reinforcement may be necessary to help the student learn and consistently use the skill. Over time the skill becomes self-initiated and self-regulated. Eventually the skill should generalize to multiple social contexts allowing the student increasing access to desired peer groups or activities.

However, excessive reliance on authoritarian external regulation leads to individuals losing their sense of autonomy and relinquishing the capacity for self-regulation. Under these conditions, a previously self-regulated behavior becomes a behavior demonstrated only under high external regulation (e.g., athletes who lose the love of the game under pressure to win at all costs). While in most cases people's general regulatory style becomes more "internal" over time (Chandler & Connell, 1987), in accordance with developmental tendencies towards autonomy (Ryan, 1995), regulation can move in either direction on the continuum.

Applied Behavior Analysis

SW-PBS is grounded in the science of behavior or applied behavior analysis (ABA). Applied behavior analysis is the design, implementation, and evaluation of environmental modifications to produce socially significant improvement in behavior (Baer, Wolf, and Risley, 1968; Sulzer-Azaroff, B. and Mayer, R., 1991). This is based on the understanding that individuals' behavior is determined by past and current environmental events. In short, the science of behavior focuses on changes to the environment that result in changed behavior. From an ABA perspective, behavior change occurs from manipulation of variables in an individual's environment. Thus in SW-PBS, an important focus is designing systems that promote change in adult behavior that result in change in instructional environments that will, in turn, lead to change in student behavior.

Central to understanding applied behavior analysis is knowledge of "ABCs" –an acronym for the contingency Antecedent–Behavior–Consequence. This means, something happens preceding a behavior (the *Antecedent*), which in effect causes or influences the *Behavior*, which then results in an immediate *Consequence*.

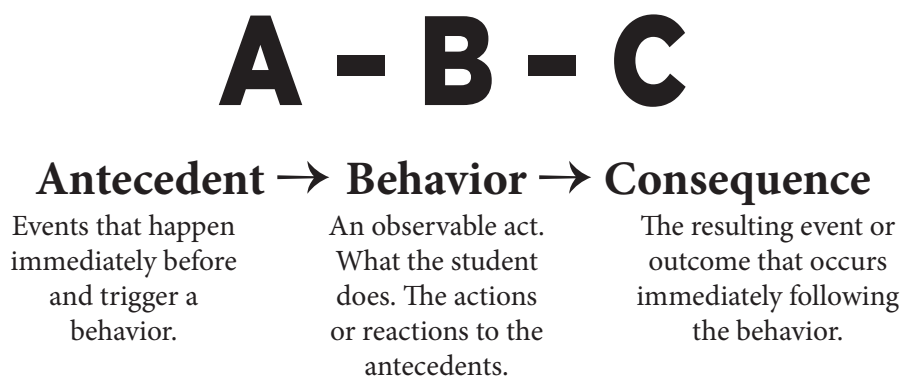


Figure 4.3

For students who require additional (Tier 2 or 3) intervention, work with the A-B-C contingency becomes more precise than is required at the universal level of implementation. Rather than thinking about groups of children within a building (e.g., specific grade level or classroom of students), the Tier 2 Team will use readily available data to consider antecedent, behavior and consequence conditions for individual students who continue to display difficulties after Tier 1 supports are provided. Identifying student behavioral patterns using an A-B-C structure will help teams in selecting interventions that best match student needs.

BEHAVIOR AND ITS FUNCTION

Behavior is a form of communication. Some children learn that problem behavior is the most efficient way to communicate to get their needs met. Adults can learn that misbehavior, which happens repeatedly, occurs for a reason. Identifying the reason (i.e., function or purpose) leads educators to more effective practices for preventing many problems and for responding consistently when they do occur. Correctly identifying the function of problem behavior is important for effective intervention.

When working to understand behavior patterns, look for A (antecedent) – B (behavior) – C (consequence):

- ▶ A = what happens before the problem behavior occurs (the trigger)
- ▶ B = the behavior (in observable and measurable terms; see it, count it)
- ▶ C = what happens after the behavior occurs (consequence, outcome)

Behavior serves a purpose or function for the child; it is not good or bad. It is functional because it works. Therefore, the child is encouraged to repeat the behavior.

There are two major functions of behavior: **get/obtain** or **escape/avoid**. A child may use particular behaviors as a way of getting **attention** from peers or adults, obtaining a certain tangible item or preferred activity, or to access some type of sensory stimulation. Alternately, a child may also use particular behaviors as a way to **avoid** or **escape** interactions with peers or adults, a particular task or activity, or sensory conditions they find undesirable or aversive.

GET, OBTAIN, ACCESS, GAIN	AVOID, ESCAPE
<u>To Get Attention</u> <ul style="list-style-type: none"> • Social from adult • Social from peer 	<u>To Avoid/Escape Attention</u> <ul style="list-style-type: none"> • From adult • From peer
<u>To Get a Tangible</u> <ul style="list-style-type: none"> • Gets Object, Event, or Activity 	<u>To Avoid/Escape Tangible</u> <ul style="list-style-type: none"> • Demanding or boring task • Setting, Activity, Event
<u>To Get Sensory Stimulation</u> <ul style="list-style-type: none"> • Visual, Auditory, Olfactory, Kinesthetic 	<u>To Avoid/Escape from Sensory Stimulation</u> <ul style="list-style-type: none"> • Internal stimulation that is painful or discomforting

Figure 4.4

Failure to base an intervention on the specific function or purpose it serves often results in ineffective and unnecessarily restrictive procedures. For example, consider the case of a child who is sent to Time Out for not getting his or her work materials out quickly and quietly. In some cases use of Time Out allows a child to very successfully avoid or escape a task. If the problem (not getting materials out quickly and quietly) persists and continues to result with the same consequence (Time Out) the child may be using inappropriate behaviors to purposefully get out of a certain task or activity that he or she finds aversive (e.g., boring, too difficult). Learning to recognize repeated patterns of behavior and interactions within the environment are key for successful intervention. To identify the function or purpose of a child's behavior, the Tier 2 Team will look for patterns by reviewing the academic and behavioral records of the child. Once a pattern is identified, the behavioral function can be determined.



ACTIVITY

Read and consider each of the following examples. What purpose/function does the behavior serve in each case (what does child get or avoid)?

Antecedent (A)	Behavior (B)	Consequences (C)
<p>Definition: <i>Events that happen immediately before and trigger a behavior.</i></p> <p><u>Example 1:</u> A teacher identifies and teaches 4 rules for children in the classroom. Rule 1: Listen while other people talk – only 1 person talks at a time</p> <p><u>Example 2:</u> Students are working or playing in groups.</p>	<p>Definition: <i>Observable behavior the child displays.</i></p> <p><i>Can be appropriate/desired or inappropriate/problem. Both are functional</i></p> <p><u>Example 1:</u> The child looks at the person talking and keeps mouth and body quiet.</p> <p><u>Example 2:</u> Child pushes or hits students near her.</p>	<p>Definition: <i>What happens after the behavior.</i></p> <p><i>By definition a consequence either increases (REINFORCEMENT) or decreases (PUNISHMENT) the likelihood the behavior will recur in the future.</i></p> <p><u>Example 1:</u> The teacher tells the child that he or she is doing a good job of looking at the person speaking and keeping his or her mouth and body quiet.</p> <p><u>Example 2:</u> Other students in the group get upset, yell at the student who pushed, then report the incident to the teacher.</p>

Once a function is identified, a team selects an intervention that matches the function. The intervention is implemented and the child’s progress is monitored to determine if he or she is responding to the intervention at an appropriate rate and level.

Selecting Function-Based Interventions

To promote efficient and effective selection of interventions, the Tier 2 Team will develop a process for gathering student data that provides relevant information in order to determine the function of the problem behavior.

Having adequate time to consider the number of students who are identified at-risk is a common concern among teams that are early in the Tier 2 development process. Use of a specific format for collecting, reviewing and discussing applicable student information is beneficial for keeping conversations focused on variables within the control of participating team members. Problem solving teams working at advanced levels are sometimes tempted to focus discussions on factors beyond control of the support team (e.g., home life, community circumstances, previous experiences with related families etc.). Maintaining a conversation focused on alterable indicators of risk and Data-Based Decision Making will allow the Tier 2 Team to adequately address the numbers of students identified for additional support.

On the following pages, the Tier 2 Adapted Functional Assessment Checklist for Teachers and Staff (FACTS) Part A is presented for collecting pertinent student information, which will assist teams in having focused discussions when selecting interventions.

THE TIER 2 ADAPTED FUNCTIONAL ASSESSMENT CHECKLIST FOR TEACHERS AND STAFF (FACTS) PART A

The Tier 2 Adapted Functional Assessment Checklist for Teachers and Staff (FACTS) Part A is a tool that can be used by Tier 2 Teams to collect and organize information in order to determine the function of behavior. The function of behavior is key to selecting the correct intervention for each student. Your team will identify the possible function of the problem behavior by:

1. Identifying the problem behavior
2. Collecting and analyzing student information (record review)
3. Completing a context analysis to determine when the behavior does/does not occur
4. Completing a Behavior Pathway

In order to gather the information for the Tier 2 Adapted FACTS Part A in an efficient manner, a consistent collection procedure must be developed. In other words, the team must establish who will collect the information and how it will be collected. For instance, what team member(s) will collect and record the information for the Record Review? What team member(s) will meet with the teacher(s) to gather information for the context analysis? Meeting face-to-face will provide the most accurate information and the opportunity to ask follow-up questions if appropriate.

Tier 2 Adapted FACTS – Part A Instructions for Completing

There are five sections to the Tier 2 Adapted FACTS Part A. The instructions for each section are listed below, along with an example for a student named Jill. The complete Tier 2 Adapted FACTS Part A for Jill is at the end of the instructions.

SECTION 1: CLASSROOM INTERVENTION

1. Check enrollment date and attendance data to determine if the student had access to schoolwide and classroom instruction.
2. Interview student and teachers to determine if the student had access to schoolwide and classroom recognition.

EXAMPLE

Section 1: Classroom Intervention

Did the student receive instruction on Schoolwide and Classroom Expectations, Rules and Procedures? Yes - Weekly SW-PBS lessons with whole class

Did the student receive recognition recently for following Schoolwide and Classroom Expectations, Rules and Procedures? Yes - Received Purple Panther tickets

If no, review implementation of Effective Classroom Practices with the Classroom Teacher.

SECTION 2: DESCRIPTION OF STRENGTHS AND PROBLEM BEHAVIOR

1. Describe academic and social/behavioral strengths of the student
2. Record the general description of the problem behavior (obtained from the identification process such as ODR's and minors) in the first box.
3. Record observable student actions (obtained from record review and teacher interviews) in the second box; these actions provide a specific description of the problem behavior in such a manner than an unfamiliar observer would recognize the behavior when it occurs. This observable description of the problem behavior will be the description used for the remainder of the process.

EXAMPLE

Section 2: Description of Strengths and Problem Behavior

Describe student's strengths (academic, social/behavioral):
Jill comes to class prepared and follows rules and directions in classes that are more activity based, such as art, p.e., music, and science.

<u>Problem Behavior</u> (Obtained from identification process):	<u>What does it look like</u> (Observable)
<i>Noncompliance, Defiance</i>	<ol style="list-style-type: none"> 1. Taps/makes noises whole class can hear 2. Blacks out tests and other papers with marker

SECTION 3: RECORD REVIEW

1. Record the name of each piece of information to be collected on each student in the first column. This should be standard for each student.
2. Record the date the information was collected in the second column.
3. A summary of the information from each source is recorded in the third column. This summary includes relevant dates (i.e. dates of referrals, date assessments were administered)

Note: When reviewing existing data for all students identified for Tier 2 supports, it is critical to review academic data and determine if additional academic supports are needed. If students are identified as at-risk by the Tier 2 Team and have academic concerns, these concerns should be addressed through academic supports in addition to any behavioral interventions provided. For example, if a student is engaging in low-level acting out behaviors in the classroom to escape a difficult academic task, simply placing him/her in a behavioral intervention will not solve the underlying academic deficit problem. In addition to the behavioral intervention, additional academic supports must be provided.

EXAMPLE

Section 3: Record Review
Gather relevant information about the student which will be used to look for patterns of behavior.

Information Needed	Date	Summarize Findings
Office Referrals (ODR)	January 7	4 Office discipline referrals from August 15 to Dec. 20. Referred for making noises that disrupt learning for all students in the class and blacking out test papers.
Classroom Minors	January 7	7 Classroom-managed behaviors: blacks out papers with marker rather than engaging in the task
Absences	January 7	1 excused for illness
Tardies	January 7	1 excused - car wouldn't start
G.P.A./Grades	January 9	A's in Art, Music, P.E.; B in Science, C's in Reading, Social Studies; D in Math
Reading Assessment	January 9	Dec. 1 Star Test - 21st %tile
Written Language Assessment	January 9	Dec. 3 Writing Sample - 12th %tile
Math Assessment	January 9	Nov. 25 Star Test - 6th %tile
Health Information (if applicable)	January 8	Nurse reported adequate hearing, vision, and health
IEP Information (if applicable)		Not applicable
Other: i.e. nurse, counselor visits, ISS or OSS	January 8	Stops by every morning on way to class. Frequently asks if can help in any way.

SECTION 4: CONTEXT ANALYSIS OF SOCIAL/BEHAVIORAL PERFORMANCE

1. List the times that define the student's daily schedule in Column 1. Include times between classes, lunch, before school and adapt for complex schedule features (e.g. odd/even days) if appropriate in the first column. This information will help identify the general context of problem behavior.
2. Interview the student's teachers to identify the type of activity that most often occurs during each time/subject and record that information in Column 2. A sample question to ask: "*What type of activities typically occur during this subject/time?*" This provides more detail about the context of the problem behavior.
 1. Large Group Activity
 2. Small Group Activity
 3. Independent Activity
 4. Transitions
 5. Unstructured Activity
3. Interview the student's teachers to identify the problem behavior displayed during each time period/activity and the likelihood the problem behavior will occur. A sample question to ask: "*What is the likelihood of the behavior occurring during this activity?*" When asking teachers this question, make sure they are rating the observable description of the problem behavior from Section 2. This information helps to identify times/activities most likely and least likely to be associated with the problem behavior. Record this information in Column 3.

Consider developing a scale that teachers can reference when determining the likelihood of the problem behavior; this will help to ensure consistency of how staff provide this rating. The following is an example scale:

1 = Less than one time per month	4 = 1 time per day
2 = 1 time per week	5 = 3 – 4 times per day
3 = 2 – 3 times per week	6 = At least one time each hour

4. Interview the student's teachers to identify the most frequent adult/peer response to the problem behavior if the likelihood rating is a 4, 5, or 6. A sample question to ask: "*What is the most common response to the problem behavior?*" This helps to identify the consequence occurring most often after the problem behavior and assists in determining the function of the problem behavior. Record this information in Column 4.
 1. Adult(s) respond (Redirect, Reteach Behavior, or Provide Assistance)
 2. Peer(s) respond (look at, laugh or talk to student)
 3. Student obtains specific object/item
 4. Adult(s) withhold/remove interaction
 5. Peer(s) withhold/remove interaction
 6. Activity/task is changed
 7. Student sent to timeout or office

EXAMPLE

Section 4: Context Analysis of Social/Behavioral Performance*

Completed by each of the student's classroom teachers

Context		Problem Behavior		Consequence
1) Schedule: <i>(Time and Subject)</i>	2) Activity: 1. Large Group Activity 2. Small Group Activity 3. Independent Activity 4. Transitions 5. Unstructured Activity	3) Likelihood of Problem: Low	High	4) What is the response to the problem behavior? <i>(Write the # of the response that most often applies and is most likely maintaining the problem behavior.)</i> 1. Adult(s) respond (Redirect, Reteach Behavior, or Provide Assistance) 2. Peer(s) respond (look at, laugh or talk to student) 3. Student obtains specific object/item 4. Adult(s) withhold/remove interaction 5. Peer(s) withhold/remove interaction 6. Activity/task is changed 7. Student sent to timeout or office
8:10 Morning work	3	1 2 3 4 5 6		1 – Teacher redirects
8:30 Spelling	3	1 2 3 4 5 6		1 – Assistance provided
9:00 Reading	1 – Whole class	1 2 3 4 5 6		
	2 – Small group	1 2 3 4 5 6		1 – Teacher redirects
	3 - Tests	1 2 3 4 5 6		1 – Teacher redirects
10:00 Art	3	1 2 3 4 5 6		
10:00 P.E.	1	1 2 3 4 5 6		
10:00 Music	1	1 2 3 4 5 6		
11:00 Science	1	1 2 3 4 5 6		
11:55 Lunch	1	1 2 3 4 5 6		
12:25 Recess	2	1 2 3 4 5 6		
12:45 Math	1 – Whole Group	1 2 3 4 5 6		
	3 – Ind. Practice	1 2 3 4 5 6		1 – Assistance provided
	3 - Homework	1 2 3 4 5 6		1 – Teacher redirects
1:45 Social Studies	1	1 2 3 4 5 6		
2:30 Homework time	3	1 2 3 4 5 6		1 – Assistance provided
2:50 Pack for home	3	1 2 3 4 5 6		

SECTION 5: BEHAVIOR PATHWAY

Using the information gathered from the description of the problem behavior and the context analysis, the team will look for trends in order to complete the behavior pathway.

1. Complete "Student will" by inserting the observable problem behavior identified in Section 2.
2. Look for patterns in the schedule (Column 1 and Column 3) - when does the problem behavior most frequently occur? Look for "likelihoods" of 4, 5, and 6. Put that information in the "During" box.
3. Look for patterns in the activities (Column 2) for the schedule times in the first box. During what activities does the problem behavior most often occur? Place that information in the "When" box.
4. Look for patterns in the consequences that occur after the problem behavior (Column 4). Put that information in the "Because" box.
5. Determine if the student is seeking to obtain or avoid and circle one. Now write in the blank what the student is seeking to obtain or avoid.

EXAMPLE

Section 5: Summary Statement/Behavior Pathway			
This section will be completed at the team meeting:			
During: Morning work, reading, spelling, math and homework time	When: Given independent work/ activities	Student will: Tap/ make noises whole class can hear, black out tests and other papers with marker	Because: The teacher will redirect or provide extra assistance Therefore the function is to obtain/ avoid (circle one): <u>adult attention</u>

Adapted from March, Horner, Lewis-Palmer, Brown, Crone and Todd (1999)

Here is Jill's completed Tier 2 Adapted FACTS Part A in its entirety:

Tier 2 Adapted Functional Assessment Checklist for Teachers and Staff (FACTS - Part A)

Student Name Jill Date January 15

Classroom/Homeroom Teacher T. Hanks Grade 4

SECTION 1: CLASSROOM INTERVENTION

Did the student receive instruction on Schoolwide and Classroom Expectations, Rules and Procedures?
Yes - Weekly SW-PBS lessons with whole class

Did the student receive recognition recently for following Schoolwide and Classroom Expectations, Rules and Procedures? Yes - Received Purple Panther tickets

If no, review implementation of Effective Classroom Practices with the Classroom Teacher.

SECTION 2: DESCRIPTION OF STRENGTHS AND PROBLEM BEHAVIOR

Describe student's strengths (academic, social/behavioral):

Jill comes to class prepared and follows rules and directions in classes that are more activity based, such as art, p.e., music, and science.

<u>Problem Behavior</u> (Obtained from identification process):	<u>What does it look like</u> (Observable)
Noncompliance, Defiance	1. Taps/makes noises whole class can hear 2. Blacks out tests and other papers with marker

SECTION 3: RECORD REVIEW

Gather relevant information about the student which will be used to look for patterns of behavior.

Information Needed	Date	Summarize Findings
Office Referrals (ODR)	January 7	4 Office discipline referrals from August 15 to Dec. 20. Referred for making noises that disrupt learning for all students in the class and blacking out test papers.
Classroom Minors	January 7	7 Classroom-managed behaviors: blacks out papers with marker rather than engaging in the task
Absences	January 7	1 excused for illness
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Math Assessment	January 9	Nov. 25 Star Test – 6th %tile
Health Information (if applicable)	January 8	Nurse reported adequate hearing, vision, and health
IEP Information (if applicable)		Not applicable
Other: i.e. nurse, counselor visits, ISS or OSS	January 8	Stops by every morning on way to class. Frequently asks if can help in any way.

SECTION 4: CONTEXT ANALYSIS OF SOCIAL/BEHAVIORAL PERFORMANCE

* Completed by each of the student's classroom teachers

Context		Problem Behavior		Consequence
1) Schedule: (Time and Subject)	2) Activity: 1. Large Group Activity 2. Small Group Activity 3. Independent Activity 4. Transitions 5. Unstructured Activity	3) Likelihood of Problem: Low	High	4) What is the response to the problem behavior? (Write the # of the response that most often applies and is most likely maintaining the problem behavior.) 1. Adult(s) respond (Redirect, Reteach Behavior, or Provide Assistance) 2. Peer(s) respond (look at, laugh or talk to student) 3. Student obtains specific object/item 4. Adult(s) withhold/remove interaction 5. Peer(s) withhold/remove interaction 6. Activity/task is changed 7. Student sent to timeout or office
8:10 Morning work	3	1 2 3 4 5 6	5	1 – Teacher redirects
8:30 Spelling	3	1 2 3 4 5 6	4	1 – Assistance provided
9:00 Reading	1 – Whole class	1 2 3 4 5 6	1	
	2 – Small group	1 2 3 4 5 6	5	1 – Teacher redirects
	3 - Tests	1 2 3 4 5 6	5	1 – Teacher redirects
10:00 Art	3	1 2 3 4 5 6	1	
10:00 P.E.	1	1 2 3 4 5 6	1	
10:00 Music	1	1 2 3 4 5 6	1	
11:00 Science	1	1 2 3 4 5 6	1	
11:55 Lunch	1	1 2 3 4 5 6	1	
12:25 Recess	2	1 2 3 4 5 6	1	
12:45 Math	1 – Whole Group	1 2 3 4 5 6	3	
	3 – Ind. Practice	1 2 3 4 5 6	6	1 – Assistance provided
	3 - Homework	1 2 3 4 5 6	6	1 – Teacher redirects
1:45 Social Studies	1	1 2 3 4 5 6	1	
2:30 Homework time	3	1 2 3 4 5 6	5	1 – Assistance provided
2:50 Pack for home	3	1 2 3 4 5 6	1	

SECTION 5: BEHAVIOR PATHWAY

This section will be completed at the team meeting:

During: Morning work, reading, spelling, math and homework time	When: Given independent work/ activities	Student will: Tap/make noises whole class can hear, black out tests and other papers with marker	Because: The teacher will redirect or provide extra assistance Therefore the function is to obtain/avoid (circle one): <u>adult attention</u>
--	---	---	--

Adapted from March, Horner, Lewis-Palmer, Brown, Crone and Todd (1999)

Tier 2 Adapted Functional Assessment Checklist for Teachers and Staff (FACTS – Part A)

Student Name _____ Date _____

Classroom/Homeroom Teacher _____ Grade _____

SECTION 1: CLASSROOM INTERVENTION

Did the student receive instruction on Schoolwide and Classroom Expectations, Rules and Procedures?

Did the student receive recognition recently for following Schoolwide and Classroom Expectations, Rules and Procedures? _____

If no, review implementation of Effective Classroom Practices with the Classroom Teacher.

SECTION 2: DESCRIPTION OF STRENGTHS AND PROBLEM BEHAVIOR

Describe student's strengths (academic, social/behavioral):

<u>Problem Behavior</u> (Obtained from identification process):	<u>What does it look like</u> (Observable)

SECTION 3: RECORD REVIEW

Gather relevant information about the student which will be used to look for patterns of behavior.

Information Needed	Date	Summarize Findings
Office Referrals (ODR)		
Classroom Minors		
Absences		
Tardies		
G.P.A./Grades		
Reading Assessment		
Written Language Assessment		
Math Assessment		
Health Information <i>(if applicable)</i>		
IEP Information <i>(if applicable)</i>		
Other: <i>i.e. nurse, counselor visits, ISS or OSS</i>		

Student Name _____ Date _____

Description of Problem Behavior from Section 2: _____

SECTION 4: CONTEXT ANALYSIS OF SOCIAL/BEHAVIORAL PERFORMANCE

* Completed by each of the student's classroom teachers

Context		Problem Behavior				Consequence							
1) Schedule: <i>(Time and Subject)</i>	2) Activity: 1. Large Group Activity 2. Small Group Activity 3. Independent Activity 4. Transitions 5. Unstructured Activity	3) Likelihood of Problem: Low					4) What is the response to the problem behavior? <i>(Write the # of the response that most often applies and is most likely maintaining the problem behavior.)</i> 1. Adult(s) respond (Redirect, Reteach Behavior, or Provide Assistance) 2. Peer(s) respond (look at, laugh or talk to student) 3. Student obtains specific object/item 4. Adult(s) withhold/remove interaction 5. Peer(s) withhold/remove interaction 6. Activity/task is changed 7. Student sent to timeout or office						
								1	2	3	4	5	6
								1	2	3	4	5	6
								1	2	3	4	5	6
								1	2	3	4	5	6
								1	2	3	4	5	6
								1	2	3	4	5	6
								1	2	3	4	5	6
								1	2	3	4	5	6
								1	2	3	4	5	6
								1	2	3	4	5	6

SECTION 5: BEHAVIOR PATHWAY

This section will be completed at the team meeting:

During:	When:	Student will:	Because: The teacher will redirect or provide extra assistance Therefore the function is to obtain/avoid (circle one): _____
----------------	--------------	----------------------	---

Adapted from March, Horner, Lewis-Palmer, Brown, Crone and Todd (1999)

The Advanced Tiers Spreadsheet

The Advanced Tiers Spreadsheet is a second option teams have available to collect and organize information in order to determine the function of behavior. The spreadsheet also doubles as a tool for data entry and progress monitoring of each student's intervention data. The spreadsheet was created to hold data for up to 30 students. If more than 30 students participate in your school's Tier 2 interventions, additional copies of the spreadsheet can be downloaded. The spreadsheet with directions for use is available at no cost at pbissmissouri.org/tier-2/.

The spreadsheet includes one tab for entering student information that is typically collected prior to the selection of an intervention (e.g., date, grade, gender, attendance, academic performance, ODR, function of behavior etc.). This tab allows teams to record much of the same information that is collected on the Tier 2 Adapted FACTS Part A. However, it does not include a context analysis and behavior pathway. Many teams take a "hybrid" approach and use the Tier 2 Adapted FACTS Part A for collecting student information and determining the function of behavior and the Advanced Tiers Spreadsheet for data entry and progress monitoring.

With so many schools adopting the use of iPad for staff members and/or using Google Docs for shared documents, a Google Docs version of the Advanced Tiers Spreadsheet has been developed and is available free of charge. This spreadsheet, called Google Docs Advanced Tiers Spreadsheet, works on the iPad with the download of a free "Google Sheets" App. iPad users will also need a Google account and a free Google Docs app. PC users will simply need a Google Account.

This spreadsheet is very similar to the Advanced Tiers Spreadsheet, although minus certain features. The graphs do not include moveable goal or phase change lines. Another difference is that the spreadsheet does not have a navigable main menu page. Rather, the user must navigate using the tabs across the bottom of the spreadsheet. Tabs can be renamed with the student's name by clicking on the downward pointing arrow on the tab, then clicking on "rename" from the menu and typing in the student's name (important: this spreadsheet will contain confidential information; do not keep this spreadsheet in a shared folder unless sharing is restricted to individuals with "need to know" rights). However, there is a student information page that is aligned to the Tier 2 Adapted FACTS, and the graphs generate a trend line when the spreadsheet is opened using a laptop or desktop computer. Data can be entered using an iPad, and the graphs will automatically refresh as data is entered. However, the trend line will not appear when the sheet is opened using an iPad.

The Google Docs Advanced Tiers Spreadsheet can be accessed at pbissmissouri.org/tier-2/. First, the user must sign into his or her Google Drive account. Then click on the link for "Google Docs Advanced Tier Spreadsheet." An un-editable version of the spreadsheet will open. Click on the "File" menu, and then "make a copy." This will load a clean, editable copy of the spreadsheet into your Google Docs folder. The spreadsheet can then be used or shared like any other Google Docs document.

MO SW-PBS Tier 2 Student Identification Process Guide

MO SW-PBS Tier 2 Student Identification Process Guide is designed to assist Tier 2 Teams through an efficient and effective identification process, and ensure students who come to the attention of the Tier 2 Team are likely to receive intervention that will promote the desired behavior change.

In the previous chapter, three methods of student identification were explained: Nomination, Existing School Data, and Universal Screening. MO SW-PBS recommends schools have at least two of the three identification methods in place to increase the likelihood of early identification of students needing additional support.

For all students, the Tier 2 Team should first ask the questions, “Did the student receive instruction on Schoolwide and Classroom Expectations, Rules, and Procedures?” and “Did the student receive recognition recently for following Schoolwide and Classroom Expectations, Rules, and Procedures?” Before proceeding with additional intervention, efforts should be made to ensure students have consistent, high quality Tier 1 Universal support and receive recognition when expectations are followed.

After Tier 1 support has been confirmed, teams should consult the Student Identification Process Guide for follow-up questions based upon the method of identification. For example, if the student was brought to the team through teacher nomination, a designated team member should ensure the form is thoroughly completed, with all information necessary to move on to the data collection step.

Once the team member ensures the necessary information for identification is present, the team will systematically collect information using the Tier 2 Adapted FACTS Part A.

Once all of the information has been gathered, and the Adapted FACTS Part A has been completed, the student will be placed on the agenda for discussion by the Tier 2 Team at a team meeting. At that time, the team will review the information, complete the Behavior Pathway, and make a determination about the likely function of the student’s problem behavior.

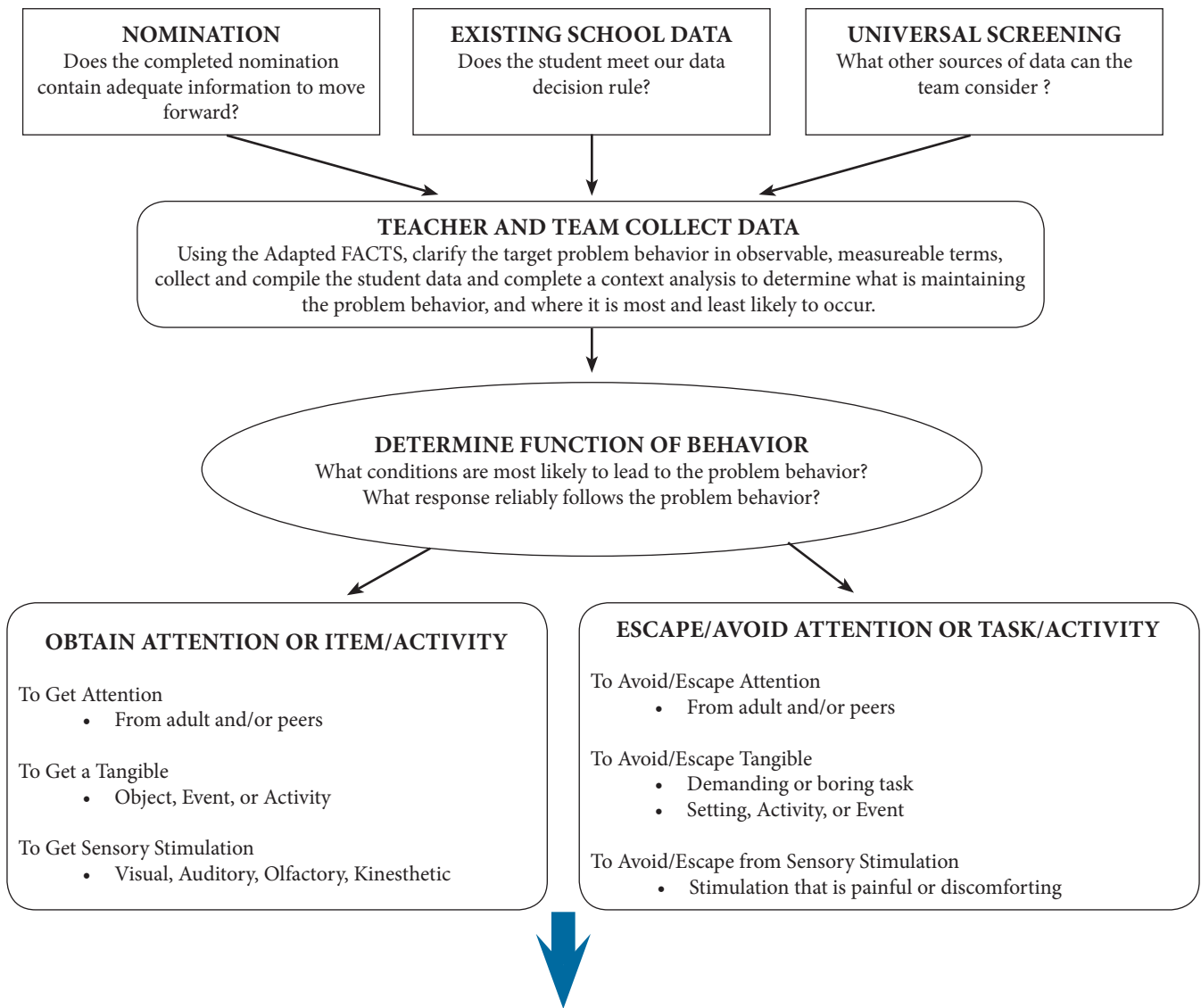
Based on the team’s conclusions about the student’s function of behavior, they will choose an appropriate intervention to meet the needs of the student. For example, if the data indicates the student’s function of behavior is to access peer attention, Social Skills Groups would be an appropriate choice, but Check-In, Check-Out would not.

Once the intervention has been selected, the designated team member should add the student to the appropriate progress-monitoring tool, like the Advanced Tiers Spreadsheet.

The MO SW-PBS Tier 2 Student Identification Process Guide acts as a quick reference for teams in following these steps to move students from identification to intervention.

MO SW-PBS Tier 2 Student Identification Process Guide

Did the student receive instruction on Schoolwide and Classroom Expectations, Rules, and Procedures?
 Did the student receive recognition recently for following Schoolwide and Classroom Expectations, Rules, and Procedures?



	Check-In, Check-Out	Social Skill Groups Intervention Groups	Self- Monitoring	Check & Connect	FIRST STEP Next
Get Adult Attention	X	X	X		X
Get Peer Attention		X	X		X
Avoid Adult Attention		X	X	X	
Avoid Peer Attention		X	X	X	
Avoid Tasks		X	X	X	
Access to Activities or Tangibles		X	X		

Adapted from Umbreit, Ferro, Liaupsin, and Lane, 2007

Add student to Advanced Tiers Spreadsheet

Monitoring Student Progress

Data that is collected when monitoring a student's response to an intervention answers the question "Is this intervention effective?" Without objective measures, behavior change may be too gradual to determine if the student is responding to the intervention. Why spend time and energy doing something that does not have the desired effect? The longer a student uses inappropriate behavior, the more likely it will become a habit and harder to extinguish. We would not consider teaching an academic skill without determining the current level of functioning and then monitoring the acquisition of the skill. The same reasoning should be applied to social behavioral skills.

Prior to starting an intervention with a student, the team should address the following questions:

- ▶ What data will be collected to determine student progress during intervention?
- ▶ How will the data be converted into a graph for visual display?
 - Graphing data allows the application of a trend line, which is the easiest way to determine if progress is being made, particularly if the data has high variability. In addition to the facilitator entering scores into a spreadsheet, some schools allow students to also graph their own data to build awareness and self-regulation.
- ▶ How often will student data be reviewed?

Whatever method is used to monitor progress, the data should be collected at least weekly. Data that is graphed can easily be reviewed periodically by the Tier 2 Team and used for making decisions to continue the intervention as planned, check fidelity of intervention implementation, intensify the intervention, or begin fading intervention components. An Excel program is one simple method for collecting and graphing student data. As discussed earlier, the *Advanced Tiers Spreadsheet* is one tool that serves these purposes.

Regardless of which intervention is selected and implemented it is important to plan methods for collecting data about student performance before the intervention begins (i.e., baseline phase), while the intervention is in place (intervention or treatment phase), and after the intervention is removed (follow-up or maintenance phase). Different types of data can be collected for each phase according to information that is readily available. If the data collection and monitoring methods are cumbersome or complicated it is less likely staff members or the Tier 2 Team will complete this important task. Accordingly, information about several simple options for data collection and monitoring are provided as follows.

BASELINE DATA. Baseline data answers the question "Is there a problem?" It represents a student's current level of functioning. Baseline data is the measuring stick by which intervention data are compared to determine the extent to which a change in the behavior occurred. Baseline data also aids in goal setting.

Various sources can be used for baseline data: numbers of office discipline referrals, records of minor behavior problems, poor attendance, screening that indicated risk, and interviews conducted with those who have observed the student's behavior. The original sources for identifying the student may be useful sources of baseline data. For example, one could record the number of minor behavior problems related to the problem behavior exhibited by the student in the weeks prior to being identified.

Another source for baseline data may be the use of permanent products such as completed assignments, attendance or tardy records, and work samples. A third source for baseline data may be inherent to specific

interventions. Each intervention (e.g., Check-In, Check-Out, Social Skills Intervention Groups) may have a recommended format for monitoring daily or weekly progress. Monitoring forms may be completed prior to starting the intervention and used as baseline data.

Baseline data should be graphed with a vertical line at the end of the phase to indicate when the intervention data begins. Three to five baseline data points are sufficient to be used for comparison. The graph should also include a goal line. The goal should be at a level challenging to the student but one they can achieve within the first few days of the intervention. The goal may then be adjusted until the final target goal is applied. Make sure that your baseline data is the same data that will be used to progress monitor during the intervention. This ensures that there is a clear, comparable set of data.

INTERVENTION DATA. After data collection and graphing methods are established, student data should regularly be reviewed to monitor progress and determine each participant’s response to the intervention. Important features to examine within each student graph include:

Student level of Performance.

The student’s level of performance is entered each day from the Daily Progress Report or summarized weekly. Performance is indicated by percentage of DPR points earned.

Desired level of Performance.

The desired level of performance is determined by the student’s behavioral goal. This line on the graph is called the “Goal Line”. The Tier 2 Team will determine an initial goal using baseline data. The goal is then increased as the student shows progress until a final goal is consistently achieved (typically 80%).

Trend Line.

The trend line is a line that is drawn through a series of data points to represent the student’s actual rate and level of progress. Rate of progress refers to how long it will take the student to reach the goal line. An increasing, stable, or decreasing trend signifies the level of progress.

The following student data graph provides an example of graphed data that includes baseline performance, a phase change line, student level of performance during intervention, a goal line, and a trend line.

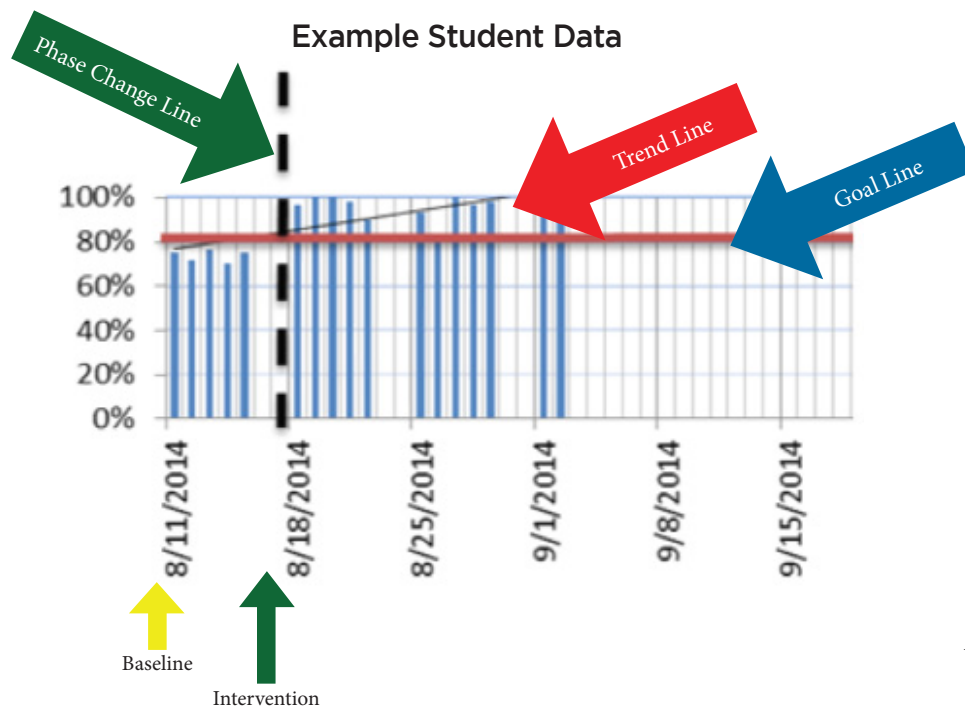


Figure 4.5

Interpreting Data to Make Decisions

It is suggested that the student participate in the intervention and that the Tier 2 team collect data for at least two to three weeks before making a decision about the student's response to the intervention (Crone, Hawken & Horner, 2010). A general recommendation is to generate at least eight data points within three weeks of instruction before making a decision about whether or not an intervention change is needed.

Each time student data is reviewed, an interpretation (positive, questionable or poor response to intervention) and a decision about what occurs next will need to be made. Generally, decisions will include continuing the intervention, intensifying the intervention, modifying the intervention, fading the intervention or returning to the problem solving phase to gather additional information. In every case, decisions about the next phase of intervention should be derived from an interpretation of student data (i.e., response to the intervention).

POSITIVE RESPONSE TO INTERVENTION. If data indicates the student is making progress toward his/her goal and will reach the goal within a reasonable amount of time, the team should determine how long the student is expected to maintain success before intervention components are removed. Before any decisions are made, the team must first examine and evaluate fidelity of implementation (i.e., were all components of the intervention delivered consistently and accurately?).

In many cases when the Tier 2 Team reviews graphs of student data they will determine the child is responding positively to the intervention (i.e., increasing or stable trend at or above the goal line that occurred shortly after the intervention began).

In situations of a positive response the team can choose from the following:

- ▶ Continue the intervention with the current goal.
- ▶ Continue the intervention with an increased goal.
- ▶ Teach self-management and begin fading intervention components to determine if the student has acquired functional independence (i.e., continues successful behavioral performance with less teacher feedback).

Before deciding to teach self-management, the student should demonstrate a consistently positive response. Tier 2 Teams typically establish specific criteria for success. As a general guideline the following represents a reasonable goal that indicates consistent success: four consecutive weeks with four or more daily data points per week at 80% or higher.

Gradual removal of intervention components (i.e., fading) is described in greater detail in subsequent intervention chapters. Generally, student self-management is promoted by teaching the student to monitor, record, and evaluate his/her own performance. In addition, longer intervals of successful performance may be required before reinforcement is delivered.

EXAMPLE 1

In the graph below the child's baseline data was entered for five days prior to starting the intervention. During the baseline condition (i.e., student not participating in the intervention) data indicated that student performance ranged from 63-74% of the total possible points. For this student an initial goal of 80% or more of the total possible points was determined appropriate. A phase line shows when the intervention began.

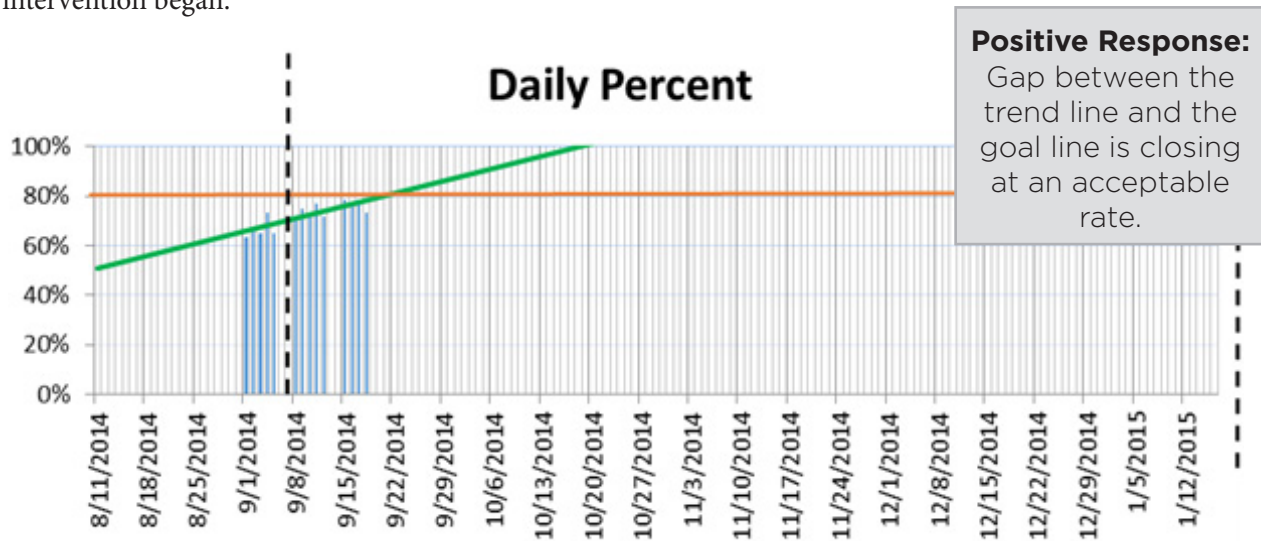


Figure 4.6

QUESTIONABLE RESPONSE TO INTERVENTION. When the distance between the student's trend line and the goal line is closing but occurs at an unacceptable rate, the response to the intervention is viewed as *questionable*. When data indicates a questionable response to the intervention, first examine and evaluate fidelity of implementation (i.e., were all components of the intervention delivered consistently and accurately?). Common fidelity checks include use of an observation checklist and/or self-report of intervention implementation. Specific methods for monitoring fidelity of implementation are provided for each intervention in subsequent chapters.

If the team is satisfied that the intervention has been implemented with fidelity, then the team may decide to modify or intensify the intervention. Techniques to modify or intensify will be discussed within each intervention but general rules may be applied to any intervention:

1. Reconsider function

- Ensure the correct function was identified
- Confirm the intervention aligns with the function
- Review all features of the implemented intervention to determine alignment with the function

2. Reconsider the goal

- Review the initial goal to ensure it was appropriately established based on the baseline data
- Review student's current daily percentages and adjust goal as appropriate to ensure student success; as success is achieved, begin increasing the goal

3. Provide more frequent feedback

- Implement additional feedback session with the intervention facilitator
- Allow for more frequent interactions between the student and his or her teachers

4. Individualize the feedback procedure

- Allow the student to select the adult with whom he or she will regularly meet to review progress
- Allow the student to use alternative ways to contact the adult that will monitor his or her progress (e.g. e-mail, text messaging, etc.)

5. Add a Self-Monitoring Component

6. Individualize the reinforcer

- Collaboratively develop an individualized contract that specifies the reinforcers the student will earn
- Allow the student to select an adult with whom he or she can spend additional time
- Individualize the reinforcer based on the student's function of behavior

EXAMPLE 2

This child's level of performance was also entered daily. The level of performance ranged from 30% to 60% while the desired level of performance was 80% (as indicated by the horizontal goal line). The trend line shows the rate of progress. At the current rate of progress, it will require six weeks for this student to reach the goal.

The student is making progress, however, the rate is slower than expected.

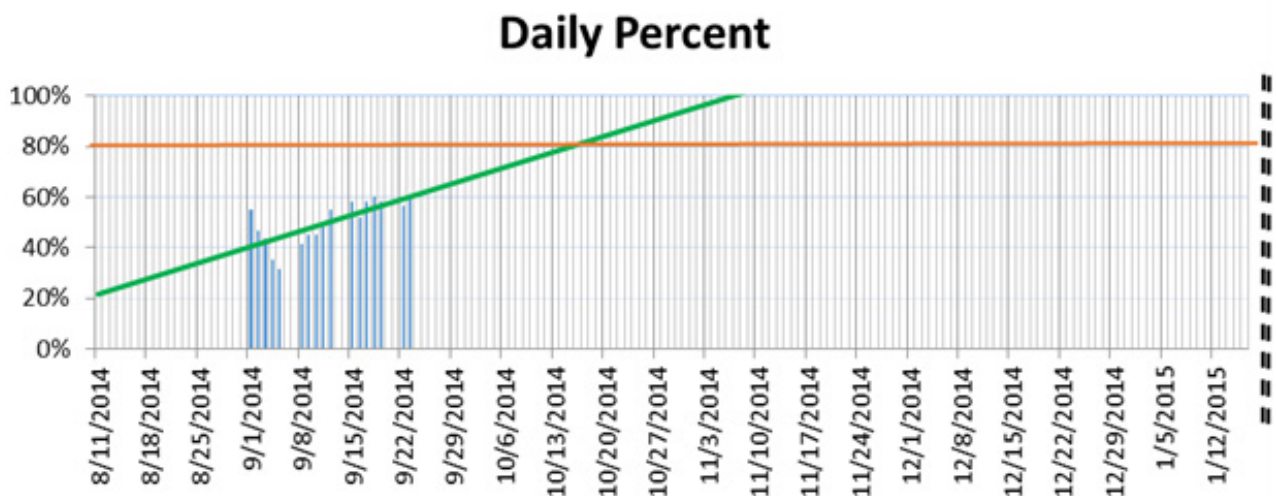


Figure 4.7

Questionable Response:
Gap between trend line and goal line stops widening but closure does not occur in an acceptable amount of time.

POOR RESPONSE TO INTERVENTION. When the distance between the trend line and the goal line widens, the response to the intervention is *poor*. When data indicate the student’s response to intervention is poor the team first should verify fidelity of implementation. After ensuring the intervention was implemented correctly and consistently, then the team should consider the following questions:

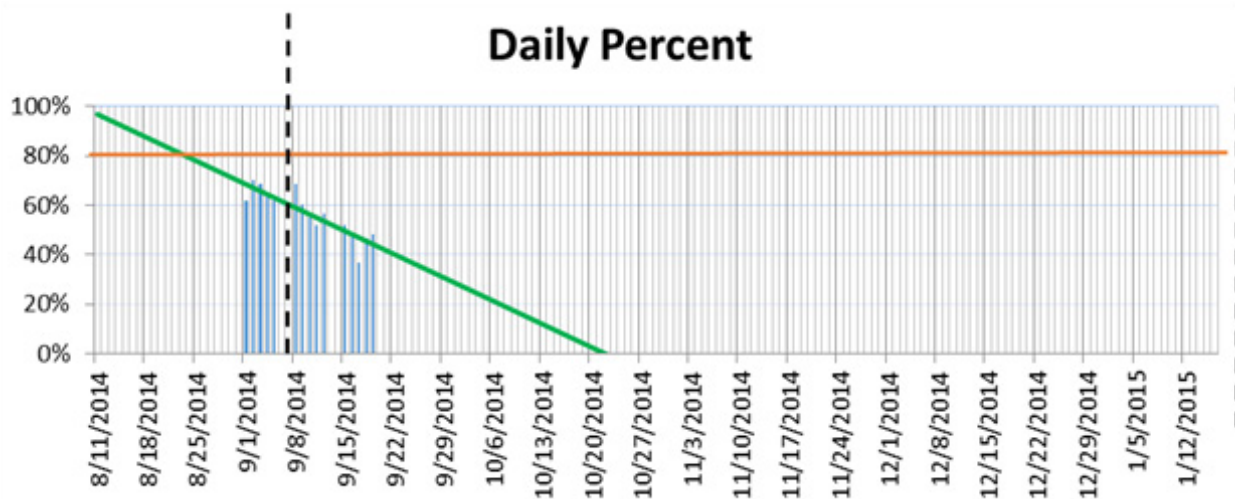
- ▶ Was the primary problem behavior identified correctly?
- ▶ Is the intervention aligned with the function of the student’s behavior?
- ▶ Are there other functions to consider?

If the team has addressed these considerations, more intensive, individualized intervention may be warranted. Teams should consider students for Tier 3 support (i.e., functional behavioral assessment and behavior intervention planning; FBA-BIP) when the following conditions are met:

- ▶ Data indicates interventions were implemented with fidelity (*fidelity of implementation checklists*).
- ▶ Student demonstrates persistent non-response to the interventions (*progress monitoring data*).
- ▶ Team is reasonably confident that modifications to the current intervention will not result in a better student response.

EXAMPLE 3

In the third example the child’s baseline level of performance was entered daily. Data indicated baseline performance ranged from 61 to 70% of the total possible points per day. The desired level of performance was 80%. The trend line showed the student’s actual rate of progress. During two weeks of intervention daily percentage of points earned ranged from 64-41%. Nine of the 10 data points collected while the student participated in the intervention showed lower performance than existed during baseline. For this child the gap between the trend line and the goal line grew wider indicating it was unlikely the child ever would reach his/her goal.



Poor Response:
 Gap between trend line and goal line continues to widen with no change in rate.

Figure 4.8

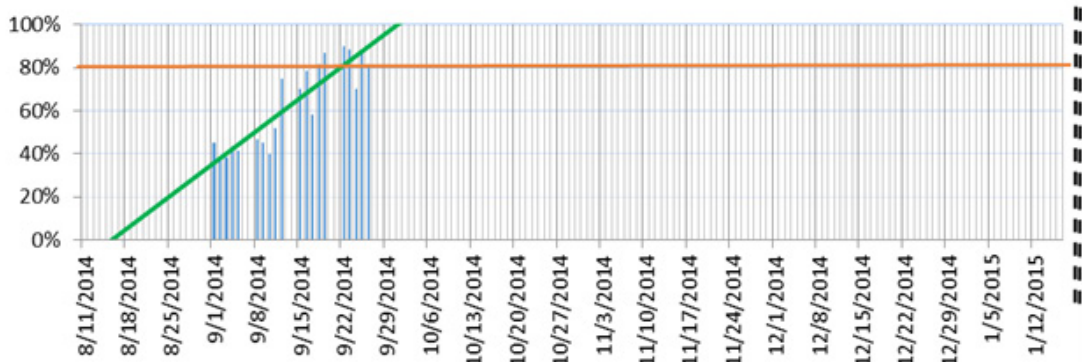


ACTIVITY

Examine each of the sample graphs below. Consider the student's current level of performance, the desired level of performance, the direction of the trend line and the amount of time it will take the student to reach his or her goal. Interpret each student's data by determining whether the response to intervention was positive, questionable, or poor. Discuss decisions your team would make in each circumstance.

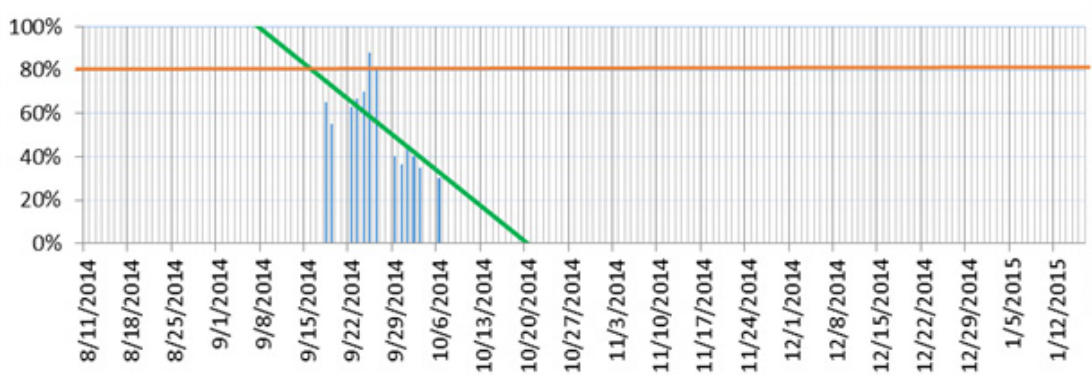
Student 1

Daily Percent

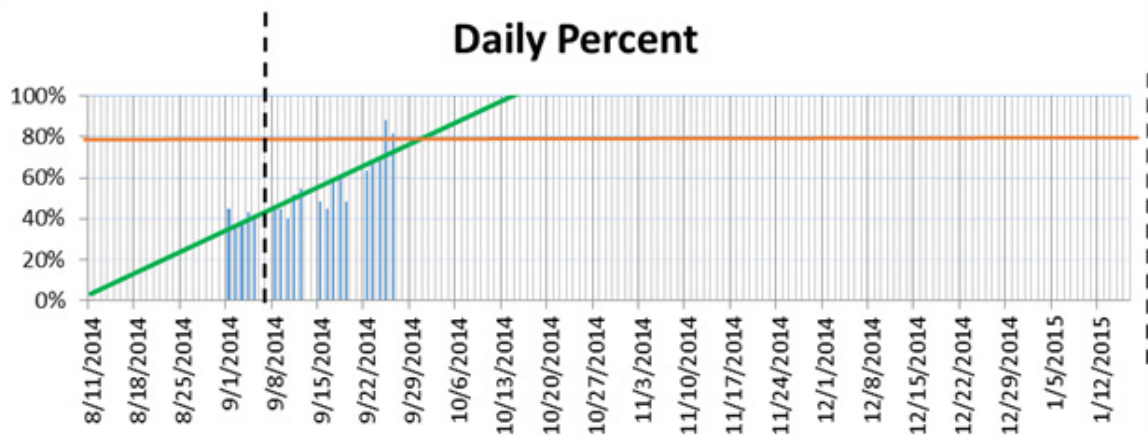


Student 2

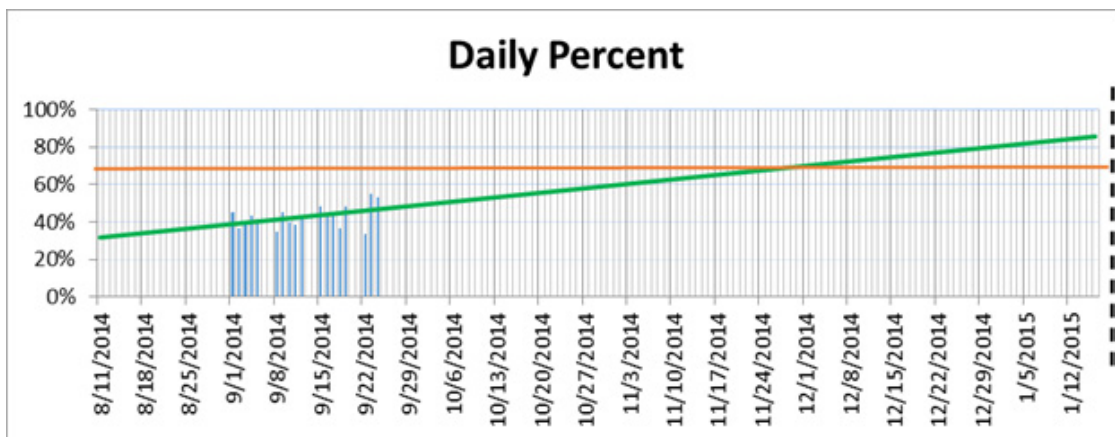
Daily Percent



Student 3



Student 4



MO SW-PBS TIER 2 TEAM PRE-MEETING ORGANIZER

The Tier 2 Team Pre-Meeting Organizer can be used to organize Tier 2 data and inform which students need to be discussed at the next Tier 2 Team meeting. Not every student in a Tier 2 intervention will need to be discussed or reviewed at every Tier 2 meeting. The names of students responding questionably, poorly or eligible for fading are submitted to the Tier 2 Team facilitator and are documented below to inform the Tier 2 meeting agenda. Students responding positively but not eligible for fading can be documented in the shaded column on the form. These students are not added to the Tier 2 agenda as typically no change is made in their Tier 2 intervention until they are eligible for fading from the intervention.

Tier 2 Pre-Meeting Organizer

School Name: _____ Date: _____

Directions: To be completed before the Tier 2 Team meeting by each Intervention Coordinator. Review student progress monitoring data and count the total number of students participating and what response they are having (positive, questionable or poor) and record below.

Intervention	# of Students Participating	# of Students with Positive Response	# of Students with Questionable Response	# of Students with Poor Response
Check-In, Check-Out				
Social Skills Intervention Group				
Self-Monitoring				
Check & Connect				
FIRST STEP <i>Next</i>				

Directions: Write names of students in the appropriate columns below.

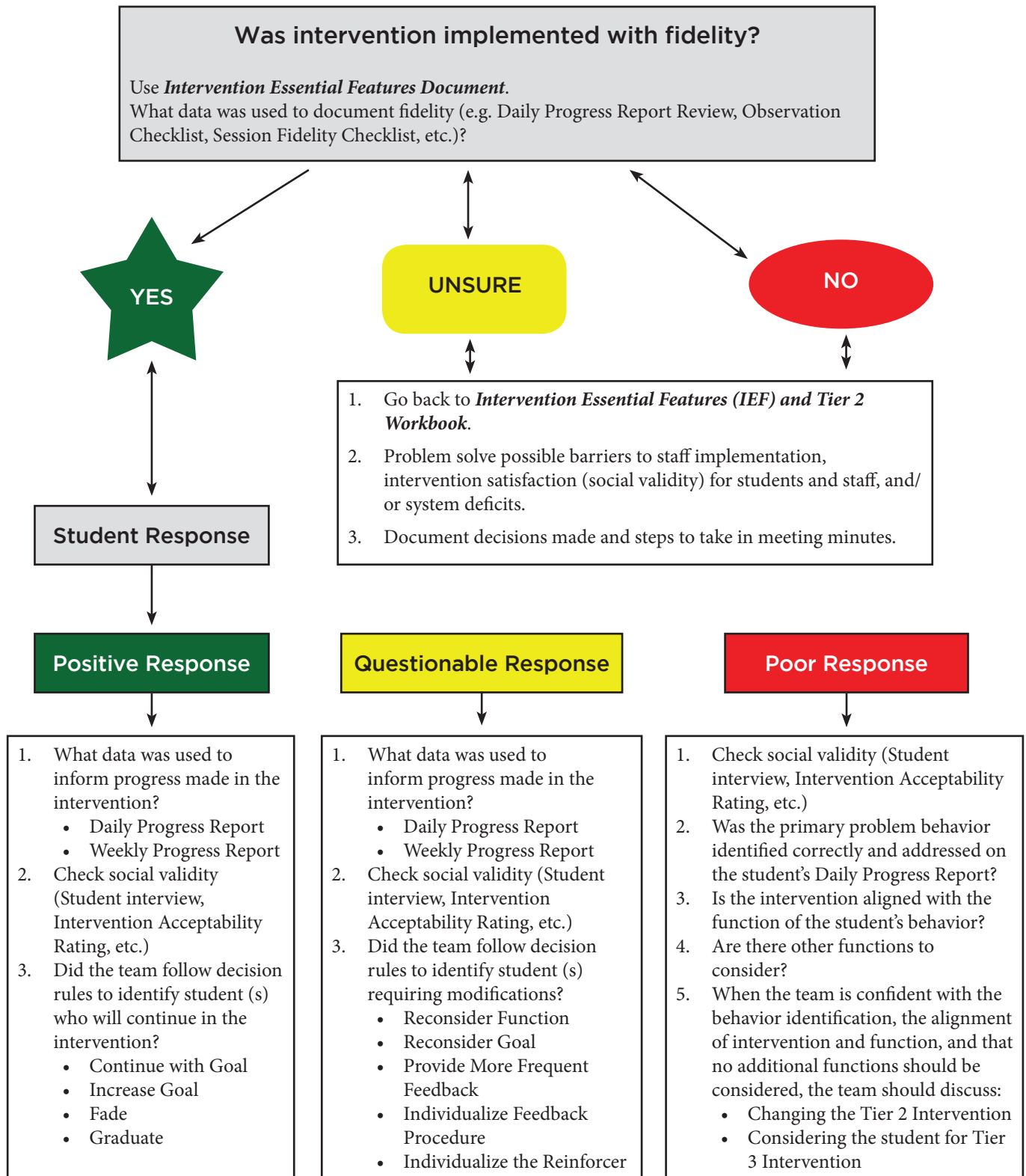
Students with Positive Response , Not Ready for Fading <i>(These students do not need to be discussed at this time)</i>	Students with Positive Response Eligible for Fading or Graduating <i>(Demonstrating positive response and meeting data decision rule for fading or graduating)</i>	Students with Questionable Response	Students with Poor Response

MO SW-PBS STUDENT PROGRESS MONITORING GUIDE

The MO SW-PBS Student Progress Monitoring Guide is a tool developed to provide explicit guidance through the steps of student identification and progress monitoring. The student identification portion of the guide has the goal of steering teams to select function based interventions to increase the likelihood of student success. The progress-monitoring portion of the guide has a goal of directing teams to use direct observation data and artifacts as clear evidence of non-response, questionable response or positive response. In establishing consistent decision-making systems, and in basing next steps decisions on reliable and valid data, teams are more likely to increase the number of students who successfully progress from identification, through positive response to fading and graduation. The MO SW-PBS Student Progress Monitoring Guide is on the following page.

MO SW-PBS Student Progress Monitoring Guide

Review the Pre-meeting Organizer. Answer the questions below for each student requiring action by the team.



The following guidelines provide a summary describing positive, questionable, and poor responses to intervention, and includes example decisions resulting from the review of student data.

Guidelines for Interpreting Student Data and Making Decisions

<p>POSITIVE RESPONSE</p> <p>Gap between the trend line and the goal line is closing at an acceptable rate.</p>	<p>Was intervention implemented as intended?</p> <ul style="list-style-type: none">• Continue intervention with current goal• Continue intervention with goal increased• Teach self-management• Fade intervention components
<p>QUESTIONABLE RESPONSE</p> <p>Gap between trend line and goal line stops widening but closure does not occur in an acceptable amount of time.</p>	<p>Was intervention implemented as intended?</p> <ul style="list-style-type: none">• If no: employ strategies to increase implementation integrity.• If yes: increase intensity of current intervention for a short period of time and assess impact.• If rate improves, continue.• If rate does not improve, return to problem solving.
<p>POOR RESPONSE</p> <p>Gap between trend line and goal line continues to widen with no change in rate.</p>	<p>Was intervention implemented as intended?</p> <ul style="list-style-type: none">• If no: employ strategies to increase implementation integrity.• If yes:• Was the problem identified correctly?• Is intervention aligned with the function?• Are there other functions to consider?

Figure 4.9

MONITORING SOCIAL VALIDITY OF INTERVENTIONS

Social validity, which is sometimes also referred to as treatment acceptability, focuses on whether the goals, the intervention elements, and the anticipated outcomes are acceptable, socially relevant, and useful to the individual and to those who care about the individual.

WHAT DOES MONITORING SOCIAL VALIDITY MEAN? Monitoring social validity means to regularly and systematically assess the social significance of intervention goals, the social acceptability of the proposed intervention procedures to attain the goals, and evaluation of the social importance of the effects resulting from an intervention (Kazdin, 1977; Wolf, 1978). The following includes descriptions for each aspect of social validity.

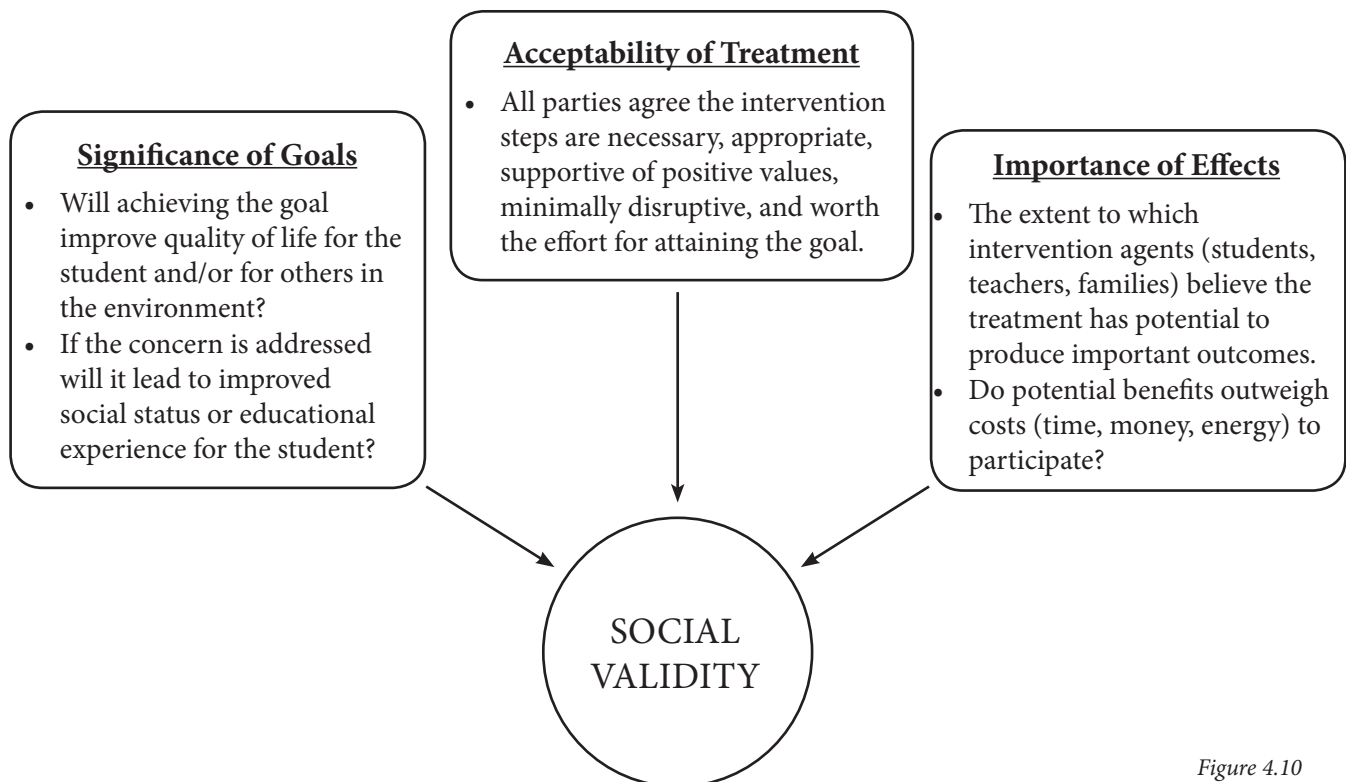


Figure 4.10

Social validity data typically provides a picture of the extent to which particular stakeholder groups (i.e., students, families, and teachers) value an identified practice or program. Social validity data is commonly gathered through use of a survey or asking personnel to respond to items on a brief questionnaire. Example statements or questions may include,

- ▶ Overall problem behaviors have decreased for this student during participation in CICO.
- ▶ I think the Social Skills Intervention Group may be good for other kids in our school.
- ▶ Having my child in the Check & Connect program is worth my time and effort.

If social validity results are low it may be difficult to continue implementation of the practice “as is.” Instead teams will want to investigate **why** the practice is perceived poorly and make adjustments either by providing additional information and technical assistance and/or by making changes to features that perhaps are not feasibly maintained.

DISCUSSION



Considering that social validity refers to significance of goals, acceptability of treatment, and importance of effects, why would it be worthwhile to systematically assess the social validity of Tier 2 interventions we provide? Who will need to be involved?

WHY MONITOR SOCIAL VALIDITY? Organizing efforts to strategically assess and review social validity data provides an opportunity for participating staff, students, and family members to identify and agree on target areas for intervention; appropriate, acceptable and attainable goals; and determine environmental supports that will reinforce use of new skills. Teams that incorporate opportunities for monitoring social validity generally have improved likelihood of commitment to implement and continue an intervention until the goal is met.

HOW TO MONITOR SOCIAL VALIDITY. There are several options for on going monitoring of social validity. Simple procedures include use of a structured interview process and/or rating scales or questionnaires. In addition, several tools are available. Alternately teams could create their own questionnaire or rating scale that fits the context of their interventions and settings. One important aspect to consider is when social validity monitoring will occur. In most cases the simplest approach is to ask participants of an intervention to complete a survey after the intervention has concluded (e.g. upon graduation). However, a more thorough and likely more meaningful approach would be considering social validity throughout all phases of the intervention process; that is before the intervention begins, during the treatment, and after the intervention concludes. In addition, data that are collected from all relevant stakeholders (students, teachers, and family members) are most valuable for teams as they continue working to improve existing supports and sustain effective interventions.

The following pages provide several example tools that can be used for assessing social validity. Teams can use one or more of these formats before, during or after an intervention. Or in some cases teams may opt to use portions from one or more of the examples to create their own tool.

- ▶ The Social Validity Survey for Teachers
- ▶ Social Validity Rating Form
- ▶ The Intervention Rating Profile
- ▶ A Student Participant Interview

Finding an appropriate instrument usually is not challenging, instead thinking about when and how to gather this data and also how the data will be reviewed and shared is often what takes more time to plan.

“It matters very little whether or not the intervention achieves the intended behavior change if those members of society who will maintain the behavior change do not value the change or the way that the change was achieved.”

Schwartz and Baer, 1991

ACTIVITY



With your team review and discuss the sample social validity instruments. Identify items/questions that are most relevant for the interventions provided in your setting. Think about a process for using a social validity assessment.

- When will this take place?
- Who will administer? Who will participate?
- How will results be organized and shared?

EXAMPLE

Social Validity Survey for Teachers

Student Name _____ Teacher _____ Date _____

For each statement, circle one number that best describes how you feel about behavior intervention plan for this student.

- I understood all of the elements of the behavior intervention plan.

Strongly Disagree Strongly Agree
1 2 3 4 5 6

- I had the skills needed to implement the behavior intervention plan.

Strongly Disagree Strongly Agree
1 2 3 4 5 6

- Problem behaviors have decreased since the implementation of the behavior intervention plan.

Strongly Disagree Strongly Agree
1 2 3 4 5 6

- Appropriate classroom behaviors have increased as a result of the implementation of the behavior intervention plan.

Strongly Disagree Strongly Agree
1 2 3 4 5 6

- My participation in the implementation of the behavior intervention plan was relatively easy (e.g. amount of time/effort) to implement.

Strongly Disagree Strongly Agree
1 2 3 4 5 6

- Participation in implementing the behavior intervention plan for this student was worth the time and effort.

Strongly Disagree Strongly Agree
1 2 3 4 5 6

Adapted from Deanne A. Crone, Leanne S. Hawken, and Robert H. Horner (2010)

EXAMPLE

Social Validity Rating Form

Please complete the items listed below. The items should be completed by placing a check mark in the box under the question that best indicates how you feel about the intervention recommendations. This is a good form for the teacher to use before the intervention begins.

1. How clear is your understanding of this intervention?

Not at all clear		Neutral		Very clear
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. How acceptable do you find the intervention to be regarding your concerns about this student?

Not at all acceptable		Neutral		Very acceptable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. How willing are you to carry out this intervention?

Not at all willing		Neutral		Very willing
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Given this student's behavioral problems, how reasonable do you find this intervention to be?

Not at all reasonable		Neutral		Very reasonable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. How costly will it be to carry out the intervention?

Not at all costly		Neutral		Very costly
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. To what extent do you think there might be disadvantages in following this intervention?

Not at all likely		Neutral		Very likely
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. How likely is this intervention to make permanent improvements in this student's behavior?

Unlikely		Neutral		Very likely
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. How much time will be needed each day for you to carry out this intervention?

Little time will be needed		Neutral		Much time will be needed
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. How confident are you the intervention will be effective?

Not at all confident		Neutral		Very confident

10. Compared to other children with behavioral difficulties, how serious are this student's problems?

Not at all serious		Neutral		Very serious

11. How disruptive will it be to carry out this intervention?

Not at all disruptive		Neutral		Very disruptive

12. How effective is this intervention likely to be for this student?

Not at all effective		Neutral		Very effective

13. How affordable is this intervention?

Not at all affordable		Neutral		Very affordable

14. How much do you like the procedures used in the proposed intervention?

Do not like them at all		Neutral		Like them very much

15. How willing will other staff members or family members be to help carry out this intervention?

Not at all willing		Neutral		Very willing

16. To what extent are undesirable side effects likely to result from this intervention?

No side-effects likely		Neutral		Many side-effects likely

17. How much discomfort is this student likely to experience during the course of this intervention?

No discomfort at all		Neutral		Very much discomfort

18. How severe are this student's behavioral difficulties?

Not at all severe		Neutral		Very severe

19. How willing would you be to change your instructional routine to carry out this intervention?

Not at all willing		Neutral		Very willing

20. How well will carrying out this intervention fit into the instructional routine?

Not at all well		Neutral		Very well

21. To what degree are this student's behavioral problems of concern to you?

No concern at all		Neutral		Great concern

Adapted from: Reimers, T. M. and Wacker, D. P. (1988). Parents ratings of the acceptability of behavioral treatment recommendations made in an outpatient clinic: A preliminary analysis of the influence of treatment effectiveness. Behavior Disorders, 14, 7-15.

EXAMPLE

Intervention Rating Profile

The purpose of this questionnaire is to obtain information that will aid in the selection of classroom interventions. Teachers of children with behavior problems will use these interventions. Please circle the number which best describes your agreement or disagreement with each statement.

	Strongly Disagree	Disagree	Slightly Disagree	Slightly Agree	Agree	Strongly Agree
1. This would be an acceptable intervention for the child's problem behavior.						
2. Most teachers would find this intervention appropriate for behavior problems in addition to the one described.						
3. This intervention should prove effective in changing in the child's problem behavior.						
4. I would suggest the use of this intervention to other teachers.						
5. The child's behavior problem is severe enough to warrant use of this intervention.						
6. Most teachers would find this intervention suitable for the behavior problem described.						
7. I would be willing to use this intervention in the classroom setting.						
8. This intervention would not result in negative side effects for the student.						
9. This intervention would be appropriate for a variety of children.						
10. This intervention is consistent with those I have used in classroom settings.						
11. The intervention was a fair way to handle the child's problem behavior.						
12. This intervention is reasonable for the problem behavior described.						
13. I like the procedures used in this intervention.						
14. This intervention was a good way to handle this child's behavior problem.						
15. Overall, this intervention would be beneficial for the child.						

Adapted from: Witt, J. C. and Elliott, S. N. (1985). Acceptability of classroom intervention strategies. In T. R. Kratochwill (Ed.), Advances in School Psychology, 4, 251-288. Mahwah, NJ: Erlbaum.

EXAMPLE

Student Participant Interview

Student:

Interviewer:

Date:

Name of Intervention:

1. Did you like being in this special program?

2. What did you like best about the special program?

3. Did you like ...

	Not Much	A Little	A Lot
--	----------	----------	-------

- being out of class?
- spending time with the group leader?
- earning prizes?
- learning new skills?

4. Do you feel you learned important things?
If yes, what is/are the most important thing(s) you learned?

5. Did you learn things that will...

	Not Much	A Little	A Lot
--	----------	----------	-------

- help you do better in school?
- help you get along with other kids?
- help you make good choices?
- help you at home?

6. Do you use the skills that you learned in our special program?
If yes, where do you use these skills...

	Not Much	A Little	A Lot
--	----------	----------	-------

- in class?
- with your teacher?
- with your friends?
- with other kids?
- at home?

7. Do you wish our special program could have lasted longer?
If yes, how much longer would you like to have met?

8. Is there anything else you would like to tell me about our special program?

Source: Lane, K. L. and Beebe-Frankenberger, M. (2004). School-Based Interventions: The Tools You Need to Succeed. Boston, MA: Pearson.

Generalization/Maintenance

It is meaningless to change behavior unless the change can be made to last and unless behavior will occur in settings other than the original training site and in the absence of the original trainer.

Alberto and Troutman, 2006

As students participate in Tier 2 and Tier 3 interventions, they learn new skills and desired behaviors to replace the use of problem behavior. As part of the intervention, the students participating receive structured guidance and support for demonstrating the expected behaviors, regular performance feedback, and regular reinforcement as they demonstrate the desired behavior and meet their goals.

Throughout the intervention, the fading process, and after the student graduates from the intervention, plans should be made to encourage and support students to generalize and maintain the desired replacement behavior(s).

Generalization refers to the ability to perform a behavior outside the original training environment. (Stokes and Baer, 1977) For example, if the student learns to reliably use kind words when speaking to others in the classroom, we want to encourage the student to use the same behavior in the hallways, on the playground, during PE, and in the lunchroom.

Generalization is a necessary step for the success of a behavior intervention. Once data shows the behavior goal has been met and success continues, appropriate behavior becomes automatic in the natural settings and continues long term.

Generalization should be embedded in the intervention from the first day planning is started. Generalization strategies can be developed by knowing what the target behavior looks like, where it happens, and what happens afterward. The appropriate behavior skills should be taught and reinforced in multiple settings.

Generalization can be divided into three categories:

- ▶ **Setting:** The occurrence of behavior in settings or situations other than those in which skill was taught.
- ▶ **Behavior:** Changes in behavior that are not the focus of skill training; that a student performs a behavior in the same setting and/or situation.
- ▶ **Time (Maintenance):** The continuation of behavior learned in an intervention after the intervention has been terminated.

Maintenance means the behavior will continue to occur over time, even when the intervention supports have been removed. For example, if during 7th grade a student successfully participates in, and graduates from, the Check-In, Check-Out intervention with a goal of following directions, we want to encourage the student to continue following directions as he or she moves to 8th grade and on to high school. Plans for maintenance should consider adaptations for culture or diverse learners, natural reinforcers, and teaching students how to request reinforcement appropriately.

STRATEGIES FOR GENERALIZATION AND MAINTENANCE

There are many ways to support students in all settings as they learn to apply the new behaviors and skills they learn through participation in intervention. Purposeful application of the 8 Effective Classroom Practices (MO SW-PBS Tier 1 Workbook) act as the foundation for generalization and maintenance. Clarifying expectations, using pre-corrects for procedures, routines, and instructions, encouraging expected behavior, discouraging inappropriate behavior, using active supervision, offering a variety of strategies for opportunities to respond, purposeful sequencing and choice, and adjusting task difficulty will increase the likelihood the student will use the desired replacement behavior in a given situation.

In addition to the Effective Classroom Practices, there are some structured whole-class games or strategies that teachers can use to benefit all students, especially those who need the additional support. The following research-based practices are appropriate for all grade levels, though teachers should modify delivery as needed to fit their context:

Three whole-class strategies are introduced here:

- ▶ Positive Peer Reporting (Skinner, Neddenriep, Robinson, Ervin, & Jones, 2002)
- ▶ Tootling (Skinner, Neddenriep, Robinson, Ervin, & Jones, 2002)
- ▶ Class-Wide Function-related Intervention Teams (CW-FIT) (Wills, Kamps, Hansen, Conklin, Bellinger, Neaderhiser & Nsubuga, 2010)

These research-based whole-class practices are appropriate for all grade levels, though teachers should modify delivery as needed to meet the needs of their students.

Positive Peer Reporting

Positive Peer Reporting (PPR) has been shown to increase positive interactions among peers in in kindergarten classes (Grieger, Kaufman, & Grieger, 1976) and in middle school and residential treatment settings (Bowers, McGinnis, Ervin, & Friman, 1999; Bowers, Woods, Carlyon, & Friman, 2000; Erving, Miller & Friman, 1996; Jones, Young, Friman, 2000; & Robinson, 1998). Positive Peer Reporting (Skinner et al., 2002) engages all students in a classroom in recognizing positive behaviors and actions of a selected peer. The teacher selects a target student (students who typically use expected behaviors and students who need additional support should be selected in turn). Peers are encouraged to notice something positive the target student does during the day, and then report it out during a designated sharing time. Students earn points for the class by making sincere, positive comments to the target student at the designated sharing time. Points earned by the class can be used for rewards such as extra recess or an in-class game or activity.

The next page includes a basic outline of Positive Peer Reporting.

Procedure for Positive Peer Reporting

1. Introduce and define positive peer reporting (PPR).
 - PPR is the opposite of tattling.
 - Students will be given the chance to earn reinforcement (e.g., points, activities) for reporting positive behaviors of peers.
2. Explain the procedure.
 - A drawing will be conducted and a child's name will be selected as the first target child (e.g., "Star of the Week").
 - Peers will be instructed to pay special attention to the target child's positive behaviors during the course of the day and to report the observed incidences of positive behaviors during the specified time of day.
 - Positive comments include behaviors like sharing, helping a friend, volunteering, showing good anger control, being honesty, trying hard in school, giving others praise, encouragement or compliments, or any behavior that is a specific skill the child needs to improve (e.g., asking for help instead of acting out).
 - The teacher determines that the report of positive behavior is specific and genuine, and the child reporting the behavior receives the identified reinforcement.
 - A child will be the target child for 1 week and then there will be a new drawing for the next "Star of the Week."
3. Determine the type and amount of reinforcement that will be given for reports of positive behavior (e.g., special activity, points, tokens for previously established token economy system).
4. Determine the time of day and amount of time allotted for the procedure (e.g., during the last 10 minutes of homeroom peers will be given the opportunity to report any instances of positive behaviors they witnessed the target child exhibit that day).
5. Monitor the effects of the intervention on the quality of peer interactions by coding interactions (e.g., positive, negative or neutral). Monitor the effects of the intervention on social status using peer ratings and nominations.

Tootling

Tootling encourages students to notice pro-social behaviors displayed by their classmates throughout the day, and report them on a written note (Skinner, Cashwell, and Skinner, 2000). Unlike Positive Peer Reporting where one student is the focus, in Tootling any student may write a positive comment for any classmate. In Tootling, the teacher teaches students to write observations of peers actively helping another peer on index cards. Specifically, they write a) who, b) helped who, c) by (here they write the positive behavior). For example: Nathan helped Sarah by opening her locker when it was stuck. Tootling cards are collected at the end of the day and the teacher sorts positive statements from non-examples. Teachers then report the number of tootles written and reports progress toward the class goal. The Tootling cards may be shared with the peer receiving the compliments; not with the entire class. All Tootling cards count toward the class earning a group reward. Due to the writing involved, this support may be most appropriate for 2nd grade and up.

Procedure for Tootling

1. Introduce and define tootling.
 - Tootling is like tattling in that you report classmates' behavior. However, when tootling you only report when classmates help you or another classmate.
 - Provide examples of classmates helping classmates and use group recitation to have students provide examples.
 - Provide corrective feedback and reinforcement for responses.
 - Teach students to write observations of peers helping peers on index cards taped to their desks. Specifically, they write a) who, b) helped who, c) by (here they write the prosocial behavior).
2. Explain the procedure.
 - Each morning you will tape a blank index card to your desk. During the day, you should record any instance you observe of peers helping peers.
 - At the end of the school day, students turn in their index cards. If any student fills a card during the day they may turn it in and get another card.
 - The teacher counts the number of tootles. Again, only instances of peers helping peers are counted. Furthermore, if more than one student records the same instance, all count.
 - The next morning the teacher announces how many tootles were recorded the previous day. The teacher adds the previous tootles and uses a group feedback chart to indicate cumulative tootles. Additionally, the teacher may read some examples of students helping students and praise the students. When the entire class reaches the cumulative tootle goal, the class earns a reinforcement (typically an activity).
3. After the group meets a goal the procedure is repeated with several possible alterations including:
 - Change in the criteria to earn reinforcement as students become more skilled at tootling with practice.
 - Change in the reinforcer. It may help for teachers to solicit reinforcers from students throughout the procedure.

Additionally, using randomly selected group reinforcers is encouraged as some consequences may not be reinforcing for all students.

Class-Wide Function-Related Intervention Team (CW-FIT)

CW-FIT or Class-Wide Function-related Intervention Team is a group contingency program that broadly targets common functions that maintain problem behavior in a classroom. CW-FIT is designed to teach appropriate skills and reinforce their use through a game format. CW-FIT is designed to:

- Help students who need more than universal supports
- Be implemented at the class-wide level
- Incorporate individualized components
- Address attention – a common function of problem behavior
- Be implemented during “problem” times during the day

University of Kansas Center for Research, Inc., 2017

It is designed to be implemented during the course of normal instruction (e.g., math, reading, science), and focuses on students working together and supporting each other to make their team, and their class, successful (Wills, et al., 2010). CW-FIT has been shown to improve class-wide student behavior at a variety of ages (Iwaszuk, W. M., Lupo, J., & Wills, H., under review; Kamps et al., 2011; Wills, et al., 2010). It also provides structure to increase teacher praise and decrease reprimands for misbehavior.

The components of the CW-FIT game described below are:

- teaching
- self/peer monitoring,
- extinction
- reward

TEACHING

The teacher provides a lesson on a particular expected behavior designed in the following structure:

1. Defining appropriate behavior.
2. Rationale, giving students the opportunity to address the importance of appropriate behavior.
3. Role Play, giving students a chance to practice the skill.
4. Reviewing the steps together, and reminding students to use the behavior throughout the day.

SELF/PEER MONITORING

The teacher displays a point grid in a prominent location in the classroom. During the game, players monitor their own and their group’s behavior to try to earn points for their team.

EXTINCTION

During the game, the teacher provides frequent recognition and awards points for individuals and teams using the expected behavior at the designated times. The teacher ignores or gives minimal attention to students not displaying the desired behavior.

REWARD

When the game ends, groups and individuals who have met the established point goal receive a reward. The reward should occur immediately whenever possible, and should be something the students can enjoy together (free reading time, drawing time, play a game, time to talk with friends, use of personal electronics for 5 minutes, etc.).

Additional information about CW-FIT are available at cwfit.ku.edu. Research, resources, testimonials, examples in middle school and more is available if you become a member on the website.

Additional support for designing and implementing Positive Peer Reporting, Tootling, and CW-FIT in your school can be obtained through your MO SW-PBS consultants.

Monitoring Intervention Outcomes

A fundamental question after implementation of a new practice or program is considering the extent to which it “worked”. In other words, how well did the practice meet an identified need and for whom was the practice most effective? To answer these questions the Tier 2 Team will need to determine what changes have occurred across the variables or behaviors of interest. In the case of a Tier 2 intervention (e.g., CICO, Social Skills Intervention Group, or Check & Connect etc.) the treatment likely was selected with the expectation of impacting problem behavior and student engagement, which in turn may lead to improvements in academic achievement. Data about the overall Tier 2 interventions are used to improve resource use and fidelity of implementation.

At minimum the following examples are outcomes teams will want to consider at the end of each school year or intervention cycle (Everett et al., 2011, p. 32).

1. Identify the number of students in the program.
 - When fully implemented, CICO and other Tier 2 interventions should support approximately 7-15% of students schoolwide.
2. Consider the intervention success rate/effectiveness.
 - What is the percentage of students participating in CICO that are meeting their goals on a regular basis? Approximately 70% of students in CICO should respond to the intervention.
3. Intervention implementation accuracy/fidelity.
 - Percentage of program steps implemented accurately daily, weekly, etc. is used to provide supports for additional resource and professional learning.

USE EXISTING SCHOOL DATA. The following statements represent data that may provide basic information to facilitate school team evaluation of intervention outcomes for their school. The suggestions are guided by data that is already commonly collected in many schools.

- ▶ How many students participated in the Tier 2 Intervention (list name) during the _____ - _____ school year?
- ▶ How many of the participants successfully completed the self-management phase and subsequently graduated from the program?
- ▶ Among students who graduated were there differences in attendance, tardies, major or minor discipline events, or grades associated with the number of school days before intervention versus during and after intervention?
- ▶ How many participants required adaptations to the standard Tier 2 Intervention?
- ▶ Of students who participated in a function-based adaptation of a Tier 2 Intervention how many successfully completed the self-management phase and then graduated?
- ▶ Were there students who required additional and/or more intensive supports beyond the Tier 2 Intervention? If so, how many students and what types of supports?
- ▶ From all students who at some point during the school year qualified to participate in a Tier 2 Intervention how many also were at some point evaluated for special education eligibility?

- ▶ Determine whether any specific subgroups of children were served in Tier 2 Interventions (e.g. culturally, linguistically, socio-economically, or ethnically diverse populations).
- ▶ Was the percentage of students in subgroups who participated in Tier 2 Interventions proportional to the percentage of the overall student population?
- ▶ Were outcomes from each Tier 2 Intervention similar across all student groups?

Consider how program evaluation can be conducted in your setting, but be realistic. The process should not be so cumbersome that it is never completed. At the same time program evaluation also should not be so simplistic that valuable outcomes are overlooked or never uncovered.

Shown below is one simple format that provides basic information. Schools that choose to apply for MO SW-PBS recognition at the Silver or Gold Levels will submit data in this format.

EXAMPLE

MO SW-PBS Outcomes Evaluation Tool

Name of Intervention	Number of Students who Participated	Number of Students that Graduated	Number of students who participated in Tier 2 intervention(s) but required more intensive support.
Check-In, Check-Out			
Social Skills Intervention Group			
Self-Monitoring			
Check & Connect			
FIRST STEP <i>Next</i>			

Finally, timelines for conducting intervention evaluation also must be considered. An annual review that occurs near or after the end of each school year may be practical and make sense for many school teams. This time frame allows participation in the intervention across many staff members, students and parents throughout the school year, concludes during a period when student data is already commonly collected, and facilitates decision making by the team. If adjustments are made to implementation of the program there is time before the start of the next school year to document and disseminate revised plans.

INTERVENTION ESSENTIAL FEATURES

After your team has developed and piloted any Tier 2 Intervention, the following document, *Intervention Essential Features*, provides a template for describing important attributes of the supports you provide for students in your setting. Complete the template according to details relevant for your site then use this as a tool for communicating with team members, staff and other important stakeholders.

Intervention

Academic or behavior interventions are strategies or techniques applied to instruction in order to teach a new skill, build fluency in a skill, or encourage application of an existing skill to a new situation. Interventions require a targeted assessment, planning and data collection. Interventions should be research-based and monitored regularly (progress monitoring) to determine student growth and to inform instruction.

Intervention Essential Features

Name of Intervention	
1. Description of intervention that includes function addressed: <input type="checkbox"/> Obtain _____ <input type="checkbox"/> Avoid/Escape _____	
2. Intervention coordinator and/or facilitator(s) identified	
3. List at least two sources of data used to identify students for intervention: <input type="checkbox"/> Existing school data <input type="checkbox"/> Teacher/parent nomination <input type="checkbox"/> Emotional-behavioral screening process <input type="checkbox"/> Other _____ Describe criteria (i.e. Student Identification Plan) for entry to intervention	
4. Description of system to determine function of student behavior that includes both: <input type="checkbox"/> Records Review <input type="checkbox"/> Context Analysis	
5. Description of documented procedures for introducing/orienting new participants to the intervention for: <input type="checkbox"/> Students <input type="checkbox"/> Teachers <input type="checkbox"/> Families	
6. Description of data-based system for monitoring student progress in intervention (daily/weekly progress report ratings and monitoring with data decisions applied at least monthly)	

7. Documented fading process that includes decision rules, description of process and graduation from intervention	
8. Description of documented strategies for promoting generalization and maintenance of skills across settings and over time that are linked to schoolwide expectations	
9. Description of documented strategies for weekly family communication/ feedback regarding intervention	
10. Description of documented strategies for weekly communication/feedback with participating classroom teachers	
11. Description of documented strategies for regular (at least quarterly) updates to full staff regarding intervention or students involved in intervention	
12. Description of documented system for monitoring fidelity of implementation of intervention process when student data indicates a questionable or poor response	
13. Description of documented system for regularly assessing social validity of intervention	
14. Description of documented system for annually evaluating intervention outcomes that includes: <input type="checkbox"/> # Students Participating <input type="checkbox"/> # Students Graduating <input type="checkbox"/> # Students Needing More Intensive Support	

The Intervention Essential Features document provides a structure for describing the components of Tier 2 interventions and supports that are in place in your setting. The Intervention Essential Features Rubric was developed by MO SW-PBS for use by Tier 2 Teams to guide in the development of each Tier 2 intervention as well as to evaluate the implementation of key components of the intervention. This is accomplished through reading the descriptors and marking each feature as “in place,” “partially in place,” or “not in place” in your setting.

Intervention Essential Features Rubric

Feature	Proficient (2points)	Developing (1 point)	Not in Place/ No Evidence (0 points)	Score
1. Description of major components of intervention, including function addressed.	<p>Description of major components of intervention is clear and concise and includes the specific function of behavior that is addressed by the intervention.</p> <p><input type="checkbox"/> Obtain</p> <p><input type="checkbox"/> Escape</p>	<p>Description of major components of intervention is unclear or insufficient, but does include the specific function of behavior that is addressed by the intervention.</p> <p><input type="checkbox"/> Obtain</p> <p><input type="checkbox"/> Escape</p>	<p>Description of major components of intervention is unclear and does not address function.</p>	<p>2</p> <p>1</p> <p>0</p>
2. Intervention coordinator and/or facilitator(s) identified.	<p>There is an assigned Intervention Coordinator and/or assigned facilitator(s) who are able to coordinate and deliver the intervention with fidelity.</p>	<p>One or more staff members have been assigned to implement this intervention, but assignments/roles are not clearly delineated.</p>	<p>No one has been assigned to deliver this intervention with fidelity.</p>	<p>2</p> <p>1</p> <p>0</p>
3. List at least two sources of data used to identify students for intervention, with criteria for entry to intervention clearly described.	<p>Two or more of the following sources were used to identify students who would participate in this intervention and the criteria for entry is described (i.e. Student Identification Plan):</p> <p><input type="checkbox"/> Existing School Data</p> <p><input type="checkbox"/> Staff or parent nomination</p> <p><input type="checkbox"/> Universal Screening process</p>	<p>Only one of the following sources was used to identify students who would participate in this intervention:</p> <p><input type="checkbox"/> Existing School Data</p> <p><input type="checkbox"/> Staff or parent nomination</p> <p><input type="checkbox"/> Universal Screening process</p>	<p>There is not a standard method to identify which students will participate in this intervention that includes school data, nomination, or universal screening.</p>	<p>2</p> <p>1</p> <p>0</p>
4. Description of system to determine function of student behavior that includes both record review and context analysis.	<p>Team collects information to determine possible function of student behavior (i.e. Tier 2 Adapted FACTS part A) which includes:</p> <p><input type="checkbox"/> records review</p> <p><input type="checkbox"/> context analysis</p>	<p>Team collects information using one but not both of the following methods:</p> <p><input type="checkbox"/> records review</p> <p><input type="checkbox"/> context analysis</p>	<p>Team does not collect information that includes records review and context analysis to determine the function of behavior.</p>	<p>2</p> <p>1</p> <p>0</p>

Feature		Proficient (2points)		Developing (1 point)		Not in Place/ No Evidence (0 points)		Score
5.	Description of documented procedures for introducing/ orienting new participants to intervention for students, teachers and families.	Documented procedures for introducing/ orienting new participants to the intervention that include sufficient detail for implementation are in place for: <input type="checkbox"/> Students <input type="checkbox"/> Teachers <input type="checkbox"/> Families	Procedures for introducing/ orienting new participants to the intervention are unclear or undocumented or are in place for only two of the three listed below: <input type="checkbox"/> Students <input type="checkbox"/> Teachers <input type="checkbox"/> Families	There are no formal, documented procedures in place for introducing/ orienting new students, teachers and families to the intervention.				2 1 0
6.	Description of data-based system for monitoring student progress in intervention (daily/weekly progress report ratings and monitoring) with data decisions applied at least monthly.	A data-based system is in place to graph daily/weekly behavior ratings; weekly monitoring of student progress in the intervention takes place with data decisions applied at least monthly.	A data-based system is in place but is monitored less than weekly and/or decisions based on data from student progress in the intervention do not take place at least monthly.	There is no data-based system in place for monitoring student progress.				2 1 0
7.	Documented fading process that includes decision rules, description of process and graduation from intervention.	There are documented decision rules in place to determine when a student is ready to begin the fading process from this intervention.	There are decision rules as to when a student begins the fading process from this intervention and completes the fading process, but they are not documented or used consistently.	There are no documented decision rules in place about fading and graduating from the intervention.				2 1 0
8.	Description of documented strategies for generalization and maintenance of skills across settings and over time that are linked to Schoolwide Expectations.	Documentation also exists that systematically describes the fading process and graduation from the intervention.	There are decision rules as to when a student begins the fading process from this intervention and completes the fading process, but they are not documented or used consistently.	There are no strategies in place for follow-up from this intervention that are linked to building's Schoolwide Expectations Matrix that will promote generalization over time and across settings.				2 1 0

Feature		Proficient (2points)		Developing (1 point)		Not in Place/ No Evidence (0 points)		Score
9.	Description of documented strategies for weekly family communication / feedback regarding intervention.	<p>There are strategies in place to communicate with families of students participating in the intervention that include all of the following:</p> <p><input type="checkbox"/> Clearly documented</p> <p><input type="checkbox"/> Contains Feedback Process</p> <p><input type="checkbox"/> Occurs at least weekly</p>	<p>There are strategies in place to communicate with families regarding the intervention, but one or more of the following are not present:</p> <p><input type="checkbox"/> Clearly documented</p> <p><input type="checkbox"/> Contains Feedback Process</p> <p><input type="checkbox"/> Occurs at least weekly</p>	<p>There are no documented strategies in place to communicate with and receive feedback from families regarding the intervention.</p>	2	1	0	
10.	Description of documented strategies for weekly communication and feedback with participating classroom teachers.	<p>There are strategies in place to communicate with participating classroom teachers regarding their students in this intervention that include all of the following:</p> <p><input type="checkbox"/> Clearly documented</p> <p><input type="checkbox"/> Contains Feedback Process</p> <p><input type="checkbox"/> Occurs at least weekly</p>	<p>There are strategies in place to communicate with teachers regarding their students in this intervention, but one or more of the following are not present:</p> <p><input type="checkbox"/> Clearly documented</p> <p><input type="checkbox"/> Contains Feedback Process</p> <p><input type="checkbox"/> Occurs at least weekly</p>	<p>There are no documented strategies in place to communicate with and receive feedback from participating classroom teachers regarding their students in this intervention.</p>	2	1	0	
11.	Description of documented strategies for regular (at least quarterly) updates to full staff regarding intervention or students involved in intervention.	<p>There are documented strategies in place to provide updates to full staff regarding the intervention or students involved in the intervention at least quarterly.</p>	<p>Updates regarding the intervention are provided to some staff, are not documented, or do not take place at least quarterly.</p>	<p>There are no strategies in place to provide updates regarding the intervention to full staff.</p>	2	1	0	

Feature	Proficient (2points)		Developing (1 point)		Not in Place/ No Evidence (0 points)		Score
12. Description of documented system for monitoring fidelity of implementation of intervention process.	There is a clear, documented system in place for the Tier 2 Team to monitor and review the fidelity of implementation of the intervention process that includes at least one of the following: <input type="checkbox"/> Permanent Product Review (i.e. DPR/WPR, Lesson Plans) <input type="checkbox"/> Direct Observation <input type="checkbox"/> Self-Assessment	The Tier 2 Team monitors and reviews the fidelity of implementation of the intervention process but it is unclear, not documented, or does not include at least one of the following: <input type="checkbox"/> Permanent Product Review (i.e. DPR/WPR, Lesson Plans) <input type="checkbox"/> Direct Observation <input type="checkbox"/> Self-Assessment	If student data indicates a questionable or poor response to the intervention, the fidelity of implementation of the intervention process is not monitored, reviewed, updated or modified.				2 1 0
13. Description of documented system for regularly assessing social validity of intervention.	There is a documented system in place to assess the social validity of the intervention at least twice during the intervention and modify intervention as needed.	Social validity of the intervention is assessed, but the system is not documented, or it does not take place at least twice during the intervention.	There is no system in place to assess the social validity of the intervention.				2 1 0
14. Description of documented system for annually evaluating intervention outcomes that includes: <input type="checkbox"/> # Students Participating <input type="checkbox"/> # Students Graduating <input type="checkbox"/> # Students Needing More Intensive Support	There is a documented system in place to evaluate intervention outcomes that is completed at least annually (i.e. MO SW-PBS Outcomes Evaluation Tool) and includes the following: <input type="checkbox"/> # Students Participating <input type="checkbox"/> # Students Graduating <input type="checkbox"/> # Students Needing More Intensive Support	There is a system in place to evaluate intervention outcomes but is not documented or is not completed annually or includes some but not all of the following: <input type="checkbox"/> # Students Participating <input type="checkbox"/> # Students Graduating <input type="checkbox"/> # Students Needing More Intensive Support	There is no system in place for evaluating intervention outcomes.				2 1 0

Next Steps

Below are some next steps to consider as you develop Tier 2. Some of the steps involve active staff input. Be sure to build your action plan with that in mind.

See Tier 2 Team Action Plan – *Selecting Function Based Interventions*

1. Develop a system for collecting information that clarifies the problem, identifies function of behavior and matches student need with readily available intervention.
 - A. Determine standard information to be collected about each student identified
 - Use *Tier 2 Adapted FACTS* or
 - *Advanced Tiers Spreadsheet*
 - Example information:
 - Date identified, Grade, Gender, Ethnicity, IEP Status, Primary and secondary method of identification, Primary and secondary problem behavior, ODRs, Absences, Minors, Tardies, Academic performance level and GPA, Context Analysis, Function of behavior
 - B. Develop an information collection process
 - Who will collect relevant information (e.g., classroom teacher, Tier 2 Team member, administrator)?
 - When will information be collected and reviewed (e.g., prior to team meeting, during team meeting)?
 - How will student information be recorded (e.g., *Advanced Tiers Spreadsheet*, *Tier 2 Adapted FACTS*)?
 - C. Document interventions selected for each student.
 - e.g., Use *Advanced Tiers Spreadsheet*
2. Identify a system for monitoring student progress
 - A. Select a graphing tool
 - e.g., Use *Advanced Tiers Spreadsheet*
 - B. Establish and document criteria for interpreting student data and making decisions about interventions.
 - Use *Guidelines for Interpreting Student Data and Making Decisions* Template
3. Develop a system for monitoring social validity for interventions.
 - A. Select a social validity instrument.
4. Document interventions that are regularly available in your setting.
 - A. Provide a written description of each intervention.
 - Use the *Blank Intervention Essential Features Template*
5. Develop a process for monitoring intervention outcomes
 - A. Use the *MO SW-PBS Intervention Outcomes*

CHAPTER 5: CHECK-IN, CHECK-OUT

LEARNER OUTCOMES

At the conclusion of this chapter, you will be able to:

- ▶ Identify five implementation components of Check-In, Check-Out.
- ▶ Describe students who are most likely to benefit from the Check-In, Check-Out intervention.
- ▶ Tell main findings of research associated with the Check-In, Check-Out program.
- ▶ Design and implement a Check-In, Check-Out program that is contextually relevant for your students and school but adheres to implementation of critical features.
- ▶ Deliver implementation training according to audience needs (i.e., full staff, participating teachers, students, and families).
- ▶ Determine how student data will be collected and graphed.
- ▶ Monitor progress and make decisions for students who participate in Check-In, Check-Out.
- ▶ Create a process for fading intervention supports.
- ▶ Determine criteria for exiting the intervention.

Introduction and Purpose

This chapter provides SW-PBS teams with a description of the Check-In, Check-Out (CICO) intervention, strategies for effective implementation, and steps for developing a CICO program. In addition, example resources are included. This workbook does not replace the published manual, *Responding to Problem Behavior in Schools: The Behavior Education Program, 2nd Edition* (Crone, Hawken, and Horner, 2010). Instead the materials in this chapter can be used as a supplementary resource during professional learning workshop sessions.

It is highly recommended that participants access the published manual, which can be obtained from The Guilford Press. Intended to complement the Crone, Hawken and Horner manual, a DVD titled *The Behavior Education Program: A Check-In Check-Out Intervention for Students at Risk* also is available for purchase from The Guilford Press.

Intervention Overview

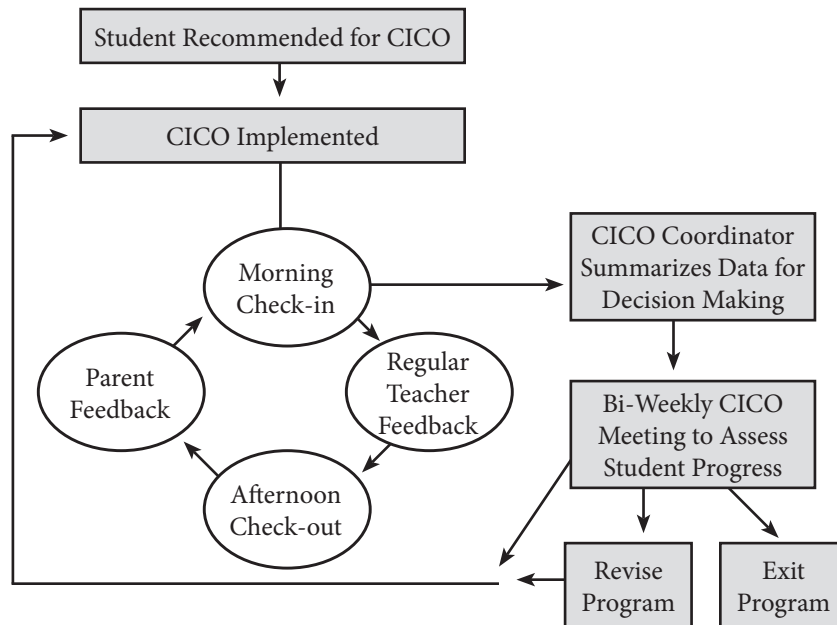
Check-In, Check-Out (CICO), also known as The Behavior Education Program (BEP), is a Tier 2, group-oriented intervention designed for students whose problem behaviors (a) are unresponsive to Tier 1 practices and systems, (b) do not require more immediate individualized interventions, and (c) are observed across multiple settings or contexts (Crone, Hawken, and Horner 2010). Because CICO is a group-based, standardized intervention, it is an efficient and cost-effective method for providing additional support to a group of students with similar behavioral needs.

Once developed, the CICO intervention is designed to be continuously available and easily accessed soon after a student candidate is identified. In addition, although more time is required from staff members who coordinate the program, classroom teachers can usually implement the intervention in less than 5-10 minutes per day.

The CICO intervention typically accommodates a number of students (e.g., 10 to 15 per intervention facilitator) and provides a built-in system for (a) monitoring progress in the program, (b) evaluating the fidelity of implementation, and (c) transitioning to a self-managed support.

Implementation of CICO occurs using the following basic approach. First, a student is identified as needing additional behavioral support. Next, behavioral expectations for the student are defined and documented on a Daily Progress Report (DPR). Third, the student begins to receive a regular cycle of prompts and feedback from teachers and family for meeting behavioral expectations. Finally, student data is generated on a daily basis and is used to monitor progress and make decisions about the intervention effects. Figure 5.1 provides a visual representation for daily and weekly components of the CICO intervention cycle.

Check-In, Check-Out Intervention Cycle



(Crone, Hawken, and Horner, 2010, p. 16)

Figure 5.1

DAILY COMPONENTS

Access to each of the following is necessary for successful implementation of the CICO intervention.

1. **CHECK-IN.** Participating students complete a “check-in” with a CICO facilitator each morning after arriving to school. The facilitator provides students with a Daily Progress Report (DPR) and offers precorrects for meeting daily behavior expectations and point goals.
2. **REGULAR TEACHER FEEDBACK.** Using expectations listed on the DPR, students receive regularly scheduled specific feedback about behavioral performance from their classroom teacher. Teacher feedback occurs at the end of each class period or during natural transitions throughout the school day. Specifically, the classroom teacher gives positive, specific praise for appropriate behavior, provides corrective feedback when applicable, and then rates student demonstration of expectations using a predetermined point system. Teachers are explicitly directed to initiate the feedback interactions if a child does not independently ask for ratings on the DPR.
3. **CHECK-OUT.** At the end of each school day, students return to the intervention facilitator for “check-out”. At this time points earned on the DPR are totaled. Intervention facilitators provide students with additional verbal praise and may offer a token associated with the existing schoolwide recognition system if daily or weekly goals are met. If a point goal is not met, the facilitator provides re-teaching of expectations and supportive encouragement.
4. **DATA COLLECTION AND PROGRESS MONITORING.** Intervention facilitators enter percentage of DPR points earned by each student into a data collection spreadsheet. Student data is periodically graphed and then reviewed by the school’s Tier 2 Team. Results are used to monitor progress and make intervention decisions.

5. **FAMILY PARTICIPATION.** The intervention facilitator promotes school to home communication and family participation with the intervention. Students are reminded each day to take their DPR home. This allows an opportunity to receive additional feedback from a parent or guardian. Parents are asked to sign and then return the DPR to school the following day. If a DPR is not signed and returned, re-teaching and encouragement are provided but no point loss or punitive responses occur.

WEEKLY COMPONENTS

In addition to the daily components, weekly or every other week the CICO intervention coordinator will examine student data and prioritize which students will be discussed during meetings of the Tier 2 Team.

Generally the CICO Coordinator will provide an update for the number of students participating in the program and the number of students showing a positive response. In addition, the Coordinator will report any students that may be ready for transition to the self-management phase or students who are not making progress as expected.

Using graphs of student data generated by the CICO Coordinator, the Tier 2 Team makes decisions about students in the program (i.e., fade, continue, modify or intensify).

After data for students currently enrolled in the program are reviewed, the team may choose to discuss awards or recognition for students who are improving or consistently meeting behavioral goals. This is also a good time to consider recognition for staff members who consistently implement the intervention.

Finally, the intervention Coordinator will present names and data for any new students who are being considered for the program.

QUARTERLY COMPONENTS

The CICO Coordinator along with the building administrator also will provide feedback to families and staff about CICO implementation, at minimum, on a quarterly basis. This feedback will pertain to program outcomes rather than data for individual students. For example, during a scheduled staff meeting the CICO Coordinator might have 10-15 minutes to report the number of students currently participating in the program, the rate of positive student response and data about how well features of the intervention are being implemented (e.g., are students consistently checking in and out; are teachers accurately and consistently completing DPRs; how often are parents signing and returning the DPR; how many children are meeting daily or weekly goals). Providing these occasional updates is useful for maintaining staff interest in the program, recognizing accomplishments of participating students and staff, and identifying areas for improvement.

Delivery of the CICO intervention **incorporates** a number of **research-based practices** that are individually known to be effective for improving student behavior. Students who participate in the CICO program access:

- ▶ Defined expectations
- ▶ Positive adult contact
- ▶ Social skills training
- ▶ Direct instruction
- ▶ Feedback

- ▶ Home-school communication
- ▶ Positive reinforcement
- ▶ Consistency

REINFORCEMENT SYSTEM

A critical component of the Check-In, Check-Out intervention is to regularly provide reinforcement for appropriate behavior. Remember, students who qualify for CICO support have not made progress with the schoolwide Tier 1 prevention efforts. Therefore, these students need additional reinforcement and feedback to get their behavior on the right track.

Reinforcers should emphasize the social aspects of the intervention. Remember that the primary CICO reinforcer is the personal connection with an adult. Suggested reinforcers are to increase adult attention, increase positive peer attention, or provide easily accessible activities such as additional computer or gym time. Reinforcers can be provided for checking in, checking out, and for meeting daily and/or weekly point goals. Students who participate in the CICO intervention will still participate in the schoolwide system of encouraging appropriate behavior.

STUDENTS MOST LIKELY TO BENEFIT

CICO is designed to address the needs of students who demonstrate consistent patterns of problem behavior across multiple settings. Most often students who participate in the program have been identified for demonstrations of low level disruptions such as talking out, talking back, off-task, or out of seat behaviors. In addition, the intervention is generally most effective for students who enjoy positive adult attention.

The CICO program alone is unlikely to benefit students with dangerous or violent behaviors, students who primarily demonstrate problem behavior in only one or two specific settings (e.g., bus or cafeteria), or students with significant academic deficits. In these cases, use of the CICO intervention along with additional academic or behavioral supports will likely be required.

DISCUSSION



Table 3.1 on page 18 of the Crone et al., 2010 manual describes of the intervention manual describes characteristics of students who may be appropriate or inappropriate candidates for the CICO program. Read the information and then talk with participants near you.

- ▶ Think about students you know or have worked with who meet criteria as appropriate candidates for CICO.
- ▶ Think about students you know or have worked with who are not appropriate candidates for CICO.

Research Base

There are numerous studies that support positive outcomes as a result of CICO implementation, while also documenting the acceptability of CICO as a socially valid and valued Tier 2 intervention.

First, students who participated in the CICO intervention demonstrated **decreased problem behaviors**, office discipline referrals, and referrals for special education services when the treatment was delivered accurately (Filter, McKenna, Benedict, Horner, Todd and Watson, 2007; Hawken and Horner, 2003; Hawken, MacLeod, and Rawlings, 2007; March and Horner, 2002; Miller, Dufrene, Sterling, Olmi, and Bachmayer, 2015; Todd, Kaufman, Meyer and Horner, 2008).

Second, some students also showed **increased academic engaged time** while participating in the CICO intervention (Campbell and Anderson, 2011; Hawken and Horner, 2003; Miller, Dufrene, Sterling, Olmi, and Bachmayer, 2015).

Third, results from several different studies indicate typical school personnel (e.g., classroom teacher, school counselor, and/or paraprofessional) were able to implement the intervention with fidelity (Hawken and Horner, 2003; Todd, Kaufman, Meyer and Horner, 2008).

Finally, data showed **60 – 75%** of research study students responded positively when the CICO intervention was implemented as designed. This means the CICO intervention is well suited for serving a majority of students who are identified as needing additional Tier 2 behavioral support (Fairbanks et al., 2007; Filter et al., 2007; Hawken 2006; Hawken and Horner, 2003; Hawken, MacLeod, and Rawlings, 2007; March and Horner 2002).

Resources Needed

In most cases, one staff member (e.g., guidance counselor or administrative assistant) will be designated to coordinate the CICO program in a school.

CICO COORDINATOR: The primary responsibility of the CICO Coordinator is organizing resources and supports for effective delivery of the intervention. The Coordinator typically has limited contact with student participants. Instead, the CICO Coordinator manages and supports the CICO service providers (referred to as Facilitators).

CICO FACILITATORS: Facilitators are responsible for direct, daily contact with student participants. Facilitators provide the daily check-in and check-out components of the program and assist with school-to-home communication.

In larger schools one Coordinator likely will support multiple Facilitators who may serve as many as 10 – 15 students each, depending on time allotted. Alternately, in a smaller school, one staff member may perform tasks of the Coordinator and the Facilitator, which is feasible when fewer students participate in the intervention. This is noted in the following graphic.

Personnel Needed for the Check-In, Check-Out Intervention

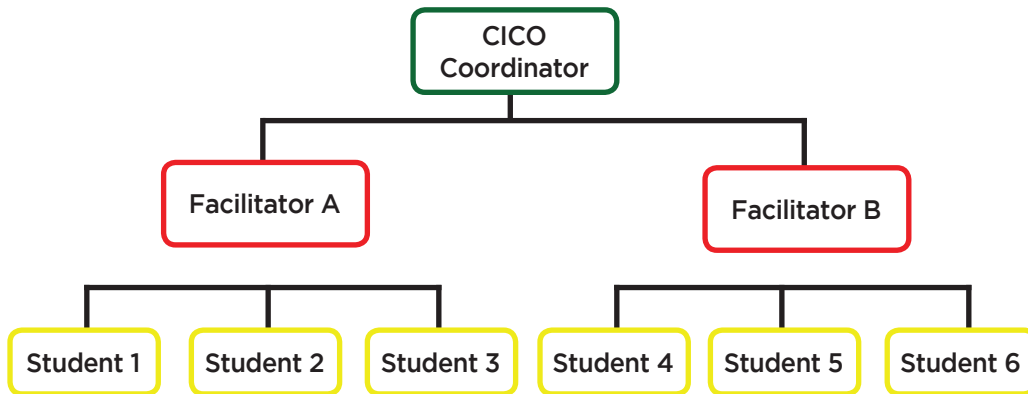


Figure 5.2

The following page provides an example of the specific tasks (organized according to key features of the intervention) typically performed by the Coordinator and Facilitator and an estimated timeframe for each task.

Estimated Time for Coordinator and Facilitator Tasks

TASK	FREQUENCY	DURATION	TIME/WEEK
Morning Check-in <i>Facilitator</i>	Daily	20 minutes	100 minutes
Afternoon Check-out and Entering DPR Data <i>Facilitator</i>	Daily	20 minutes	100 minutes
Maintain Records: a. Parent reports b. Student DPRs <i>Facilitator</i>	Daily	10 minutes	50 minutes
Orientation for students, families and teachers who are new to the program <i>Coordinator with Facilitator</i>	As needed	30 minutes each time a new student begins the program	30 minutes
Prioritize students who will be discussed during team meetings <i>Coordinator with Facilitator</i>	As often as the team meets	10 minutes	10 minutes
Print student graphs that will be reviewed during team meetings <i>Coordinator</i>	As often as the team meets	15 minutes	15 minutes
Complete tasks from team meeting (e.g., implementation checks, social validity surveys, graduation ceremonies) <i>Coordinator</i>	Daily	20 minutes	100 minutes
Estimated Total Time Required = 7–10 hours/week			
<p>Recommended Roster Limits</p> <p>No more than 30 students per facilitator at the secondary level (middle, junior high, high school). Approximately 15-20 students per facilitator at the elementary level.</p> <p>(See Crone, Hawken, and Horner, 2010, p. 92)</p>			

Figure 5.3

Steps for Effective Implementation

STEPS FOR EFFECTIVE IMPLEMENTATION

The following list of steps is helpful for school SW-PBS teams to follow as they work toward development of the Check-In, Check-Out Intervention. At minimum, implementation of the CICO intervention typically includes the following:

1. Develop an Enrollment Process
2. Design and Use a Daily Progress Report (DPR)
3. Collect Performance Data
4. Determine Response to Intervention
5. Use Student Data to Make Decisions
6. Plan for Self-Management, Fading and Graduation

STEP 1: DEVELOP AN ENROLLMENT PROCESS

Prior to starting the intervention with students be sure there is a systematic process in place to address each of the following considerations.

TEAM. The basic CICO process begins with a school team that is designated to support development and implementation of the program (hereafter referred to as the Tier 2 Team).

STUDENT IDENTIFICATION. Once the program is developed, the Tier 2 Team uses existing school data, staff member or parent nominations and/or scores from an emotional-behavioral screening process to determine which students are non-responsive to schoolwide expectations. Students who meet established criteria (i.e., attention motivated problem behavior, find adult attention reinforcing, difficulties occur across multiple settings) should be considered as possible participants for the CICO intervention.

BASELINE DATA COLLECTION. 3-5 days of baseline data should be acquired before students enter the CICO program. To collect this information, the Tier 2 Team provides the main classroom teacher(s) with a packet of Daily Progress Reports. Teachers monitor and rate student behaviors but do NOT provide feedback, nor does the student check in or out with a program facilitator.

After data is generated the SW-PBS team reviews it to determine: (a) whether the student truly needs additional support, (b) an initial daily point goal that is reasonable for the student to achieve, and (c) the level of teacher commitment for implementation. If data was not recorded diligently, the team should consider the extent to which there may be future concerns or issues with accurate implementation of program components.

FAMILY NOTIFICATION/PERMISSION. If baseline data confirms the student as an appropriate candidate for the CICO intervention, a member of the Tier 2 Team will contact parents/guardians of eligible participants. In some schools parental consent is required prior to enrolling students in the program. Check with administrative personnel to determine your district's policy.

INTRODUCING THE PROGRAM. After family members are notified their child has been selected to participate, the CICO coordinator or facilitator should provide explanation and details about the purpose and process of the program to eligible students and their families. Ideally this introduction will occur in a face-to-face format with the student, his or her parents and at least one classroom teacher attending

together. At this time the student DPR and point goals are finalized, opportunities for recognition of success are defined, responsibilities of each participant are clarified, and information about fading to a self-managed plan and/or graduation from the program is provided.

The introductory meeting is the time to establish commitment to active participation from individual stakeholders. Written materials that specifically describe and delineate steps for active participation will be helpful for communicating clear steps for implementation among the facilitator, student, classroom teacher(s), and family.

The following pages include several example letters for discussing the intervention program with families. Page 199 of the Crone et al., 2010 manual also provides an example parent permission form.

EXAMPLE 1

Permission for Check-In, Check-Out

Date: _____ Student: _____ Grade: _____

Teacher: _____ Parent/Guardian: _____

Congratulations! Your child has been selected to participate in a program at our school. We would like to include _____ in a behavior intervention program called Check-In, Check-Out (CICO).

To participate, your child will report to their CICO facilitator, _____, first thing every morning after arriving to school. During this brief meeting the CICO facilitator will review our schoolwide behavior expectations, provide a reminder about daily and weekly goals, and be sure your child is ready to begin the school day. This positive contact sets your child up for success and allows an opportunity for extra adult attention and instruction. Next, throughout the school day your child's teachers will give specific feedback about performance following the Warrior Way (Being Safe, Being Respectful, and Being Responsible). Teacher feedback will be documented using a daily progress report (DPR). At the end of the school day students in the CICO program return to the facilitator they met with during the morning check-in. For this afternoon check-out period facilitators help students count and record the number of points earned for appropriate behavior that day. In addition, the facilitator provides positive comments, encouragement for on-going success, and additional instruction if students struggled with a particular class period of the day. Finally, your child will be able to earn incentives for meeting behavioral goals.

To support each child's success we ask parents to make sure children arrive on time each day for the morning check-in and also that they review and sign the daily progress report. A copy of the progress report will be sent home from school each day.

Most children who participate in the program show rapid gains, enjoy working with the facilitator, and benefit from additional attention provided by their classroom teacher. While your child is in the program our school's Tier 2 Team will monitor data closely. After your child meets his/her program goals we will celebrate with a graduation ceremony.

If you do not wish your child to participate in this program, please call a school administrator.

Sincerely,
PBS Tier II Team

EXAMPLE 2

Dear Parent/Guardian,

We have a wonderful school wide goal this year. Our goal is to create an inclusive and welcoming environment which values, recognizes and affirms the worth of each individual in our learning community. To help us reach our goal, we are starting a very effective program for students who need additional support.

We call this program “**Check-In, Check-Out (CICO)**.” Students involved in this program will check in with a staff member in the morning. At Check-In they receive a point card allowing them to receive points for being a safe, respectful, responsible citizen of our school. The staff member and the student talk together, setting a goal of how many points the student will get that day. As they go through the day, they must periodically check in with their teacher to receive points. At the end of the day they check out with a staff member who totals the points and discusses how the day went. Students will bring home a report each day to let the parent know if they met their goal. There is a place for the parent to sign and then your child will bring the form back to school. Students can accumulate points to spend in various ways, like lunch with a teacher or computer time.

Joey has been chosen to participate in CICO. We are excited that he will be a part of our plan to make our school a safe, caring and fun place for students to go to school. If you have any questions, please contact me at ***.

EXAMPLE 3

Dear Parent/Guardian:

This letter is to inform you that your student, _____, has been recommended for the Check-In, Check-Out program at *** High School. The Check-In, Check-Out program is a positive intervention that allows students to start their day by checking in with an adult to promote positive behavior throughout the day. Students will also spend a few minutes at the end of each day with an adult reviewing their progress. Progress sheets may be sent home for you to review.

If you do NOT want your child to be a part of this program, please sign below and return this paper back to the school with your child. If you have any questions about the **Check-In, Check-Out** program, please feel free to contact me at ****. If you have any questions or would like more details regarding Check-In, Check-Out, please call ****.

STEP 2: DESIGN AND USE A DAILY PROGRESS REPORT (DPR)

Daily Progress Reports use your school's behavioral expectations and serve as the primary method for monitoring student response to the CICO intervention. Progress will be monitored daily throughout the duration of the program. The DPR provides regularly scheduled intervals for teachers to provide feedback to students about behavioral performance and award points for meeting expectations. During the afternoon check-out period student points are totaled and then converted to a percentage. Each student's daily percentage is graphed. The school Tier 2 Team uses these graphs to monitor progress over time and make decisions about the intervention (e.g., fade, maintain, modify, intensify).

There are several considerations when creating a DPR for your school's CICO program. Following is a list to help you make decisions about what to include on the DPR. In addition, several example DPRs also are provided.

Schoolwide Expectations

- ▶ Include schoolwide expectations on the DPR
- ▶ Expectations and behaviors should be positively stated
- ▶ Five or fewer expectations should be listed on the DPR

Teacher Friendly and Easy to Complete

- ▶ Allow for circling of ratings rather than narrative feedback
- ▶ Include a narrow range of scores
 - 3 point system recommended; 1-3, 0-2
- ▶ Include a rating key on the DPR
 - Staff should clarify and agree on the difference between ratings
- ▶ Include a place to record "success" rather than "comments"

Design and Content

- ▶ DPR could be made to fit on a half sheet if copying costs are a concern
- ▶ Non-classroom settings typically are not included on the DPR
- ▶ Include a minimum of four rating periods
 - Correspond with natural transitions of the day
 - Optimally marking periods are no longer than 75 minutes
- ▶ Include a column/place for teacher to initial ratings
- ▶ Include a line for parent signature and place to record "success"
- ▶ Include an area for total points earned
- ▶ Determine whether the percentage goal will be listed
 - Some provide a range and student circles his/her goal:
• 50% 55% 60% 65% 70% 75% 80%

EXAMPLE 1

Daily Progress Report (DPR)

Student Name _____ Date _____

3 = 0-1 reminder 2 = 2 reminders 1 = 3+ reminders

	Be Safe	Be Respectful	Be Responsible	Teacher Initials	Success Notes
8:30 to Morning Break	3 2 1	3 2 1	3 2 1		
Morning Break to Lunch	3 2 1	3 2 1	3 2 1		
Lunch to Afternoon Break	3 2 1	3 2 1	3 2 1		
Afternoon Break to Dismissal	3 2 1	3 2 1	3 2 1		

Today's Goal: 50% 55% 60% 65% 70% 75% 80%

Today's Points _____ Points Possible _____ Today's Percent _____%

Parent/Guardian Signature _____ *I'm proud of you today because:*

EXAMPLE 2

Daily Progress Report (DPR)

Student Name _____ Date _____

3 = 0-1 reminder 2 = 2 reminders 1 = 3+ reminders

	Be Safe <i>Keep hands and feet to self</i>	Be Respectful <i>Follow directions</i>	Be Responsible <i>Use materials appropriately</i>	Teacher Initials	Success Notes
8:30 to Morning Break	3 2 1	3 2 1	3 2 1		
Morning Break to Lunch	3 2 1	3 2 1	3 2 1		
Lunch to Afternoon Break	3 2 1	3 2 1	3 2 1		
Afternoon Break to Dismissal	3 2 1	3 2 1	3 2 1		

Today's Goal: 50% 55% 60% 65% 70% 75% 80%

Today's Points _____ Points Possible _____ Today's Percent _____%

Parent/Guardian Signature _____ *I'm proud of you today because:*

EXAMPLE 3

Daily Progress Report (DPR)

Student Name _____ Date _____

3 = 0-1 reminder 2 = 2 reminders 1 = 3+ reminders

	Be Safe	Be Respectful	Be a Learner	Teacher Initials	Success Notes
Period 1	3 2 1	3 2 1	3 2 1		
Period 2	3 2 1	3 2 1	3 2 1		
Period 3	3 2 1	3 2 1	3 2 1		
Period 4	3 2 1	3 2 1	3 2 1		
Period 5	3 2 1	3 2 1	3 2 1		
Period 6	3 2 1	3 2 1	3 2 1		
Period 7	3 2 1	3 2 1	3 2 1		

Today's Goal: 50% 55% 60% 65% 70% 75% 80%

Today's Points _____ Points Possible _____ Today's Percent _____%

Parent/Guardian Signature _____

Congratulations for:

STEP 3: COLLECT PERFORMANCE DATA

There are several options for collecting and graphing student data. The school Tier 2 Team should decide which option best meets the needs of CICO personnel who will be responsible for keeping track of student data. The data collection system needs to be accurate, but also manageable.

CICO-SWIS. Page 89 of the Crone et al., 2010 intervention manual describes the Check-In, Check-Out School-wide Information System (CICO-SWIS) web based system which allows personnel to track percentage of points earned across an entire school day and percentage of points earned within each class period. Access to this information provides Tier 2 Teams with ample data for problem solving if student response to the intervention is questionable or poor. There are minimal costs associated with use of the CICO-SWIS program. Refer to www.swis.org for additional information and demonstration of features provided.

DATA SPREADSHEET. A second option for schools that do not select CICO-SWIS is a Microsoft Excel graphing spreadsheet that is available on the Missouri SW-PBS website (pbissmissouri.org/tier-2/). This instrument is titled as *The Advanced Tiers Data Collection Spreadsheet* and is available at no cost. The spreadsheet includes a page for entering student information that is typically collected prior to selection of an intervention (e.g., date, grade, gender, attendance, academic performance, ODR, function of behavior etc.). Also included is a second page where daily percentages can be entered for each student in the CICO program. The spreadsheet is designed to automatically generate a graph of student progress when data is entered. In addition, a trend line also appears as data is entered. The trend line is useful for determining positive, questionable, or poor response to the program. Finally, the spreadsheet was created to hold data for up to 30 students. If more than 30 students participate in your school's program, additional copies of the spreadsheet can be downloaded, free of charge.

GRAPH BY HAND. Another option some schools consider is graphing student data by hand. Creative ideas have included asking students to mark a graph that is posted on a wall in the check-out location, allowing students to mark their progress in a folder that stays in the check-out room, or use of a computer based program that students can access. For younger children, some schools choose to use a visual representation of progress with pictures that can be moved up or down in relation to a goal line. One disadvantage to a hand graphing system is lack of a trend line. When student data is stable (either high or low) it is not difficult to make decisions about the intervention. However, if student data is variable (sometimes high, other times low, maybe in the middle) it is more challenging to determine whether the response is positive, questionable or poor.

The following page provides an example template that can be used for hand graphing daily percentage of points earned. This example was retrieved from the Evidence Based Intervention Network, EBI.missouri.edu.

Intervention Graph (Percent)

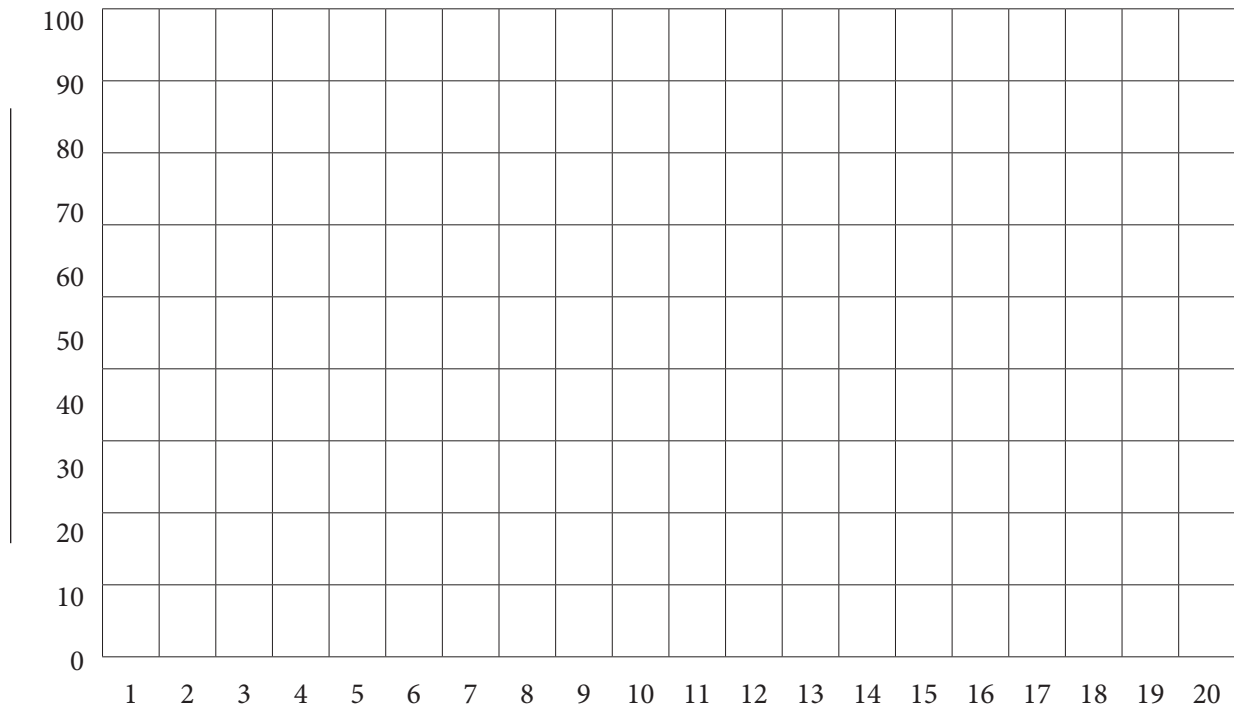
Student Name: _____ Interventionist: _____

Dates: _____ Setting: _____

Intervention: _____

Outcome Data: _____

Intervention Goal: _____



Comments: _____

STEP 4: DETERMINE RESPONSE TO INTERVENTION

After the Tier 2 Team has established a data collection and graphing method, data should be reviewed regularly to monitor student progress and determine each participant's response to the CICO intervention.

In the case of the CICO intervention, teams typically examine student baseline data to decide on a performance goal the student is likely to meet fairly rapidly. It is important that students experience early success with the CICO intervention because this will encourage continued participation. For example, students with baseline data in the 50-55% range may not increase performance to 80% in a short period of time. Instead the Tier 2 Team may choose to select an initial goal of 65-70% so that the child can reach his or her first goal immediately or shortly after beginning the intervention. Gradually, over time, the support team will increase expectations for the student. Many teams systematically increase expectations for student performance from as low as 65-75% up to 90-95%. Teams are cautioned against ever expecting that students consistently maintain performance at 100%. This likely is an unreasonable goal considering that even typically developing children often do not behave appropriately 100% of the time on a daily basis.

When using student data to make decisions, refer to Chapter 4 concerning monitoring student progress and interpreting data to make decisions.

STEP 5: USE STUDENT DATA TO MAKE DECISIONS

Each time the Tier 2 team reviews and interprets student data, an interpretation (positive, questionable or poor response to intervention) and a decision about what occurs next will need to be made.

Generally, decisions will include continuing the intervention, intensifying the intervention, modifying the intervention, fading the intervention or returning to the problem solving phase to gather additional information. In every case, decisions about the next phase of intervention should be derived from an interpretation of student data (i.e., response to the intervention). Further information on using student data to make decisions can be found in Chapter 4.

STEP 6: PLAN FOR SELF-MANAGEMENT, FADING AND GRADUATION

Self-management is a broad term that refers to a child's ability to **effectively be aware of and modify** his or her **own behavior**. Informally, many teachers may think of self-management as related to self-control, self-discipline, or self-regulation. Student capacity to take responsibility for his/her own learning and behavior even when adult supervision is not available is an ideal outcome associated with participation in the CICO intervention (i.e., students manage their own learning and behavior; Alberto and Troutman, 2009, p. 366). Typical aspects of self-management include goal setting, self-evaluation, self-recording, self-reinforcement, and self-instruction. Most often these techniques are used in combination with one another and may be provided along with other strategies. For students to maintain successes they experienced during the CICO intervention, specific instruction in self-management techniques is recommended. Students who graduate from the CICO program should be able to manage their own behavior without CICO facilitator prompts or cues and with typical rates of classroom teacher attention and feedback.

Within the CICO intervention, instruction for self-management occurs before intervention components are faded (i.e., removed). **Fading** refers to a process of **gradually removing** CICO intervention components for students who have met program goals. Successful graduates of the CICO program are students who maintain expected behaviors after the daily check-in, regular teacher feedback, data collection, check-out, and parent feedback components are no longer provided (i.e., faded). To increase the likelihood of student success after graduation, CICO program components are typically removed in a systematic and thoughtfully planned fashion rather than abruptly ended all at once. Students receive instruction for self-management skills **before** the CICO components are faded.

Pages 92-97 of the Crone et al., 2010 intervention manual provide guidance about self-management and fading across the following topics:

- a. Determining the appropriate time to fade
- b. Using self-management
- c. Tips for increasing success during the fading phase
- d. Graduation and alumni parties
- e. How to respond if a student wants to continue participating in the program
- f. Final consideration

A plan for how students will graduate from the CICO program should be developed and documented **before** a school team begins implementing the intervention. In addition, introduction and orientation for students, parents and teachers who are new to the program should provide information about self-management, fading, and graduation. Specifically, all participants should know from the start that the program is not intended as a long-term support. Instead, the goal is to help students develop skills for functioning independently.

It is not uncommon that after participating in CICO over a period of time, students, along with parents and teachers as well, do not want to give up this support. Students report they like receiving extra adult attention and the feeling of success CICO gives them. Additionally, teachers and parents have concerns about how well children will continue to perform when the program is no longer provided. Therefore, moving students out of the CICO program requires careful planning.

Self-management and fading (i.e., gradual removal of CICO components) should begin when student data indicates there is a consistent pattern of desired behavior. Schools with a designated Tier 2 Team, which meets on a regular basis and allows time on the agenda for the CICO coordinator to present student data, are well suited for discussing students who may be candidates for self-management, fading, and graduation from the program.

Some schools find it simplest to align CICO graduation with reporting periods or to consider students on a quarterly basis. Other schools have used the end of a school year to end participation in the program. However, an important point to consider is the workload of your team. Keeping students on CICO when they are ready for self-management and fading, but waiting for a calendar date such as the end of a reporting period, can unnecessarily burden the CICO team and delay implementation for other students who may be waiting to enter the intervention.

Recommendations provided on page 92 of the Crone et al., 2010 intervention manual indicate **no more than 30 students per CICO facilitator at the secondary level** (i.e., middle, junior high, and high school). **For preschool and elementary age populations** the CICO process overall may be more time intensive, thus **15-20 students per facilitator** is considered the maximum number of children that can be effectively served.

In light of these guidelines, waiting for a progress-reporting period or until the end of the school year to remove the support for some students may not be the most efficient choice. Ultimately each school team will need to determine and then document a plan for when and how students will be provided with instruction for self-management strategies and gradually released from the CICO intervention components. At the same time, teams need to be prepared that some students will continue to need CICO support the following school year.

When to Introduce Self-Management

It is a responsibility of the school Tier 2 Team to decide on specific criteria that indicates a student will move to the self-management phase. Decisions should be based on majority of days versus the student always receiving 80% or more of daily DPR points. For example, a student who receives **80% or more of the total possible points four out of five days for a period of four consecutive weeks** has demonstrated a consistent pattern of expected behavior. This student may be able to more independently maintain his or her behavior, is likely a good candidate for self-management, and may continue being successful as some intervention components are faded out. Figure 7.3 on page 93 of the intervention manual provides example student data that indicates the student has successfully met behavioral expectations over a designated period of time (Crone, Hawken, and Horner, 2010).

The figure below provides a visual representation of how students enter, move through, and exit the CICO program, which allows space for new participants.

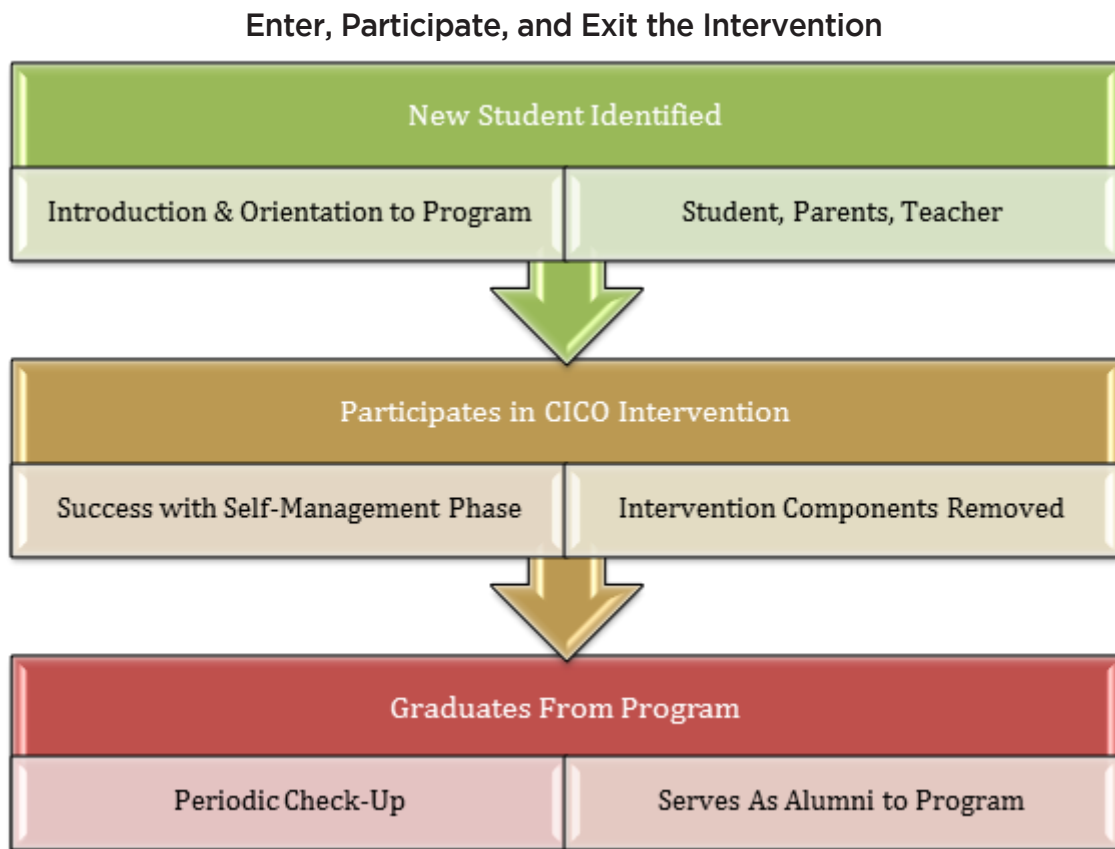


Figure 5.4

Teaching Self-Management, Fading, and Graduation

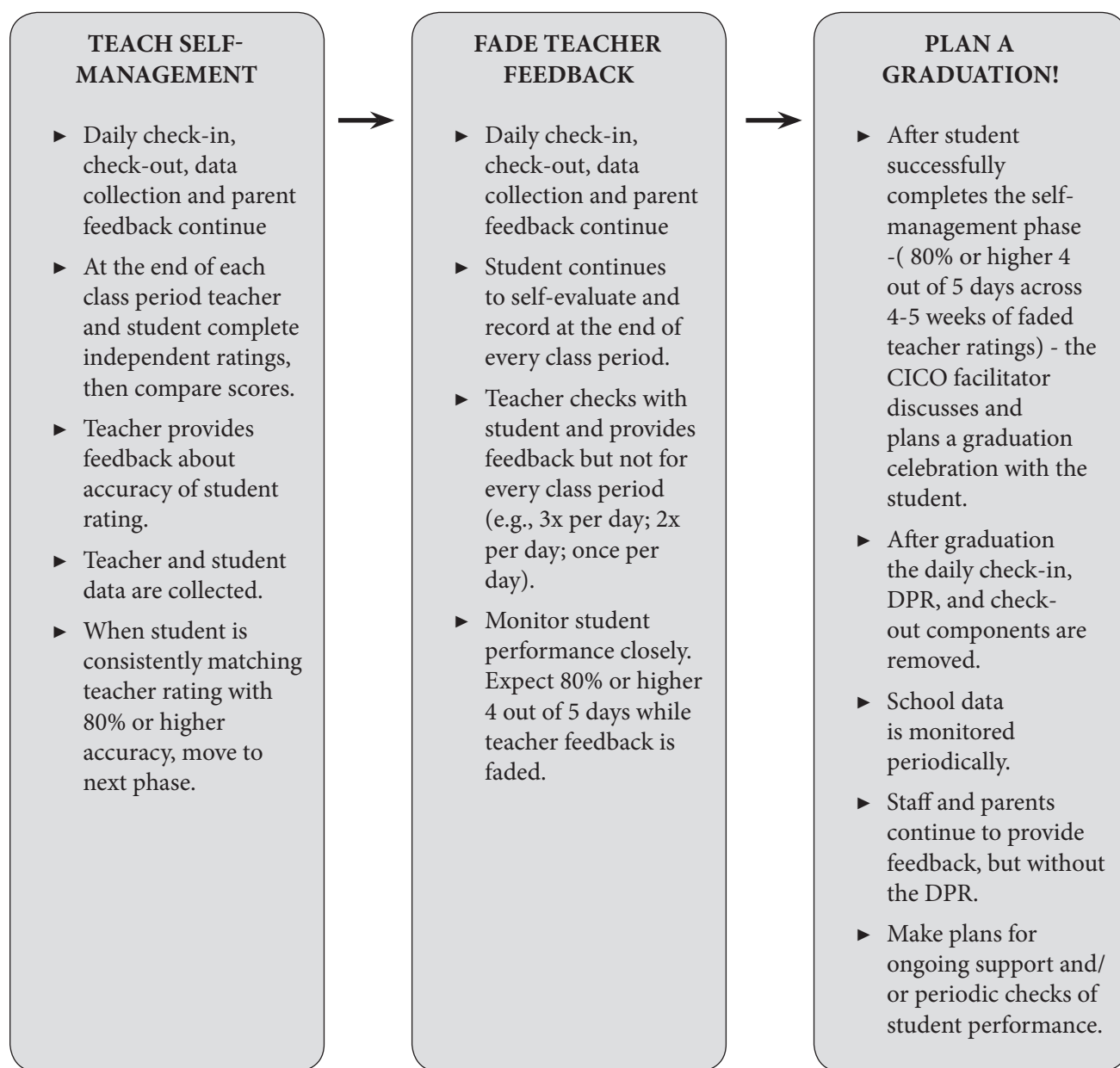
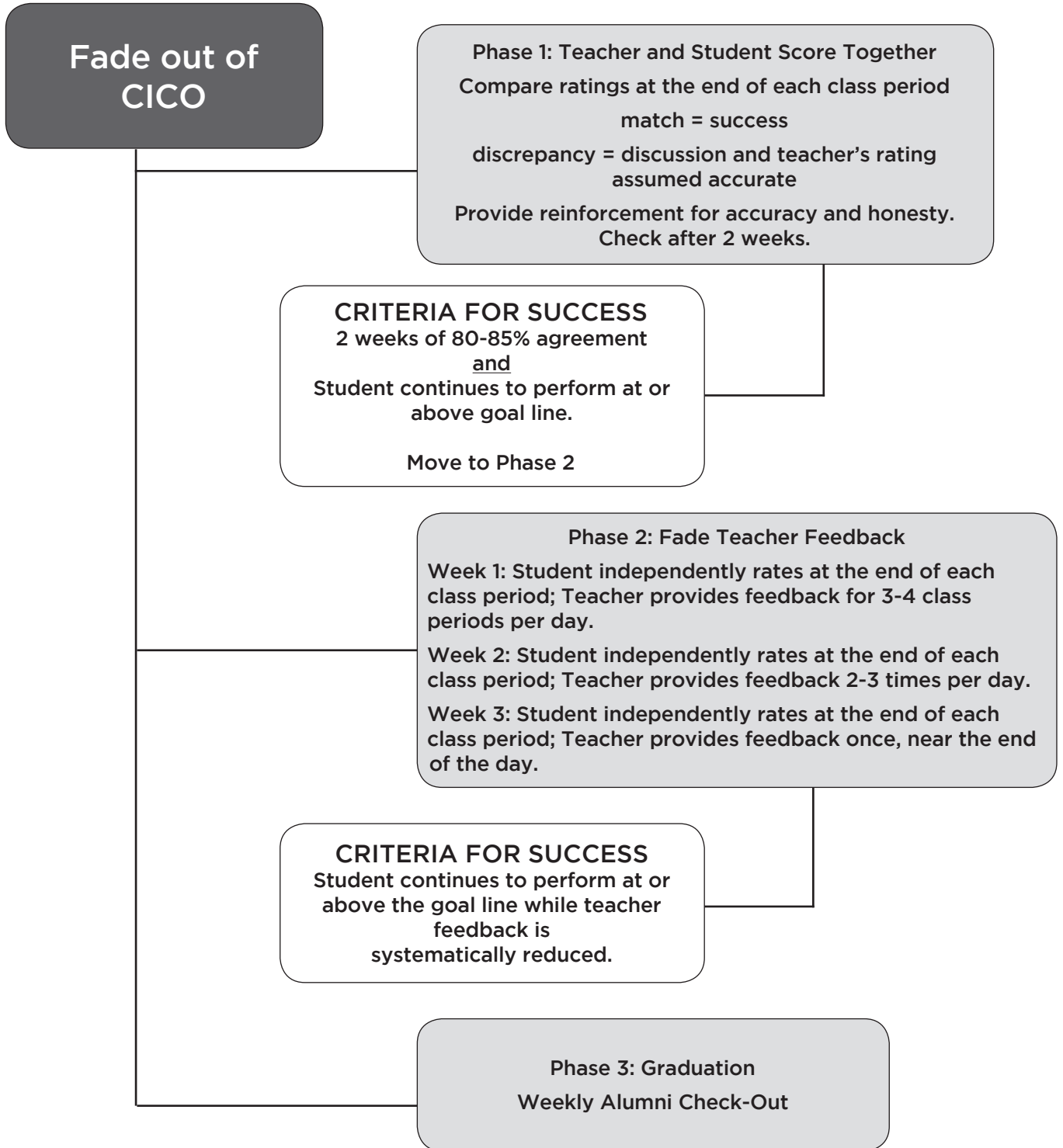


Figure 5.5

The following pages provide examples from two Missouri schools that documented their self-management, fading, and graduation process.

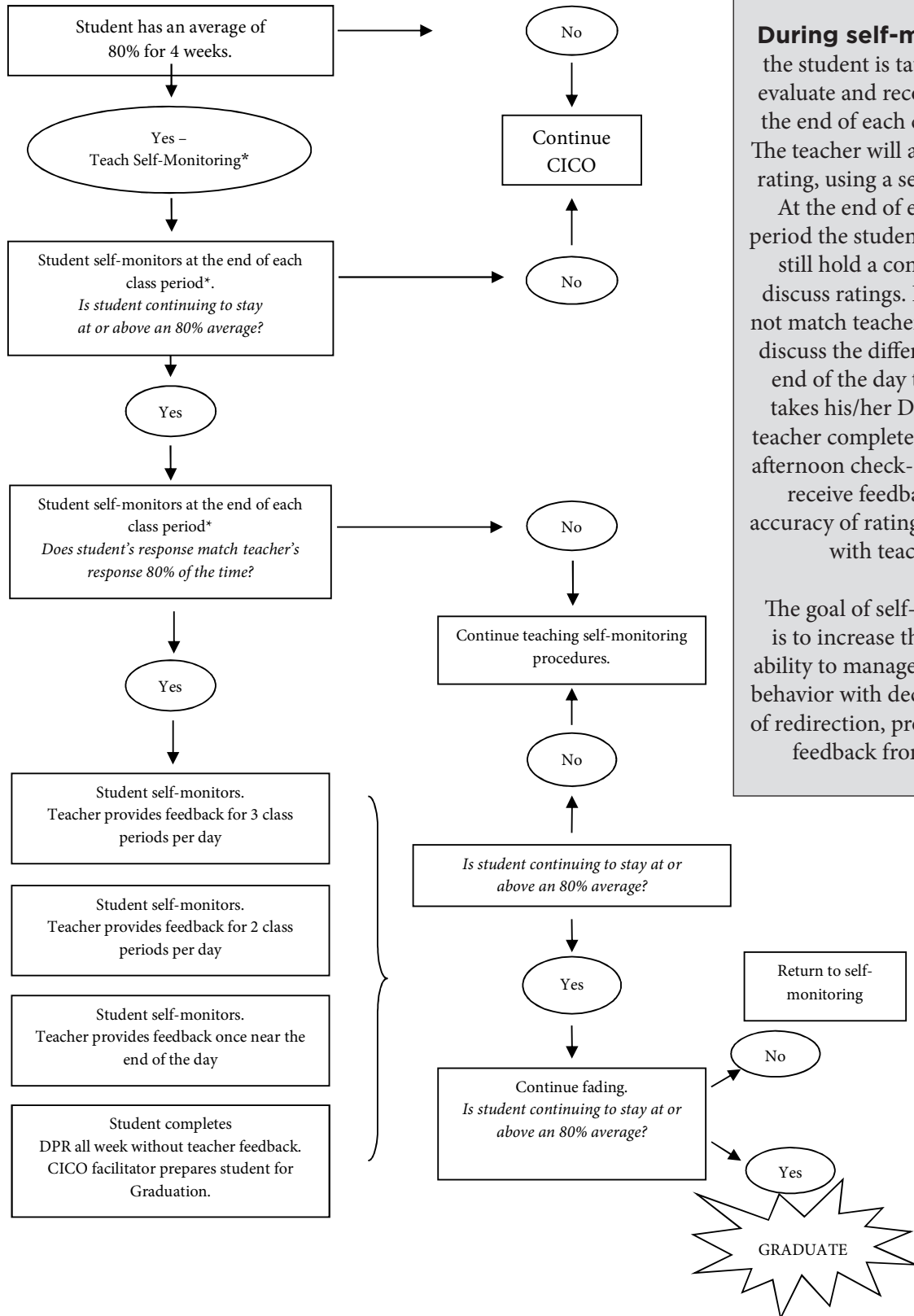
EXAMPLE

Plan for Fading Intervention Components



EXAMPLE

Fading From Check-In, Check-Out

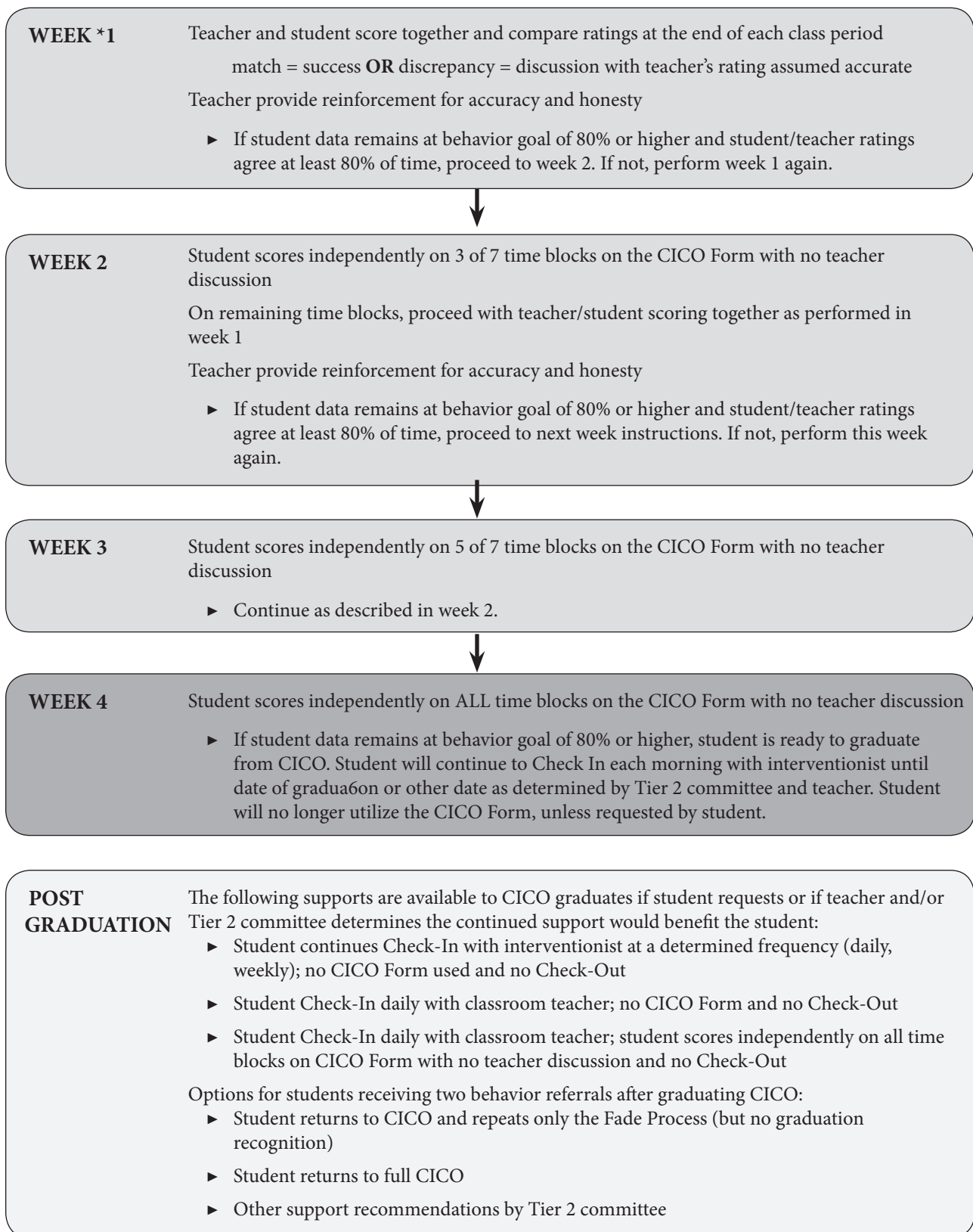


During self-monitoring the student is taught to self-evaluate and record points at the end of each class period. The teacher will also provide a rating, using a separate DPR. At the end of each rating period the student and teacher still hold a conference to discuss ratings. If ratings do not match teacher and student discuss the difference. At the end of the day the student takes his/her DPR and the teacher completed DPR to the afternoon check-out. Students receive feedback about accuracy of ratings (i.e., match with teacher).

The goal of self-monitoring is to increase the student's ability to manage his/her own behavior with decreased levels of redirection, prompting, and feedback from adults.

EXAMPLE

Check-In, Check-Out Fading Process



*A week equals at least 4 days

Figure 5.8

CICO Review

Feature	Key Points
Daily Check-In	
Regular Teacher Feedback	
Daily Check-Out	
Collect and Review Student Data	
Parent Involvement	
Research Outcomes	
Coordinator and Facilitators	

Figure 5.9

Modifying CICO for Some Students

When the CICO program is implemented with fidelity, a majority of identified students will respond positively. However for some students, slight modifications to the intervention content and/or process may be needed to enhance success.

Regular review of student data will guide teams to distinguish which students are experiencing success from those who might benefit from one or more program modifications.

Students who are meeting their goal (e.g., 80% or more of the total possible points) four out of five days per week are generally considered to be responding positively. Students who are inconsistently or rarely meeting their goal may respond differently if the CICO intervention is adjusted to meet the specific function of their behavior.

A common guideline that signifies questionable or poor response to an intervention is three to four consecutive data points below the student's goal line.

When questionable or poor student response data is generated, the first action is to assess fidelity of implementation. This means determine the extent to which the intervention was delivered as designed. Once the support team is confident that CICO implementation is correct, the next action is to begin problem solving for non-responsive students.

“If the team determines the program is ineffective for a specific student, they should brainstorm strategies for modifying the basic intervention in a manner that will improve its effectiveness for that student. Team members should consider the simplest solutions first.”

Crone, Hawken, and Horner, 2010, p. 99

Pages 98-104 of the intervention manual provides information about use of a *simple* Functional Behavioral Assessment (FBA) procedure to determine the reason *why* a student demonstrates a particular behavior under certain circumstances (i.e., function of the behavior).

Depending on the process of your school's Tier 2 Team, a hypothesis about function of behavior may already have been determined prior to implementation of the CICO intervention. If your process does not include identification of function prior to intervention, an understanding of why a student is demonstrating problem behaviors is key. Function of behavior is used to determine what modifications might impact response to the CICO intervention.

Regardless of when behavioral function is identified (before or during the intervention), a short interview process can be used to gather applicable information. Appendix G.3 and G.4 (pages 222-231) of the intervention manual includes two commonly used formats for conducting interviews, the *Functional Behavioral Assessment – Behavior Support Plan Protocol* (F-BSP) and the *Functional Assessment Checklist for Teachers* (FACTS). Instructions and guidelines for use of each instrument are also provided (Crone, Hawken, and Horner, 2010).

Critical Features Included in a Simple FBA Interview

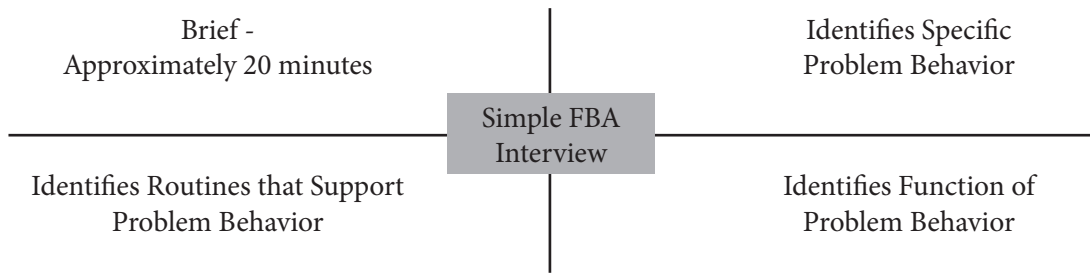


Figure 5.6

Once the function of problem behavior is identified, the team can consider which modification(s) best match the student’s needs. Listed below are several example modifications suggested by authors of the intervention manual (Crone, Hawken, and Horner, 2010).

Example Modifications for the CICO Intervention

Get Adult Attention	Get Peer Attention	Avoid Task or Activity
<ul style="list-style-type: none"> • Mid-day check-in • More powerful reinforcer (e.g., time with preferred adult) 	<ul style="list-style-type: none"> • Earn reinforcers to share with peers • Activity based reinforcers that friends can join 	<ul style="list-style-type: none"> • Tasks matched with academic level of student. • High rates of reinforcement for effort • Academic support or intervention • Earn reinforcers that allow escape (e.g., break or preferred activity)

Figure 5.7

Pages 105-123 of the Crone et al., 2010 manual include case study examples to demonstrate use of a simple FBA process for selecting modifications based on individual student need.

In addition, recommendations about use of CICO for students with an Individualized Education Program (IEP) are provided. The following is a summary of key issues to consider when CICO is identified as a possible behavioral support for students receiving special education services (Crone, Hawken, and Horner, 2010, p. 114).

- ▶ CICO should not contradict the student's IEP.
- ▶ CICO should support the student's progress toward goals outlined in the IEP.
- ▶ If the student has a behavioral goal, CICO alone will likely be inadequate for addressing this goal.
- ▶ The basic CICO intervention is best used as one component of an IEP that addresses behavioral issues.

INTENSIFICATION EXAMPLE 1

Daily Progress Report (DPR)

Student Name _____ Date _____

3 = 0-1 reminder 2 = 2 reminders 1 = 3+ reminders

A Day / B Day	Be Safe <i>Keep hands and feet to self</i>	Be Respectful <i>Use polite language</i>	Be a Learner <i>Follow directions</i>	Teacher Initials	Success Notes
Period 1/5	3 2 1	3 2 1	3 2 1		
Period 2/6	3 2 1	3 2 1	3 2 1		
Homeroom	3 2 1	3 2 1	3 2 1		
Period 3/7	3 2 1	3 2 1	3 2 1		
Period 4/8	3 2 1	3 2 1	3 2 1		

Today's Goal: 50% 55% 60% 65% 70% 75% 80%

Today's Points _____ Points Possible _____ Today's Percent _____%

Parent/Guardian Signature _____

Congratulations for:

INTENSIFICATION EXAMPLE 2

Daily Progress Report (DPR)

Student Name _____ Date _____

3 = 0-1 reminder 2 = 2 reminders 1 = 3+ reminders

	Be Safe <i>Avoid aggression</i>	Be Respectful <i>Use polite language</i>	Be a Learner <i>Follow directions first time asked</i>	Be Your Best <i>Complete and turn in required work on time</i>	SN: Success Notes	Teacher Initials
					A: Assignments	
Period 1	3 2 1	3 2 1	3 2 1	3 2 1	SN: A:	
Period 2	3 2 1	3 2 1	3 2 1	3 2 1	SN: A:	
Period 3	3 2 1	3 2 1	3 2 1	3 2 1	SN: A:	
Period 4	3 2 1	3 2 1	3 2 1	3 2 1	SN: A:	
Period 5	3 2 1	3 2 1	3 2 1	3 2 1	SN: A:	
Period 6	3 2 1	3 2 1	3 2 1	3 2 1	SN: A:	
Period 7	3 2 1	3 2 1	3 2 1	3 2 1	SN: A:	

Today's Goal: 50% 55% 60% 65% 70% 75% 80%

Today's Points _____ Points Possible _____ Today's Percent _____%

Parent/Guardian Signature _____

Congratulations for:

Adaptations for Preschool Implementation

Pages 150-161 of the Crone et al., 2010 intervention manual provide information and a case example illustration of CICO implementation in preschool or early childhood settings. Many key features remain the same:

- ▶ Intervention is continuously available
- ▶ Students receive intervention quickly
- ▶ Daily check-in/Daily check-out
- ▶ Copy of DPR sent home for signature and returned the following day

However there are several features that will need to be considered and perhaps modified. For example, will the intervention be conducted as a program-wide or class-wide behavioral support? What staff members will be able to serve in the roles of intervention coordinator, facilitator, and Tier 2 Team? What will the DPR look like? How can the DPR be designed so that it is developmentally appropriate for young children? How will students be identified to participate?

Authors of the intervention manual provide a number of recommendations and suggestions. In addition, a detailed list of possible modifications for preschool settings is included on page 153 of the intervention manual. Several of these ideas are summarized below. For further information regarding CICO in early childhood settings, also see Hawken and Johnston, 2007.

IMPLEMENTATION

Organizational structure and physical location of classrooms will determine if CICO is implemented program-wide or class-wide. Multiple preschool classrooms in one building are considered program-wide implementation while a single preschool classroom within an elementary building is considered class-wide implementation. Regardless of whether the intervention is program-wide or class-wide, no classroom teacher should have more than two students from his or her class list participating in CICO at the same time. In addition, if the intervention is implemented program-wide the CICO facilitator will be able to support multiple children. However, if the program is implemented in only one classroom the teacher or the classroom aide will serve as the intervention facilitator (conduct daily Check-In, Check-Out).

INTERVENTION TEAM

Classroom teacher, aide and other specialists such as a speech language pathologist or special education teacher are likely members of a team that will identify candidates for the intervention and regularly review student data. A program director or administrator should also be included.

DAILY PROGRESS REPORT (DPR)

In the same manner that schoolwide expectations are listed on a student DPR, program-wide or individual preschool classroom expectations should be listed on a preschool DPR. Early childhood educators may find it helpful to include pictures that illustrate the behavioral expectations. Rather than numerical system, a preschool DPR will likely include a visual representation of performance such as a smile, neutral and sad faces or a color-coding system. Instead of identifying a point goal, the number of faces to earn may be listed.

FEEDBACK SESSIONS

Preschoolers should receive regular feedback from a teacher or aide during natural transitions. However, problem behavior should be redirected immediately rather than waiting to the end of the rating period. In addition, instruction for how to appropriately receive feedback should be given prior to implementation. Teaching and encouraging young children appropriate ways to accept positive and corrective feedback may help prevent tantrums. Young children will need the teacher to model the expected behavior and then provide opportunities for *immediate* practice and recognition.

STUDENT IDENTIFICATION

Preschool age children can be identified at-risk for social, emotional, or academic challenges in the same way as school age students. Existing student data such as documented behavioral events, school absences, and/or time-out incidents are indicators of student need. Parent nominations may play a key role in identifying young children experiencing concerns. Finally, a number of different instruments specifically developed for young children are available. Scores from regularly conducted emotional and behavioral screenings can be used to determine which students will benefit from CICO support.

Adaptations for High School Implementation

Pages 124-149 of the Crone et al., 2010 intervention manual provide detailed information and evaluation data from an implementation example that took place in a high school setting. In addition, descriptions of age appropriate adaptations for each intervention component are included. Of particular interest is a suggested scope and sequence of academic support lesson topics that can be incorporated with social competence instruction given through the CICO program.

When CICO is developed for older students many of the basic principles still apply.

- ▶ Systematic adult interaction
- ▶ Well defined behavioral goals
- ▶ Increased feedback from multiple adults
- ▶ Regular school to home communication
- ▶ Established screening procedures to identify risk early
- ▶ Proactive, positive support
- ▶ Use of data to monitor progress
- ▶ Increased student connection to school

However, CICO implementation for secondary level students also is more complex for a number of reasons, including that peer attention may be more reinforcing than adult attention; students are expected to self-manage both **social** and **academic behaviors**; and larger school size makes coordination among adults more complex.

To address the complexity of concerns, recommended adaptations at the high school level include the following (Crone, Hawken, and Horner, 2010):

- (a) Provide instruction for and emphasize the importance of self-management.

- (b) Combine social support with academic support to maintain engagement with school.
- (c) Identify a target population and link these students with adults they connect with or find reinforcing.

A summary of important points related to each of the recommended adaptations is provided below.

EMPHASIS ON SELF-MANAGEMENT

Students should be actively involved in weekly or twice monthly review of CICO progress monitoring data, assignment completion and grades, behavioral data, and attendance (Crone, Hawken, and Horner, 2010). Initially, adults will model the review process. Later, students will take a more active role guided by adult prompting. Eventually, adult support will fade as the student develops skill for checking and monitoring data independently (i.e., self-management).

COMBINE WITH ACADEMIC SUPPORT

At the secondary level a critical outcome of CICO participation is teaching students how to be both socially and academically successful in school so they remain engaged in activities. To reach this goal, CICO for older students should also provide instruction for basic study skills (Crone, Hawken, and Horner, 2010). In addition to feedback about social behavior, students should participate in lessons that teach them to use a planner, organize materials and supplies, establish and follow a daily schedule, apply study skill strategies, and know beneficial test taking skills.

Secondary level CICO programs also should provide on-going assistance with daily academic demands (Crone, Hawken, and Horner, 2010). This means participating students have **regularly scheduled** (i.e., everyday for a few times a week) assistance from an adult or competent peer for completion of homework and/or assignments.

IDENTIFY TARGET POPULATION AND LINK WITH REINFORCING ADULTS

Transition into high school can be difficult particularly for students who struggled academically, socially or behaviorally in previous grades. Increasing school engagement is especially important for students who have been marginalized by academic failure or problem behaviors. Although CICO can effectively address needs of students in all grades, it may be particularly effective for freshmen or sophomore level students as they make the transition into high school. Adults who provide the academic and/or social components of the intervention must be willing to know students well enough to incorporate their interests and strengths into the learning activities (Crone, Hawken, and Horner, 2010).

These are modifications that can be used at the secondary level for tracking academic goals, homework or organizational concerns. These are simple adaptations to the Check-In, Check-Out Daily Progress Report (DPR).

In CICO with the following modification, students goals are tied to meeting schoolwide expectations developed as part of the school's Tier I intervention (e.g., "Be Respectful). In Academic Behavior Check-In/Check-Out (ABC), these expectations remain the same; however, they are defined in terms of academic behaviors. Thus, "be respectful" could be defined as raise your hand if you need help and "be responsible" could be defined as completing all assignments. Work with teachers in your school to define schoolwide expectations around common academic behavior goals. A worksheet for developing expectations for ABC is in following examples. Students will earn points for meeting these expectations. In addition, students will earn a point for using the assignment tracker successfully. (Turtura, J. 2010)

EXAMPLE

ABC Daily Point Card

Name _____		Date _____				
Goals	1 st Period	2 nd Period	3 rd Period	4 th Period	5 th Period	6 th Period
Expectation Academic Behavior	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0
Expectation Academic Behavior	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0
Expectation Academic Behavior	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0
Assignments Recorded	1 0	1 0	1 0	1 0	1 0	1 0
Points 2 Met expectations (Great job!) 1 Met some expectations (Good work!) 0 Met few or no expectations (Room for improvement)						
Check in Points	Was prepared				1 0	
	Had homework				1 0	
Check out Points	Attended check-out				1 0	
	Teacher signature(s) on tracker				1 0	
Today's Goal _____	Today's Total _____		Goal Met?		Yes	No
Parent Signature	All work due is complete _____ All work due is not complete _____					

Turtura, J., and Anderson C. Academic Behavior Check-in/Check-out (ABC). University of Oregon. 2010.

EXAMPLE

ABC Daily Homework Tracker

CLASS	ASSIGNMENT	DUE ON.....	TEACHER SIGNATURE
Social Studies			
Language Arts			
Math			
Writing			
Science			

Turtura, J., and Anderson C. Academic Behavior Check-in/Check-out (ABC). University of Oregon. 2010.

This is an example of what the day may look like for student and teachers.

Overview of ABC

Activity	Rationale	Student Responsibility	Adult Responsibility	Incentive
Morning Check-in	Opportunity to ensure student is ready for the day	<ol style="list-style-type: none"> 1. Attend check-in 2. Bring completed point card 3. Have assignments completed 4. Have needed materials 	<ol style="list-style-type: none"> 1. Meet with student 2. Review assignment 3. Provide missing materials 4. Allow time to complete work if needed 5. Review expectations for day 	Points for being prepared and having work completed
Daily Feedback Sessions	<p>Acknowledge student for meeting expectations</p> <p>Increase organization</p>	<ol style="list-style-type: none"> 1. Complete homework tracker 2. Meet with teacher after class 3. Receive feedback appropriately 	<ol style="list-style-type: none"> 1. Meet with student after class 2. Check homework tracker 3. Provide feedback in positive manner 	Points for meeting expectations and completing homework tracker
Afternoon Check-out	Ensure student is ready to complete assignments	<ol style="list-style-type: none"> 1. Attend check-out 2. Review tracker with coordinator 	<ol style="list-style-type: none"> 1. Meet with student 2. Review tracker 3. Provide positive feedback 	Points for attending check-out and having teacher signature in all spaces
Home Component	Increase organization and capacity for work completion	<ol style="list-style-type: none"> 1. Review home note and tracker with parents 2. Complete assignments 3. Obtain parent signature 	<ol style="list-style-type: none"> 1. Parents review home note and provide positive feedback 2. Parents structure homework time 3. Parents sign card indicating work completion 	<p>Points the next day for work completion</p> <p>Prepared for school the next day</p>

Turtura, J., and Anderson C. Academic Behavior Check-in/Check-out (ABC). University of Oregon. 2010.

Training for Staff, Students, and Families

Figure 3.5 on page 25 of the intervention manual provides an example decision tree “*The Basic BEP*” that demonstrates from start to finish what the process will look like if school teams implement CICO with fidelity (Crone, Hawken, and Horner, 2010). In addition Chapter 12 (pp. 181 – 191) provides a list of frequently encountered problems that may occur during CICO implementation and also includes possible solutions (Crone, Hawken, and Horner, 2010). Many of the problems typically reported by schools can be prevented if the Tier 2 Team conducts careful and thoughtful planning when first establishing the intervention within their setting. In most cases of poor implementation it is not the student who demonstrates limited participation, rather it more commonly is one or more adults associated with the process who fail to understand the level of precision required to evoke lasting behavior change.

In cases of poor or inadequate implementation the Tier 2 Team should generally assume there is a misunderstanding, miscommunication, or failure to acquire or routinize requisite skills. In the same way re-teaching is used with students, re-teaching with modeling, feedback and reinforcement also should be provided for adults who are new to the program. Once a behavior change for participating students is perceived, the momentum to continue a practice usually follows. Assuring initial success requires deliberate and careful planning!

Pages 49-70 of the intervention manual provide information about delineating roles among school personnel, identifying specific responsibilities that will be accomplished by each person involved with the BEP, and offers suggestions about the importance of *teaching* members how to perform tasks associated with their role in the program. To ensure maximum effectiveness, explicit instruction should occur with each participant.

Responsibilities Associated with the Check-In, Check-Out Intervention

<p>1. Tier 2 Team</p>	<p>Attend weekly meetings, contribute to decisions, conduct orientation meetings, gather supplemental information on students, assist with staff development workshops</p>
<p>2. Intervention Coordinator</p>	<p>Oversee work of the CICO facilitators, meet regularly with each facilitator to review progress of the students they serve, prioritize students to discuss during team meetings, receive nominations, assist with graduation ceremonies, conduct periodic check-ups with program graduates.</p>
<p>3. Intervention Facilitators</p>	<p>Lead morning check-in and afternoon check-out, enter DPR data and maintain records, create student graphs, meet with coordinator to prioritize students that will be discussed during team meetings, attend team meetings</p>
<p>4. Classroom Teachers</p>	<p>Greet the student positively at the beginning of the school day or class period, initiate feedback at the end of each rating period, provide an explanation for the rating earned, prompt for appropriate behavior, reinforce for following expectations or making improvements, mark DPR.</p>
<p>5. Students</p>	<p>Check-in and pick up DPR, hand DPR to teacher at the beginning of the day or class period, accept teacher feedback, obtain a new DPR if one is lost, return completed DPR during afternoon check-out, take DPR home for parent feedback then return it to school the next day</p>
<p>6. Families</p>	<p>Provide consent for participation, review the daily DPR, provide feedback, consider use of additional incentives at home, communicate regularly with the school, particularly if a change in home life occurs</p>

The following resources are provided in the published manual to offer ideas and topics that can be included in CICO training sessions (Crone, Hawken, and Horner, 2010).

- ▶ Figure 5.1 (pp. 54-56)
Content that should be included in CICO Coordinator and Facilitator training sessions.
- ▶ Figure 5.2 (p. 57)
Teaching students how to accept feedback on their DPR
- ▶ Figure 5.3 (p. 58)
Things to say during check-in, check-out, or feedback opportunities
- ▶ Figure 5.4 (p. 59)
Example meeting agenda for the Tier 2 Team
- ▶ Figure 5.5 (p. 62)
Overview of the CICO program for administrators
- ▶ Figure 5.6 (p. 62)
Things to say that may keep students motivated
- ▶ Figure 5.7 (p. 63)
CICO Staff Training
- ▶ Figure 5.8 (p. 65)
Frequently asked questions and answers about the CICO program
- ▶ Figure 5.9 (p. 66)
Additional training information for teachers
- ▶ Figure 5.10 (p. 68)
Topics for student training
- ▶ Figure 5.11 (p. 70)
Content for parent training

Finally, teams can provide a checklist of implementation procedures for CICO facilitators, classroom teachers, and participating parents in the form of an implementation script. An implementation script includes a list of steps to complete and example statements that can be used during interactions with CICO students. In addition, implementation scripts also may provide space for participants to mark each feature completed. During initial implementation (e.g., first week or two) it may be effective to ask participants to submit completed scripts each day. This provides the CICO coordinator with an indirect method for monitoring implementation and it also allows participants a mechanism for receiving assistance if they have difficulty implementing a particular step. The following pages provide example implementation scripts.

EXAMPLE

Implementation Script - Facilitator

INSTRUCTIONS

- Read the steps and consider your level of participation.
- Circle the “Y” which means, “Yes” if you feel you understand and consistently complete the step.
- Circle the “N” which means “No” if you do not consistently use the step or if you do not understand how to complete a step.
- Circle the “NA” which means “Not Applicable” if a step was not necessary.

Component and Features	
Daily Check-in	
• Greet student.	Y N
• Help student select/get Daily Progress Report (DPR).	Y N
• Remind student of expectations and/or goal for the day (precorrect).	Y N
• Help student put Daily Progress Report in designated location.	Y N
• Use a positive tone throughout interaction.	Y N
Daily Check-out	
• Prompt student to check-out (if necessary).	Y N NA
• Help student identify whether daily goal was met.	Y N
• Offer success reinforcer if goal was met OR deliver corrective feedback (what to do differently), encouragement (you can do better tomorrow) and offer participation reinforcer.	Y N
• Use a positive tone throughout interaction.	Y N

Component and Features

Data Collection and Progress Monitoring

• Help student count the number of points earned	Y N
• Calculate percentage of points earned (adult only).	Y N
• Offer to let student enter data into spreadsheet.	Y N
• Show student his/her graph and discuss whether the data point is above or below the goal line.	Y N
• Provide comment to student about what to do to keep data points above the goal line.	Y N
• Use a positive tone throughout the interaction.	Y N

Parent Communication

(May be applicable in preschool setting where parent picks student up at end of day)

• Greet the parent.	Y N
• Give parent the program-wide expectations card.	Y N
• Tell whether the child met or did not meet goal for the day.	Y N
• If the child met the goal remind/prompt parent to provide a privilege OR if child did not meet goal remind/prompt parent to review expectations/goal with the child.	Y N
• Remind/prompt parent to sign and return the card the next morning.	Y N
• Use a positive tone throughout the interaction.	Y N

Total Number of Y Circled =

Percent Implemented (total Y / total number of features x 100) =

EXAMPLE

Implementation Script – Classroom Teacher

INSTRUCTIONS

- Read the steps and consider your level of participation.
- Circle the “Y” which means, “Yes” if you feel you understand and consistently complete the step.
- Circle the “N” which means “No” if you do not consistently use the step or if you do not understand how to complete a step.

Component and Features	
Regular Teacher Feedback	
<ul style="list-style-type: none"> • Initiate feedback opportunity. Prompt student to bring Daily Progress Report to the teacher if necessary. It is the teacher’s responsibility to ensure feedback occurs. 	Y N
<ul style="list-style-type: none"> • Provide a comment about whether expectations were or were not met for that activity/class period. Include examples of appropriate behavior. Include examples of inappropriate behavior (if any occurred) 	Y N
<ul style="list-style-type: none"> • Mark student Daily Progress Report (i.e., points or sticker) and provide explanation for the rating given. 	Y N
<ul style="list-style-type: none"> • Provide encouragement for meeting expectations during next opportunity and/or reinforce for following expectations or making improvement. 	Y N
<ul style="list-style-type: none"> • Use a positive tone throughout interaction. 	Y N
Total Number of Y Circled =	
Percent Implemented (total Y / total number of features x 100) =	

EXAMPLE

Implementation Script – Parent

INSTRUCTIONS

- Read the steps and consider your level of participation.
- Circle the “Y” which means, “Yes” if you feel you understand and consistently complete the step.
- Circle the “N” which means “No” if you do not consistently use the step or if you do not understand how to complete a step.
- Circle the “NA” which means “Not Applicable” if a step was not necessary

Component and Features	
Regular Parent Feedback	
• Ask your child if the daily goal was met	Y N
• If goal was met provide designated home acknowledgement	Y N NA
• If goal was not met, give corrective feedback and encouragement Ask, <ul style="list-style-type: none"> • “What do you need to do differently tomorrow?” • “Is there anything I can do to help you with this?” • “I know you can meet your goal tomorrow.” 	Y N NA
• Sign the Daily Progress Report (DPR) and remind student to return it to school	Y N
• Keep interaction and instruction brief	Y N
• Use a positive tone throughout the interaction	Y N
Total Number of Y Circled =	
Percent Implemented (total Y / total number of features x 100) =	

Developing the CICO Intervention for Your Setting

After establishing staff willingness to implement the CICO intervention, members of the Tier 2 Team will convene to begin planning. Although some small adjustments likely will be made after initial development, it is critical that general procedures and systems be in place prior to implementation with students.

Pages 42-46 of the Crone et al., 2010 intervention manual provide several considerations the Tier 2 Team must make decisions about prior to CICO implementation. Examples include personnel, location, reinforcers, identification of participants, data management, and training needs.

The following pages include an adapted version of the development guide provided on pages 44-46 in the intervention manual (Crone, Hawken, and Horner, 2010). The adapted edition includes a majority of statements from the original guide but also lists additional considerations that schools working with Missouri SW-PBS have reported during initial stages of implementation. Responding to items listed throughout the guide will help the Tier 2 Team stay focused on important development tasks. In addition, written responses to items in the development guide can be used as a summary description of how the intervention is provided in your setting. Portions of this description could be included in a student handbook, training materials for staff, and/or written documents for families.

“Getting carried away with the desire to implement change now, when the necessary groundwork has not been laid will likely result in an undesirable outcome, that is, no one knows what to do, how to do it, why they are doing it, or what to expect from it. Once an intervention has been tried and failed, it can be very challenging to convince teachers and staff to give it a second chance”

Crone, Hawken, and Horner, 2010 p.39

Check-In, Check-Out Intervention Development Checklist

The skills and products that are pivotal to CICO intervention development are identified below and organized by components. Use this document as a roadmap of what should be in place for maximizing effects of the intervention. Mark items in the “Completed” column as final decisions are made.

PROGRAM DESIGN	
	Completed
1. An intervention coordinator is identified.	
2. A facilitator(s) who is positive and well-liked by students and has a flexible schedule at the beginning and end of the day is identified and trained to provide daily check in and check out.	
3. At least one substitute has been identified for each identified facilitator in case they are absent.	
4. A consistent location for daily check-in and for daily check-out is designated.	
5. The maximum number of students that can be served at one time is determined.	
6. Your school’s name for the Check-In, Check-Out intervention is determined.	

DAILY PROGRESS REPORT (DPR)	
	Completed
1. The positively stated behavioral expectations that will be listed on the DPR have been determined.	
2. A method for identifying target behaviors necessary for meeting expectations included on the DPR is in place (if applicable).	
3. The DPR consists of a minimum of 4 rating periods with scoring intervals no longer than 75 minutes. *Note – non-classroom settings typically are not included (e.g., transitions, cafeteria, playground etc.)	
4. A range of scores to be listed on the DPR for rating behavioral performance has been determined (e.g., 1, 2, 3). *Note – time required to complete the DPR can be minimized by allowing ratings to be circled rather than asking teachers to write a narrative description of student performance.	
5. Specific criteria to define how points are earned has been determined (e.g., never, sometimes, often). *Note – it is helpful to have the rating “key” documented on the DPR as a reminder of how points are awarded.	
6. The DPR includes space to record student success and/or homework assignments.	
7. Adaptations have been made (if applicable) so that the DPR is age appropriate for all students you serve (e.g., use of pictures; start and end time for class periods).	
8. The DPR includes space for total points earned, percentage of points, and the student’s daily goal.	
9. A process for daily DPR data to be shared with families has been determined (e.g., send DPR home or make a separate parent reporting sheet).	
10. A process for parents respond to indicate they have seen and discussed DPR data with their child has been determined.	

REINFORCEMENT SYSTEM

	Completed
1. Reinforcers are available for student participation when checking in and checking out.	
2. Additional reinforcers are available for students who meet their daily or weekly goal.	

PLANS FOR SELF-MANAGEMENT, FADING AND GRADUATION

	Completed
1. Criteria indicating when students are to begin the self-management phase have been established.	
2. Self-management process is understood by student and participating teachers.	
3. A flowchart that describes plans for gradually fading out use of the check-in, check-out process and daily data intervention components is developed.	
4. Criteria has been established for when a student will graduate from the program and a plan for the graduation process is in place.	
5. Periodic check-ups/supports are in place for students after they graduate from Check-In, Check-Out.	
6. A process for monitoring student data after the DPR is no longer being implemented has been established.	

TEACHING STAFF TO IMPLEMENT THE PROGRAM

	Completed
1. A plan for providing instruction to classroom and specialist teachers for implementing the intervention is in place and includes: <ul style="list-style-type: none">• Parent role in the CICO program• Eligibility for participation• Baseline data collection procedures• Providing positive and corrective feedback statements• Awarding points• Completing the DPR• Initiating interactions with students• Response to major or minor referrals	
2. A process to provide teachers with coaching and implementation feedback has been established.	
3. A process for re-teaching staff is in place for components that are not implemented correctly.	
4. A plan and timeline for providing booster sessions for full staff about the purpose and key features of implementing the program is in place.	

TEACHING STUDENTS TO PARTICIPATE IN THE PROGRAM

	Completed
<p>1. A plan for providing instruction to students participating in the intervention is in place and includes:</p> <ul style="list-style-type: none"> • Purposes of the intervention (e.g., positive, time-limited, goal of self-management) • When and where to check-in • Behavioral expectations • Earning points and point goals • Entering class and handing the DPR to teachers • Getting feedback from teachers • Role play for accepting positive and corrective feedback • When and where to check-out • Reinforcers 	

TEACHING PARENTS TO PARTICIPATE IN THE PROGRAM

	Completed
<p>1. A plan for providing instruction about the program to parents of students who are identified for participation is in place and includes:</p> <ul style="list-style-type: none"> • Purposes of the intervention • Expectations for child's daily participation • Reviewing and signing the DPR • Consideration of reinforcers provided at home for meeting goals • Self-management, fading and graduation 	
<p>2. A plan to provide reteaching for parents if parent participation is low is in place and a criteria to define low participation has been established (e.g., 3 or fewer DPR returned in a week).</p>	

EVALUATE PROGRAM OUTCOMES

	Completed
<p>1. A plan for monitoring fidelity of intervention implementation is developed that includes tools to be used and a monitoring schedule.</p>	
<p>2. A plan for monitoring social validity of intervention is developed and includes tools to be used and a monitoring schedule.</p>	
<p>3. A plan for monitoring intervention outcomes is developed and includes:</p> <ul style="list-style-type: none"> • Number of students who participated • Number of students that graduated • Number of students that required more intensive support 	
<p>4. An Intervention Essential Features document is completed that includes clear descriptions of intervention components.</p>	

Guiding Questions for Development and Implementation of Culturally Appropriate Interventions

Below is a list of questions school teams can consider during development of the intervention that may be applicable depending on the diversity represented in their buildings.

1. How does the membership of our Tier 2 Team represent the diversity of our targeted population?
2. How can we ensure our process for identifying student participants is objective?
3. Have we asked family members from a variety of cultural, religious, linguistic, and socioeconomic backgrounds how they view the intervention?
4. Have we asked students from a variety of cultural, religious, linguistic, and socioeconomic backgrounds how they view the intervention?
5. Do we have a data system that provides us with disaggregated data? Are we currently using this feature?
6. What outcomes are evident when this intervention is provided across a variety of student populations? Is student response questionable or poor for any particular subgroups? If so, how can this be addressed?
7. How can this intervention provide for flexibility based on student, family, and community differences?

A final note:

After providing initial training for staff members, it also is wise to consider how occasional booster sessions might be provided when needed. For example, if overall implementation of the program is low or if one or more individual teachers are struggling with implementation of particular features it may be necessary to provide re-teaching. As another example, in many of the research studies for CICO, parent participation is consistently low (Hawken and Horner 2003; Filter et al., 2007). A plan for additional parent instruction and support after initial orientation to the program is provided may enhance family participation.

To the extent appropriate, consider use of effective instructional practices when training sessions are planned for staff, students, and families who will participate. Specifically, when children are learning a new skill or concept teachers provide explanation, information, and rationale. They also model and demonstrate the desired skill, provide guided practice opportunities with feedback, and set the stage for independent practice. These same strategies can be effective for teaching staff and families to implement the CICO intervention.

In particular the teacher feedback component can be initially challenging to implement correctly, yet it is possibly the component that has the biggest impact, thus there is little flexibility for error. Many schools have assisted teachers new to the CICO intervention by asking a trained facilitator to model feedback with the student during beginning days of the intervention. After modeling a few times, delivering verbal feedback to the student can shift to the classroom teacher with the facilitator observing. Additionally, it might be feasible for the facilitator to mark presence or absence of critical skills using the implementation checklist as a way to provide implementation data for the classroom teacher.

At minimum, all participants should have an opportunity to see accurate delivery of the intervention components prior to independent implementation. If participants inadvertently misunderstand one or more components or fail to deliver them as designed, it will impact potential success of the student. In addition, once an error is learned it is far more challenging to correct. A top priority of the Tier 2 Team is organizing and providing CICO training that leads to mastery of implementation.

*Electronic materials provided during regional training sessions with your RPDC include video clips of correct implementation. Clips show a daily check-in, a daily check-out with data collection and monitoring of progress. In addition, there is a clip of teacher feedback for a student who met expectations and also of teacher feedback with a student who struggled during a particular class period.

On-Going Monitoring of the Intervention

Once an intervention is developed and being implemented full scale, several aspects will need regular attention and consideration to ensure maximal effects and benefits from the selected treatment. The following sections describe each of the topics listed below:

- ▶ Monitoring Fidelity of Intervention Implementation
- ▶ Monitoring Social Validity of Interventions
- ▶ Monitoring Intervention Outcomes
- ▶ Monitoring Intervention Features

KEY QUESTION

Were all parts of the intervention provided accurately?

MONITORING FIDELITY OF INTERVENTION IMPLEMENTATION

Use of the DPR provides a fairly simple method for monitoring student response to the CICO intervention. However, BEFORE a team examines student data for decision making a critical first step is measuring how well or to what extent the CICO intervention was accurately implemented.

Page 88 of the intervention manual, *Responding to Problem Behavior in Schools*, provides a reminder that behavior changes associated with the CICO intervention occur only when the program and all its components are delivered as designed (Crone, Hawken, and Horner, 2010). In addition, school teams that assess implementation accuracy can have greater confidence in their review of student data.

Two simple methods schools can use to assess CICO implementation includes: a) DPR Review and b) Direct Observation. Each method has particular strengths and potential limitations. School teams will need to consider and develop a process that provides evidence the intervention is being implemented as intended, but at the same time also is not too time consuming to complete. A brief explanation of each method is provided below. Following are example instruments that can be adapted to suit the needs of individual schools.

DPR REVIEW. In the event that student data indicates a questionable or poor response to the CICO intervention the first question school teams should consider is whether all elements of the program are occurring. One way to measure this is by reviewing student DPRs. The CICO coordinator along with the support team can examine three to five of the most recent progress reports to verify several elements of the program. Review of student DPRs will provide answers for the following questions:

- Did the student check-in?
- Were points awarded for each class period?
- Did the student check-out?
- Was student data totaled and recorded (e.g., data spreadsheet, student graph)?
- Did the parent/guardian sign and return the DPR?

If review of a student DPR provides evidence these elements occurred, the school team has some confidence the main CICO components were in place and the student participated appropriately. If a student DPR indicates an area of low implementation, a member of the Tier 2 Team should be designated to provide re-teaching as needed (e.g., student, teacher, and/or parent).

DIRECT OBSERVATION. A second method for verifying accuracy of CICO implementation is conducting observations of particular components. In this case, use of an observation checklist may be especially helpful both for documenting specific features that occurred and for providing feedback to implementers. Consider, for example, conducting an observation of the check-in component. A number of features should be easily apparent when this component is implemented as intended (e.g. greets student, is positive and friendly, asks if parent signed and returned DPR, provides new DPR, reminds student of expectations, makes sure student has necessary materials, discusses student goal etc.). Similarly, observations of regular teacher feedback, afternoon check-out, and data collection also can be observed and documented.

In particular, it is highly recommended that observations of the teacher feedback component be scheduled, especially when a new student first enters the program. There are several errors that commonly occur when teachers are first asked to implement the feedback component. Addressing these issues early ensures students received a high quality intervention.

Typical errors have included the following:

- Providing feedback inconsistently instead of at each scheduled interval.
- Waiting until the end of the school day to complete the entire DPR at once.
- Failure to provide any positive feedback.
- Taking student points away prior to the feedback session.
- Making negative comments without reminding the student what TO do.

Use of direct observation, feedback and re-teaching as needed is a supportive response for classroom teachers who perhaps are being asked to use skills they have not previously developed. If an observation process is established and communicated, up front, as part of the CICO program teachers likely will be more comfortable when the observations occur. Rather than perceiving the observation as an evaluation of their performance, staff may view the procedures as instructional coaching. Intervention personnel, particularly those who are new to the program, that receive positive specific feedback and encouragement for correct implementation are more likely to have students that respond positively. In turn, student positive response often increases adult motivation for maintaining a practice.

An example format for documenting results of a DPR Review and an example fidelity checklist that can be used during observations are provided in subsequent pages. These materials may be adapted to suit the needs of your context and program.

EXAMPLE

Monitoring Fidelity of Implementation Daily Progress Report (DPR) Review

Student: Bob

Facilitator: Betty Intervention: CICO

Directions:

Examine three to five of the most recent student DPRs.

Mark “Y” (yes) if the intervention component is evident on the DPR.

Mark “N” (no) if the component is not evident on the DPR.

Calculate the column and row totals to measure daily and component implementation.

Intervention Components	DPR 1 Date:	DPR 2 Date:	DPR 3 Date:	DPR 4 Date:	DPR 5 Date:	Component Integrity
Daily Check-In	Y N	Y N	Y N	Y N	Y N	
Regular Teacher Feedback	Y N	Y N	Y N	Y N	Y N	
Data Collection and Entry	Y N	Y N	Y N	Y N	Y N	
Daily Check-Out	Y N	Y N	Y N	Y N	Y N	
Parent Signature	Y N	Y N	Y N	Y N	Y N	
Daily Integrity						

EXAMPLE

Monitoring Fidelity of Implementation Completed Daily Progress Report (DPR) Review

Student: Bob

Facilitator: Betty Intervention: CICO

Directions:

Examine three to five of the most recent student DPRs.

Mark “Y” (yes) if the intervention component is evident on the DPR.

Mark “N” (no) if the component is not evident on the DPR.

Calculate the column and row totals to measure daily and component implementation.

Intervention Components	DPR 1 Date:	DPR 2 Date:	DPR 3 Date:	DPR 4 Date:	DPR 5 Date:	Component Integrity
Daily Check-In	<input checked="" type="radio"/> Y N	<input checked="" type="radio"/> Y N	<input checked="" type="radio"/> Y N	<input checked="" type="radio"/> Y N	Y <input checked="" type="radio"/> N	80%
Regular Teacher Feedback	<input checked="" type="radio"/> Y N	<input checked="" type="radio"/> Y N	Y <input checked="" type="radio"/> N	Y <input checked="" type="radio"/> N	Y <input checked="" type="radio"/> N	40%
Data Collection and Entry	<input checked="" type="radio"/> Y N	<input checked="" type="radio"/> Y N	<input checked="" type="radio"/> Y N	Y <input checked="" type="radio"/> N	Y <input checked="" type="radio"/> N	60%
Daily Check-Out	<input checked="" type="radio"/> Y N	<input checked="" type="radio"/> Y N	<input checked="" type="radio"/> Y N	Y <input checked="" type="radio"/> N	Y <input checked="" type="radio"/> N	60%
Parent Signature	<input checked="" type="radio"/> Y N	<input checked="" type="radio"/> Y N	<input checked="" type="radio"/> Y N	Y <input checked="" type="radio"/> N	Y <input checked="" type="radio"/> N	60%
Daily Integrity	100%	100%	80%	20%	0%	

EXAMPLE

Monitoring Fidelity of Implementation Check-In, Check-Out Observation Checklist

INTERVENTION COMPONENTS	YES	NO
I. Morning Check-in <ul style="list-style-type: none">• Student checked in.• Facilitator provided positive greeting.• Facilitator provided DPR.• Facilitator provided reminder for expectations, skills, and daily goal.• Facilitator checked to see that student had materials needed for class.		
II. Regular Teacher Feedback <ul style="list-style-type: none">• Teacher prompted student to come to or mark DPR.• Teacher provided positive specific feedback.• Teacher provided corrective feedback – what to do instead (if applicable)• Teacher awarded points.		
III. Daily Check-out <ul style="list-style-type: none">• Student checked out (facilitator or teacher provided reminder if needed).• DPR points were totaled and documented.• Facilitator provided verbal performance feedback.• Facilitator provided recognition for success and/or encouragement for improvement.• Facilitator provided home report and reminder for student to show it to family and return it to school.		
IV. Data Collection and Monitoring <ul style="list-style-type: none">• Facilitator calculated percentage of points earned.• Facilitator entered DPR percentage into data collection format.		
V. Parent Participation <ul style="list-style-type: none">• Parent signed DPR• Student returned DPR to school.		

Observation Comments/Notes:

MONITORING SOCIAL VALIDITY OF INTERVENTIONS

Social validity, which is sometimes also referred to as treatment acceptability, focuses on whether the goals, the intervention elements, and the anticipated outcomes are acceptable, socially relevant, and useful to the individual and to those who care about the individual.

Social validity data typically provides a picture of the extent to which particular stakeholder groups (i.e., students, families, and teachers) value an identified practice or program. Social validity data is commonly gathered through use of a survey or asking personnel to respond to items on a brief questionnaire. More information can be found on Social Validity of Interventions in Chapter 4 of the MO SW-PBS Tier 2 Workbook.

The following is a specific social validity measure for CICO.

Teacher Check-In, Check-Out Social Validity Questionnaire

_____ has been in Check-In, Check-Out since _____.

For each statement, circle one number that best describes how you feel about Check-In, Check-Out.

1. Problem behaviors have decreased since enrollment in Check-In, Check-Out.

Strongly Disagree	Strongly Agree
1 2 3 4 5 6	

2. Appropriate classroom behaviors have increased since enrollment in Check-In, Check-Out.

Strongly Disagree	Strongly Agree
1 2 3 4 5 6	

3. It was relatively easy (e.g. amount of time/effort) to implement Check-In, Check-Out.

Strongly Disagree	Strongly Agree
1 2 3 4 5 6	

4. How effective was Check-In, Check-Out in decreasing this student's number of absences and tardies?

Strongly Disagree	Strongly Agree
1 2 3 4 5 6	

5. The Check-In, Check-Out process for this student was worth the time and effort.

Strongly Disagree	Strongly Agree
1 2 3 4 5 6	

6. I would recommend that other schools use the Check-In, Check-Out process with similar students.

Strongly Disagree	Strongly Agree
1 2 3 4 5 6	

7. Please list any other comments or concerns.

Adapted from Deanne A. Crone, Leanne S. Hawken, and Robert H. Horner (2010). Copyright by The Guilford Press.

MONITORING CHECK IN, CHECK OUT OUTCOMES

Consider the following example from a Missouri middle school, which implemented the Check-In, Check-Out intervention for the first time during the second semester of the school year. In this example a paraprofessional served as the CICO Facilitator for 15 students in grades 6 and 7. The Facilitator was supervised and supported by a special education teacher and the assistant principal. The school's Tier 2 Team consisted of two school counselors, two administrators, one social worker, and a special education teacher. The team met on a weekly basis for approximately 45 minutes to review student DPR data.

The following graphs were created at the end of the school year and provide data that can be used to evaluate outcomes from implementation of the CICO program in this setting.

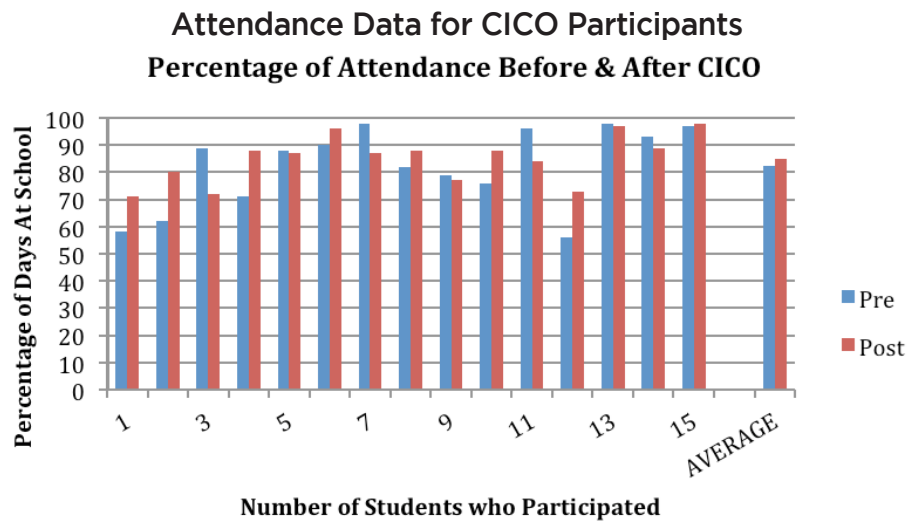


Figure 5.9

The next example shows data for student grade point average for the periods before and during/after CICO intervention.

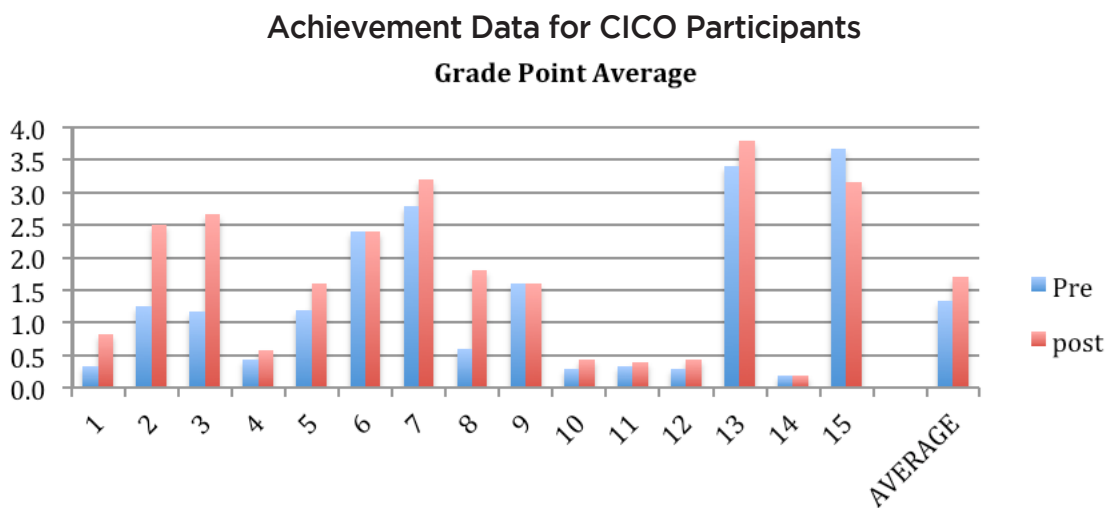


Figure 5.10

The third example shows rate of major ODR per school day attended before and after CICO intervention.

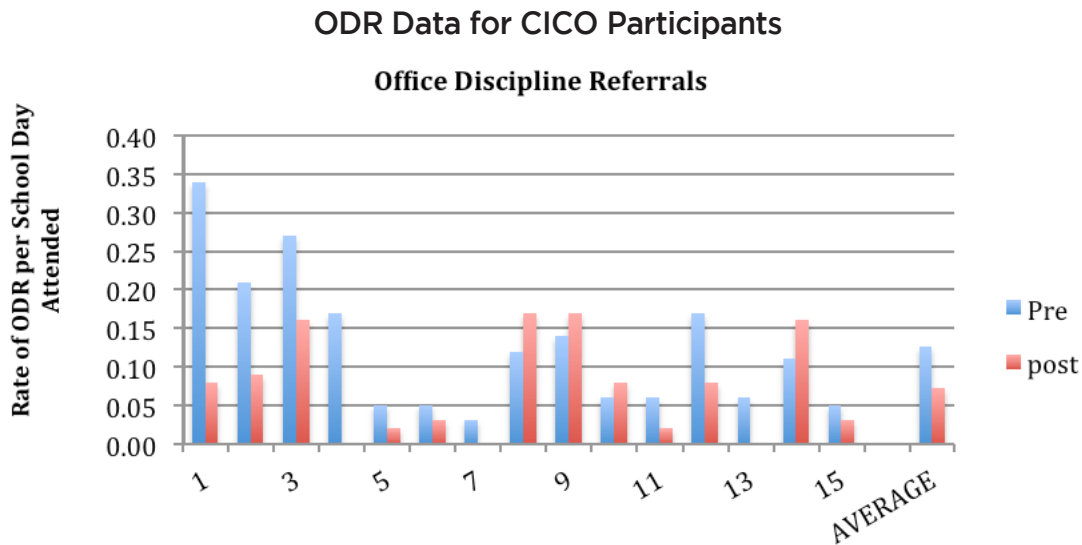


Figure 5.11

Finally, in this example the school had a method for tracking minor disciplinary events that were associated with removal from class (to a neighboring teacher’s classroom), but did not require response from the school administrator as a major behavioral infraction. The tracking system provided data for the number of incidents (frequency) that occurred per student and for the amount of instructional time lost (i.e., Time out of Class).

At the end of the school year the Tier 2 Team calculated change in loss of instructional time for students who participated in the CICO program. Overall, few students had documented minor behavioral infractions during any period of the school year. However, for the nine students who lost instructional time because of minor behavior problems, eight students showed decreases in time out of class and seven were reductions to zero.

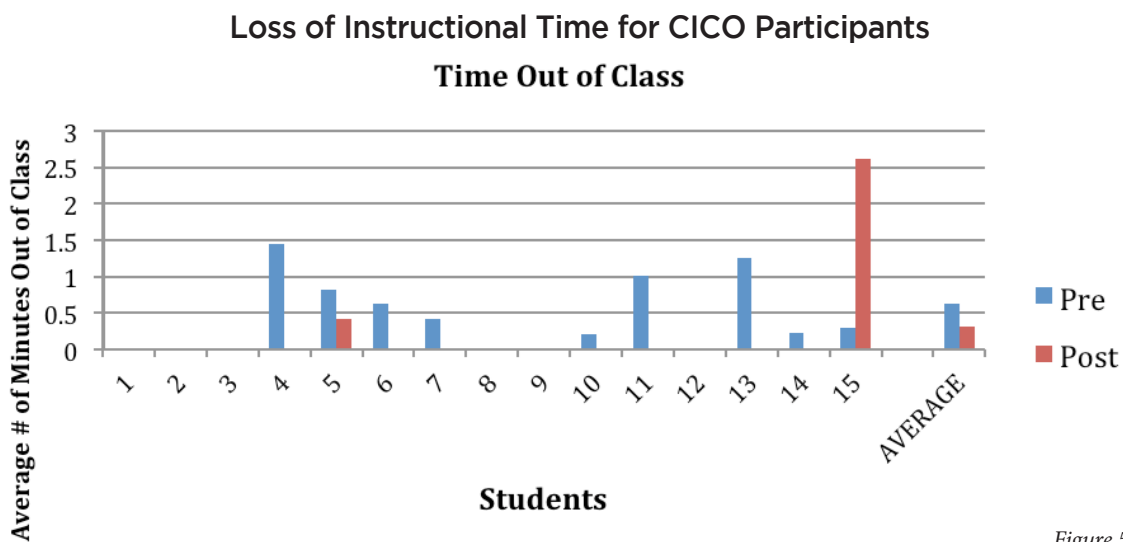


Figure 5.12

Intervention Essential Features

After your team has developed and piloted the Check-In, Check-Out Intervention, the following document, Intervention Essential Features, provides a template for describing important attributes of the supports you provide for students in your setting. Complete the template according to details relevant to your site. Then, use this as a tool for communicating with team members, staff and other important stakeholders. See the following for an example of Check-In, Check-Out Intervention Essential Features.

CHECK-IN, CHECK-OUT INTERVENTION ESSENTIAL FEATURES EXAMPLE

Intervention Essential Features

- Academic or social behavioral interventions are strategies or techniques applied to instruction in order to teach a new skill, build fluency in a skill, or encourage application of an existing skill to a new situation.
- Interventions require a targeted assessment, planning and data collection. Interventions should be researched-based and monitored regularly (progress monitoring) to determine student growth and to inform instruction.

School Name: Best Elementary

Intervention Check-In, Check-Out Social Skills Intervention Group
 Check & Connect Self-Monitoring

Name of Intervention	PAWS - (Positive Action with Support) Check-In, Check-Out (CICO)
<p>1. Description of intervention that includes function addressed:</p> <p><input checked="" type="checkbox"/> Obtain _____</p> <p><input type="checkbox"/> Avoid/Escape _____</p>	<p>The student checks in with his/her facilitator each morning. During this time, they discuss how the night was before, how the student is feeling today, and the goal for the day. Throughout the school day, teachers meet with the student and give positive or corrective feedback and complete the DPR. At the end of the day the student returns to the same facilitator and they discuss the points earned, how the day went, and any issues. The student is rewarded if the daily goal is achieved. The student charts the daily points on a graph or enters it in the Advanced Tier Spreadsheet. A copy of the DPR is taken home for parent signature and returned the following day.</p> <p>This intervention is designed for students with persistent behavior concerns (attention seeking) that are not dangerous.</p>
2. Intervention coordinator and/or facilitator(s) identified	The school counselor serves as the program coordinator and is responsible for prioritizing which students will be discussed during team meetings and ensuring resources are available for facilitators. One special education teacher, the counselor and one cafeteria worker work as facilitators and are in direct contact with students enrolled in the intervention.
<p>3. List at least two sources of data used to identify students for intervention:</p> <p><input checked="" type="checkbox"/> Existing school data</p> <p><input checked="" type="checkbox"/> Teacher/parent nomination</p> <p><input checked="" type="checkbox"/> Emotional-behavioral screening process</p> <p><input type="checkbox"/> Other _____</p> <p>Describe criteria (i.e. data decisions rules) for entry to intervention</p>	Multiple strategies are used to identify students for Tier 2 support. Refer to the Student Identification Plan in our Tier 2 staff handbook for details.
<p>4. Description of system to determine function of student behavior that includes both:</p> <p><input checked="" type="checkbox"/> Records Review</p> <p><input checked="" type="checkbox"/> Context Analysis</p>	Data is collected and compiled through the Tier 2 Adapted FACTS Part A to determine the function of the behavior. The Check-In, Check-Out intervention is designed to provide structure for students to obtain positive attention. These students engage in inappropriate behaviors because they are trying to obtain attention.

<p>5. Description of documented procedures for introducing/orienting new participants to the intervention for:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Students <input checked="" type="checkbox"/> Teachers <input checked="" type="checkbox"/> Families 	<ul style="list-style-type: none"> • A Tier 2 member meets with the facilitator chosen for the intervention and coordinates times and location for the Check-In, Check-Out process. • The designated intervention coordinator works with applicable teachers to provide information about the collection of baseline data. • The facilitator reviews the program with the student, explains the procedures and invites the student to participate. When the child agrees, the process begins with the facilitator meeting with the student before the intervention begins to explain when and where to meet, scoring, who is responsible for getting the PAWS form (DPR) completed, incentives such as good tickets, etc. • A Tier 2 member meets with the classroom teacher and explains the intervention, the collection of baseline data, the expectations including filling out the DPR, checking in and processing with student throughout the day, turning in weekly data, and meeting with the Tier 2 Team monthly. • Families are notified by mail. A letter explains the process, scoring, and incentives. A meeting is scheduled to teach parents how they can support their child in CICO. A parent signature is obtained. Parents are also notified by a teacher phone call that their student is beginning CICO and to expect a take home report to come home each day.
<p>6. Description of data-based system for monitoring student progress in intervention (daily/weekly progress report ratings and monitoring with data decisions applied at least monthly)</p>	<p>A data-based system is in place to graph daily/weekly behavior ratings; student progress is evaluated and data decisions applied at least monthly; and weekly monitoring of student progress in the intervention takes place.</p>
<p>7. Documented fading process that includes decision rules, description of process and graduation from intervention</p>	<p>Student data is reviewed regularly and when the student is achieving at or above the goal line of 80% for four consecutive weeks, the fading process begins.</p> <ul style="list-style-type: none"> • Phase 1- Weeks 1 and 2-Teacher and student score together and compare ratings at the end of each class period. If the student data remains at the behavior goal of 80% or higher, the student/teacher ratings agree 80-85% of the time, proceed to Phase 2. • Phase 2- Week 1-Student begins self-monitoring. Teacher rates 4 out of 5 days. • Phase 2- Week 2- Student self-monitoring. Teacher rates 3 out of 5 days. • Phase 2- Week 3- Student self-monitoring. Teacher rates 2 out of 5 days. • Phase 2- Week 4- Student Self- Monitoring. Teacher rates 1 out of 5 days. • Phase 2- Week 5- Student Self-Monitoring Teacher rates 0 out of 5 days. • Phase 3- Student data stays at or above goal line while self-monitoring. Plan for graduation.

<p>8. Description of documented strategies for promoting generalization and maintenance of skills across settings and over time that are linked to schoolwide expectations</p>	<p>During the PAWS program, as well as during the fading and follow-up process, the students are directed back to the three major schoolwide expectations so that they can evaluate whether they are continuing to make better choices. Our PAWS program is set up in such a way that it directly connects to our Schoolwide Expectations Matrix and recognition system; thus, it promotes generalization and maintenance of improved behavior and new skills across all settings and over time.</p> <p>To maintain skills after the program ends, the classroom teacher and the intervention facilitator will provide feedback on an intermittent schedule. Occasional reinforcers may also be provided when the child continues to maintain success. Additionally, after graduation, the student may continue to self-monitor and check in with the classroom teacher, if requested by the student or teacher.</p>
<p>9. Description of documented strategies for weekly family communication/feedback regarding intervention</p>	<p>Intervention facilitators communicate with home regarding the PAWS intervention in the following ways:</p> <ul style="list-style-type: none"> • sharing the daily and/or weekly ratings; extra points are earned if the DPR is signed and returned the next day • emailing and/or calling families to discuss student progress <p>Teachers also email and/or call families regarding the progress they are seeing in their classrooms</p>
<p>10. Description of documented strategies for weekly communication/feedback with participating classroom teachers</p>	<p>At the beginning of each school year, all faculty receive annual Check-In, Check-Out training.</p> <p>Once the student is identified to participate in the program, the designated intervention coordinator works with applicable teachers to provide information about the collection of baseline data.</p> <p>After the Tier 2 Team reviews baseline data and a goal for the student has been set, a Tier 2 member meets with applicable teachers to demonstrate use of the DPR and effective feedback strategies.</p> <p>During the first week of intervention participation, the facilitator checks in with applicable teachers 3 days to demonstrate effective feedback, provide support for awarding student points, and answer questions.</p> <p>The facilitator provides a copy of each student’s weekly graph to all participating teachers. Prior to Tier 2 Team meetings, the intervention coordinator sends notifications to applicable staff members that their student’s data will be discussed. It is highly recommended that the classroom teachers of the student attend the portion of the meeting during which their student’s data is reviewed.</p>
<p>11. Description of documented strategies for regular (at least quarterly) updates to full staff regarding intervention or students involved in intervention</p>	<p>At monthly staff meetings, the intervention coordinator provides a brief update about the intervention to all staff members. This update includes the number of students:</p> <ul style="list-style-type: none"> • Who have participated to date • Are currently enrolled in the program • Who graduated from the program • Who required additional and/or more intensive intervention

<p>12. Description of documented system for monitoring fidelity of implementation of intervention process when student data indicates a questionable or poor response</p>	<p>During the first week of implementation, for each student, the intervention coordinator will observe all school-based components of the intervention (daily check in, teacher feedback, daily check out, and data collection) using a fidelity checklist. After each observation, the coordinator will provide verbal and/or written feedback to participating staff members. When each participating staff member achieves 100% fidelity for 3 consecutive observations, the intervention coordinator will teach those staff members to complete and submit a weekly fidelity self-assessment of the intervention components implemented.</p> <p>The intervention coordinator reviews staff member self-assessments regularly and provides additional teaching and support for areas lacking fidelity.</p> <p>During Tier 2 Team meetings, if a student’s data indicates response to the intervention is questionable or poor, a review of one week’s DPRs will be completed. In addition, fidelity checklists and teacher self-assessments will be examined so the team can evaluate the extent to which the intervention has been implemented with fidelity prior to making decisions about modifying, intensifying, or discontinuing student participation in the program.</p>
<p>13. Description of documented system for regularly assessing social validity of intervention</p>	<p>Social validity will be checked by the student and teacher within the first two weeks of beginning the intervention. For each student that graduates or discontinues the intervention, a brief social validity survey is completed by the student, the family, and the participating teachers. The intervention facilitator assists students and families as needed. The intervention coordinator collects and aggregates social validity data annually; the Tier 2 Team reviews the data and modifies the intervention as needed. This information is shared with full staff.</p>
<p>14. Description of documented system for annually evaluating intervention outcomes that includes:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> # Students Participating <input checked="" type="checkbox"/> # Students Graduating <input checked="" type="checkbox"/> # Students Needing More Intensive Support 	<p>The intervention coordinator produces an annual report that includes the total number of students who participated, students who graduated, those who were referred for more intensive support, and academic and behavioral data for the intervention participants.</p>

Next Steps

Below are some next steps to consider as you develop Tier 2. Some of the steps involve active staff input. Be sure to build your action plan with that in mind.

See Tier 2 Team Action Plan – *Plan and Implement Small Group Interventions*

1. Select one small group intervention that will be developed in your setting (e.g., Check-In, Check-Out)
 - A. Plan and implement the selected intervention
 - Use the *Intervention Development Checklist*
2. Pilot the intervention with a small number of staff, students, and families.
3. Identify and train additional intervention facilitators as needed so that the intervention can be provided for greater numbers of students and sustained over time.
4. Document interventions that are regularly available in your setting.
 - A. Provide a written description of each intervention.
 - Use the *Blank Intervention Essential Features Template*

CHAPTER 6: SOCIAL SKILLS INTERVENTION GROUP

LEARNER OUTCOMES

At the conclusion of this chapter, you will be able to:

- ▶ Identify implementation components of a Social Skills Intervention Group.
- ▶ Describe students who are most likely to benefit from a social skills intervention.
- ▶ Tell main findings of research associated with use of a Social Skills Intervention Group.
- ▶ Design a Social Skills Intervention that is contextually relevant for your students and school but adheres to implementation of critical features.
- ▶ Deliver implementation training according to audience needs (i.e., full staff, participating teachers, students, and families).
- ▶ Determine how student data will be collected and graphed.
- ▶ Monitor progress and make decisions for students who participate in a Social Skills Intervention Group.
- ▶ Create a process for fading intervention supports.
- ▶ Determine criteria for exiting the intervention.

Introduction and Purpose

This chapter is designed to provide SW-PBS teams with an overview of social skills instruction as a group-based, Tier 2 intervention, steps for developing a social skills intervention, strategies for effective implementation, and example resources.

More intensive instruction in social skills can be provided as a Tier 2, group-oriented intervention. This intervention is designed for students whose problem behaviors (a) are unresponsive to Tier 1 practices and systems, (b) do not require more immediate individualized interventions, and (c) are observed across multiple settings or contexts. In addition this intervention is primarily for those students who demonstrate social skills acquisition deficits. This could include students who have trouble making or keeping friends, have an inability to respond appropriately in particular situations, and/or are uncooperative.

REASONS FOR SOCIAL SKILL DEFICITS

- ▶ Lack of knowledge
- ▶ Lack of practice
- ▶ Lack of cues
- ▶ Lack of reinforcement
- ▶ Presence of competing problem behaviors

TYPES OF SOCIAL SKILL DEFICITS

- ▶ Acquisition deficit
 - A student does not know the skill or how to use it appropriately.
- ▶ Performance or Fluency deficit
 - A student can perform the skill but does so infrequently.
- ▶ Competing Problem Behavior
 - A problem behavior interferes with a student's performance of a learned skill.

“Social Competence [is] an evaluative term based on judgements (given certain criteria) that a person has performed a task adequately. These judgements may be based on opinions of significant others (e.g., parents, teachers), comparisons to explicit criteria (e.g., number of social skills correctly performed in relation to some criterion), or comparison to some normative sample.”

Gresham, 1986, p. 146

Explicit instruction for use of social skills is grounded in several related research supported theories including social learning theory, applied behavior analysis, and cognitive behavioral approaches (Elliott and Gresham, 2008).

Theoretical Foundations for Social Skills Intervention

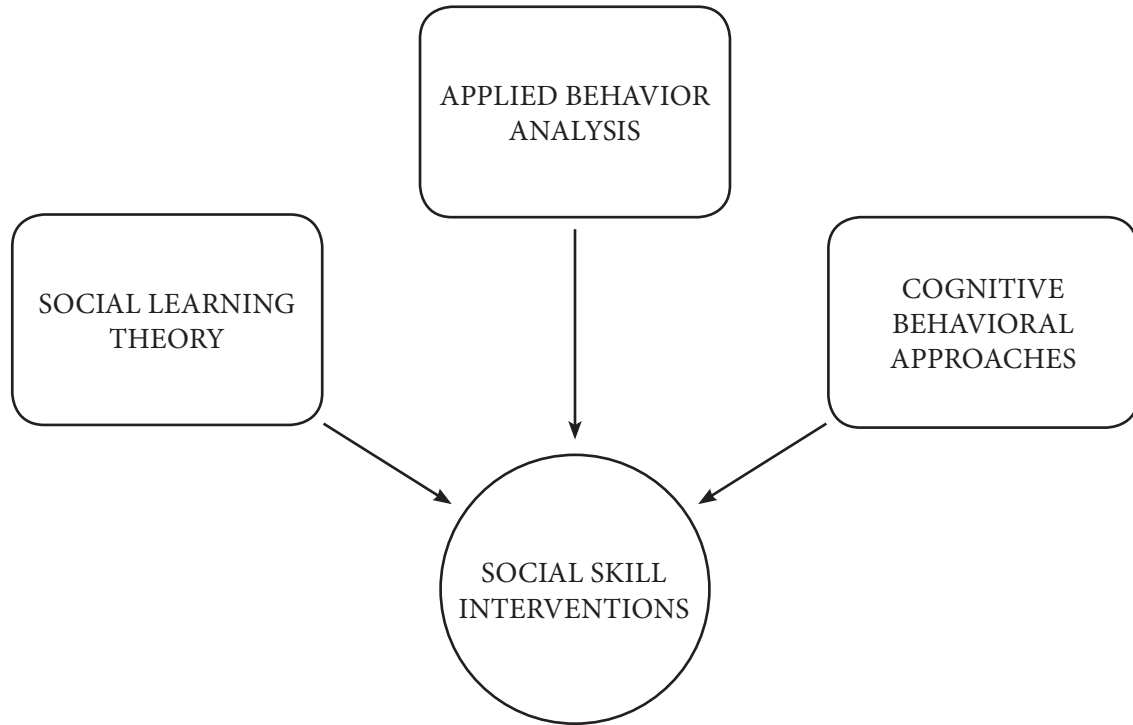


Figure 6.1

Key principles associated with use of social skills instruction as an intervention include the following:

Social Skills ...

- ▶ Are **learned** behaviors
- ▶ Deficits can be acquisition or performance
- ▶ Include specific **verbal** and **nonverbal** behaviors
- ▶ Require both **initiations** and **responses**
- ▶ **Are interactive** by nature
- ▶ **Are highly contextual** – depend on environment
- ▶ **Deficits and can be identified and treated**

Teaching social skills is most effective when provided using an explicit instructional approach. This format includes the same instructional techniques used when teaching schoolwide expectations and rules (i.e., Tier 1 Lessons). The difference at Tier 2 relates to the “dosage” of instruction. Students in a Social Skills Intervention Group participate in lessons that are supplemental to the universal social skills curriculum and are given more opportunities for practice, cueing, and specific positive feedback to correct use of skills. The following figure summarizes the instructional approach recommended for an effective Social Skills Intervention Group.

Social Skills Intervention Instructional Approach

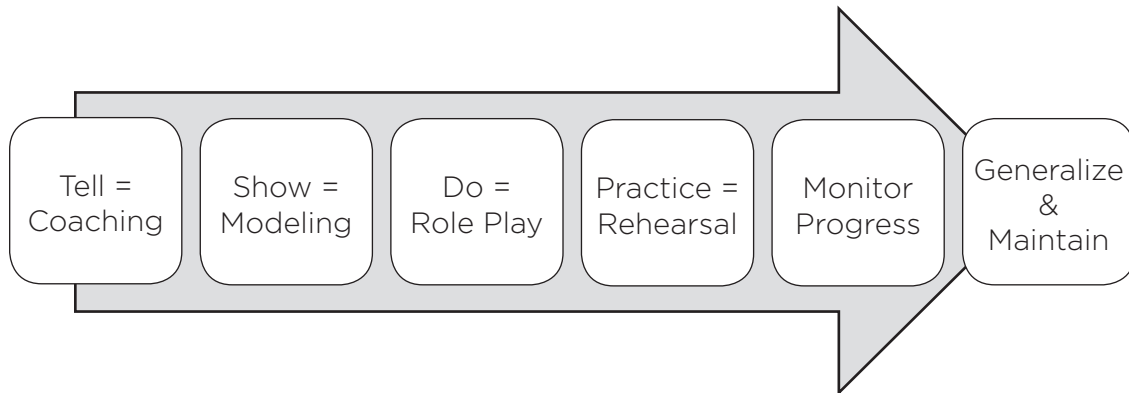


Figure 6.2

“The school is a microcosm of society and is a logical setting for social skills interventions since it is a place where children and adults work, play, eat, and live together 6 hours per day, 5 days per week, and at least 180 days per year.”

Frank M. Gresham, Ph.D

Intervention Overview

Implementation of Social Skills Intervention Groups occurs using the following basic approach. First, students are identified as needing additional behavioral support in the area of social skills. Next, these students are grouped according to similar needs based upon identified deficits. Lessons are gathered for teaching skills in the areas of need. Co-facilitators use these lesson plans to introduce and practice each skill during group sessions. Student demonstration and performance of skills is regularly prompted and recognized by all adults in the child's environment. Finally, student data is generated on a regular basis and is used to monitor progress and make decisions about the intervention effects.

Social Skills Intervention Groups include:

- ▶ Smaller number of students with access to high rates of adult attention
- ▶ Situated learning
- ▶ Positive peer models
- ▶ Systematic, explicit instruction
- ▶ Modeling, role-playing, problem solving, feedback
- ▶ School to home communication
- ▶ Self-assessment and recording component

A systematic method should be used to identify students that will participate in the Social Skills Intervention Group. Students may be identified using one or more of the following methods:

(a) Existing student data may indicate a behavioral concern. The Tier 2 Team should regularly monitor commonly collected student data (e.g., attendance, office discipline referrals, and/or classroom minor events) to identify students.

(b) Nomination by a staff member. Classroom or specialist teachers who work directly with students may notice issues before any behavioral data is documented. In addition, some students may demonstrate concerning characteristics that do not warrant major or minor documentations (e.g., shy, anxious, worried, withdrawn). Regardless of whether the behavior meets the criteria for major or minor documentation, if a staff member in your building has concerns about a student's emotional and/or behavioral well being, it is important that the Tier 2 Team be made aware. Some schools also allow nominations by parents or provide a way for students to nominate themselves for extra assistance.

(c) Screening Scores. Most commercially produced social skills training programs include screening tools. These consist of teachers determining which students may need additional assessment and then a short survey style tool to be used on those students. Screening tools have the additional advantage of identifying the area of student social skill deficit.

After students are identified for the social skills intervention, skill deficit areas are assessed. Students having common areas of concern are grouped together and matched with a group facilitator. Sessions are scheduled to occur at least once per week. Sessions include a five-phase instructional approach. Students' use of social skills are monitored daily. Individual student data is examined weekly or every other week and used to determine response to the intervention.

STUDENTS WHO ARE MOST LIKELY TO BENEFIT

This intervention is designed for students with deficient social skill functioning. These deficiencies may be due to lack of knowledge, lack of practice, lack of understanding of social cues, lack of reinforcement for appropriate behaviors, or the presence of competing problem behaviors (Elliott and Gresham, 2008). These students may be classified as having internalizing as well as externalizing concerns. Social Skills groups are most effective for students with **acquisition deficits**. Students are classified as having an acquisition deficit when particular, essential social skills are missing from their repertoire.

A Social Skills Intervention Group also may be appropriate for students having performance deficits (i.e., those who know the skill but do not demonstrate it) if the deficit is due to lack of practice, lack of understanding the social cues, or when to use the skill. It is less effective for those students who find competing behaviors more reinforcing. Social Skills Interventions are known to affect changes in a wide range of problem behaviors including: communication, cooperation, assertion, empathy, engagement in tasks, showing responsibility, and self-control.

DISCUSSION



- ▶ From your data and based on your experiences generate a list of problem behaviors commonly demonstrated by at-risk students in your building.
- ▶ Use your matrix to identify replacement behaviors for each problem listed.
- ▶ Do you have students who might benefit from more intense instruction, practice, and recognition for use of these skills?

Research Base for Social Skills Intervention

“There may be no greater predictor of mental health than an individual’s ability to interact with his or her environment and develop a network of friends, associates, and peers.”
(Gumpel, 2007).

Employers consistently rank interpersonal skills as being as important as, or more important, than vocational preparation (Bullis, Davis, Bull, and Johnson, 1997).

Employers want and expect their employees to be able to work cooperatively with others to develop products and services.

Hagner and Rogan (1992) report 90% of job loss is related to social-problems.

Social Skills and classroom behavior are positively correlated with academic achievement (Ray and Elliott, 2006).

Many studies demonstrate the positive effects of social skill instruction. Listed below are example references.

- ▶ Gresham, F. M., Sugai, G, and Horner, R. H. (2001). Interpreting outcomes of social skills training for students with high-incidence disabilities. *Exceptional Children*, 67(3), 331-345.
- ▶ Lane, K. L. Menzies, H. M., Barton-Arwood, S. M., Doukas, G. L., and Munton, S.M. (2005). Designing, implementing, and evaluating social skills interventions for elementary students: Step – by – step procedures based on actual school based investigations. *Preventing School Failure*, 49(2), 18-26.
- ▶ Miller, M. J., Lane, K. L., and Wehby, J. (2005). Social skills instruction for students with high-incidence disabilities: A school-based intervention to address acquisition deficits. *Preventing School Failure*, 49(2), 27-39.
- ▶ Quinn, M., Kavale, K., Mathur, S., Rutherford, R., and Forness, S., (1999). A meta- analysis of social skill interventions for students with emotional or behavioral disorders. *Journal of Emotional and Behavioral Disorders*, 7, 54-64.
- ▶ Ray, C. E., and Elliott, S. N., (2006). Social adjustment and academic achievement: A predictive model for students with diverse academic and behavior competencies. *School Psychology Review*, 35(3), 493-501.

“Too often youngsters who lack critical social skills are punished by their teachers for their “misbehavior” rather than taught the necessary social skills(s).”

G. Roy, Mayer, 1995

Resources Needed

INTERVENTION COORDINATOR

In most cases one staff member will be designated to coordinate the Social Skills Intervention Group in a school. The primary responsibility of the **Coordinator** is organizing resources and supports for effective delivery of the intervention. The Coordinator typically has limited contact with student participants. Instead, the Coordinator manages and supports the intervention service providers (referred to as Facilitators). Typically a Coordinator trains staff and parents for their role in supporting the intervention. The Coordinator also may assist with or be the primary manager of data that is used to monitor each student's response to the intervention. The Coordinator communicates regularly with the school's Tier 2 Team and school staff to provide information about numbers of students participating in Social Skills Intervention Groups, fidelity checks for the intervention sessions, maintenance procedures, student progress during intervention, and long-term outcomes after a group has ended.

SOCIAL SKILLS GROUP FACILITATOR(S)

In addition to the Coordinator, one or more **Facilitators**, ideally two, are assigned for each group of students who receive the social skills intervention (e.g., six to eight children per group). Facilitators are responsible for direct contact with student participants. They meet weekly, at minimum, with a small group of students who demonstrate similar social skill deficits. Facilitators organize lesson plans and materials and provide 30 to 60 minutes of social skill instruction in a consistent location. Facilitators also serve as a communication link with teaching staff who will prompt and reinforce student use of newly learned skills. A critical role of the Facilitators is to let teaching staff know exactly what skills have been taught in each session, specific steps students must demonstrate to be considered successful with the skill, and variations of the skills that may be recognized as "reasonable approximations" of the target behavior. Finally, Facilitators assist classroom teachers as they regularly rate student performance of specific social skills learned during the intervention sessions. Typically the teacher rating data is then given to the Coordinator to be entered in a database and graphed so that student progress can be easily reviewed during Tier 2 Team meetings.

DISCUSSION



Which staff members in your building would be good candidates for coordinating and facilitating Social Skills Intervention Groups?

Steps for Effective Implementation

The following list of steps is helpful for school SW-PBS teams to follow as they work toward development of a Social Skills Intervention Group. These steps are divided into preparation and implementation tasks. This means some steps will be completed once and then only need occasional revision while other steps will be implemented in a cyclical fashion each time a new social skills group is formed. At minimum developing a Social Skills Intervention Group typically includes the following activities:

1. Assess to identify common skill deficits
2. Gather lessons
3. Plan for generalization and maintenance
4. Establish session procedures
5. Notify group participants
6. Teach social skill lessons
7. Monitor progress
8. Evaluate program outcomes (did it work?)

The following figure represents activities that will be completed *prior to implementation* of a Social Skills Intervention Group. These can be viewed as tasks to be completed during a “preparation phase”. After the Tier 2 Team makes decisions about each of the components listed, then social skills facilitators will be ready to begin implementation of the intervention group.

Social Skills Intervention Group Preparation Activities

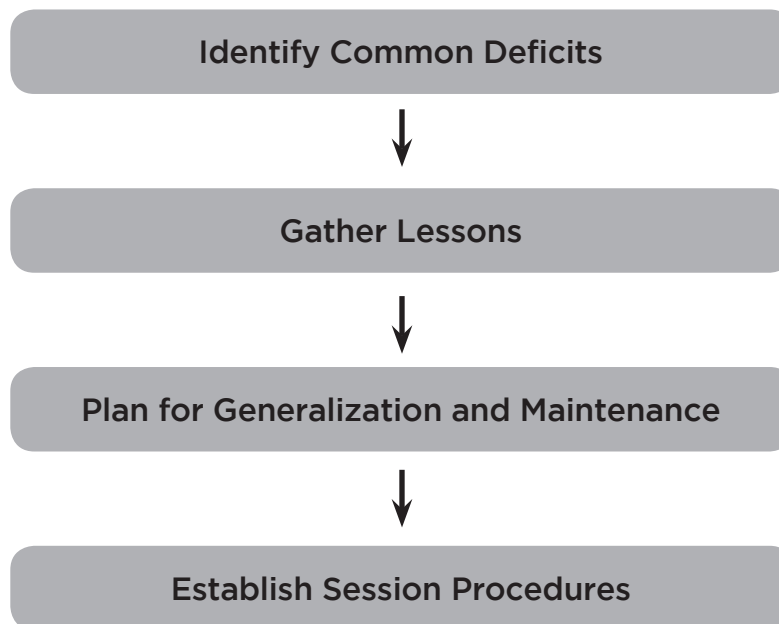


Figure 6.3

STEP 1: ASSESS TO IDENTIFY SKILL DEFICITS

Once students have been identified to participate in a Social Skills Intervention Group (e.g., teacher nomination, discipline or other school data, screening score) further assessment of student skill deficits is necessary. Determining social skill deficits that are common across most or all members of the intervention group allows lessons to be matched with the needs of selected children. Assessment of skill deficits should not be time intensive or delay access to intervention. Most commercially published curricula include brief rating scales that can be completed by teachers, parents, and/or students. Results from use of these scales will help the intervention Coordinator and Facilitators determine which skill lessons are most needed. Review of disciplinary events (e.g., office and classroom) may be a second option for assessing student skill deficits. However, some students identified as appropriate candidates for a social skills group may not have any documented discipline data. This often is the case for children experiencing primarily internalizing problems. When discipline data is not available, teacher, parent, and/or student rating results should be used to determine appropriate social skills lessons.

STEP 2: GATHER LESSONS

While it is important that social skill lessons be matched with student deficits this does NOT mean curriculum development and organization must wait until after children are identified to participate in the group. Waiting to gather materials until after children are identified and assessed may cause unnecessary delay in accessing the intervention. Instead teams are encouraged to consider the most common deficits students experience and have available a “bank” of ready to go lessons that can be organized as soon as students are identified to participate in a group. To support this pre-planning effort, consider the following five broad dimensions of social skills identified within the research literature as common deficit areas for many children and adolescents (Gresham, 1992; Walker et al., 1983):

- ▶ Peer Relations Skills
- ▶ Self-Management Skills
- ▶ Cooperation or Compliance Skills
- ▶ Assertion Skills
- ▶ Academic Skills

As an additional resource Figure 6.4 shows broad categories of social skills that are addressed by several different commercially published programs.

Common Categories of Social Skills

Example Curricula	Categories
<p><i>Social Skills Improvement System (SSIS)</i> Elliott and Gresham, 2008</p>	<ol style="list-style-type: none"> 1. Communication 2. Cooperation 3. Assertion 4. Responsibility 5. Empathy Behaviors 6. Engagement 7. Self-Control Behaviors
<p><i>Skillstreaming</i> McGinnis and Goldstein, 1997</p>	<ol style="list-style-type: none"> 1. Classroom Skills 2. Friendship Making Skills 3. Dealing with Feelings 4. Alternatives to Aggression 5. Dealing with Stress
<p><i>Second Steps</i> Committee for Children www.cfchildren.org</p>	<ol style="list-style-type: none"> 1. Empathy 2. Impulse Control and Problem Solving 3. Anger/Emotion Management
<p><i>ACCEPTS</i> Walker, Todis, Holems and Horton, 1988</p>	<ol style="list-style-type: none"> 1. Classroom Skills 2. Basic Interaction Skills 3. Getting Along Skills 4. Making Friends Skills 5. Coping Skills

Figure 6.4

Once the category of social skills is identified for a group of students, lesson plans should be created or gathered. Most commercially available materials do not have enough lessons in one category for students to master the skill. Therefore, lessons should be gathered from a variety of sources or supplemented by creating your own.

"For a child to unlearn an old behavior and replace it with a new behavior, the new behavior must be repeated on average of 28 times. Twenty of those times are to eliminate the old behavior and eight of those times are to learn the new behavior."

Harry Wong, 1991

"Social skills training must be more frequent and intense than has occurred in most studies. Thirty hours of instruction spread over 10-12 weeks is not enough."

Gresham, Horner, and Sugai, 2001

NOTE: The following pages are provided as a resource and include a summary of several commercially published social skills curriculum and accompanying materials. MO SW-PBS does not endorse any specific product, nor is it required that school teams buy materials for an intervention group. Instead, this information is included so that school teams can make informed decisions if they choose to purchase materials that can be used for a Social Skills Intervention Group.

EXAMPLE 1

Coping Power: Child and Parent Group Programs

Author(s): John E. Lochman, Karen C. Wells and Lisa A. Lenhart

OVERVIEW: Designed for use with preadolescent and early adolescent aggressive children and their parents, Coping Power is a school-based program that includes a child component consisting of 34 weekly, group sessions and a coordinated 16-session parent component.

Coping Power is generally developmentally appropriate for and can be used to cover grades 3 through 7, but is most often delivered to students near or during the time of transition to middle school, typically in the 5th and 6th grades. The Coping Power child and parent components are most effective when delivered together, but can be conducted individually and separately with some modifications (pp. 32-33).

Sessions take approximately 50-60 minutes and are typically delivered on a weekly basis. The optimal size of the group is 4-6 students with two leaders, but can be effectively led with only one facilitator (pp. 32-33).

The program is designed for use in a closed group format, however some children could be added at the halfway point as long as they are provided with a condensed version of content for sessions missed. Child participants are expected to have brief, individual sessions every four to six weeks while they are in the group (p. 33).

Lesson Topics Addressed

CHILD COMPONENT

(Year 1)

Group Structure
Behavioral Goal-Setting
Organizational and Study Skills
Awareness of Feelings and
Physiological Arousal Related to Anger
Anger Coping and Self-Control
Using Self-Statements for Anger Coping
Relaxation and Overcoming Barriers to
Self-Control
Perspective Taking
Perspective Taking and Introduction to
Problem Solving
Social Problem Solving
Group Creates Videotape

(Year 2)

Review from Previous Year
Organizational and Study Skills
Solving Teacher conflict
Making Friends and
Being Friends with Others
Group Entry and Negotiation with Peers
Sibling Conflict
Peer Pressure
Refusal Skills
Neighborhood Problems and Deviant
Peer Groups
Create Peer Pressure Poster
Positive Quality Development and
Peer Relationships
Review and Termination

PARENT COMPONENT

(Year 1)

Introductions and Overview
Academic Support in the Home
Stress Management
Improving the Parent-Child Relationship
Giving Effective Instructions
Establishing Expectations and Rules
Discipline and Punishment
Getting Ready for Summer

(Year 2)

Academic Support Review
Family Cohesion Building
Family Problem Solving
Family Communication
Long-Term Planning, Termination

Administration Materials:

Child Program Workbooks are available for purchase in sets of eight. The workbook contains all the forms, activity sheets and homework assignments used in the program.

\$60 for set of 8 books.

Child Group Facilitator Guide provides session-by-session format to systematically deliver the intervention to children. Provides the group leader with detailed procedures including sample dialogues, role-play exercises, group activities and homework assignments (p. vi). \$55

Parent Group Facilitator Guide provides procedures and sessions for working with parents. \$48

Materials can be purchased at amazon.com

*Abbreviated versions of both the child and parent programs are currently being field-tested. Abbreviated Child Program contains 24 sessions across 9 months. Shortened Parent Program includes 10 sessions.

Article Reference:

Lochman, J. E. and Wells, K. C. (2003). Effectiveness of the Coping Power Program and of classroom intervention with aggressive children: Outcomes at a one-year follow-up. *Behavior Therapy*, 34, 493-515.

EXAMPLE 2

Skillstreaming - Teaching Prosocial Skills

Author(s): Arnold P. Goldstein and Ellen McGinnis, 1997, Research Press

Lesson Topics Addressed (60 skills)

EARLY CHILDHOOD: Teaching Prosocial Skills to the Preschool and Kindergarten Child

- Beginning social skills – listening, using nice talk, using brave talk, saying thank-you, rewarding yourself, asking for help, asking a favor, ignoring
- School related skills – asking a question, following directions, trying when it is hard, interrupting
- Friendship making skills – greeting others, reading to others, joining in, waiting your turn, sharing, offering help, asking someone to play, playing a game
- Dealing with feelings – knowing your feelings, feeling left out, asking to talk, dealing with fear, deciding how someone feels, showing affection
- Alternatives to Aggression – dealing with teasing, dealing with feeling mad, deciding if it is fair, solving a problem, accepting consequences
- Dealing with Stress – relaxing dealing with mistakes, being honest, knowing when to tell, dealing with losing, wanting to be first, saying no, accepting no, deciding what to do

ELEMENTARY (1ST-5TH GRADE)

- Classroom survival skills – listening, asking for help, saying thank-you, bringing materials to class, following instructions, completing assignments, contributing to discussions, offering help to an adult, asking a question, ignoring distractions, making corrections, deciding on something to do, setting a goal
- Friendship making skills – introducing yourself, beginning a conversation, ending a conversation, joining in, playing a game, asking a favor, offering help to a classmate, giving a compliment, suggesting an activity, sharing, apologizing
- Dealing with Feelings – knowing your feelings, expressing your feelings, recognizing another's feelings, showing understanding of another's feelings, expressing concern for another, dealing with your anger, dealing with another's anger, expressing affection, dealing with fear, rewarding yourself
- Alternatives to aggression – using self-control, asking permission, responding to teasing, avoiding trouble, staying out of fights, problem solving, accepting consequences, dealing with an accusation, negotiating
- Dealing with stress – dealing with boredom, deciding what caused a problem, making a complaint, answering a complaint, dealing with losing, being a good sport, dealing with being left out, dealing with embarrassment, reacting to failure, accepting no, saying no, relaxing, dealing with group pressure, dealing with wanting something that isn't yours, making a decision, being honest

ADOLESCENT: A Structured Learning Approach to Teaching Prosocial Skills

- Beginning social skills- listening, starting a conversation, having a conversation, asking a question, saying thank-you, introducing yourself, interrupting other people, giving a compliment
- Advanced social skills – asking for help, joining in, giving instructions, following instructions, apologizing, convincing others
- Planning skills – deciding on something to do, deciding what caused a problem, setting a goal, deciding on your abilities, gathering information, arranging problems by importance, making a decision, concentrating on a task
- Dealing with feelings – knowing your feelings, expressing your feelings, understanding the feelings of others, dealing with someone else's anger, expressing affection, dealing with fear, rewarding yourself
- Alternatives to aggression – asking permission, sharing something, helping others, negotiating, using self-control, standing up for your rights, responding to teasing, avoiding trouble with others, keeping out of fights
- Dealing with stress – making a complaint, answering a complaint, showing sportsmanship after a game, dealing with embarrassment, dealing with being left out, standing up for friends, responding to persuasion, responding to failure, dealing with contradictory messages, dealing with an accusation, getting ready for a difficult conversation, dealing with group pressure

Administrative Procedures

Includes a 60 question assessment

Lessons are taught through direct instruction and include: defining the skill, modeling, establishing student need, select role players, set up role play, conduct the role play, provide performance feedback, assign homework, select next role player

Suggests 25-40 minute sessions three to five times a week using two instructors

May also order student video, program forms, student manuals, skill cards, and a training video for teachers.

EXAMPLE 3

Social Skills Improvement System (SSIS) Intervention Guide

Author(s): Stephen Elliott, PhD and Frank Gresham, Ph.D.

Lesson Topics Addressed (60 skills)

OVERVIEW: The Social Skills Improvement System Intervention Guide is designed for use with students identified as having social skills acquisition or performance deficits and who have not experienced success from social skills interventions delivered in large-group settings (p. 57).

The materials differ according to the level of students in the group: Preschool/Early Elementary (PreK – Grade 2) and Upper Elementary/ Secondary (Grades 3-12).

The intervention guide provides 20 lesson topics that follow a step-by-step teaching model which incorporates the following instructional format: Tell, Show, Do, Practice, Monitor Progress, and Generalize. The skill units are recommended to be taught over two sessions per week for 45 minutes per week- a total of 90 minutes weekly (p. 62).

ADMINISTRATION MATERIALS: In addition to the 20 instructional units, the SSIS Intervention Guide provides many optional intervention strategies, resources that support instruction, and tools to monitor program effectiveness and student progress. The resource disc that accompanies the guide includes: Skill Cue Cards, Notes to Parents, Letters to Parents (Consent Form, Overview Letter, Completion Letter, Follow up Letter, Class-wide Notification), Progress Forms, Intervention Integrity Forms, Certificates of Completion, Video and Video Clip Index.

Social Skills Improvement System (SSIS) Intervention Guide – with Resource and Video Clip Discs = \$113.45; PearsonAssessments.com

Lesson Topics Addressed

Communication (2 lessons)

- Taking turns in conversation
- Saying, “Please” and “Thank You”

Cooperation (3 lessons)

- Paying Attention to Others
- Following directions
- Paying Attention to Your Work

Assertion (3 lessons)

- Expressing Feelings
- Asking for Help
- Standing Up for Others

Empathy (2 lessons)

- Making Others Feel Better
- Doing Nice Things for Others

Responsibility (3 lessons)

- Respecting Other People’s Things
- Doing the Right Thing
- Doing Your Part in a Group

Engagement (3 lessons)

- Asking Others to Do Things with You
- Getting Along with Others
- Introducing Yourself to Others

Self-control (4 lessons)

- Making Compromises
- Staying Calm When Criticized
- Staying Calm When Disagreeing
- Staying Calm When Pushed or Hit

EXAMPLE 4

Strong Kids: A Social and Emotional Learning Curriculum

Author(s): Kenneth W. Merrell, Danielle M. Parisi and Sara A. Whitcomb

Lesson Topics Addressed (60 skills)

OVERVIEW: A social and emotional learning curriculum that help students develop skills for understanding emotions, managing anger, relieving stress, and solving interpersonal problems.

Weekly lessons take approximately 45 minutes for a total of 10-12 weeks. Lessons include optional, adaptable scripts, sample scenarios and examples, activities and “booster” lessons that reinforce what students learned. A CD-ROM of all reproducible handouts accompanies the book.

NOTE: “Strong Kids is *not* the right program for all types of problems. It especially targets the domain of internalizing behavioral and emotional problems (e.g., depression, anxiety, social withdrawal, somatic problems) and the promotion of social and emotional resiliency. Strong kids is *not* a comprehensive program for preventing school violence or antisocial behavior. Instead, Strong Kids may play a role in supporting prevention as part of a comprehensive system of effective behavior support” (p. 4)

ADMINISTRATION MATERIALS: The curriculum is organized across age groups of students. Each guide is approximately \$35 and can be purchased from brookespublishing.com

Lesson Topics Addressed

Strong Start – Grades K-2

- The Feelings Exercise Group
- Understanding Your Feelings 1
- Understanding Your Feelings 2
- When You’re Angry
- When You’re Happy
- When You’re Worried
- Understanding Other People’s Feelings
- Being a Good Friend
- Solving People Problems
- Finishing UP!

Strong Kids – Grades 3-5 and 6-8

Strong Teens – Grades 9-12

- Emotional Strength Training
- Dealing with Anger
- Understanding Other People’s Feelings
- Clear Thinking 1
- Clear Thinking 2
- The Power of Positive Thinking
- Solving People Problems
- Letting Go of Stress
- Behavior Change: Setting Goals and Staying Active
- Finishing Up
- Understanding Your Feelings 1
- Understanding Your Feelings 2

STEP 3: PLAN FOR GENERALIZATION AND MAINTENANCE

Generalization refers to the ability to perform a behavior outside the original training environment (Stokes and Baer, 1977). Social skills instruction can be effective, but delivering social skills instruction so that generalization and maintenance occur is very difficult and has not been broadly perfected (Gresham, Sugai, and Horner, 2001). There are strategies that increase the likelihood of generalization.

During the session, real life examples relevant to the students' circumstances should be used. If possible, train in the problem setting with peers the at-risk students are likely to encounter. Allow other adults or students to visit sessions. Train for a sufficient number of sessions on the same topic.

Regular communication with teachers and staff as to social skills lessons taught encourages them to prompt for use of the skill. Reinforcement of student efforts and regular feedback further increases the generalization of skills. Posters of the skill and steps for use can be posted in prominent locations. In addition, in some cases intervention students may enjoy teaching new skills to the entire class.

STEP 4: ESTABLISH SESSION PROCEDURES

It is recommended that two adults with specific roles and responsibilities conduct the social skills instruction periods. They should establish procedures and expected behaviors similar to any well-run classroom (i.e. attention signal, behavior expectations/rules, incentives). Sessions should be between 30 and 60 minutes in length, depending on the age of the students, and be conducted at least weekly. Two or three shorter periods per week may be the most effective arrangement for younger children. A standard location and time brings consistency to the sessions. Consider conducting sessions before school (breakfast club), during lunch, or after school (social skills club) if a consistent time frame cannot be established during the school day that does not remove students from critical classroom instruction. Students should be in groups of 6 to 8 (even numbers work best) according to assessed needs. Age and a balance in severity of issues are also factors to take into consideration.

Key Considerations

Establish these procedures prior to beginning the intervention group:

- ▶ Who facilitates the intervention groups?
- ▶ What are the expectations and rules during group meetings (align with schoolwide)?
- ▶ How long will instructional periods last?
- ▶ When will instruction take place (i.e., time of day)?
- ▶ Where will the group meet?
- ▶ What is the maximum number of children per intervention group?

After personnel have been selected, students identified and grouped, lesson plans gathered, and session details developed, implementation with students begins. The following figure represents key activities that take place each time a Social Skills Intervention Group is established.

Social Skills Intervention Group Implementation Activities

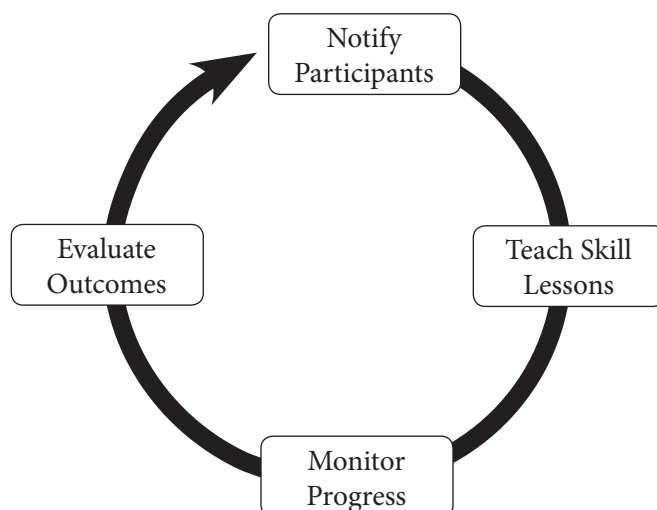


Figure 6.5

Some schools opt to provide two intervention groups per academic school year. For example, the first group takes place over the course of the first semester (e.g., October through December). Then a second group, with different participants, is conducted over the second semester of the school year (e.g., January through March or April). This schedule allows an identified group of children with similar needs to work together to learn new skills over an extended period of time. In some cases a new student may be added to an already existing group, but this occurs on a case-by-case basis. As a general rule the Social Skills Intervention Group is closed once the initial participants are identified and group procedures are introduced.

STEP 5: NOTIFY PARTICIPANTS

In addition to identified students, classroom teachers and student families also will participate in the intervention. Clear communication of expectations for ALL participants will maximize success of the intervention. Typically classroom teachers are the first participants to be notified when a student is identified as a possible candidate for a Social Skills Intervention Group. Classroom teachers are notified prior to students and families because they are asked to collect initial baseline data, which verifies the student is or is not an appropriate selection for the intervention.

COLLECTING BASELINE DATA. Three to five days of baseline data should be acquired before a student begins the intervention group. To collect this information the Tier 2 Team provides the main classroom teacher(s) with a packet of Daily or Weekly Progress Reports. Teachers monitor and rate student social skill areas of concern but do NOT provide feedback to children who are rated. After data are collected the Tier 2 Team reviews it to determine: (a) whether the student truly needs additional support, (b) an initial daily/weekly point goal that is reasonable for the student to achieve, and (c) the level of teacher commitment for implementation. If data were not recorded diligently the team should consider the extent to which there may be future concerns or issues with accurate implementation of program components.

CONTACTING THE STUDENT'S FAMILY. If baseline data confirms the student as an appropriate candidate for the Social Skills Intervention Group, a member of the Tier 2 Team or the intervention Coordinator will contact parents/guardians of eligible participants. In some schools parental consent

is required prior to enrolling students in the program, while other schools only require that parents be informed. Check with administrative personnel to determine your district's policy. Two example letters that could be used with student families are provided.

EXAMPLE

Permission to Participate in a Social Skills Group

Date: _____ Student: _____ Grade: _____

Teacher: _____ Parent/Guardian: _____

The PBS Tier II team would like to include your child in our Small Group Social Skills Club. Your child, along with five other students, will meet twice a week with Ms. Smith for about 45 minutes to learn and practice a social skill. Your child's teacher will be asked to rate your child's use of the skill on a weekly basis so we can monitor your child's progress with the skill.

Your child will be able to earn incentives and rewards for practicing the skills. You will be periodically notified of the skills being taught so you can encourage your child's use of the skills. Together, we can make this a positive experience for your child.

If you do not wish your child to participate in this program, please call Ms. Smith at (555) 555-5555.

Sincerely,

PBS Tier II Team

EXAMPLE

Dear Parent/Guardian,

Your child has been identified and qualifies for a Tier 2 Intervention through our school's Small Group Social Skills Club (SGSS). The SGSS program provides two 45-minute sessions a week of instruction and practice of a specific social skill. This intervention also provides a positive communication link between home and school, and can be faded to develop student self-management.

Your child should bring home 2 times a week, a chart telling what skill is being worked on, where and how many times they plan on using the skill. Please provide positive feedback to your child when he/she displays the skill. Your child will be able to earn incentives and rewards for their use of the skill.

If you do not wish your child to participate in this program, or have any questions, please call Ms. Smith at 555-5555.

Sincerely,

Your School PBS Tier 2 Team

INTRODUCING THE INTERVENTION. After family members are notified their child has been selected to participate, the intervention Coordinator or Facilitator should provide explanation and details about the purpose of the intervention and process for participating. Ideally this introduction will occur in a face-to-face format with the student, his or her parents, and at least one classroom teacher attending together. During this meeting the social skills curriculum is described, opportunities for recognition of success are defined, responsibilities of each participant are clarified, and information about fading to a self-managed plan and/or graduation from the program is provided. The introductory meeting is the time to establish commitment for active participation from each individual stakeholder (i.e., teacher, parent, and student). Written materials that specifically describe steps for active participation will be helpful for communicating how the intervention components will be implemented across the facilitator, the student, the classroom teacher(s), and family members.

STEP 6: TEACH THE SOCIAL SKILL LESSONS

A direct instruction format is highly recommended.

REVIEW OF PREVIOUS SKILL: Reviewing previously learned skills consists of a discussion that allows students to recall, by telling or showing, the steps for use of the social skill that was introduced during the last meeting. In addition, students also are given opportunities to explain or describe when, where, and how often they used the skill since the last session. Review of previously learned skills should include discussion of outcomes associated with use of appropriate or inappropriate skills (what happened). Participation in this discussion fulfills the homework requirement for involvement in the group. Students are reinforced for using appropriate skills. The review period may periodically include examination of data collected from the student's teacher(s) about performance of skills learned during group meetings.

TELL: The lesson begins with an introduction, which includes a description of the skills to be learned, an explanation of why the skill is important, and situations where the skill can be used.

SHOW: After the introduction, the next step is modeling or demonstrating the skill. Typically the Facilitator models examples and non-examples of the skill and then asks students only to demonstrate the appropriate skill.

PRACTICE: The steps to the skills may be posted or students may be given a personal copy for easy reference. Students are asked to debrief by reviewing the main steps of the skill and when and where it may be used. The Facilitator then creates situations for students to practice the skill with peers. This can be done through role-playing or another activity. The first practice session is structured and if students are not actively participating in the activity or role-play, they are asked to watch and evaluate those who are.

POSITIVE and CORRECTIVE FEEDBACK: Reinforcement for accurate attempts is given and corrective feedback also is provided if needed.

MORE PRACTICE: Students are given time to socialize in less structured ways which allows continued practice using the social skill.

MORE FEEDBACK: Facilitators continue to give feedback while students engage in practice opportunities.

PLAN FOR GENERALIZATION and MAINTENANCE OF SKILLS: A homework assignment for use of the skill in other settings is discussed and assigned.

**TELL, SHOW,
PRACTICE, PRACTICE,
PRACTICE, and HIGH
RATES OF POSITIVE
SPECIFIC FEEDBACK!**

EXAMPLE

Social Skills Homework Chart

The skill I am working on this week is:

ASKING OTHERS TO DO THINGS WITH ME:	I PLAN ON USING THIS SKILL: (WHERE?)	I PLAN ON USING THIS SKILL: (HOW MANY TIMES?)
<ol style="list-style-type: none">1. Look to find someone you want to play with2. Smile, be friendly3. Ask the person to join4. Include others if they want to play or let others know someone new has joined5. Talk about the activity, explain any rules		

EXAMPLE

Social Skills Lesson Plan Template

Expectation:

<p>Review Previous Skill (5-10 min)</p> <ul style="list-style-type: none">• Discuss homework, reinforce those who returned homework, reinforce those who met weekly goals
<p>Teach weekly Skill (20 min)</p> <ul style="list-style-type: none">• Tell: Present and define the social skill and key words, discuss the importance of the skills and outline the steps to perform the targeted social behavior. Establish need to learn; use cards or real life examples.• Show: Present models of positive and negative social behavior using pictures, video clips, and role-play, and then lead a discussion of alternatives to accomplish the social behavior objective. <p>Example:</p> <p>Non-example:</p> <p>Practice:</p>
<p>Group Debriefing (5-10 min)</p> <ul style="list-style-type: none">• Provide feedback, prompt feedback, practice social skills, provide reinforcers
<p>Socialization Time (10 min)</p> <ul style="list-style-type: none">• Allow students to interact in semi-structured play. Prompt students to demonstrate social skills learned, prompt peer feedback, provide feedback
<p>Establish Goal for next week (5-10 min)</p> <ul style="list-style-type: none">• Set goals for new skill, encourage students to make goal, remind students of homework.• Answer all questions and make sure everyone leaves with clear purpose.
<p>Generalize: What setting will be used next week?</p>

STEP 7: MONITOR STUDENT PROGRESS

The school Tier 2 Team will create a progress report that teachers complete daily. The Daily Progress Report (DPR) lists social skills, and any steps related to the skills, that are being learned during group meetings. The teacher uses the DPR to document ratings of student skill performance. The DPR is the primary method for monitoring student response to the social skills intervention. The DPR also serves as a reminder to teachers for skills they should prompt and reinforce for students. Classroom teachers use the DPR as a structured format for providing specific, positive feedback and corrective feedback to group participants. At minimum, students should receive feedback at the end of each school day. However, to promote generalization and maintenance of skills, additional feedback provided throughout each school day will maximize effects of the intervention. DPR data is submitted to the intervention Coordinator or Facilitator. Daily points are totaled, converted to a percentage, entered into a spreadsheet, graphed, and reviewed regularly (i.e., weekly or every other week).

DATA SPREADSHEET. The Missouri SW-PBS website (www.pbissmissouri.org) provides an excel spreadsheet which is available for this use. This instrument is titled as The Advanced Tiers Spreadsheet and is available at no cost. The spreadsheet includes a page for entering student information that is typically collected prior to selection of an intervention (e.g., date, grade, gender, attendance, academic performance, ODR, function of behavior etc.). Also included is a second page where daily or weekly percentages can be entered for each student in the Social Skills Intervention Group. The spreadsheet is designed to automatically generate a graph of student progress when data is entered. In addition, a trend line also appears as data is entered. The trend line is useful for determining positive, questionable, or poor response to the program.

INTERPRETING STUDENT DATA. Graphs provide a visual representation of each student's acquisition of skills and allows for easier analysis of progress.

Important features to examine within each graph that is reviewed include:

- ▶ Level of Performance – The child's level of performance is entered.
- ▶ Desired Level of Performance – The desired level of performance is determined by the student's behavioral goal. This line on the graph is called the "Goal Line."
- ▶ Trend Line – A line that is drawn through a series of data points to represent the student's **actual rate and level of progress**.
- ▶ Time to Goal – The number of weeks it will take the student to reach his or her goal.

WHEN PROGRESS MONITORING IS IMPLEMENTED CORRECTLY, the benefits are great for everyone involved. Some benefits include: more informed instructional decisions; documentation of student progress for accountability purposes; more efficient communication with families and other professionals about students' progress, higher expectations for students by teachers.

National Center on Student Progress Monitoring
(2006)

EXAMPLE

Small Group Social Skills Daily Progress Report

Student Name: _____ Rater Name: _____ Week of: _____

This student is participating in our Social Skills group. The targeted social skills are listed below. Using the provided criteria, rate the student's use of the individual skills each day. Before leaving on Friday, please put the completed form in Mrs. Smith's mailbox. You will receive a new form by Monday morning.

3 = Displayed Consistently 2 = Displayed periodically/inconsistently 1 = Did not display

Targeted Social Skills	Monday	Tuesday	Wednesday	Thursday	Friday	Successes
Be Respectful	Paying Attention to Others	3 2 1 NA	3 2 1 NA	3 2 1 NA	3 2 1 NA	
	Taking Turns In Conversations	3 2 1 NA	3 2 1 NA	3 2 1 NA	3 2 1 NA	
	Getting Along with Others	3 2 1 NA	3 2 1 NA	3 2 1 NA	3 2 1 NA	
	Doing Nice Things for Others	3 2 1 NA	3 2 1 NA	3 2 1 NA	3 2 1 NA	
	Making Compromises	3 2 1 NA	3 2 1 NA	3 2 1 NA	3 2 1 NA	
	Stay calm when receiving feedback.	3 2 1 NA	3 2 1 NA	3 2 1 NA	3 2 1 NA	
Be Responsible	Following Directions	3 2 1 NA	3 2 1 NA	3 2 1 NA	3 2 1 NA	
	Paying Attention to your Work	3 2 1 NA	3 2 1 NA	3 2 1 NA	3 2 1 NA	
Be Safe	Staying Calm when Disagreeing	3 2 1 NA	3 2 1 NA	3 2 1 NA	3 2 1 NA	
	Total Daily Points					Total Points for Week:
Total Possible						Points Possible for Week:

If you have questions about this form or the Social Skills group, contact Mrs. Smith.

Week's Percentage _____

Social Skills Intervention Weekly Progress Report

Student's Name _____ Age/Grade _____

Teacher's Name _____

Group Leader's Name _____

Date Group Began _____ Date of Report _____

Person filling out report _____

Student has been a member of a social skills training group. During the past few weeks, we have been working on key skills to help the student improve his or her social interactions with peers and adults. Please check the box indicating the level of progress this student has experienced in the last week.

Social Skill with steps listed:	NO IMPROVEMENT <i>(no change)</i>	SOME IMPROVEMENT <i>(appropriate use of the skill 1-3 times but still uses competing problem behavior)</i>	GREAT IMPROVEMENT <i>(appropriate use of the skill 4-6 times with rare use of competing behavior)</i>	COMPETENT <i>(appropriate use of skill with 0 use of competing behavior)</i>
Listening				
Maintain eye contact				
Let others do most of the talking				
Pay attention				
Avoid interruptions				

Social Skills Intervention Group Daily Progress Report

Student Name _____ Team Name: _____ Day: _____/_____/_____

This student is participating in our social group. The targeted social skills are listed below. Using the provided criteria, rate the student's use of the individual skills each day.

3: Consistent Use with 0-1 Reminders 2: 2-3 Reminders 1: Used Inconsistently or Needed >3 Reminders

	Targeted Social Skills	1st hour	2nd Hour	3rd Hour	4th Hour	5th Hour	Total Points
Be Respectful	Getting Along with Others.	3 2 1 NA	3 2 1 NA	3 2 1 NA	3 2 1 NA	3 2 1 NA	
	Making Compromises.	3 2 1 NA	3 2 1 NA	3 2 1 NA	3 2 1 NA	3 2 1 NA	
	Say Calm When Receiving Feedback.	3 2 1 NA	3 2 1 NA	3 2 1 NA	3 2 1 NA	3 2 1 NA	
Be Responsible	Following Directions	3 2 1 NA	3 2 1 NA	3 2 1 NA	3 2 1 NA	3 2 1 NA	
	Paying Attention to Work	3 2 1 NA	3 2 1 NA	3 2 1 NA	3 2 1 NA	3 2 1 NA	
Be Safe	Keeps Hands and Feet To Self	3 2 1 NA	3 2 1 NA	3 2 1 NA	3 2 1 NA	3 2 1 NA	
Be a Learner	Participates	3 2 1 NA	3 2 1 NA	3 2 1 NA	3 2 1 NA	3 2 1 NA	
	Completes Assignments to Best of Ability.	3 2 1 NA	3 2 1 NA	3 2 1 NA	3 2 1 NA	3 2 1 NA	
Successes							

Self-Management, Fading and Graduation

SELF-MANAGEMENT

Self-management is a broad term that refers to a child's ability to **effectively monitor, evaluate, and modify** his or her **own behavior**. Informally many teachers may think of self-management as related to self-control or self-discipline. The ideal outcome from participation in a social skills intervention is students who are capable of taking responsibility for their own learning and behavior even when adult supervision is not available. Typical aspects of self-management include goal setting, self-recording, self-evaluation, self-reinforcement, and self-instruction. Most often these techniques are used in combination with one another and may be provided along with other strategies. For students to maintain the success they experienced during the Social Skills Intervention Group, specific instruction in self-management techniques is recommended.

To apply these concepts, teach students to complete a chart similar to the Daily Progress Report given to teachers. The DPR can be modified to include daily time periods. Students can learn to evaluate and record their performance at regularly scheduled intervals. In addition, students can learn to deliver self-selected reinforcers for meeting established goals. Younger children will want more frequent time periods to monitor. Secondary students might be asked to monitor for each academic period.

The Social Skills Intervention Group Facilitator can work with students as they learn self-management skills. In fact, lessons for self-management can be incorporated as skills taught during group meetings. Teachers can support this process by continuing to monitor student use of social skills and periodically checking in with student for accuracy of ratings.

FADING AND GRADUATION

After completing the formal social skills intervention lessons and successful demonstration of self-management procedures, the Tier 2 Team should organize a graduation ceremony or provide an opportunity to celebrate success. Many schools choose to plan a formal ceremony and invite parents of participating students to attend. Often graduation or celebration ceremonies coincide with natural endpoints (i.e., end of first semester and end of school year). Celebration ceremonies are not exclusive for Social Skills Intervention Group participants. Rather, school teams are encouraged to consider how recognition for students who participated can naturally and meaningfully be incorporated into existing celebrations. Many schools provide recognition for outstanding academic performance but may neglect to consider behavioral performance in the same regard. Thus, students who participate in any Tier 2 or 3 interventions need to be recognized and celebrated in the same way educators and families acknowledge academic achievement and accomplishments.

DISCUSSION



Think about and list ceremonies or celebrations that your school already provides. How can student success for intervention participation be incorporated with existing practices?

Modifying a Social Skills Intervention

Some students that participate in a Social Skills Intervention Group will continue to have difficulties during the intervention and/or after the group ends. When data indicates response to the intervention is questionable one or more simple modifications may improve student performance.

MANIPULATE ANTECEDENT CONDITIONS

Manipulating antecedent conditions means changing one or more events that typically occur before problem behavior occurs. One modification strategy includes asking teachers to identify particularly problematic time periods or activities that occur during the student's school day. Just prior to identified periods or activities the classroom teacher provides a precorrect (i.e., reminder) for use of skills the student is learning during intervention meetings. Using a precorrect allows teacher and student to have a positive interaction that is focused on expected behaviors *prior to* demonstration of problem behavior. Use of precorrects reduces the likelihood for problem behavior. Cue cards with skills and steps listed can be prominently displayed or smaller cards can be taped to a student's desk. These supports serve as a reminder for both the student and the teacher. In addition, use of cue cards may increase consistency of language the teacher uses when providing precorrects.

MANIPULATE CONSEQUENCE CONDITIONS

Manipulating consequence conditions means changing one or more events that typically occur immediately after problem behavior. In most classrooms problem behavior is managed (i.e., teachers respond) through use of non-verbal or verbal corrections and/or brief removal of student from activity (safe seat, buddy room, office etc.). For students with chronic patterns of challenging behavior these typical responses often are very reinforcing. That is, the student learns he or she will "get" adult attention and/or "avoid" certain situations or activities immediately after demonstrating problem behavior. To alter this pattern of behavior the consequence conditions (i.e., teacher response) can be rearranged to minimize reinforcement for problem behavior and maximize reinforcement for appropriate behavior. As an example, to minimize attention for problem behavior and/or avoidance of particular situations or tasks, educators can make effort to ignore many problem behaviors that students demonstrate. Along with planned ignoring, teachers can recognize other students who are demonstrating appropriate behavior. In addition, it also is beneficial to teach peers to ignore other student's problem behavior. Each of these techniques may minimize attention that is typically delivered immediately after problem behavior. In combination with planned ignoring teachers also can alter or manipulate typical consequence conditions by delivering high rates of recognition each time a student performs a social skill correctly. Many times appropriate behavior goes unnoticed. For students in a Social Skills Intervention Group there is need for a higher "dose" of recognition when appropriate behavior is demonstrated. In this way the typical consequence (not noticing) is manipulated (high rates of recognition for appropriate) as a method for altering the existing pattern of problem behavior.

MODIFIED MIDDLE SCHOOL EXAMPLE

Now let's look at a description of how one school has implemented Social Skills Intervention Groups (SSIG)/Small Group Social Skills (SGSS) as a Tier 2 intervention.

BACKGROUND INFORMATION

After receiving feedback from students and staff and reviewing data from previous social skills groups, the Tier 2 Team decided that they wanted to give the students additional purpose for participating in small group social skills, so they worked to combine social skills instruction with service learning. Service learning is a method of teaching that combines classroom instruction with meaningful community service. Critical thinking and personal reflection are emphasized, and a heightened sense of community, civic engagement, and personal responsibility are encouraged. Student voice is an integral part of service learning as student select, design, implement, and evaluate their service activity.

Based upon various studies, students who participate in Service Learning Courses or Projects seem to encounter a multitude of benefits. Beyond the classroom, service learners feel more attached to and involved in their communities. Because service learning promotes teamwork, participants develop better communication and decision making skills. Service Learning also fosters people's leadership abilities. Most service learners gain practical skills based upon the tasks they had in the course. Finally, service learners gain tolerance of people from different backgrounds and better appreciate other cultures.

Adapted/Modified from <http://en.wikipedia.org/wiki/Service-learning>. January 2, 2013

“xxxxxx had only one lens, which was his perspective. He now sees things from someone else’s point of view and is quick to help others. His attendance has improved dramatically and he cares about his academics. He was unable to work with others however he now partners with others and is able to participate in group work appropriately. He applies himself in class and doesn’t give up on himself.”

Staff

Student Selection

Students participating in SGSS Service Learning are selected by the PBS Tier 2 Team, using their data decision rules as outlined on the Existing School Data Inventory (below). Measures 1-3 are primary measures for referral to Tier 2, and measures 4-6 aid in the decision regarding intervention selection.

Measure	Proficient Score	Indication of Risk
1. Mid-quarter review of discipline records	0-6	7+ entries on discipline record form
2. Major behavior logged in Educator’s Handbook/PS	0	1+
3. Attendance	95%	Less than 95%
4. Number of Ds and Fs	2.5+ with no failing grades	2+
5. Tardies to school	0-2	3+

Once students have been identified as potential participants in the Social Skills/Service Learning intervention, the assistant principal meets individually with each student. During the meeting, she shares with each student his/her referral data and asks, “Do you think you need help? Do you want help? Are you interested in helping yourself and others?” If students answer “yes”, this secures their buy-in. Students then complete the following Tier 1 Fidelity Checklist:

Name : _____

STUDENT FIDELITY CHECK
Student Self-Assessment: Reflect and put a “Y” for Yes OR “N” for No.

1. ___ I know the three school rules.
2. ___ My teacher(s) have taught me about the three school rules.
3. ___ The rules in my classes reflect the three school rules.
4. ___ My teacher(s) have taught me about the three school rules when it comes to:
classroom, hallway, restroom, bus, auditorium.
5. ___ My teacher(s) have talked to me about the school rules if they have given me a re-direct
or if I have gotten into trouble.
6. ___ I have received a Viking Voucher this year.

Please complete the following questions.

7. I have received _____ (#) of Viking Vouchers this year.
8. I have received Viking Vouchers for: _____

9. What classes/teachers are giving you Viking Vouchers: _____

10. Three adults in school that I have a good relationship with are:
 1. _____
 2. _____
 3. _____

Facilitator Roles and Responsibilities

The SGSS Service Learning group meets two times a week during Before and After School Activity (BASA) time. Two staff members coordinate/lead these meetings; Tier 2 Team members rotate into the group as the second facilitator. Facilitator roles and responsibilities include:

- taking attendance of group members
- ensuring the time-line of the project is on target
- facilitating conversations with the group to help guide them in meeting the service learning activity goal
- facilitating conversation with the group or individual students to help teach the behavioral objectives
- collecting, inputting, and reflecting on student behavior data collected through SGSS Service Learning
- communicating with PBS Tier 2 Team regarding needs and providing updates
- help plan celebrations for the SGSS Service Learning students
- communicating with parents/guardians through the Parent Slip on a weekly basis
- recognize students regularly and consistently with Viking Vouchers

Targeted Social Skills

Six to nine students are in the group, and they work as a team to create and implement a service learning project. Through the service learning process certain social skills are discussed, explored, and taught by the SGSS Service Learning Facilitator. Those skills include:

- RESPECT
 - I CAN use respectful eye contact, tone, and words at the right time.
- RESPONSIBILITY
 - I CAN take ownership of my actions and how they influence or impact a situation.
 - I CAN be a team player.
- PERSONAL BEST
 - I CAN help not only myself but others as well.
 - I CAN be someone that people can count on; do what is expected.

“Before SGSS, I had gotten a lot of office referrals and was rude and disrespectful to my teachers. Now they have told me that they have noticed improvement. I am glad I have improved with my behavior and so proud of our SGSS group raising over \$300 to help find a cure for cystic fibrosis and leukemia.”

Student

Specific skills are discussed and taught when a negative social skill behavior occurs while in the group. The facilitator works the student individually regarding the situation, what skill could have been used when the situation happened, and then the student practices the skill that has been discussed.

Each meeting starts and ends with the group reviewing the SGSS Service Learning Skills. When a situation occurs and a skill is not practiced, the following questions provide a guide to help the student process the situation, take ownership, and increase the chances for the skill to be utilized in the future:

RESPECT	I CAN use respectful eye contact, tone, and words at the right time.	<ul style="list-style-type: none"> • What happened? • Take the situation step-by step; break down what could have been different at each step. • How can the group be productive? • How can you be part of the solution? • What would Respect look like in the situation? • What would Responsibility look like in the situation? • What would my Personal Best look like in the situation? • What’s the next step so that you can be ok and be a productive group member?
RESPONSIBILITY	I CAN take ownership of my actions and how they influence or impact a situation.	
	I CAN be a team player.	
PERSONAL BEST	I CAN help not only myself but others as well.	
	I CAN be someone that people can count on; do what is expected.	

Session Timeline

Week 1: Define service-learning

- Goal: understand service-learning
 Goal: student led norms are created and must include:
- Reviewing the SGSS Service Learning Skills at the beginning and ending of each meeting.
 - Apologizing when appropriate
 - Work on trusting yourself and those in the group.

Week 2: Discover Needs/Problems

Goal: identify relevant and interesting needs/problems

Week 3: Investigate the Problems

Goal: investigate cause and effect of the identified problem

Week 4: Research the Solutions

Goal: identify and research possible solution(s)

Week 5: Decide on a Project

Goal: evaluate solutions, select a project

Week 6: Plan the Project

Goal: create an action plan for the project

Week 7: Implement the Plan (can carry into week 8 if necessary)

Goal: put a plan into action and complete the project

Week 8: Evaluate (can carry into week 9 if necessary)

Goal: evaluate the impacts of the project

Week 9: Formal Reflection (can be combined with week 8 if necessary)

- Goal: identify areas of growth and weakness within the program/process
 Goal: students identify areas of personal growth and set goals to continue that growth

“I’ve seen xxxxxx go from a student who always needed to have the last word and could not forgive others to a student who apologizes, sets goals for himself, and often asks if he can help other students; specifically some of the students who have high needs.”

Staff

Progress Monitoring Data

Students are expected to have their teachers complete the Viking Victory Plan – SGSS Service Learning sheet each day. Students pick up the sheet from a folder in the facilitators classroom on their way to first hour. At the end of each hour the student asks that specific classroom teacher to rate him/her on the SGSS Service Learning Skills and initial the form. The following provides guidance for the classroom teacher’s responsibilities:

<p>Classroom Feedback *Use a positive tone throughout conversations.</p> <ul style="list-style-type: none"> • Prompt student to bring Viking Victory Plan. <ul style="list-style-type: none"> ▶ Possible VV opportunity. • Circle “points” on Viking Victory Plan and provide specific explanation for the rating given. <ul style="list-style-type: none"> ▶ Possible VV opportunity. • Provide encouragement for meeting expectations during next opportunity and/or reinforce for following expectations or making improvement.
--

MODIFIED MIDDLE SCHOOL EXAMPLE

During dismissal, the student stops by the facilitator's classroom and turns in the Viking Victory Plan. One of the facilitators inputs the student data into the Advanced Tier Spreadsheet. If a student does not have a certain hour completed on the sheet, that specific hour is not counted for or against the total score. If this becomes a trend for the student, then a conversation with the student occurs, along with a follow-up conversation with the specific teacher of that hour. The facilitator helps to problem-solve with the student and teacher regarding how best the scores can be documented.

Educators Handbook, the web-based documentation and referral program, is also utilized to monitor student progress, in addition to the Advanced Tier Spreadsheet. This information is regularly shared with each individual student. Those participating in SGSS – Service Learning are given a grade report every week as a means to help students monitor their academics.

The following is a copy of the Viking Victory Plan:

		Hr 1	Hr 2	Hr 3	Hr 4	Hr 5	Hr 6
RESPECT	I CAN use respectful eye contact, tone, and words at the right time.	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0
RESPONSIBILITY	I CAN take ownership of my actions and how they influence or impact a situation.	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0
	I CAN be a team player.	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0
PERSONAL BEST	I CAN help not only myself but others as well.	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0
	I CAN be someone that people can count on; do what is expected.	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0
Total Points:		/ 10	/ 10	/ 10	/ 10	/ 10	/ 10
Staff Initial:							
Positives:							

2: I did with 1 redirect or less.

1: I did it with 2-4 re-directs/teacher intervention.

0: No I needed 5+ redirects/teacher intervention.

"I like being in SGSS because it's fun seeing the teachers. It helped me by stop getting mad. I use it (the skills) in class to calm down sometimes."

Student

Parent Communication

Once a week a parent slip is sent home with the student. An overall percentage for each day is included on the slip. Students return the parent slip, signed, the following day to the facilitator. When the slip is returned, the student receives positive recognition, such as a Viking Voucher.

Here is the home report:

Home Report for _____.

Week of _____.

Mon: I met/did not meet my goal of ____%. I earned ____%.

Tue: I met/did not meet my goal of ____%. I earned ____%.

Wed: I met/did not meet my goal of ____%. I earned ____%.

Thu: I met/did not meet my goal of ____%. I earned ____%.

Fri: I met/did not meet my goal of ____%. I earned ____%.

(Teacher Initials)

(Parent Signature)

Parents are provided the following guidance to help their child be successful with SGSS Service Learning:

Parent Participation

- Ask your student for the Home Report.
- If goal was met provide positive feedback.
- If goal was not met, provide encouragement and ask the following questions:
 - ▶ “What do you need to do differently tomorrow?”
 - ▶ “Is there anything I can do to help you with this?”
 - ▶ “I know you can meet your goal tomorrow.”
- Sign the Home Report and remind student to return it to school.
- Keep SGSS Service Learning conversation brief.
- Use a positive tone throughout the conversation.

Social Validity

After students have graduated from SGSS Social Learning, they complete the following survey to assess the social validity of the intervention.

1. Do you feel that your behavior, prior to SGSS-Service Learning, was where you wanted it to be?
2. What do you think your behavior was like prior to SGSS-Service Learning?
3. Do you think that your behavior has changed since being in SGSS-Service Learning? If so, how?
4. Do you like being a part of SGSS-Service Learning? Why or why not?
5. If you believe that SGSS-Service Learning helped you, please explain why and how.
6. Do you believe that you have taken the skills that you have learned in SGSS-Service Learning and used them in class and/or at home? Why do you think this?
7. What was your favorite part about SGSS-Service Learning?
8. What was your least favorite part about SGSS-Service Learning?
9. Do you have any suggestions on what could make SGSS-Service Learning better?
10. Please rate yourself on the I CAN statements for both Before AND After SGSS:
 Circle number 1 if this is almost never
 Circle number 2 if it is seldom
 Circle number 3 if it is sometimes
 Circle number 4 if it is often
 Circle number 5 if it is almost always done

RESPECT	I CAN use respectful eye contact, tone, and words at the right time.	Prior to SGSS:	1	2	3	4	5
		Now:	1	2	3	4	5
RESPONSIBILITY	I CAN take ownership of my actions and how they influence or impact a situation.	Prior to SGSS:	1	2	3	4	5
		Now:	1	2	3	4	5
	I CAN be a team player.	Prior to SGSS:	1	2	3	4	5
		Now:	1	2	3	4	5
PERSONAL BEST	I CAN help not only myself but others as well.	Prior to SGSS:	1	2	3	4	5
		Now:	1	2	3	4	5
	I CAN be someone that people can count on; do what is expected.	Prior to SGSS:	1	2	3	4	5
		Now:	1	2	3	4	5

11. Is there anything else you would like to add or say regarding your thoughts or feelings?

Training for Staff, Students, and Families

Training about the Social Skills Intervention Groups should be provided for all staff members, however, the level of detail needed and timeframe for providing information varies according to extent of participation. The following general guidelines will be helpful as your Tier 2 Team identifies professional learning opportunities associated with the Social Skills Intervention.

All Staff members should know...

- ▶ what the intervention is named in your building
- ▶ who coordinates and facilitates
- ▶ how children are identified to participate
- ▶ the maximum number of students that can be served at one time

This information should be provided annually at minimum. In addition, all staff members should receive periodic updates (e.g., 2-3 per school year) about the number of students participating and general response to the intervention.

Example Update:

“During first semester 16 students participated in two separate intervention groups. 90% of the participants were successful during the self-management phase and participated in a graduation ceremony. 2 students were nominated for additional, more intensive academic or behavioral support.”

Some staff members will need to know...

- ▶ skills that are taught during each lesson and steps for completing skills
- ▶ how to give precorrects, prompts, and cues for use of skills
- ▶ how to give positive specific and corrective feedback for use of skills

Staff members who are directly involved with students who participate in the intervention group require this level of information. This commonly includes specialist teachers such as music, PE, art, and media center personnel. In addition, cafeteria and playground supervisors, hallway monitors, along with the school counselor and nurse be able to support generalization and maintenance of social skill use if they are provided with information and training.

A COMMON MISPERCEPTION is that small group strategies will “fix” the student and the classroom teacher does not need to be an active participant since “specialists” or outside staff members are often involved in the intervention.

It is important to stress that these interventions will require high levels of involvement among ALL staff within the school building.

Dr. Tim Lewis, Co-Director of the OSEP Technical Assistance Center on PBIS

A few staff members will need to know...

- ▶ how to complete the Daily Progress Report (DPR)
- ▶ where to submit student data
- ▶ how to interpret response to intervention data
- ▶ how to support the self-management procedures
- ▶ who is available for assistance if needed
- ▶ progress of children participating in the group

The main classroom teacher of each student in the group will need this level of detail. Ideally the Intervention Coordinator will provide this information to each teacher several days before the intervention begins. Teachers will need training for use of the DPR so that baseline data can be accurately collected. In addition, particularly for teachers who are new to the intervention, asking the Intervention Coordinator or Facilitator to demonstrate examples of positive specific and corrective feedback is useful and may increase fidelity of implementation.

STUDENTS AND FAMILIES. In addition to staff member training and information, participating students and families also need to know basic procedures for participating in and supporting the intervention. Students should be told about the DPR and periodically see and receive feedback about their graphed data. The Intervention Facilitator can likely provide this information. Families also will benefit from knowing skills that will be taught, how the DPR is used to monitor student performance, and how often they will receive data about their child's progress in the group.

A written description that explains important details of the intervention is one effective method for clear communication with ALL stakeholders. *The Intervention Essential Features Template* (introduced in Chapter 4) is a thorough and standardized format for describing each intervention that is available in your building. After initial development of the Social Skills Intervention Group (using the development guide provided in this chapter) the Tier 2 Team can summarize main components and features of the social skills program using the *Intervention Essential Features Template*. This document, along with other materials such as an example DPR, social skill cue cards, and example progress monitoring data, can be included in a Tier 2 handbook that is maintained and revised over time.

In the same way your SW-PBS team documents procedures of implementation for Tier 1, the Tier 2 Team will document procedures for implementation of Tier 2.

Developing a Social Skills Intervention Group For Your Setting

After establishing staff willingness to implement a Social Skills Intervention Group, members of the Tier 2 Team will convene to begin planning. Although some small adjustments likely will be made after initial development, it is critical that general procedures and systems be in place prior to implementation with students.

The following pages provide a guide that can be used during the intervention development process. Responding to items listed throughout the guide will help the Tier 2 Team stay focused on important development tasks. In addition, written responses to items in the development guide can be used as a summary description of how the intervention is provided in your setting. Portions of this description could be included in a student handbook, training materials for staff, and/or written documents for families.

“Getting carried away with the desire to implement change now, when the necessary groundwork has not been laid will likely result in an undesirable outcome, that is, no one knows what to do, how to do it, why they are doing it, or what to expect from it.

Once an intervention has been tried and failed, it can be very challenging to convince teachers and staff to give it a second chance.”

Crone, Hawken, and Horner, p.39

Social Skills Intervention Development Checklist

The skills and products that are pivotal to Social Skills Intervention Group intervention development are identified below and organized by components. Use this document as a roadmap of what should be in place for maximizing effects of the intervention. Mark items in the “Completed” column as final decisions are made.

PROGRAM DESIGN	
	Completed
1. All Tier 2 Team members are aware of effective implementation of a Social Skills Intervention Group.	
2. An Intervention Coordinator is identified.	
3. Each facilitator is trained to participate in the groups with clear responsibilities outlined.	
4. A consistent location for group meetings is designated.	
5. A maximum number of students that can be served at one time is determined.	
6. Your school’s name for the Social Skills Group is determined.	
7. Curriculum/lessons are selected based on behavior needs identified by data.	
8. Group meetings have a consistent schedule that includes rules and routines that have been taught.	
9. The Intervention Facilitator is able to teach a small group of students 1-2 times per week at the designated time.	

PROGRESS REPORT	
	Completed
1. Social skills taught align with schoolwide expectations.	
2. A goal is set for each student.	
3. A schedule for review of individual student data is determined with decision rules for fading, modifying, or continuing the intervention.	
4. A system is developed to monitor student progress (daily progress report/weekly progress report).	

REINFORCEMENT SYSTEM	
	Completed
1. Reinforcers are available for student participation during group meetings.	
2. Reinforcers are available for students that demonstrate targeted social skills at other times and locations.	
3. Additional reinforcers are available for students who meet their daily or weekly goal.	

DATA MANAGEMENT	
	Completed
1. A data management system is available to store and summarize student progress.	
2. The Intervention Coordinator is trained to enter and graph the student data.	
3. Student data is examined and reviewed on a regularly scheduled basis.	
4. The Intervention Coordinator brings data to the Tier 2 Team meetings.	
5. Data is shared with the whole staff at least quarterly.	
6. Data is shared with parents on a regular basis.	

PLANS FOR SELF-MANAGEMENT, FADING AND GRADUATION

	Completed
1. Procedures for fading intervention components are established.	
2. Self-management process is understood by student and participating teachers.	
3. A planned celebration is available when students graduate from Social Skills Group.	
4. Periodic check-ups/supports are in place for students after they graduate from the program.	

TEACHING STAFF TO IMPLEMENT THE PROGRAM

	Completed
1. Staff is trained to use pre-corrects and prompts that will aid student use of skills.	
2. A Tier 2 Team member is designated to provide modeling and feedback each time a new teacher begins to implement the program.	
3. Yearly booster sessions about the purpose and key features of the intervention are provided to staff.	

TEACHING STUDENTS AND PARENTS WHO PARTICIPATE IN THE PROGRAM

	Completed
1. A plan for introducing students to the program is developed. The plan includes an overview of the program.	
2. A plan for introducing parents to the program is developed and includes procedures for providing feedback to the child.	

EVALUATE PROGRAM OUTCOMES

	Completed
1. A plan for monitoring fidelity of intervention implementation is developed that includes tools to be used and a monitoring schedule.	
2. A plan for monitoring social validity of intervention is developed and includes tools to be used and a monitoring schedule.	
3. A plan for monitoring intervention outcomes is developed and includes: <ul style="list-style-type: none">• Number of students who participated• Number of students that graduated• Number of students that required more intensive support	
4. An Intervention Essential Features document is completed that includes clear descriptions of intervention components.	

Guiding Questions for Development and Implementation of Culturally Appropriate Interventions

Below is a list of questions school teams can consider during development of the intervention that may be applicable depending on the diversity represented in their buildings (Crone, Hawken, and Horner, 2010).

1. How does the membership of our Tier 2 Team represent the diversity of our targeted population?
2. How can we ensure our process for identifying student participants is objective?
3. Have we asked family members from a variety of cultural, religious, linguistic, and socioeconomic backgrounds how they view the intervention?
4. Have we asked students from a variety of cultural, religious, linguistic, and socioeconomic backgrounds how they view the intervention?
5. Do we have a data system that provides us with disaggregated data? Are we currently using this feature?
6. What outcomes are evident when this intervention is provided across a variety of student populations? Is student response questionable or poor for any particular subgroups? If so, how can this be addressed?
7. How can this intervention provide for flexibility based on student, family, and community differences?

Monitoring Fidelity of Intervention Implementation

Fidelity of implementation refers to how well an intervention is applied in the way that it was designed. Fidelity checks, for any intervention, should be designed and conducted as part of the Tier 2 Team's regular routine. Then, in cases of data that indicates a poor or questionable response to an intervention, the Tier 2 Team will have readily available data to verify the extent to which an intervention was accurately delivered.

Two commonly used methods for assessing implementation of social Social Skills Intervention Groups are review of permanent products (e.g., lesson plans or progress monitoring data) and direct observation using a fidelity checklist. Each method will be described in further detail.

PERMANENT PRODUCT REVIEW. Review of materials associated with the intervention is one method for assessing fidelity of intervention implementation. Specific to the Social Skills Intervention Group there are at least two products that members of the Tier 2 Team and/or the Intervention Coordinator can regularly review, which are the social skill lesson plans and progress monitoring data.

LESSON PLANS. The lesson plan is the main focus of each intervention session. While the activities may vary during each group meeting, the lesson plan should follow a general sequence that includes:

- ▶ Review of previously learned skills and discussion of homework
- ▶ Introduction of the new skill and explanation of importance
- ▶ Explicit skill step instruction
- ▶ Modeling and role-play
- ▶ Guided practice opportunities
- ▶ Goal setting with homework assignment

The following page provides an example format for monitoring the quality of social skill lesson plans.

EXAMPLE

Social Skills Intervention Group Lesson Plan Fidelity Checklist

Today's Date _____

Social Skills Unit _____

Group Facilitators:

Lesson Plan Reviewer:

Use the chart below to rate the degree to which each component was implemented.

Component	Not Evident	Limited Evidence	Partially Evident	Fully Evident
Describes activities for reviewing previously learned skills.				
Introduces the new skill.				
Defines the skill and key vocabulary.				
Explains why the skill is important.				
Identifies steps for using the skill. Gives opportunity for students to repeat the skill steps.				
Includes modeling and role-play opportunities.				
Lists procedures for reinforcing occurrences of the skill during the session.				
Provides specific examples and non-examples of the expected skill.				
Includes time for goal setting and an explicit homework assignment.				
Has materials that can be used to communicate skills and steps students are working on so that other adults can prompt, cue, and recognize students for using skills.				

Comments about implementation:

PROGRESS MONITORING DATA. Progress monitoring must occur in order to determine effects of the intervention and student response. Some teams ask classroom teachers to monitor student performance and submit data daily, while others choose to monitor daily and submit data weekly. Regardless of the schedule, monitoring student progress is an essential component of the intervention. Reviewing progress monitoring data will indicate implementer understanding of systems that support the intervention. System components include where to access DPR forms (mailbox, computer, folder) and how often the DPRs will be completed and submitted. In addition, DPRs with extensive notes or comments from classroom teachers may indicate a need for additional support (i.e., modeling and feedback) for adults who are promoting student use of appropriate social skills across multiple environments. Below is an example checklist that can be used when reviewing fidelity of the progress-monitoring component.

EXAMPLE

**Social Skills Intervention Group
Progress Monitoring Fidelity Checklist**

Intervention Coordinator:

Group Facilitator:

Date Group Began:

Name of each student who is participating in a Social Skills Intervention Group	Teachers consistently complete all sections of the DPR	DPRs are regularly submitted to the Facilitator	Coordinator enters and graphs student data and regularly provides updates about progress to stakeholders
Student 1			
Student 2			
Student 3			
Student 4			
Student 5			
Student 6			
Student 7			
Student 8			

DIRECT OBSERVATION. Another method for verifying accurate implementation of social skill intervention components is conducting observations while the skill lessons occur. In this case use of an observation checklist may be especially helpful. The checklist is used to record specific features that occurred during a lesson and also for providing feedback to Facilitators.

SESSION FIDELITY. Facilitators, particularly if they are new to the intervention, may inadvertently leave out important steps of the skill lesson such as review of previously learned skills or assigning homework. To maximize effects of the intervention, all steps of the lesson should be completed. Asking an observer to record what takes place during a lesson is a valuable way to ensure all components are provided. The next page provides an example checklist that can be used during direct observations for session fidelity.

EXAMPLE

**Social Skills Intervention Group
Session Fidelity Checklist**

Today's Date _____

Social Skills Unit _____

Group Members Present:

Group Facilitator(s):

Observer:

Use the chart below to rate the degree to which each component was implemented.

Component	Not Implemented	Limited Implementation	Partial Implementation	Full Implementation
Reviewed previously learned skills and discussed student homework assignment.				
Taught new skill using structured lesson plan format.				
Provided opportunities for students to practice new skill				
Set goal for use of new skill and assigned homework				

Comments:

Intervention Essential Features

After your team has developed and piloted the Social Skills Intervention Group Intervention, the following document, Intervention Essential Features, provides a template for describing important attributes of the supports you provide for students in your setting. Complete the template according to details relevant to your site. Then, use this as a tool for communicating with team members, staff and other important stakeholders. See the following for an example of Social Skills Intervention Group Intervention Essential Features.

SOCIAL SKILLS INTERVENTION GROUP ESSENTIAL FEATURES EXAMPLE

Intervention Essential Features

- Academic or social behavioral interventions are strategies or techniques applied to instruction in order to teach a new skill, build fluency in a skill, or encourage application of an existing skill to a new situation.
- Interventions require a targeted assessment, planning and data collection. Interventions should be researched-based and monitored regularly (progress monitoring) to determine student growth and to inform instruction.

School Name: Best Elementary

Intervention Check-In, Check-Out Social Skills Intervention Group
 Check & Connect Self-Monitoring

Name of Intervention	PAWS - (Positive Action with Support) Check-In, Check-Out (CICO)
<p>1. Description of intervention that includes function addressed:</p> <p><input checked="" type="checkbox"/> Obtain <u>adult and peer attention</u></p> <p><input checked="" type="checkbox"/> Avoid/Escape <u>social interaction/task/activity</u></p>	<p>Social Skill Intervention Groups are primarily for students who demonstrate social skill deficits (acquisition deficits, performance or fluency deficits, or competing problem behaviors). This could include students who have trouble making or keeping friends, have an inability to respond appropriately in particular situations, and/or are uncooperative.</p> <p>Direct social skill instruction occurs in small groups with the Social Skill Group Facilitator. Skills, based on the universal schoolwide expectations from the matrix, are taught during each lesson and steps for completing skills are shared with staff members directly involved with the students who participate in the intervention. Staff members involved reinforce skills taught in the SSIG in the general classroom setting by displaying prompts for the skills and providing additional instruction and regular feedback.</p>
2. Intervention coordinator and/or facilitator(s) identified	<p>The intervention coordinator is the primary manager of data that is used to monitor each student's response to the SSIG intervention. This data is prioritized and shared with the Tier 2 Team. The intervention coordinator is also responsible for contacting parents and orienting facilitators and parents to the intervention.</p> <p>The intervention facilitators are responsible for developing and delivering lessons weekly at minimum with a small group of students who demonstrate social skill deficits. Facilitators inform teaching staff exactly what skills have been taught in each session and what students must demonstrate to show success with the skill. Facilitators assist classroom teachers in rating student performance of specific social skills. Facilitators also assist classroom teachers to identify universal social skills lessons that complement the SSIG lessons.</p> <p>Intervention Coordinator: Tier 2 Coach</p> <p>Intervention Facilitators:</p> <ul style="list-style-type: none"> • School Counselor • Speech Language Pathologist • Special Education Teacher

<p>3. List at least two sources of data used to identify students for intervention:</p> <p><input checked="" type="checkbox"/> Existing school data</p> <p><input checked="" type="checkbox"/> Teacher/parent nomination</p> <p><input checked="" type="checkbox"/> Emotional-behavioral screening process</p> <p><input type="checkbox"/> Other _____</p> <p>Describe criteria (i.e. data decisions rules) for entry to intervention</p>	<p>Multiple strategies are used to identify students for Tier 2 support. Refer to the Student Identification Plan in our Tier 2 staff handbook for details.</p>
<p>4. Description of system to determine function of student behavior that includes both:</p> <p><input checked="" type="checkbox"/> Records Review</p> <p><input checked="" type="checkbox"/> Context Analysis</p>	<p>Tier 2 Team reviews existing school data, universal screening, and teacher nominations to identify function of behavior and match to appropriate intervention. Data is collected and compiled through the Tier 2 Adapted FACTS Part A to determine the function of the behavior.</p>
<p>5. Description of documented procedures for introducing/orienting new participants to the intervention for:</p> <p><input checked="" type="checkbox"/> Students</p> <p><input checked="" type="checkbox"/> Teachers</p> <p><input checked="" type="checkbox"/> Families</p>	<p>The intervention coordinator is responsible for contacting parents and orienting facilitators, staff, and parents to the intervention.</p> <ul style="list-style-type: none"> • The designated intervention coordinator works with applicable teachers to provide information about the collection of baseline data. • The facilitator reviews the program with the student, explains the procedures and invites the student to participate. When the child agrees, the process begins with the facilitator meeting with the student before the intervention begins. • The intervention facilitator meets with the staff members involved and explains the intervention, skills that are taught during each lesson and steps for completing skills. The facilitator also reviews how to give precorrects, prompts and cues for use of skills and how to give positive specific and corrective feedback for use of skills. • The intervention coordinator contacts families to explain the intervention and to teach the parents in how they can support their child in SSIG.
<p>6. Description of data-based system for monitoring student progress in intervention (daily/weekly progress report ratings and monitoring with data decisions applied at least monthly)</p>	<p>DPRs are used daily to provide specific, positive feedback to students at designated intervals. The skills on the DPR are based on the schoolwide matrix, and coordinate with the lessons taught in the small group. (For example, students might have a lesson on active listening as a component of the expectation of being respectful.) DPRs are turned in to the facilitator at the end of the week. The facilitator enters the scores into a spreadsheet and produces graphs for the coordinator to compile and prioritize for discussion at upcoming team meetings. Data is reviewed biweekly at Tier 2 Team meetings by the team to determine effectiveness of intervention.</p>

<p>7. Documented fading process that includes decision rules, description of process and graduation from intervention</p>	<p>After completing the formal social skills intervention lessons for 8 weeks, students will learn how to self-manage based on the weekly DPR. Students will self-monitor which include goal setting, self-recording, self-evaluation, and self-reinforcement for the week of social skills instruction. The goal is for students to maintain 80% of points throughout the fading process.</p> <ul style="list-style-type: none"> • Phase 1- Weeks 1 and 2-Teacher and student score together and compare ratings at the end of each class period. If the student data remains at the behavior goal of 80% or higher, the student/teacher ratings agree 80-85% of the time, proceed to Phase 2. • Phase 2- Week 1-Student begins self-monitoring. Teacher rates 4 out of 5 days. • Phase 2- Week 2- Student self-monitoring. Teacher rates 3 out of 5 days. • Phase 2- Week 3- Student self-monitoring. Teacher rates 2 out of 5 days. • Phase 2- Week 4- Student Self- Monitoring. Teacher rates 1 out of 5 days. • Phase 2- Week 5- Student Self-Monitoring Teacher rates 0 out of 5 days. • Phase 3- Student data stays at or above goal line while self-monitoring. Plan for graduation.
<p>8. Description of documented strategies for promoting generalization and maintenance of skills across settings and over time that are linked to schoolwide expectations</p>	<p>After completing the full 8-week formal social skills intervention lessons and successful demonstration of self-management, the student receives a graduation ceremony of which parents and friends are invited. The Tier 2 Team keeps in contact with teachers and reviews existing school data biweekly. Students receive high rates of specific, positive feedback, and are recognized quarterly for successfully following the schoolwide expectations as set by the matrix. Additionally, after graduation, the student may continue to self-monitor and receive booster lessons from the classroom teacher if requested by the student or teacher.</p>
<p>9. Description of documented strategies for weekly family communication/ feedback regarding intervention</p>	<p>The intervention facilitator sends home weekly informational letters and Parent Tip Sheets with social skill set cards. The DPR Daily Parent Connection from goal sheet (cut off of the bottom) is sent home with students at the end of each day. Extra points are earned if the DPR is signed and returned the next day. Teachers email and/or call families regarding the progress they are seeing in their classrooms. Parents are invited to graduation party when the student successfully completes the intervention.</p>
<p>10. Description of documented strategies for weekly communication/feedback with participating classroom teachers</p>	<p>The facilitator attends weekly grade level meetings to meet with involved staff and share the weekly lesson plans and goals for students involved in the SSIG intervention. Staff has opportunity to ask questions and clarify understanding at these meetings.</p> <p>The facilitator provides a copy of each student's weekly graph to all participating teachers. Prior to Tier 2 Team meetings, the intervention coordinator sends notifications to applicable staff members that their student's data will be discussed. It is highly recommended that the classroom teachers of the student attend the portion of the meeting during which their student's data is reviewed.</p>

<p>11. Description of documented strategies for regular (at least quarterly) updates to full staff regarding intervention or students involved in intervention</p>	<p>At monthly staff meetings, the intervention coordinator provides a brief update about the intervention to all staff members. This update includes the number of students:</p> <ul style="list-style-type: none"> • Who have participated to date • Are currently enrolled in the program • Who graduated from the program • Who required additional and/or more intensive intervention
<p>12. Description of documented system for monitoring fidelity of implementation of intervention process when student data indicates a questionable or poor response</p>	<p>The SSIG Lesson Plan Fidelity Checklist is completed by the intervention coordinator before implementation of the SSIG group. The SSIG Progress Monitoring Checklist is completed by staff involved in the first 2 weeks of a new intervention group by the intervention coordinator. The SSIG Session Fidelity Checklist is completed each session by the intervention facilitator.</p>
<p>13. Description of documented system for regularly assessing social validity of intervention</p>	<p>The SSIG Intervention Rating Profile is completed by staff involved within two weeks of new group and reported to the intervention coordinator. The SSIG Student Participant Interview is completed by students involved at end of the group and returned to the intervention coordinator. The Coordinator collects and aggregates social validity data annually; the Tier 2 Team reviews the data and modifies the intervention as needed. This information is shared with full staff.</p>
<p>14. Description of documented system for annually evaluating intervention outcomes that includes:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> # Students Participating <input checked="" type="checkbox"/> # Students Graduating <input checked="" type="checkbox"/> # Students Needing More Intensive Support 	<p>The intervention coordinator produces an annual report that includes the total number of students who participated, students who graduated, those who were referred for more intensive support, and academic and behavioral data for the intervention participants.</p>

Next Steps

Below are some next steps to consider as you develop Tier 2. Some of the steps involve active staff input. Be sure to build your action plan with that in mind.

See Tier 2 Team Action Plan – *Plan and Implement Small Group Interventions*

1. Select one small group intervention that will be developed in your setting (e.g., Social Skills Intervention Group)
 - A. Plan and implement the selected intervention
 - Use the *Intervention Development Checklist*
2. Pilot the intervention with a small number of staff, students, and families.
3. Identify and train additional Intervention Facilitators as needed so that the intervention can be provided for greater numbers of students and sustained over time.
4. Document interventions that are regularly available in your setting.
 - A. Provide a written description of each intervention.
 - Use the *Blank Intervention Essential Features Template*

CHAPTER 7: SELF-MONITORING

LEARNER OUTCOMES

At the conclusion of this chapter, you will be able to:

- ▶ Describe students who are most likely to benefit from the Self-Monitoring intervention.
- ▶ Tell main findings of research associated with Self-Monitoring.
- ▶ Identify implementation components of Self-Monitoring.
- ▶ Design and implement Self-Monitoring as a Tier 2 intervention that is contextually relevant for your students and school but adheres to implementation of critical features.
- ▶ Deliver implementation training according to audience needs (i.e., full staff, participating teachers, students, and families).
- ▶ Determine how student data will be collected and graphed.
- ▶ Monitor progress and make decisions for students who participate in a Self-Monitoring Intervention.
- ▶ Create a process for fading intervention supports.
- ▶ Determine criteria for exiting the intervention.
- ▶ Adapt or modify Self-Monitoring as a fading procedure for other Tier 2 interventions (CICO, Social Skills Intervention Groups, etc.), as well as a classroom support for all students.

Introduction and Purpose

Self-Monitoring is the practice of observing and recording one's own actions and behavior. In general, it is designed to teach students to change or maintain their own behavior (Shapiro and Cole, 1994). Using a checklist to ensure the completion of all the steps of a process, or crossing items off a "to-do" list to guarantee needed tasks have been finished are examples of Self-Monitoring. The practice of Self-Monitoring falls under the broader category of self-management. Self-management also includes goal setting (creating a behavior target), self-instruction (the use of self-talk or statements to direct behavior), self-evaluation (assessing target behavior against a set standard), and strategy instruction (following a series of steps to complete a task autonomously). In order for Self-Monitoring to occur, two conditions must be present:

1. The participant must have the skill in their repertoire.
2. The participant must be able to discriminate the occurrence of the skill.

The purpose of Self-Monitoring is to increase the frequency of a desired behavior/skill, or to ensure the accurate completion of a task. The act of monitoring a behavior forces the participant to increase focus and awareness of the desired outcome. This awareness, has been shown to increase the occurrence of desired results. Self-Monitoring may be applied to a wide range of skills, and has been found to be effective with student participants of all ages.

Research Base

Self-Monitoring has been used effectively to improve both academic and behavioral skills (Shapiro and Cole, 1994). Studies have shown Self-Monitoring to be effective with children as young as preschool (Connell, Carta, and Baer, 1993). It has been paired with class meetings where students are part of the problem solving process to improve behavior in the classroom (Carr and Punzo, 1993). It has also been used with students with a variety of disabilities as well as typically developing students (Bruhn, McDaniel, and Kreigh, 2015). It is viewed as less invasive than teacher managed strategies (Fantuzzo, Polite, and Cook, 1988) because it puts the locus of control with the student so requires less teacher time and attention. It may be more effective than teacher managed strategies for some students (Shapiro, DuPaul and Bradley-Klug, 1998), particularly those whose function of behavior is NOT teacher attention.

Self-Monitoring contributes to the acquisition of self-regulation, which is the crossover skill between academics and behavior (Wery and Nietfeld, 2010). Self-regulated learners are motivated, value personal progress, are willing to attempt difficult tasks to develop new skills, and view mistakes as a chance to learn. Learners who self-monitor have some control over their learning process, and are engaged in evaluating their work. If students develop the ability to self-monitor successfully, the practice may be applied to other behaviors and academic skills, allowing the student to become more independent.

STUDENTS MOST LIKELY TO BENEFIT

Self-Monitoring is best used with students who have escape maintained function of behavior, meaning their problem behavior is related to avoiding attention, task, or stimuli. Self-Monitoring could be considered to match other functions if reinforcement for attaining goal is manipulated. Research tells us Self-Monitoring can be effective for a wide range of ages, disabilities, and skills.

Intervention Overview

Self-Monitoring may be used as an individual support, or with a group of students. It may be applied to a variety of behaviors or academic skills. However the practice is used, the implementation steps remain consistent.

1. Identify target behavior
2. Define the target behavior
3. Collect baseline data
4. Design procedure and materials
5. Teach student to self-monitor
6. Monitor progress
7. Follow up and fade

UNDERSTANDING THE IMPLEMENTATION COMPONENTS

1. IDENTIFY TARGET BEHAVIOR – Typically, a student will be identified for support because they are exhibiting a problem behavior. The team will determine a target replacement behavior for the student to perform instead. The target behavior should be connected to the schoolwide expected behaviors for all students.

2. DEFINE THE TARGET BEHAVIOR – The replacement behavior should be defined so it is observable and measurable—meaning it may be recognized and recorded when it is performed. The parameters of the expected performance of the behavior should be clearly communicated, with examples and non-examples discussed so there is no confusion as to when to count the behavior as accomplished. If there are steps associated with the behavior or skill, these should be listed and practiced.

Examples of Defined Behaviors:

- ▶ Respect others = Use good words, keep hands and feet to self, and ask to use other people's belongings.
- ▶ Be responsible = Go to class on time, bring needed items, and put your things away when done.
- ▶ Follow directions = Listen to what you are being asked to do, ask questions if needed, begin the task.

Examples of Academic skills:

- ▶ Recite/write times tables 1 – 10 by Jan. 15th.
- ▶ Read 5 books a week at the 3.0 level or above, and complete comprehension questions at 80% or above.

DISCUSSION



Think about a skill or behavior you would like to improve. Write it on a piece of paper or share it with an elbow partner.

3. COLLECT BASELINE DATA – Baseline data is collected so it may be compared to performance of the target behavior after the intervention has been implemented. This allows improvement in the target skill to be seen. It is desirable to graph the baseline data, and then insert a vertical line, or phase change line, indicating when the intervention has started. Graphing daily progress allows a quick visual determination if the behavior is improving compared to baseline. Graphing progress is considered best practice.

DISCUSSION



Do you have past records associated with your skill that allows you to collect baseline? What would be an appropriate way of collecting baseline? Frequency counts?

4. DESIGN PROCEDURE AND MATERIALS – Developing intervention procedures and materials that are specific to your building and meet the needs of your students is the next step. The intervention procedures include when and where the student will be self-monitoring. Will the student only self-monitor during the most problematic times of the day or will the entire day be included? How will the student be prompted or reminded to record their use of the skill? Behaviors such as staying on task need frequent monitoring, so a cueing system should be created for skills needing frequent monitoring. A variety of timing devices are available, from simple timers to incorporating student’s personal technology. A small device called a “Motivator” is an example of a useful tool. It is small enough to clip onto the belt, and will vibrate at set intervals. Other behaviors may only need to be recorded at the end of a class period such as the use of social skills or the number of tasks completed.

Materials for implementing the intervention include the method to remind the student to monitor as discussed above, the chart for Self-Monitoring (the Daily Progress Report or DPR), and the reward for attaining goal. The DPR should specifically list the target behavior, with any steps associated, space for the student to record performance of the skill, a place to record the day’s total, and the student’s goal for the day. A code or number should be agreed upon to indicate if the skill was performed accurately. If the skill is either accomplished or not (such as being on task), only two symbols are needed to indicate yes or no. Other skills may have more variance so a three-point scale may be needed (i.e. 0 indicates the skill was not done, 1 indicates the skill was attempted but not all steps completed, and a 2 indicates the skill was accomplished to criteria). The number of possible time frames multiplied by the number points possible in each determines the possible total points for the day. Points earned out of points possible can then be converted to a percentage and graphed.

A reasonable goal should be set daily. The goal should be challenging, yet attainable for the student. Determining a goal is easiest when baseline data is available. The goal should be increased as the student consistently attains goal until a final goal is set at 80-85%. Reinforcement for attaining goal should tie into the universal school recognition program, and match the function of the student’s behavior.

Examples of Daily Progress Reports follow. DPRs may follow the same format as those for CICO or SSIG, but may need to be customized based on the goal.

EXAMPLE

Tier 2/Self-Monitoring Daily Progress Report

Student Name _____ Date _____

3 = 0-1 reminder 2 = 2 reminders 1 = 3+ reminders

	<i>Be Safe Keep hands and feet to self</i>	Teacher Check	<i>Be Respectful Follow directions</i>	Teacher Check	<i>Be Responsible Use materials appropriately</i>	Teacher Check
8:30 to Morning Break	3 2 1		3 2 1		3 2 1	
Morning Break to Lunch	3 2 1		3 2 1		3 2 1	
Lunch to Afternoon Break	3 2 1		3 2 1		3 2 1	
Afternoon Break to Dismissal	3 2 1		3 2 1		3 2 1	

Total for the day _____/36

Parent/Guardian Signature _____

I'm proud of you today because:

EXAMPLE

Daily Progress Report

Student Name _____ Date _____

3 = 0-1 reminder 2 = 2 reminders 1 = 3+ reminders

	<i>Be Safe Avoid aggression</i>	<i>Be Respectful Use polite language</i>	<i>Be a Learner Follow directions first time asked</i>	<i>Be Your Best Complete and turn in required work on time</i>	Teacher Initials
Period 1	3 2 1	3 2 1	3 2 1	3 2 1	
Period 2	3 2 1	3 2 1	3 2 1	3 2 1	
Period 3	3 2 1	3 2 1	3 2 1	3 2 1	
Period 4	3 2 1	3 2 1	3 2 1	3 2 1	
Period 5	3 2 1	3 2 1	3 2 1	3 2 1	
Period 6	3 2 1	3 2 1	3 2 1	3 2 1	
Period 7	3 2 1	3 2 1	3 2 1	3 2 1	

Parent/Guardian Signature _____

Congratulations for:

EXAMPLE

Self-Monitoring Daily Progress Report

Student Name _____ Date _____

	Ck	Tasks Completed Monday	Ck	Tasks Completed Tuesday	Ck	Tasks Completed Wed	Ck	Tasks Completed Thursday	Ck	Tasks Completed Friday
Reading	Out of		Out of		Out of		Out of		Out of	
Math	Out of		Out of		Out of		Out of		Out of	
Social Studies	Out of		Out of		Out of		Out of		Out of	
Science	Out of		Out of		Out of		Out of		Out of	

Total for the day ____ / ____ Goal _____

Parent/Guardian Signature _____

I'm proud of you today because _____

EXAMPLE

Writing Assignment Checklist

Place a check next to the items completed.

Name _____ Class _____ Date _____

All sentences begin with a capital letter.	
All sentences have correct punctuation at the end.	
All sentences have a subject and a verb (are complete sentences)	
The first word of the paragraph is indented	
The paragraph has a topic sentence	
All sentences in the paragraph are on the same topic	
I followed instructions for the assignment	
I completed all parts of the assignment	

The goal for this writing assignment is _____

DISCUSSION



How often will you monitor your skill? Design a simple chart you would use to monitor. Make sure it lists needed steps. Determine a goal. How often and how will you be reminded to chart your behavior? Share with an elbow partner.

5. TEACH STUDENTS TO SELF-MONITOR – Students must be taught how to self-monitor. Reviewing and recognizing the target behavior is essential (remember the skill must be one they already know how to perform). Situations in which the student will be expected to perform the behavior may be role played with the student, with guidance provided in completing the DPR. Non-examples should be discussed as well, and the student should demonstrate completing the DPR under each circumstance. Progress toward accurately completing the DPR should be monitored each time until the student is accurate at least 80% of the time for a week. At this stage accuracy is the focus, so praise should be given for accurate completion and any discrepancy in recording should be discussed. The adult checks are then faded until the student is independently completing the chart with adult checks on a 1/5 average. If accuracy begins to slip, the adult should increase the frequency of checks. The adult interaction and involvement as well as tangible reinforcement of the target behavior should be faded. For many students, seeing progress and completing the chart is reinforcement enough.

6. MONITOR PROGRESS – Determining how well the student is responding to the intervention is a crucial step in the process. Each student’s DPR score should be converted to a percentage and charted on a graph. Basic graphing conventions should be followed; goal line indicated, vertical line between baseline and intervention data applied to indicate when the intervention began or when a change was made in the intervention, daily or weekly progress designated. The Advanced Tier Spreadsheet is available for this purpose on the pbmissouri.org site. These data should then be used to make decisions to; a) continue the

intervention as designed, b) make changes to the intervention based on questionable or poor performance or c) begin the fading process and graduate.

7. FOLLOW UP AND FADE – Once the student has successfully met his or her goals for a period of time and have reached the Tier 2 Team’s criteria for fading, they may be faded from the intervention. Students who begin the fading and graduating process should still be monitored intermittently to make sure the student maintains performance of the target behavior. Students may be encouraged to continue the Self-Monitoring process without adult involvement.

Resources Needed

Intervention Coordinator: As with any intervention, it is recommended to have a Coordinator to supervise the fidelity of implementation. The Coordinator would also organize materials, and help orient the student to the intervention. The Coordinator will notify parents of the student’s involvement with the intervention, and support teachers in their implementation of the intervention. The Coordinator communicates with the Tier 2 Team regarding how many students are involved in the intervention, and what progress is being made. He or she may also be the data person – the one to enter individual student progress in the Advanced Tier Spreadsheet or other Excel document.

Teachers who have students in the intervention are expected to help train the student in completion of the DPR by checking each time the student marks their chart for the first week, or until the student is accurate in assessing their target skill at least 80% of the time. The teacher checks are then faded until random checks (around 1/5) occur. The teacher will then turn the chart in to the Coordinator or data person for data entry at least weekly. Students should have the opportunity to view their data on a regular basis so they can easily see their progress. The student can be engaged in entering their daily progress onto a graph so they can view overall progress in the intervention.

DISCUSSION



Who in your building will be the coordinator of this intervention? Who and when will the staff be trained as to their role in this intervention?

STEPS FOR EFFECTIVE IMPLEMENTATION

1. Identify a Coordinator and train them in the parameters of the intervention.
2. Identify eligible students by using data decision rules (ODR, minor discipline data, or teacher nomination). Gather enough additional information (Tier 2 Adapted FACTS) to determine possible function of behavior and appropriateness for this intervention.
3. Notify parents of student participation.
4. Follow the seven steps for implementing with students.

Self-Monitoring Intervention Features and Goals

FEATURE	GOAL
1. Identify Target Behavior	<ul style="list-style-type: none"> • State in positive terms • Consider where and when the behavior occurs • Identify possible function of the behavior
2. Define the Target Behavior	<ul style="list-style-type: none"> • Use the OMPUA guidelines to help you <ul style="list-style-type: none"> – Observable, measureable, positively stated, understandable, always applicable • The skill must be in the student’s repertoire
3. Collect Baseline Data	<ul style="list-style-type: none"> • Frequency counts – record each time behavior occurs or look at permanent products • Time sampling – observing the occurrence or non-occurrence of the target behavior during a fixed amount of time • 3-5 data points • Graph analysis for visual evaluation.
4. Design Procedure and Materials	<ul style="list-style-type: none"> • Determine when the student will self-monitor. How will student be cued to do so? • Create age appropriate Self-Monitoring Daily Progress Report. List the target behavior and any steps needed to complete the skill.
5. Teach Student to Self-Monitor	<ul style="list-style-type: none"> • Discuss target behavior with student. Use examples and non-examples. Explain why the behavior is important. • Determine when and where the student will monitor behavior and what will be used to cue student to complete DPR. • Teach use of DPR and have student practice. • Set a goal – allow for student input
6. Monitor Progress	<ul style="list-style-type: none"> • Positive feedback given for student accurately assessing and recording until teacher and student agree at least 80% of the time • Teacher check of accuracy is faded to periodic checks (1/5 average) • Adult provides specific verbal feedback when target skill is displayed.
7. Follow Up and Fade	<ul style="list-style-type: none"> • Reteach or review skills as needed • Review progress and celebrate success • Having student graph progress allows for quick visual evaluation and may increase student rate of improvement (Harris, Graham, 1994) • When student is consistently using skill and attaining goal, reduce the times per week that student monitors • Periodically check for maintenance

Figure 8.1

Training for Staff, Students, and Families

It is beneficial to train all staff regarding their involvement in the intervention so they will be prepared when one of their students is selected. After piloting the intervention and deciding to fully implement, it is much quicker to begin the intervention if each staff member does not need individual training prior to each student starting. If all staff has a clear understanding of the basic structure and use of Self-Monitoring, an email would suffice in reminding them of their role in the intervention along with information about the method to cue the student to complete their chart and the schedule.

Staff training should consist of practicing how to monitor students as they complete their chart and appropriate ways to give praise for accuracy, praise for skill attainment, as well as corrective feedback if student is not accurate in their self-assessment. Staff should understand the importance of frequent checks and feedback as the student begins the intervention, and how to slowly fade to intermittent checks (on an average of 1/5).

Students must be oriented to the intervention and clearly taught how to carry out their responsibilities. Initial training will take about 30 minutes in order to review the target skill and have the student practice with a sufficient amount of examples that they understand how and when to complete the DPR. Examples and non-examples of accurate recording and variations of the skill should be included.

Families also will benefit from knowing skills that will be taught, how the DPR is used to monitor student performance, and how often they will receive data about their child's progress in the group.

Variations in Self-Monitoring Use

SELF-MONITORING AS A CICO VARIATION

CICO is most appropriate for students who seek adult attention. The students are reinforced by the frequent teacher feedback, and teacher rating on the DPR. However, some students find teacher attention aversive. For those students, Self-Monitoring may be effective, particularly when reinforcement for attaining goal is matched to their function of behavior.

The steps for implementation would be the same. Simply use the same CICO monitoring form used for other students participating in CICO, but teach students to self-monitor.

SELF-MONITORING AS A GENERALIZATION STRATEGY FOR SOCIAL SKILLS INTERVENTION GROUPS

Generalization of social skills is viewed by leading researchers, such as Gresham (1998, author of Social Skills Improvement System - SSIS), as a need area associated with that intervention. Students are capable of demonstrating the target social skills within the controlled training situation, but fail to demonstrate those same skills in other environments.

Childs (2011) conducted a study using five elementary students who had completed at least one semester of social skills training, but continued to have social skills problems in other areas of the school. Minor discipline data and teacher ratings were used as baseline and again six weeks after implementation of Self-Monitoring. All five students showed improvement in their targeted skills with an effect size of .58 to 1.95

(effect size of .5 is considered moderate according to Cohen's ratings (1992).

To add Self-Monitoring to the SSIG intervention, simply create the chart or use the same daily chart teachers are using to rate the student on the social skills being taught. Teach students how to self-monitor following the same steps as outlined.

SELF-MONITORING AS A FADING PROCEDURE

Self-Monitoring has been discussed as a fading procedure for other interventions presented in this workbook. It is a good transition from teacher led intervention to student autonomy. Students are slowly transitioned from having the teacher complete a chart or progress report (DPR) to completing it independently. Periodic teacher checks at random intervals ensures the student is accurately recording performance, and maintaining the target skills.

USING SELF-MONITORING AS A CLASSROOM SUPPORT FOR ALL STUDENTS

This intervention may easily be adapted to use with all students in the classroom to either work on one agreed upon skill, or for each student to work on an individual skill.

If each student is monitoring an individual skill, a teaching session should be conducted to discuss how to choose an appropriate skill to improve and how to set appropriate goals. (Or the teacher discusses with each student a skill of focus based on baseline data such as spelling test scores, minor discipline data, etc.) The teacher would then lead students in defining the skill, determining the frequency of charting, designing their individual DPR, and setting a goal. Students could be paired with a buddy to help check accuracy of DPR completion with the teacher randomly double checking. This can be highly effective as a tool for improving individual academic progress.

Self-Monitoring is a great way to motivate students to improve on a collective skill. This skill may be determined through class meetings or by the teacher.

Example:

A teacher is frustrated with the amount of student tardiness to class. They discuss with the class the importance of being on time (replacement behavior). Being on time must be clearly defined (is it toe in the door or sitting in seat). The class discusses barriers to being on time and problem solve for each. The teacher shares baseline data with the class by posting the graph in a prominent place showing the number of students on time to class the last five days. Two students can be asked to monitor the chart/graph each day immediately after the bell rings by counting the number of students on time and indicating the number on the graph. A goal is set and reinforcement for meeting goal determined. Because two students have been selected, they may double check accuracy so teacher involvement is minimal. The teacher would only need to provide the reward or reinforcement for attaining goal on the agreed upon schedule. For older students, weekly is sufficient. Younger students may need daily reinforcement. This method of using entire class Self-Monitoring is effective for a variety of classroom behaviors such as; coming prepared to class, completing homework, monitoring students getting along with each other, to name a few.

On-Going Monitoring of the Intervention

Once an intervention is developed and fully implemented, several aspects will need to be monitored, including:

- ▶ Monitoring Fidelity of Intervention Implementation
- ▶ Monitoring Social Validity of Intervention
- ▶ Monitoring Intervention Outcomes

FIDELITY OF IMPLEMENTATION

Fidelity of implementation refers to how well an intervention is applied in the way that it was designed. Fidelity checks for any intervention should be designed and conducted as part of the Tier 2 Team's regular routine. Two common methods for assessing fidelity include permanent product review and observation or interviews.

Permanent product review means looking at documentation to determine implementation. The easiest way to check fidelity of implementation is to look at the DPR. Is it completed using the designated time intervals? Has the teacher observed the student completing the chart and have they periodically checked accuracy?

Teachers or another adult may need to observe the student Self-Monitoring to determine if they are following the schedule.

It may be necessary to interview the teacher and/or student to determine any problems associated with implementation.

SOCIAL VALIDITY

Social validity is also referred to as treatment acceptability. It focuses on whether the goals, the intervention elements, and the anticipated outcomes are acceptable, socially relevant, and useful to the individual and to those who care about the individual.

Typically, social validity is measured through the use of structured interviews or rating scale questionnaires. Rating forms created to measure other interventions may be appropriate. Questions for the interview or completed as a questionnaire center on how clear and easy the intervention was to implement and if the results were worth the effort or made the intended improvements in behavior.

MONITORING INTERVENTION OUTCOMES

All school interventions should be periodically evaluated to determine the value added to students' school success. One possible format is to count the number of students who participated in each intervention and then those who had positive outcomes or graduated from the intervention.

Chapter 4 shows one simple format, which would provide this basic information. Schools that choose to apply for MO SW-PBS recognition at the Silver or Gold Levels will submit data in this format.

Self-Monitoring Intervention Development Checklist

The skills and products pivotal to Self-Monitoring intervention development are identified below and organized by components. Use this document as a roadmap of what should be in place for maximizing effects of the intervention. Mark items in the “Completed” column as final decisions are made.

PROGRAM DESIGN	
	Completed
1. An intervention coordinator is identified.	
2. A name for the Self-Monitoring Intervention has been determined for your school.	

DAILY PROGRESS REPORT (DPR)	
	Completed
1. The positively stated behavioral expectations that will be listed on the DPR have been determined.	
2. A method for identifying target behaviors necessary for meeting expectations included on the DPR is in place (if applicable).	
3. The DPR consists of a minimum of 4 rating periods with scoring intervals no longer than 75 minutes.	
4. A range of scores to be listed on the DPR for rating behavioral performance has been determined (e.g., 1, 2, 3).	
5. Specific criteria to define how points are earned has been determined (e.g., never, sometimes, often). *Note – it is helpful to have the rating “key” documented on the DPR as a reminder of how points are awarded.	
6. Adaptations have been made (if applicable) so that the DPR is age appropriate for all students you serve (e.g., use of pictures; start and end time for class periods).	
7. The DPR includes space for total points earned, percentage of points, and the student’s daily goal.	
8. A process for daily DPR data to be shared with families has been determined (e.g., send DPR home or make a separate parent reporting sheet).	
9. A process for parents respond to indicate they have seen and discussed DPR data with their child has been determined.	

IDENTIFYING PARTICIPANTS	
	Completed
1. Criteria have been set for accepting students into the intervention.	
2. A process for acquiring parental consent for a child’s participation in the intervention is in place (if applicable).	
3. A process for considering students who transfer into the school is in place.	
4. Criteria for determining whether some students will begin a school year by participating in the program have been established.	

DATA MANAGEMENT

	Completed
1. A process for storing, graphing and reviewing student data is in place (e.g., SWIS, Excel, by hand).	
2. Someone has been assigned to examine student data and review it regularly (minimum is twice per month).	
3. Someone has been assigned to summarize student data and bring it to the team meeting.	
4. A process for sharing data with parents, participating classroom teachers, and the full staff has been determined.	

PLANS FOR FADING, GRADUATION, AND MAINTENANCE

	Completed
1. Criteria for when students are to begin fading the intervention have been established.	
2. The process for fading has been clearly defined.	
3. A flowchart that describes plans for gradually fading out use of the Self-management and daily data intervention components is developed.	
4. Criteria for the graduation process have been determined and a plan for how graduations be celebrated is in place.	
5. A plan for providing supports for students after graduating from the intervention is in place.	
6. A process for monitoring student data after the DPR is no longer being implemented has been established.	

TEACHING STAFF TO IMPLEMENT THE PROGRAM

	Completed
1. A plan for providing instruction to classroom and specialist teachers for implementing the intervention is in place and includes: <ul style="list-style-type: none">• Eligibility for participation• Baseline data collection procedures• Providing positive and corrective feedback statements• Cueing students to record data• Monitoring student rating on DPR• Initiating interactions with students• Response to major or minor referrals	
2. A process to provide teachers with coaching and implementation feedback has been established.	
3. A process for re-teaching staff is in place for components that are not implemented correctly.	
4. A plan and timeline for providing booster sessions for full staff about the purpose and key features of implementing the program is in place.	

TEACHING STUDENTS TO PARTICIPATE IN THE PROGRAM

	Completed
<p>1. A plan for providing instruction to students participating in the intervention is in place and includes:</p> <ul style="list-style-type: none"> • Purposes of the intervention (e.g., positive, time-limited, goal of self-management) • Behavioral expectations • Earning points and point goals • Getting feedback from teachers • Role play for accepting positive and corrective feedback • Menu of reinforcers • How to handle disappointment if goal is not met • Plans for fading, graduation, and maintenance 	
<p>2. A plan for providing information about the intervention program to other children (if applicable) is in place.</p>	

TEACHING PARENTS TO PARTICIPATE IN THE PROGRAM

	Completed
<p>1. A plan for introducing parents to the program is developed and includes procedures for providing feedback to the child.</p>	

EVALUATE PROGRAM OUTCOMES

	Completed
<p>1. A plan for monitoring fidelity of intervention implementation is developed that includes tools to be used and a monitoring schedule.</p>	
<p>2. A plan for monitoring social validity of intervention is developed and includes tools to be used and a monitoring schedule.</p>	
<p>3. A plan for monitoring intervention outcomes is developed and includes:</p> <ul style="list-style-type: none"> • Number of students who participated • Number of students that graduated • Number of students that required more intensive support 	
<p>4. An Intervention Essential Features document is completed that includes clear descriptions of intervention components.</p>	

Intervention Essential Features

As your team has developed and piloted the Self-Monitoring Intervention, the following document, Intervention Essential Features, provides a template for describing important attributes of the supports you provide for students in your setting. Complete the template according to details relevant to your site. Then, use this as a tool for communicating with team members, staff and other important stakeholders. See the following for an example of Self-Monitoring Intervention Essential Features.

SELF-MONITORING INTERVENTION ESSENTIAL FEATURES EXAMPLE

Intervention Essential Features

- Academic or social behavioral interventions are strategies or techniques applied to instruction in order to teach a new skill, build fluency in a skill, or encourage application of an existing skill to a new situation.
- Interventions require a targeted assessment, planning and data collection. Interventions should be researched-based and monitored regularly (progress monitoring) to determine student growth and to inform instruction.

School Name: Best Elementary

- Intervention** Check-In, Check-Out Social Skills Intervention Group
 Check & Connect Self-Monitoring

Name of Intervention	Self-Monitoring
<p>1. Description of intervention that includes function addressed:</p> <p><input type="checkbox"/> Obtain _____</p> <p><input checked="" type="checkbox"/> Avoid/Escape <u>task and/or adult attention</u></p>	<p>Students who are chosen for this intervention are given a specific behavior (defined operationally) of focus. The behavior is reviewed, including context it is used, examples and non-examples. Student is taught how to self-monitor, how they will be cued, and the form to use (DPR). Teachers monitor the student's accurate rating until they are accurate at least 80% for 5 days and then check at a rate of about 1/5 times the student rates themselves. DPR is collected by the classroom teacher at the end of the day. Rewards are given for meeting goal. A goal is set for the next day. DPR is turned in to coordinators mailbox to be entered in the Advanced Tier Spreadsheet.</p> <p>Student information is collected using the Tier 2 Adapted FACTS Part A to determine if student is appropriate for this intervention. This intervention focuses on students who engage in low level problem behaviors in order to avoid adult attention and/or avoid work tasks.</p>
<p>2. Intervention coordinator and/or facilitator(s) identified</p>	<p>Coordinator (one of the Tier 2 Team members) assists in setting up the intervention. Teachers of the participating student implement intervention.</p> <p>Coordinator: Special Education Teacher</p> <ul style="list-style-type: none"> • Responsible for prioritizing which students will be discussed during team meetings and ensuring resources are available for Mentors/Facilitators. <p>Mentors/Facilitators: Classroom Teachers, School Counselor, Para-Professionals.</p> <ul style="list-style-type: none"> • Work directly with participants and families.

<p>3. List at least two sources of data used to identify students for intervention:</p> <p><input checked="" type="checkbox"/> Existing school data</p> <p><input checked="" type="checkbox"/> Teacher/parent nomination</p> <p><input checked="" type="checkbox"/> Emotional-behavioral screening process</p> <p><input type="checkbox"/> Other _____</p>	<p>Multiple strategies are used to identify students for Tier 2 support. Refer to the Student Identification Plan in our Tier 2 Staff Handbook for details.</p>
<p>4. Description of system to determine function of student behavior that includes both:</p> <p><input checked="" type="checkbox"/> Records Review</p> <p><input checked="" type="checkbox"/> Context Analysis</p>	<p>Data is collected and compiled through the Tier 2 Adapted FACTS Part A to determine the function of the behavior. The Tier 2 Adapted FACTS Part A includes a records review and context analysis. The Self-Monitoring Intervention is designed to provide structure for students who engage in problem behavior to avoid/escape work tasks.</p>
<p>5. Description of documented procedures for introducing/orienting new participants to the intervention for:</p> <p><input checked="" type="checkbox"/> Students</p> <p><input checked="" type="checkbox"/> Teachers</p> <p><input checked="" type="checkbox"/> Families</p>	<ul style="list-style-type: none"> • Coordinator will assist orientating teachers by providing the forms, cueing system, and behavior of focus (determined by Tier 2 Adapted FACTS Part A) • They will also discuss the teacher’s role in checking student accuracy, giving feedback at the end of the day, collecting the DPR, and setting goals. • Teacher or counselor will contact families to describe the student’s participation in the intervention and agree on how the parent will receive regular progress updates. • Coordinator or counselor will orient student by reviewing the target behavior, having the student practice completing the monitoring form, discussing examples and non-examples, cueing system to be used, and setting goals/receiving rewards.
<p>6. Description of data-based system for monitoring student progress in intervention (daily/weekly progress report ratings and monitoring with data decisions applied at least monthly)</p>	<p>DPR will be collected by the classroom teacher at the end of the day and turned into the coordinator.</p> <p>The coordinator will enter the score into the Advanced Tier Spreadsheet (ATS). The teacher may also be willing to enter scores or have the student enter their scores into the ATS which could be housed as a Google Doc so coordinator would have access. ATS will be reviewed at monthly Tier 2 meetings to determine if student is making adequate progress.</p> <p>A data-based system is in place to graph daily/weekly behavior ratings; student progress is evaluated and data decisions applied at least monthly; and weekly monitoring of student progress in the intervention takes place.</p>
<p>7. Documented fading process that includes decision rules, description of process and graduation from intervention</p>	<p>Student should demonstrate approximately 4 weeks of 80% or above before fading begins</p> <ul style="list-style-type: none"> • Reteach or review skills as needed • Review progress and celebrate success • When student is consistently using skill and attaining goal, reduce the times per week that student monitors • Periodically check for maintenance • If student is not accurately monitoring skill, review of skill or monitoring procedure may be needed

<p>8. Description of documented strategies for promoting generalization and maintenance of skills across settings and over time that are linked to schoolwide expectations</p>	<p>During the Self-Monitoring Intervention, as well as during the fading and follow-up process, the students are directed back to the three major schoolwide expectations so that they can evaluate whether they are continuing to make better choices.</p> <p>Before fading, you may want to change the location or time period of monitoring to ensure generalization to other areas. Self-Monitoring may be reinstated if maintenance checks determine the need.</p> <p>Student will be faded from Self-Monitoring by slowly fading the teacher checks, the goal setting, and the rewards for attaining goal. Student will be encouraged to use the skills learned in Self-Monitoring for other goals the student wishes to achieve. Student ODR and Minor discipline data will be reviewed periodically by the Tier 2 Team to assure they are still demonstrating appropriate behavior.</p>
<p>9. Description of documented strategies for weekly family communication/feedback regarding intervention</p>	<p>Intervention facilitators communicate with home regarding the Self-Monitoring intervention in the following ways:</p> <ul style="list-style-type: none"> • sharing the daily and/or weekly ratings; extra points are earned if the DPR is signed and returned the next day • emailing and/or calling families to discuss student progress <p>Teachers also email and/or call families regarding the progress they are seeing in their classrooms</p>
<p>10. Description of documented strategies for weekly communication/feedback with participating classroom teachers</p>	<p>At the beginning of each school year, all faculty receive annual Self-Monitoring training.</p> <p>Once the student is identified to participate in the program, the designated intervention coordinator works with applicable teachers to provide information about the collection of baseline data.</p> <p>After the Tier 2 Team reviews baseline data and a goal for the student has been set, a Tier 2 member meets with applicable teachers to demonstrate use of the DPR and effective feedback strategies.</p> <p>During the first week of intervention participation, the facilitator checks in with applicable teachers 3 days to demonstrate effective feedback, provide support for awarding student points, and answer questions.</p> <p>The facilitator provides a copy of each student's weekly graph to all participating teachers. Prior to Tier 2 Team meetings, the intervention coordinator sends notifications to applicable staff members that their student's data will be discussed. It is highly recommended that the classroom teachers of the student attend the portion of the meeting during which their student's data is reviewed.</p>

<p>11. Description of documented strategies for regular (at least quarterly) updates to full staff regarding intervention or students involved in intervention</p>	<p>At monthly staff meetings, the intervention coordinator provides a brief update about the intervention to all staff members. This update includes the number of students:</p> <ul style="list-style-type: none"> • Who have participated to date • Are currently enrolled in the program • Who graduated from the program • Who required additional and/or more intensive intervention <p>Monthly staff meetings will include time to report how many students are participating in the intervention and how many of those are making adequate progress.</p>
<p>12. Description of documented system for monitoring fidelity of implementation of intervention process when student data indicates a questionable or poor response</p>	<p>During the first week of implementation, for each student, the intervention coordinator will observe all school-based components of the intervention (observing students with their use of Self-Monitoring) using a fidelity checklist. After each observation, the coordinator will provide verbal and/or written feedback to participating staff members. When each participating staff member achieves 100% fidelity for 3 consecutive observations, the intervention coordinator will teach those staff members to complete and submit a weekly fidelity self-assessment of the intervention components implemented.</p> <p>The intervention coordinator reviews staff member self-assessments regularly and provides additional teaching and support for areas lacking fidelity.</p> <p>During Tier 2 Team meetings, if a student's data indicates response to the intervention is questionable or poor, a review of one week's DPRs will be completed. In addition, fidelity checklists and teacher self-assessments will be examined so the team can evaluate the extent to which the intervention has been implemented with fidelity prior to making decisions about modifying, intensifying, or discontinuing student participation in the program.</p> <p>If teacher checks student accuracy and does not agree with the student rating, they should discuss the discrepancy and check accuracy more frequently than the recommended 1/5 average until student accuracy improves to at least 80%.</p>
<p>13. Description of documented system for regularly assessing social validity of intervention</p>	<p>Social validity will be checked by the student and teacher within the first two weeks of beginning the intervention. For each student that graduates or discontinues the intervention, a brief social validity survey is completed by the student, the family, and the participating teachers. The intervention facilitator assists students and families as needed. The intervention coordinator collects and aggregates social validity data annually; the Tier 2 Team reviews the data and modifies the intervention as needed. This information is shared with full staff.</p>
<p>14. Description of documented system for annually evaluating intervention outcomes that includes:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> # Students Participating <input checked="" type="checkbox"/> # Students Graduating <input checked="" type="checkbox"/> # Students Needing More Intensive Support 	<p>The intervention coordinator produces an annual report that includes the total number of students who participated, students who graduated, those who were referred for more intensive support, and academic and behavioral data for the intervention participants.</p> <p>Student, teacher, and parent are surveyed quarterly or when student graduates as to satisfaction with the intervention process and results</p>

Next Steps

Below are some next steps to consider as you develop Tier 2. Some of the steps involve active staff input. Be sure to build your action plan with that in mind.

See Tier 2 Team Action Plan – *Plan and Implement Small Group Interventions*

1. Select one small group intervention that will be developed in your setting (e.g., Self-Monitoring)
 - A. Plan and implement the selected intervention
 - Use the *Intervention Development Checklist*
2. Pilot the intervention with a small number of staff, students, and families.
3. Identify and train additional Intervention Facilitators as needed so that the intervention can be provided for greater numbers of students and sustained over time.
4. Document interventions that are regularly available in your setting.
 - A. Provide a written description of each intervention.
 - Use the *Blank Intervention Essential Features Template*

CHAPTER 8: ADDITIONAL TIER 2 INTERVENTIONS

MO SW-PBS guides participating schools in the planning for and implementation of evidence based Tier 2 interventions. In earlier chapters, your leadership team learned about Check-In, Check-Out (CICO - Chapter 5), Social Skills Intervention Groups (SSIG - Chapter 6), and Self-Monitoring (Chapter 7). All three of these have a substantial research base, are of sufficient rigor, and go through a process of peer review to be considered evidence based. All three of these interventions are available within the public domain, meaning the essential components and documents and artifacts needed to implement the interventions are open access. In addition, MO SW-PBS encourages Tier 2 leadership teams to implement Positive Peer Review (PPR) and Tootling, (which are both research based), and Classwide Function-related Intervention Team (CW-FIT), which has now met the criteria to be considered evidence based. Classroom use of these three strategies leads to improved implementation of Effective Classroom Practices, as well as to assist in generalization and maintenance (Chapter 4) of newly acquired or enhanced student skills.

Two additional interventions are also recommended by MO SW-PBS for our participating Tier 2 leadership teams to consider adding to their tool-kit of evidence based interventions. Both of these interventions have copyrighted content, documentation and/or artifacts that cannot be reproduced within our workbook. On the following pages, your Tier 2 leadership team will briefly learn about Check & Connect and FIRST STEP *Next* through an introduction, intervention overview, discussion of students most likely to benefit from the intervention and a brief synopsis of research supporting the intervention.

If after reading the intervention synopsis and having successfully implemented one of the other Tier 2 interventions, your leadership team decides that either Check & Connect or FIRST STEP *Next* are the intervention of best fit to match the function of problem behavior in students identified as needing more targeted supports, reach out to your SW-PBS Consultant for information on a training in your area.

Check & Connect Intervention Synopsis

INTRODUCTION AND PURPOSE

This intervention synopsis provides SW-PBS teams with a description of the Check & Connect intervention, a brief description of the intervention and which students the intervention is most effective for, as well as a short review of the research base for this intervention.

The information in this workbook does not replace the published manual, Check & Connect: A Comprehensive Student Engagement Intervention: Implementing with Fidelity (Christenson, Stout, & Pohl, 2012). Instead, this synopsis was developed as an awareness resource to be used to inform SW-PBS participating teams. The information contained herein, along with understanding of multi-tiered systems of support may help a participating team in deciding in Check & Connect is an intervention of best fit for identified student needs.

It is highly recommended that participants access the published manual, which can be obtained from the Institute on Community Integration, University of Minnesota (ici.umn.edu).

Check & Connect is a project of the Institute on Community Integration, University of Minnesota

For more information about the Check & Connect intervention:

Christenson, S.L., Thurlow, M.L., Sinclair, M.F., Lehr, C.A., Kibel, C.M., Reschly, A.L., et al. (2008). Check & Connect: A comprehensive student engagement intervention manual. Minneapolis, MN: University of Minnesota, Institute on Community Integration.

Manuals can be ordered from:
Publications Office Institute on Community Integration
University of Minnesota
109 Pattee Hall
150 Pillsbury Dr. SE
Minneapolis, MN 55455

<http://ici.umn.edu/checkandconnect/>

INTERVENTION OVERVIEW

Check & Connect can enhance student engagement with school and learning, promote student competence and provide persistent support for academic and behavioral standards and expectations.

Essential Features of Check & Connect include:

- ▶ A mentor who keeps education salient for students
- ▶ Systematic monitoring (the “check” component)
- ▶ Timely and individualized intervention (the “connect” component)
- ▶ Enhanced home-school communication and home support for learning

Check & Connect includes a Basic Approach, but also includes structures for intensification and individualization based upon student data. As such, Check & Connect can serve as a tier 2 or a Tier 3 support. The Basic Approach includes the following components:

1. Meet daily to a minimum of weekly with student to review risk factors and check in with the student.
2. Record progress on “Check” section of the monitoring sheet.
3. Record focus of contact with student in the “Connect Basic” section of the monitoring sheet.
4. Record any actions taken based on contact in the “Connect Intensive” section of the monitoring sheet.
5. Refer to Check & Connect Intervention List for intervention suggestions.

Check & Connect has four **Descriptive Characteristics** including being a 1) targeted or intensive intervention, 2) structured mentoring program, 3) empirically supported intervention, and with 4) clearly delineated core elements. The **Core Elements** include 1) relationships, 2) problem solving and capacity building and 3) persistence plus. If your leadership team chooses to participate in Check & Connect training, details of each of these will be explained and demonstrated during training with your SW-PBS Consultant.

STUDENTS WHO MOST LIKELY BENEFIT

Check & Connect is one of the few research based interventions for Tier 2 that can address all functions of student misbehavior. Refer to the MO SW-PBS Student Identification Process Guide in Chapter 4 to compare this intervention to the others included in this workbook. Below find descriptions of elementary and secondary students for whom Check & Connect has proven to be beneficial.

Elementary Indicators	Secondary Indicators
<p>BEHAVIORAL: Late to school, absenteeism including excessive excused absences, history of educational neglect, behavior referrals to office, suspension or expulsion, frequent school moves.</p>	<p>BEHAVIORAL: Skipping classes, absenteeism, truancy, in-school suspension, out-of-school suspensions, office referrals, detention, expulsion, history of dropping in and out of school, frequent number of school moves, limited extracurricular participation.</p>
<p>ACADEMIC: Not completing assignments, failing classes, reading below grade level, below proficiency on state standardized tests.</p>	<p>ACADEMIC: Credit deficiency, failing classes, below proficiency on state standardized tests, poor task completion rates, low success rates, incomplete homework assignments.</p>
<p>COGNITIVE: Minimal interest in school, resistance to learning, low academic self-efficacy and perceived competence.</p>	<p>COGNITIVE: Minimal interest in school, resistance to learning, low academic self-efficacy and perceived competence.</p>
<p>AFFECTIVE: Social isolation, feelings of not belonging to school.</p>	<p>AFFECTIVE: Low expectation to graduate, social isolation, feelings of not belonging to the school community.</p>

RESEARCH BASE

Synthesis of Results from Check & Connect Research Studies

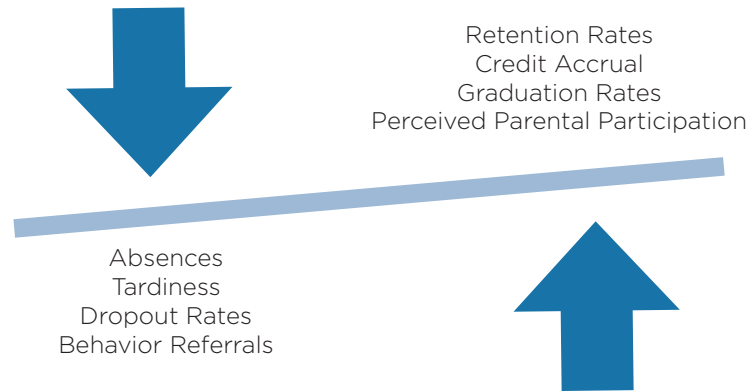


Figure 8.1
Christenson, Stout & Pohl (2012)

Check & Connect Studies have been conducted:

In various settings:

Schoolwide
District-wide
Elementary, Middle and/or High School
County-wide

To Address:

Attendance/Truancy Behavior
Literacy
Students with Disabilities
Students without Disabilities

Figure 8.2
Christenson, Stout & Pohl (2012)

DISCUSSION



- ▶ Think about students you know or have worked with who meet criteria as appropriate candidates for Check & Connect.
- ▶ Think about students you know or have worked with who are not appropriate candidates for Check & Connect.

For more information on Check & Connect please contact your SW-PBS Consultant for training dates and location.

FIRST STEP *Next* Intervention Synopsis

INTRODUCTION AND PURPOSE

This intervention synopsis provides SW-PBS teams with a description of the FIRST STEP *Next* intervention, a brief description of the intervention and which students the intervention is most effective for, as well as a short review of the research base for this intervention.

The information in this workbook does not replace the published manual. Instead, this synopsis was developed as an awareness resource to be used to inform SW-PBS participating teams. The information contained herein, along with understanding of multi-tiered systems of support, may help a participating team in deciding that FIRST STEP *Next* is an intervention of best fit for identified student needs.

It is highly recommended that participants access the FIRST STEP *Next* published materials which can be obtained from Pacific Northwest Publishing. The complete kit includes a Coach's Guide, Teacher Workbook, Parent Workbook, an organized set of student records for use by the coach, child-friendly materials, and training and demonstration videos.

For more information about the FIRST STEP *Next* intervention from the coaches guide: Walker, H., Stiller, B., Coughlin, C., Golly, A., Sprick, M., & Feil, E. (2015). *First steps next*. Eugene, Oregon: Pacific Northwest Publishing.

Manuals can be ordered from:

<https://pacificnwpublish.com/products/FIRST-STEP-Next.html>

INTERVENTION OVERVIEW

FIRST STEP *Next* is a classroom Tier 2 intervention for students in Pre-K through second grade who are at risk of failure due to exhibiting externalizing, attention-seeking behaviors such as tantrums, physical aggression, disturbing and disrupting peers, and property damage. The intervention requires 30 program days for successful completion. Each program day has a performance criterion that must be met before moving on to the next program day. If the criterion isn't met, the day is recycled to the last successful program day. Implementation of the intervention usually requires about two months, not including the Pre-Implementation Phase and the Maintenance Phase.

With coaching and support, young students with these behavior patterns can learn more socially acceptable replacement behaviors to improve their social adjustment and school performance. FIRST STEP *Next* is a partnership between families, teachers and peers, with each group having an integral role in the intervention. A "coach" (e.g., school counselor, behavior specialist, SPED teacher) coordinates the process, working collaboratively with a classroom teacher and the focus student's parents, teacher and classmates.

FIRST STEP *Next* Phases

Once a student has been identified through the building's existing system as needing additional supports, and the decision is made to place the student into the FIRST STEP *Next* intervention, the process begins with a **Pre-Implementation Phase**. The Pre-Implementation Phase consists of meetings between the coach, the teacher, and the parent to introduce the FIRST STEP *Next* intervention and to gather more information about the student. The coach will also meet with the student and with the student's class to

introduce the intervention and to assure cooperation from all parties.

The next phase in the intervention is the **Coach Phase** (Days 1-7). During this phase, the coach provides one-on-one instruction of the desired behaviors with the student, followed by a CLASS (Contingencies for Learning Academic and Social Skills) Session where the student is given the opportunity to practice the new skill in the classroom. During the CLASS Session, the coach uses a green/red card to provide continuous behavioral feedback to the student, who can then earn points for demonstrating the desired behaviors. A reward for the whole class is earned if the student meets his or her point goal.

During the **Teacher Phase** (Days 8-30), the teacher gradually takes over all CLASS Session responsibilities, although the coach continues to provide support for the process.

After the Teacher Phase is complete, follow-up is provided for the student during the **Maintenance Phase** which will last for the rest of the school year and into the next school year.

Family Responsibilities

Parents are partners in the FIRST STEP *Next* intervention process. A Daily Connections Note is sent home each day that the student is in the intervention. The Daily Connections Note lists the student's goals, the skills that the student is working on, and prompts the parent to provide specific positive feedback and recognition at home. The parent completes and signs the Daily Connections Note and sends it back to school with their child the next day. Handouts and activities are provided to the parents so that they can work on and reinforce the skills with their child at home. Parents communicate regularly with the coach and the teacher, and have input in the development of the maintenance plan.

STUDENTS WHO MOST LIKELY BENEFIT

FIRST STEP *Next* is designed to address the needs of Pre-K through second grade students who demonstrate consistent patterns of problem behavior across multiple settings and have difficulties adjusting to a structured school environment. Students with attention-seeking, externalizing behaviors such as tantruming, physical aggression toward others, defiance, severe disruption of class activities, and destruction of property are most likely to benefit from participation in the FIRST STEP *Next* intervention. Students with intellectual disabilities or severe learning and language deficits often do not respond well to the FIRST STEP *Next* intervention, and the FIRST STEP *Next* alone is unlikely to benefit students with dangerous or violent behaviors. In these cases, use of the FIRST STEP *Next* intervention along with additional supports will likely be required.

RESEARCH BASE

The major goal of the program is to divert at-risk kindergartners from an antisocial path in their subsequent school careers (Walker, Kavanagh, Stiller, Golly, Severson, & Feil, 1998). Evidence indicates positive effects on externalizing behaviors and potentially positive effects on internalizing behavior, social outcomes, and academic performance behaviors (e.g., academic engaged time) (Walker, et. al., 2009).

Recognized nationally as an evidence-based program, First Step has been included in several listings of early intervention programs recommended for young children with disruptive behavior patterns. These include The What Works Clearinghouse of the U.S. Department of Education, The National Council for Special Education, and The American Psychological Association among many others.

DISCUSSION



- ▶ Think about students you know or have worked with who meet criteria as appropriate candidates for FIRST STEP *Next*.
- ▶ Think about students you know or have worked with who are not appropriate candidates for FIRST STEP *Next*.

For more information on FIRST STEP *Next*, please contact your SW-PBS Consultant for training dates and location.

CHAPTER 9: EFFECTIVE PROFESSIONAL LEARNING

LEARNER OUTCOMES

At the conclusion of this chapter, you will be able to:

- ▶ Describe the components of effective professional learning and apply them to your system for providing professional learning.
- ▶ Establish a system for updating staff.
- ▶ Establish a systematic process to identify individual and/group professional learning needs.
- ▶ Implement effective and efficient adult learning practices.
- ▶ Establish a systematic process for coaching.
- ▶ Develop a Tier 2 Staff Handbook.

The term *professional development* (PD) is commonly used to describe support services for educators. PD is often describing a single event such as face-to-face training only. MO SW-PBS proposes that schools instead provide all stakeholders with *professional learning* (PL), which encompasses a systematic process of support for everyone. PL can include face-to-face training, observation, coaching, resource banks of materials, communication plans, virtual supports, etc.

“Only when effective practices are fully implemented should we expect positive outcomes. Implementation matters.”

Blasé and Fixsen, 2005, p. 10

Providing quality professional learning to your staff will be important in ensuring that your Tier 2 interventions are implemented with fidelity. Key to the success of your Tier 2 implementation will be the effectiveness of the staff training and ongoing supports that you provide. Your team is urged to help all stakeholders grow their professional learning networks (PLNs) within the building, the district, to other MO SW-PBS partner schools, and across state lines to SW-PBS implementers across the country. Promote with your stakeholders the use of the MO SW-PBS website at <http://pbismissouri.org>, the PBIS National center website at <http://pbis.org> and to participate in Twitter conversation specific to school level implementation on Tuesday evenings at 8:00 CST on the #pbischat platform.

It cannot go without saying that developing a system of supports for professional learning for teachers and staff will require establishing sufficient trust within and across all stakeholders. As your leadership team develops and implements a systematic plan for PL, connecting the plan to your school and district mission, and engaging all stakeholders in planning and implementation will be critical steps to ensure desired outcomes for fidelity of implementation as well as improved student academic and behavioral success.

Everyone in education has participated in many hours of professional learning, some of it highly effective and some of it ineffective. What made the difference between time well-spent and time wasted?

Effective Professional Learning

Your challenge is to provide effective professional learning to your school staff on the systems, data, and practices for Tier 2 intervention. What are characteristics of effective professional learning? Nobori (2011) states that it is **research-based, consistent and ongoing, convenient, relevant, and differentiated**. These findings align with the Professional Learning Guidelines for Student Success MO DESE (2013) the guide the supports provided through the Regional Professional learning Centers across Missouri. How do these characteristics relate to your Tier 2 staff training?

- ▶ **Research-based:** SW-PBS is researched-based as a combined framework and each of the Tier 1 Essential Components are themselves research based as well.
- ▶ **Consistent and Ongoing:** The professional learning you provide your staff will not be a one-time session at the beginning of the year before school starts. Staff learning needs to be on-going, including new learning throughout the year, and “booster” sessions for review when indicated by data. Your staff will need to receive PL on the Tier 1 Essential Components, including all 8 of the Effective Classroom Practices, so that they can consistently provide these “interventions” to all students, every day, all year long.
- ▶ **Convenient:** If you can work closely with administration to schedule staff learning at a time that is convenient for participants, there is an increased likelihood of attendance (and willingness to participate) by staff. Whenever possible create job embedded opportunities throughout the day for professional growth.
- ▶ **Relevant:** Staff will see a direct benefit in the improved behavior and positive relationships of the students who consistently receive Tier 1 universal supports.
- ▶ **Differentiated:** Whenever possible, provide choices for participation. Does all professional learning in your school need to be face-to-face, large group? Is using technology such as podcasts and webinars an option? If a teacher has a good understanding of the process, can they select an option to attend a more advanced session? What are other possibilities?

Additionally, quality professional learning should also include **training, practice, feedback and coaching or other follow-up procedures and supports** (Ismat 1996, MO DESE 2013). In this way teachers also have increased opportunities to interact with peers during effective trainings.



- ▶ Make a t-chart for your team and label one side “Effective PL” and the other “Ineffective PL”.
- ▶ What are the characteristics of effective professional learning you have received?
- ▶ What are the characteristics of ineffective professional learning you have received?

The Missouri Department of Elementary and Secondary Education (DESE) has developed criteria for high quality professional learning (HQPD) (Noonan, Langham, and Gaumer, 2013). The 22 components on the *HQPD Checklist* outline what needs to be done before, during and after the professional learning training to ensure that HQPD has been planned for and delivered. If all components are provided for, there is greater likelihood of increasing the transfer to practice. As such, the list indicates that the face-to-face training “event” is but a part of an ongoing process to support the fidelity of implementation of research based instructional practices in classrooms.

EXAMPLE

Checklist for High Quality Professional learning (HQPD) Training

Before Training	PREPARATION
	1. Provides a description of the training with learning objectives prior to training.
	2. Provides readings, activities, and/or questions to think about prior to the training.
During Training	3. Provides an agenda (i.e., schedule of topics to be presented and times) before at the beginning of the training.
	4. Quickly establishes or builds on previously established rapport with participants.
	INTRODUCTION
	5. Connects the topic to participants’ context (e.g., community, school, district).
	6. Includes the empirical research foundation of the context (e.g., citation, verbal references to research literature, key researchers).
	7. Content builds or relates to participants’ previous professional learning.
	8. Aligns with school/district/state/federal standards or goals.
	9. Emphasizes impact of content on student learning outcomes.
	THE PROFESSIONAL LEARNING PROVIDER
	10. Builds shared vocabulary required to implement and sustain the practice
	11. Provides examples of the content/practice in use (e.g., case studies, vignette)
	12. Illustrates the applicability of the material, knowledge, or practice to the participants’ context
	ENGAGEMENT
	13. Includes opportunities for participants to practice and/or rehearse new skills
	14. Includes opportunities for participants to express personal perspectives (e.g., experiences, thoughts on concepts)
	15. Includes opportunities for participants to interact with each other related to training content
	16. Adheres to agenda and time constraints
	EVALUATION
	17. Includes Opportunities for participants to reflect on learning
18. Includes discussion of specific indicators - related to knowledge, material, or skills provided by the training – that would indicate a successful transfer to practice.	
19. Engages participants in assessment of their acquisition of knowledge and skills	
After Training	MASTERY
	20. Details follow-up activities that require participants to apply their learning in a new setting or context.
	21. Offers opportunities for continued learning through technical assistance and resources.
	22. Describes opportunities for coaching to improve fidelity of implementation.

Noonan, Langham, and Gaumer (2013)

While face-to-face, didactic or direct training (i.e., training which includes content, rationale, demonstration, **practice, and feedback**) is critical for building knowledge of effective instructional practices, research indicates that transfer of skills to practice is generally low with training alone (Joyce and Showers, 2002).

Training Components	OUTCOMES (% of Participants who: Demonstrate Knowledge, Demonstrate New Skills in a Training Setting, and Use New Skills in the Classroom)		
	Demonstrate Knowledge	Demonstrate New Skill in Training	Use New Skills in Classroom
Theory and Discussion	10%	5%	0%
Plus Demonstration in Training	30%	20%	0%
Plus Practice and Feedback in Training	60%	60%	5%
Plus Coaching in the Classroom	95%	95%	95%

Figure 9.1
Joyce and Showers (2002)

The chart starts with training that involves **theory and discussion**. With this type of training, 10% of the participants were able to demonstrate knowledge about the topic, 5% were able to demonstrate new skills in the training setting, and 0% used new skills in the classroom.

When **demonstration in training** was added to theory and discussion, knowledge increased to 30% of the participants and skill demonstration increased to 20% participants. Use in the classroom remained at 0%.

Adding **practice and feedback** during training to theory, discussion, and demonstration increased knowledge and skill demonstration to 60% of the participants. Use in the classroom increased to 5%. **When coaching in the classroom was added to the other training components, knowledge, skill demonstration, and use in the classroom increased to 95% of the participants.**

“We give schools strategies and systems for improving practice and outcomes, but implementation is not accurate, consistent, or durable, and desired outcomes aren’t realized. School personnel and teams need more than exposure, practice, and enthusiasm.”

George Sugai, OSEP Center on PBIS, Center for Behavioral Education and Research, University of Connecticut

The analysis of over 200 studies by Joyce and Showers (2002) has been corroborated through in-field research (Hiralall and Martens, 1998; Simonsen, MacSuga, Fallon, and Suagi 2013). This recent body of work confirms that in-vivo support (e.g., coaching and performance feedback) was required to achieve to achieve positive effects. Because it is not always feasible to provide in-classroom coaching to all teachers Simonsen, et al., (2014) proposed a multi-tiered approach to PL that outlines building a *triangle for teachers*.

The proposed triangle for teachers extends the recommendations of both Norobi (2011) and Ismat (1996) in terms of the characteristics of the content, the what to

provide, as well as the work of Joyce and Showers (2002) in terms of the how to provide PL. The outline proposed that professional learning approaches must also include, “1) an organized framework for providing supports, and 2) a clear method for identifying which teachers will benefit from each level of support,” (Simonsen et al., 2014, p. 180). The multi-tiered system of support would be planned for and provided based on data. All teachers would get universal level supports focused primarily on high quality professional learning training, some teachers would get universal PL plus limited coaching supports and a few teachers would get all that plus intensive coaching supports. The table below gives a more detailed explanation of what a tiered support model might entail.

Multi-Tiered Support Framework for Teachers

Level of Support	Didactic Training Regularly scheduled	Coaching provided as needed:	Data Used for Decision Making	Decision Rule
Universal Level Support	<ul style="list-style-type: none"> Define target skill Model target skill with examples and non examples Provide practice w/ skill Provide feedback within training context Demonstrate self-monitoring methods 	None	Self-Monitoring for Fluency > Self report to “coach” confirm fidelity of self-monitoring Classroom Walkthroughs = Universal Screening	80% or above implementation at criterion = no need for additional support 79% or below = need for targeted interventions
Targeted Level Support	All of the above PLUS Goal Setting	Teacher <ul style="list-style-type: none"> Chooses a target skill, Sets and shares goal(s), Selects a self-prompting strategy Self-Monitors Graphs data Self-Reflects Self rewards Shares instructional data and student outcome data with “coach” Coach <ul style="list-style-type: none"> Reviews self-monitoring data 	Regular Self-Monitoring Regular Classroom Coaching and Walkthroughs = Progress Monitoring	Demonstration of improvement toward criterion = fading to self-monitoring only Demonstration of lack of improvement = intensified support
Intensive Level Support	All of the above PLUS Action Planning	All of the above PLUS Teacher w/ Coach assistance <ul style="list-style-type: none"> Develops action plan <ul style="list-style-type: none"> Measureable goals for improved performance Action steps Contingencies for meeting/not meeting goals 	Daily Self-Monitoring Weekly Classroom Walkthroughs = Progress Monitoring Coaching and performance feedback	If goals met choose other skills for focus or implement fading. If goals not met increase frequency or intensity of feedback or provide in-vivo modeling

Adapted Simonsen et al., (2014) Figure 9.2

Multi-tiered Support Framework for Teachers

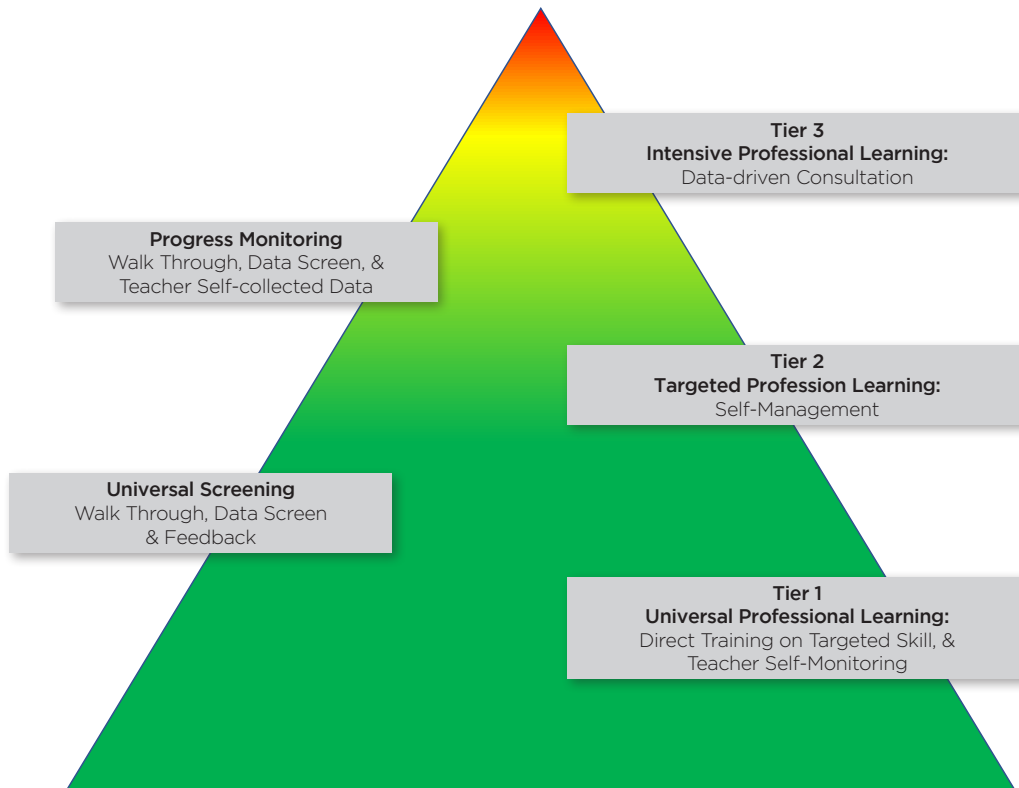


Figure 9.3
Simonsen et.al. (2014)

In the professional learning model outlined above, all teachers' get *didactic* training, then each teacher creates a self-monitoring plan:

- Choose a brief period of time when the instructional skill is most applicable for the instructional content (e.g., 10-15 minutes of teacher direct instruction)
- Identify a specified period of time (e.g., 1-2 week from date of training)
- Select a method to record use of the skill (e.g., tallies, golf counter, paper clips in pocket, etc.)
- Record data using method chosen
- Graph or chart data for analysis using specified metric (e.g., rate, ratio, percentage, etc.)
- Analyze data comparing to standard for implementation provided
- Provide data if requested to coach, department chair, team leader for building level aggregation and review for teachers who may need more intensive supports

“Many teachers enter the field without sufficient training in classroom management and continue to experience challenges throughout their careers. Therefore, school-based leaders need a multi-tiered support (MTS) framework to (a) provide training to all teachers in classroom management (Tier 1), (b) identify teachers who require additional assistance (universal screening), (c) support the identified teachers (Tiers 2 and 3), and (d) continue to monitor teachers' classroom management to adjust (i.e., intensify or fade) supports.”

Simonsen et al, 2014, p. 180

Each effective instructional practice should have the data decision rule either based on what research indicates as best practice (e.g., 4:1 ratio of positive to negative feedback) or based on how many essential components of the instructional practice are included during the lesson monitored (e.g., effective positive feedback is timely, genuine and specific in that it indicates what behavior was demonstrated that met the expectation).

All teachers will receive *Universal* level supports of didactic training and support in developing and implementing a self-monitoring plan. Teachers who demonstrate fluency (e.g., 80% or above implementation of instructional skill) with *Universal* level supports may also have a coach assigned to provide assistance as requested and as a point person for data submission.

For teachers whose self-monitoring data indicates a need for improvement, *Targeted* level coaching supports, and/or *Intensive level* coaching and re-training may be necessary. Each of these levels of support will require some, or a great deal of building level *coaching* supports.

Who can serve as the *coach*? Depending on the size and configuration of your building the role of *coach* can at the *Universal* or *Targeted* supports levels be fulfilled by an administrator, an instructional coach, personnel with full time equivalent (FTE) dedicated for instructional support such as a SW-PBS Coach, a school psychologist, a special educator, a department chair, or in some cases of schoolwide professional learning a collegial peer (Johnson, 2007). When an individual teacher has been identified in need of *Intensive* level supports someone with behavioral expertise should fulfill the coach's role. Your SW-PBS leadership team should include planning for building and maintaining these tiered support for all teachers and staff in your building as appropriate.

What might this look like?

- ▶ Leadership Team provides PL that includes didactic or direct training on *Active Supervision* to all teachers and supervisory staff (e.g., instructional aides, paraprofessionals, playground supervisors, cafeteria personnel, etc.) on the essential components of *Active Supervision* during regularly scheduled whole building PL time.
- ▶ All teachers and staff submit self-monitoring data within given period of time.
- ▶ Many teachers and staff indicate through their individual self-monitoring data an ability to implement the essential component of *Active Supervision* with fidelity.
- ▶ Walk-Through Observations (WTO) by administrators and/or assigned personnel confirm teacher self-ratings. All teachers are given WTO feedback.
- ▶ Teachers at 80% or above proficiency receive supports to sustain their use of *Active Supervision* which can include: reminder communications (e.g., emails, staff memos, staff meeting updates, etc.), assistance to develop a plan for periodic self-monitoring and receive random, periodic WTO feedback.
- ▶ Teachers below 80% proficiency are assigned a coach, assistance reviewing self-monitoring and WTO feedback. They receive, if needed, additional training in *Active Supervision*. They set a target goal for skill use and establish a process for systematically self-monitoring and self-rewarding.
- ▶ After the agreed upon timeframe for implementation passes, self-monitoring and WTO are again reviewed. If the teacher is now at or above 80% proficiency the teacher goes on maintenance. If the teacher remains below 80% proficiency the teacher and coach develop an action plan for remediation which will include individual training, in-vivo observation and feedback, and contingency plans for when the goal is met/not met.

Focus of Professional Learning

As your school begins to develop multi-tiered supports for teachers a major focus should be on the MO SW-PBS Effective Classroom Practices (ECPs), see the Tier 1 Workbook, Chapter 8 for more information. The ECPs include:

1. Classroom Expectations
2. Classroom Procedures and Routines
3. Classroom Encouraging Expected Behaviors
4. Classroom Discouraging Inappropriate Behaviors
5. Classroom Active Supervision
6. Classroom Opportunities to Respond
7. Classroom Activity Sequencing and Choice
8. Classroom Task Difficulty

Teams can utilize the MO SW-PBS ECP resources which are available online at pbissmissouri.org/tier-1/ for whole staff, team or individual teacher professional learning. Each ECP module includes:

- ▶ training PowerPoint that can be customized for your school
- ▶ handouts
- ▶ teacher tool with brief pertinent research, rationale for the practice, definition and a tool for self-monitoring

The first four ECPs also have a training video that embeds the handouts and teacher tools into the training. The ECPs should be used with all students, all day in every classroom.

For students who appear to continue to struggle despite a learning environment that has schoolwide positive behavior supports and ECPs implemented with fidelity, the SW-PBS Leadership Team should reach out the educators who work directly with these students to consider how to intensify or individualize the ECPs to better support the student.

New Staff Induction

Efficient and effective induction of new teachers will be critical to building and sustaining your SW-PBS work. Any new staff members should by default receive *Targeted Level* supports. Once orientation training has taken place, if the observational data indicates that the new staff members' implementation of specified interventions is at/or above the 80% fidelity range, he or she has demonstrated a support need that falls consistently in the Universal Level. Content of new staff induction supports will vary based upon the role of the staff members (i.e., instructional or support) but all should receive at a minimum:

- ▶ **Before School Year Orientation** (e.g., Understanding of Tier 1 essential components, procedures for identifying students in need of further support, etc.)
- ▶ **Ongoing Supports in Addition to Schoolwide Professional Learning Plan** (e.g., targeted professional training with focus on effective classroom practices and self-monitoring, as well as ongoing coaching.)

DISCUSSION



Discuss the findings of Simonsen, et al., (2014) and how this information impacts the type of professional learning you will need to provide your staff. Answering the following questions will help you develop your systematic, multi-tiered plan for supporting all teachers:

- What kinds of Universal level supports do your staff need? How do you know?
- What tools /checklists do you currently have for classroom walkthroughs?
- What resources do you have to provide didactic (direct, systematic) training? (see pbismissouri.org)
- How will you structure a system for self-monitoring and data reporting?
- Who can be tapped to be coaches in your building? How will you train them for their role?

GROW Coaching Model

First introduced by Graham Alexander (see information regarding GROWs' origins in Alexander, 2010) and popularized in 1992 by John Whitmore's book *Coaching for Performance*, GROW is a deceptively simple framework for guiding teams or individuals to powerful solutions. The GROW Model is renowned for its success in both problem solving and goal setting, helping to maximize and maintain achievement and productivity. Part of what makes it such a powerful tool is its flexibility.

HOW THE GROW MODEL WORKS

The GROW Model is an acronym standing for (G)oals, (R)eality, (O)ptions and (W)ill/(W)ay Forward, highlighting the four key steps in the implementation of the GROW Model. By working through these four stages, the GROW Model raises awareness and understanding of contextual factors and possible opportunities for change and improvement in desired outcomes.

The key to successful GROW coaching lies in asking powerful questions that inspire teams or individuals to think deeply and without limits related to the topic of coaching. This deep, limitless thinking results in action plans that are meaningful, relevant and impactful.

GROW Model Coaching Questions

Acronym and Description:	Example Questions: (school or individuals)
<p>G-Goal > Long term aspirations and focus for the coaching session or team meeting.</p>	<p>What do you want to achieve? What is important to you right now? What areas do you want to work on? Describe your perfect world. What will make feel like this time was well spent? What do you want kids to know and do? Why are you doing SW-PBS? How might this be able to impact the community? What are you hearing?</p>
<p>R-Reality > Current situation and beliefs held by group or individuals.</p>	<p>What has contributed to your success so far? Where are you in relation to your goal? Does your gut agree with this? Are there other perceptions that agree or disagree with this? Paint me a picture Tell me more What's working right now Tell me the story without numbers What progress have you made toward your goal? How do you feel when you walk in the door? How do you think kids feel? Parents feel? Does this goal conflict with any other goals?</p>
<p>O-Options > The possibilities for action and resources available.</p>	<p>What are you options? How have you tackled similar situations before? Who do you know who has encountered a similar situation? Don't use the same solutions because they are not working. Think outside your box. Who do you know who has encountered a similar situation? What idea would put up here to leave the ideas as a crazy lady? What is something we/you have not tried? If anything is possible, what would you do? What could you do differently? What else? What would your alter ego do? What might our students say would be a great solution? What might your community think would be a solution? If you had to give me 3 more ideas what would those be? If you had to do it tomorrow what would you do? If resources were no option what would you do? If money or time was not an option what would you do?</p>
<p>W-Way Forward > Actions that will be taken to achieve goals.</p>	<p>What are viable choices? Which options are working smarter not harder? Which options are going to give you the most bangs for your buck? Which options are you going to get you, your staff or students to buy in? What action will you /we take? When will you /we start? Who will you /us help? How will you /we know you've been successful? What will this look like if it is fully implemented in your school (classroom)?</p>

GROW Model Coaching Template

Acronym and Description:	Example Questions: (school or individuals)
<p>G-Goal > Long term aspirations and focus for the coaching session or team meeting.</p>	
<p>R-Reality > Current situation and beliefs held by group or individuals.</p>	
<p>O-Options > The possibilities for action and resources available.</p>	
<p>W-Way Forward > Actions that will be taken to achieve goals.</p>	

SW-PBS Teams can apply the GROW Model when analyzing schoolwide or classroom level data, for problem solving interventions at the universal, targeted or intensive level; for coaching teachers or teams; or for improving any process or procedure.

As your school considers how to provide coaching to teams (e.g., grade level, departmental, schoolwide) and/or individual teachers, you should also consider how to assess the fidelity of implementation of the coaching supports. The Missouri Department of Elementary and Secondary Education (DESE) through its work on a school professional learning grant (SPDG) developed a checklist for criteria to assess fidelity of school-based coaching implementation (MO DESE SPDG, 2015). Below, the elements of GROW coaching (i.e., goal, reality, options, way forward) are indicated within the checklist. Some checklist items are specific to the systems that have been developed for coaching rather than for elements of GROW. In these instances the checklist item has a designation of not applicable (NA).

School-Based Implementation Fidelity Checklist

Instructions: This checklist is designed as a format for periodically checking on the fidelity of school-based implementation coaching. This checklist can be used for self-assessment of fidelity as well as observation of fidelity. Fidelity should be monitored “early and often” (Harn, Parisi, and Stoolmiller, 2013). It is recommended that the school-based implementation coach completes the fidelity checklist after each coaching interaction until at least 80% of items are consistently present.

Goal Reality Options Way	School-based implementation coach:	Yes	Partially	No	<i>If partially or no, please explain.</i>
Preparation					
NA	1. Clearly states that he/she will keep the coaching conversation confidential and it will not be used for formal performance evaluation.				
R	2. Asks recipients of coaching to identify the things they felt went well, before providing his/her own observations.				
NA	3. Quickly establishes or builds on previously established rapport.				
Feedback					
R	4. Provides feedback on observed strengths.				
R	5. Poses questions for educator reflection on implementation and learner outcomes.				
O	6. Provides suggestions for changes in practice that are accompanied by rationales for why changes are important and how changes will improve outcomes.				
O	7. Allows recipients to offer clarification and/or reflect on suggestions.				
R	8. Describes educator, student, and/or team actions and responses using concrete and specific examples.				
R/O	9. Addresses areas of needed improvement by providing examples of content/practice in use.				
R	10. Discusses student data reporting learning occurred while using teaching practice.				
O/W	11. Guides recipients to identify solutions for problem areas in the form of take-aways or action steps.				
Structure					
NA	12. Paces the conversation allowing time for the coached educator(s) to question and process information.				
NA	13. Adheres to established plan of coaching (e.g., frequency, schedule, and duration).				
NA	14. Allows for coaching conversations to occur in a setting preferred by the coached educator.				
TOTAL					

Adapted from MO DESE SPDG, 2015

Finding Time to Schedule Staff Professional Learning

One of the major concerns in every school is time for professional learning. Each school is unique in schedules, budgetary restrictions for substitutes, coverage availability from other staff, and contractual/negotiated agreement restrictions.

All schools also have **competing initiatives**. District and school teams can inventory the initiatives currently implemented district and schoolwide. Using a structure called *Working Smarter* from the PBIS National Center each initiative is reviewed in terms of purpose/outcomes, resources needed, and timelines (see Tier 1 Workbook, Chapter 2: Leadership for more information on *Working Smarter*).

Streamlining the work at the district or school level increases the likelihood the resources necessary are available and that the essential components of SW-PBS including the necessary PL supports for implementation are implemented. From this review the district and/or school team can ask questions to assess:

- Are all of the initiatives current and necessary? Many times schools continue to do something because “it’s always been that way” even though it is no longer effective or needed.
- Do some of the initiatives have overlapping purposes and can be streamlined, thereby freeing up potential schedule time for staff learning?

Other questions schools can ask when trying to find time include:

- ▶ Can staff meetings have an instructional focus instead of a managerial focus?
- ▶ Can portions of grade level/departmental planning times be used for staff learning?
- ▶ Can classes/activities be covered by other available school personnel for teachers to attend staff learning?
- ▶ Can technology be utilized to allow for flexible training times?

Your team will need to work closely with your administrator in order to develop a professional learning calendar.

DISCUSSION



What options are available in your school for scheduling Tier 2 professional learning opportunities? How far in advance is the professional learning calendar established? Do you need to start planning now to get additional time on the calendar for next year? More information is available in Chapter 3 of this workbook to help your team make decisions concerning your yearly calendar.

Providing Updates to Staff

Another component of your Professional Learning System is to provide your staff with **updates about Tier 2 systems, data, and practices**. This includes developing standard procedures for providing updates to the administrator, team, staff and others involved with student support. Also consider what communication needs to be provided for families and community members.

These four questions will assist your team in developing your communication system. If you can answer these questions, your system for updating staff is in place.

1. What will be communicated?
2. Who will communicate this information?
3. How will it be communicated?
4. When will it be communicated?

Your team should also consider when and how to leverage social media to communicate with stakeholders (e.g., teachers, staff, students, families and community members). What kinds of social media does your school currently use? What forms of social media do your stakeholders currently use? Schools today must consider the array of social media platforms that are the typical “news and information” sources for their employees and customers (e.g., world wide web, Twitter, Facebook, Instagram, etc.). If your communication system isn’t utilizing those platforms your team cannot keep those using those social media outlets up to date with current and accurate information.

DISCUSSION Does your Tier 2 Team have an effective system already established for updating staff?



- ▶ If yes, can your Tier 2 Team incorporate the same system?
- ▶ If no, what system can be developed for the Tier 2 Team to provide regular staff updates?

Developing Tier 2 Staff Handbook

A Tier 2 Staff Handbook is also part of your Professional Learning System. This handbook will serve as a **reference for staff and document your Tier 2 data, systems and practices**. If teachers have a question, the handbook can be a resource they can readily access to get information. Information in your Tier 2 Staff Handbook will provide the basis for your Tier 2 professional learning

The *Tier 2 Staff Handbook Organizer* provides guidance for what you will include in your handbook.



ACTIVITY

Review the *Tier 2 Staff Handbook Organizer*.

- ▶ What do you already have available that can be added to your Tier 2 Staff Handbook?
- ▶ As you continue your Tier 2 training, who will be responsible for adding/updating your Tier 2 Staff Handbook?
- ▶ How will staff access the handbook? Will you provide hard copies?

Tier 2 Staff Handbook Organizer

Feature	Materials	Documented in Notebook?	
Guides	1) Schoolwide Behavior Matrix	YES	NO
	2) Tier 2 Action Plan	YES	NO
1. Team	1) Tier 2 Team list with roles identified	YES	NO
	2) Schedule of meeting dates	YES	NO
	3) Standard Agenda Format	YES	NO
	4) Copy of Meeting Minutes	YES	NO
2. Identification	1) Data Decision Rules	YES	NO
	2) Teacher Nomination Form and Procedure	YES	NO
	3) Standardized Social/Behavioral Screening Instrument	YES	NO
	4) System for ensuring students identified for Tier 2 support have received full access to Tier 1 (i.e., Classroom Walk Through/ Brief Observation form; Teacher Self-Assessment of the Effective Classroom Practices form)	YES	NO
3. Function Matching	1) System for collecting student information/data	YES	NO
	2) System to identify function	YES	NO
	3) System to match intervention with function	YES	NO
4. Intervention Descriptions	1) Intervention Essential Features (provides description of each intervention available in your setting).	YES	NO
5. Monitor Progress	1) Copy of Sample Progress Monitoring Tools <ul style="list-style-type: none"> • Check-In, Check-Out = Daily Progress Report and Example Student Graph • Social Skills Instructional Group = Daily or Weekly Report and Example Student Graph • Check & Connect = Monitoring Form and Completed Example 	YES	NO
6. Communication Plan	1) Documented system for communicating and receiving feedback from staff	YES	NO
	2) Documented Professional Learning plan with schedule, topics and coaching procedures outlined	YES	NO

Next Steps

Below are some next steps to consider as you develop Tier 2. Some of the steps involve active staff input. Be sure to build your action plan with that in mind.

See Tier 2 Team Action Plan - Develop a System for Providing Ongoing Professional Learning

1. Consider using a process such as Working Smarter to review current initiatives to identify redundancy of efforts. Re-align resources as necessary to achieve desired outcomes.
2. Develop and/or review your current Communication Plan. Consider how to incorporate the use of technology and social media to improve or enhance communication with all stakeholders.
3. Develop and disseminate Tier 2 Staff Handbook either hardcopy and/or electronically.
4. Develop a year-long PL schedule within the work day for all teachers and staff that outlines:
 - A. Time and place
 - B. Schedule of topics (suggestions include):
 - i. Accessing resources necessary for tiered supports
 - ii. Self-monitoring implementation
 - iii. Implementing essential skills of coaching and model for coaching such as GROW Coaching.
 - iv. Implementing essential components of tiered supports (e.g., teaching, reinforcing, discouraging, data collection, student self-monitoring, etc.)
 - v. Implementing effective classroom practices (e.g., reinforcing, active supervision, etc.)
 - C. Identify expertise to provide PL
 - D. Identify expertise or FTE for coaching
5. Implement your year-long PL schedule and consistently communicate aggregated schoolwide data to demonstrate growth in proficiency in implementing effective practices and potentially correlated improved student outcomes.

CHAPTER 10: TIERED FIDELITY INVENTORY (TFI)

Algozzine, Barnett, Eber, George, Horner, Lewis, Putnam, Swain-Bradway, McIntosh, and Sugai (2014)

LEARNER OUTCOMES

At the conclusion of this chapter, you will be able to:

- ▶ Describe the TFI, what it measures, and the rationale.
- ▶ Understand MO SW-PBS protocol for taking the TFI.
- ▶ Complete the TFI to self-assess the implementation status of Tier 1 (universals), Tier 2 (secondary, targeted) behavior support systems and Tier 3 (tertiary, intensive) behavior support systems for the levels at which you have trained and/or are implementing.

Purpose

The purpose of the TFI is to provide an efficient tool for teams to self-assess implementation fidelity at **Tier 1 (universal), Tier 2 (secondary targeted) and Tier 3 (tertiary intensive) intervention levels**. The TFI was designed to ultimately replace several of the assessment tools currently used by SW-PBS schools, including the Benchmarks of Quality (BoQ) (Kincaid, Childs, and George, 2010) and the Benchmarks for Advanced Tiers (BAT) (Anderson, Childs, Kincaid, Horner, George, Todd, Sampson, and Spaulding, 2010). To be sure, recent research suggests that the Tier 1 scale of the TFI can be considered to be equivalent to the BoQ (Mercer, McIntosh, and Hoselton, 2016, forthcoming).

Results from the TFI can be used to monitor overall implementation fidelity, to monitor progress toward short or long-term goals, and to determine action steps that address areas of concern.

The TFI reports yield a Total Score, a Scale Report, and a Subscale Report. In addition, the team can pull a report of scores for each item. The Total Score Report is an aggregate of the scores for the sections assessing each of the three tiers. The Scale Report is the score for each of the three tiers, respectively. Finally, the Subscale Report provides scores for components that make up each of the three tiers assessed by the TFI. These components are listed below:

SUBSCALES:

Tier 1

- A. Teams
- B. Implementation
- C. Evaluation

Tier 2

- A. Teams
- B. Interventions
- C. Evaluation

Tier 3

- A. Teams
- B. Resources
- C. Support Plan
- D. Evaluation

Instructions for Completing the TFI

Prior to taking the TFI, the TFI walkthrough should be completed. It is recommended that an external coach conduct this walkthrough. This walkthrough should take approximately 15 minutes to complete, and involves interviewing 10% of randomly selected staff members (or a minimum of 5 in very small schools), and 10 randomly selected students. The individual conducting the walkthrough also looks for expectations and rules posted in at least 5 locations. A copy of the walkthrough form is included at the end of this section.

In addition, the TFI administration will be more efficient if the team gathers necessary artifacts prior to conducting the TFI. Recommended artifacts include the following:

Tier 1:

- School team organizational chart
- School/district policies on social behavior/support
- Team meeting minutes for last 3 meetings
- Team roles and responsibilities
- Action plan
- Staff handbook
- Student handbook
- Professional learning plan for past year
- Prior PBIS fidelity measures (last two years)
- Student behavioral data summary for past month
- Major ODR per day per month compared to the national median
- Universal screening measures and process
- Any prior evaluation reports focused on social behavior
- Any reports to school administration or board focused on social behavior
- Completed TFI Walkthrough Tool
- Discipline flow chart
- Universal lesson plans
- Lesson plan schedule

Tier 2:

- Tier II team meeting minutes (last 2)
- MO SW-PBS Existing School Data Inventory
- Nomination forms
- Universal screener(s)
- Data decision rules
- Tier II strategy, handbooks, or procedures (i.e. CICO, SSIG, CandC, SM)
- Intervention Essential Features document for each intervention
- Available Tier II data summaries (if possible for the past two months)
- Family communication systems
- Most recent fidelity measures for Tier II strategies
- School schedule
- Tier II lesson plans
- Acknowledgement/recognition system
- Intervention tracking tool (ex. Advanced Tiers Spreadsheet, CICO-SWIS)
- MO SW-PBS Intervention Outcome Data

Tier 3:

- Tier III core team meeting minutes (Last 3 meetings)
- Tier III action team meeting minutes (Last 3 meetings)
- Decision rules for selecting students for Tier 3
- Assessment tools for Tier 3 (i.e. functional behavioral assessment, mental health, medical records, etc.)
- Three randomly selected Behavior Intervention Plans
- Tier 3 data summary (last two reports)

Once the walkthrough has been completed and the team has gathered the required documentation, they are ready to take the TFI. It is recommended that the TFI be taken by the team in cooperation with an external coach, although the team can take it by themselves.

The TFI is divided into three sections or scales, one for each tier. Each section has 15-17 items. Each item is scored 0 (not in place), 1 (partially in place), or 2 (fully in place). The team votes on how to score each item, and the score with the majority of votes is recorded. According to the PBIS National Center (Algozzine, Barrett, Eber, George, Horner, Lewis, Putnam, Swain-Bradway, and McIntosh, 2014) each Tier of the TFI takes between 15 and 30 minutes for the team to complete, depending on their level of experience and whether they gathered the necessary artifacts ahead of time. PBIS National Center recommends that the team complete the sections for all three tiers the first time that they take the TFI, in order to obtain baseline scores. After that, the team may elect to take all three sections, or they may choose to take only those sections that pertain to their level(s) of implementation.

PBIS National Center (Algozzine, Barrett, Eber, George, Horner, Lewis, Putnam, Swain-Bradway, and McIntosh, 2014) also recommends that teams take the TFI each quarter until they achieve three consecutive total scores of 80% for the Tier that is assessed. After that, they may choose to shift to an annual assessment for that particular Tier.

MO SW-PBS recommends that teams that are training and/or implementing at Tier 2 or better, as well as teams that have achieved two consecutive scores of 80/80 on the SET, take the TFI for the levels at which they have been trained and/or are implementing at least annually in the spring. For teams new to Tier 2 or Tier 3, MO SW-PBS also recommends they take the TFI in the fall of their first year of training at that level for baseline comparison. In addition, schools may choose to take a given scale of the TFI at any time during the school year for purposes of progress monitoring improvement efforts at that tier.

To accurately assess each tier, the Tier 1 team completes the Tier 1 scale; the Tier 2 Team completes the Tier 2 scale; and the Tier 3 team completes the Tier 3 scale. Scoring is based on artifact review and stakeholder feedback.

To assist schools in taking the TFI and obtaining reports, the faculty of Educational and Community Supports operating out of the University of Oregon has included the TFI on the PBIS Assessments site. This site is free to schools, and is accessed through PBIS APPS (<https://www.pbisapps.org/>). A small number of school based personnel are set up with a PBIS APPS Assessments Team Member account, through which these individuals may access surveys and download survey reports for their school. To obtain your free PBIS APPS Assessments account, contact your MO SW-PBS Regional Consultant.

Prior to entering TFI scores in PBIS Assessments, the team will need to contact their MO SW-PBS regional consultant, so that he or she can open a TFI window. Although PBIS Assessments allows teams to return and edit a TFI submission, MO SW-PBS recommends that teams complete all scales of the TFI that they

intend to take prior to entering the data into PBIS Assessments. To assist teams in accomplishing this, teams may use the MO SW-PBS TFI Scoring Guide located at the end of the chapter.

To enter scores from the TFI into the PBIS Assessments site, a team member with a PBIS APPS Assessments account must first log into the PBIS APPS site, and then navigate to PBIS Assessments. If the team member only has access to PBIS Assessments, he or she will automatically be directed to the school's PBIS Assessments site. However, if the team member also has access to other PBIS APPS products (i.e., SWIS), the team member will need to select "Assessments" from the menu bar at the top of the screen.

The team member will then choose the "Schoolwide PBS Tiered Fidelity Inventory 2.10" from among the open surveys, then click on "Take Survey." The team member will enter the date, then use the two dropdown menus to identify who was involved in taking the survey, and who conducted the TFI Walkthrough. The team member will then click on the green button with the >> symbol to move onto the remainder of the survey. For each item, the rating that received the highest number of votes from the team members is recorded. **Scores should not be entered for those sections that the team is not assessing, as a 0 indicates "Not Implemented," whereas a blank simply indicates "No Score."** When all the scores are entered, there will be a green button with the following symbols: << >>. The team member entering the information should click on the >> symbol, which will navigate to a page that allows the team member to submit the survey.

TOTAL SCORE

The total score report gives a big picture snapshot of the school. In this example, the team has taken the TFI twice, once on May 5, 2014, and a second time on May 22, 2015. As can be seen, the total score dropped significantly between the first administration of the TFI and the second. It should be noted teams do not have to complete each of the three TFI scales in order to submit. Scales not completed are still included in the total score. As such, total scores are not necessarily comparable from one administration of the TFI to the next, and teams should use caution when interpreting these scores.

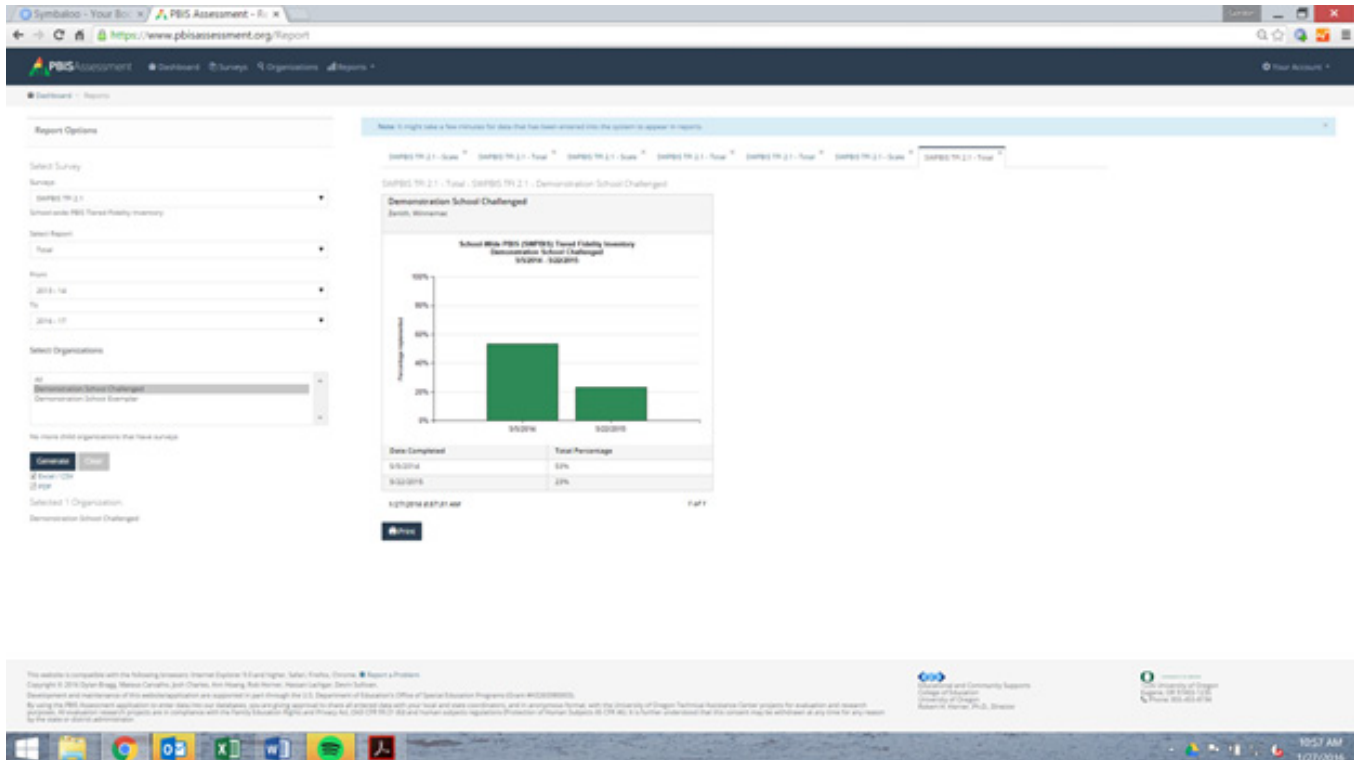


Figure 10.1

SCALE

The scale report provides a quick, visual summary of the level of implementation at each of the three tiers. Notice that the team reports a fairly significant improvement in the implementation of Tier 1. Also notice that this team took all three scales of the TFI during the first administration on May 4, 2014, but only completed the Tier 1 scale on May 22, 2015. This may explain the significant decrease in the total score on the second administration of the TFI.

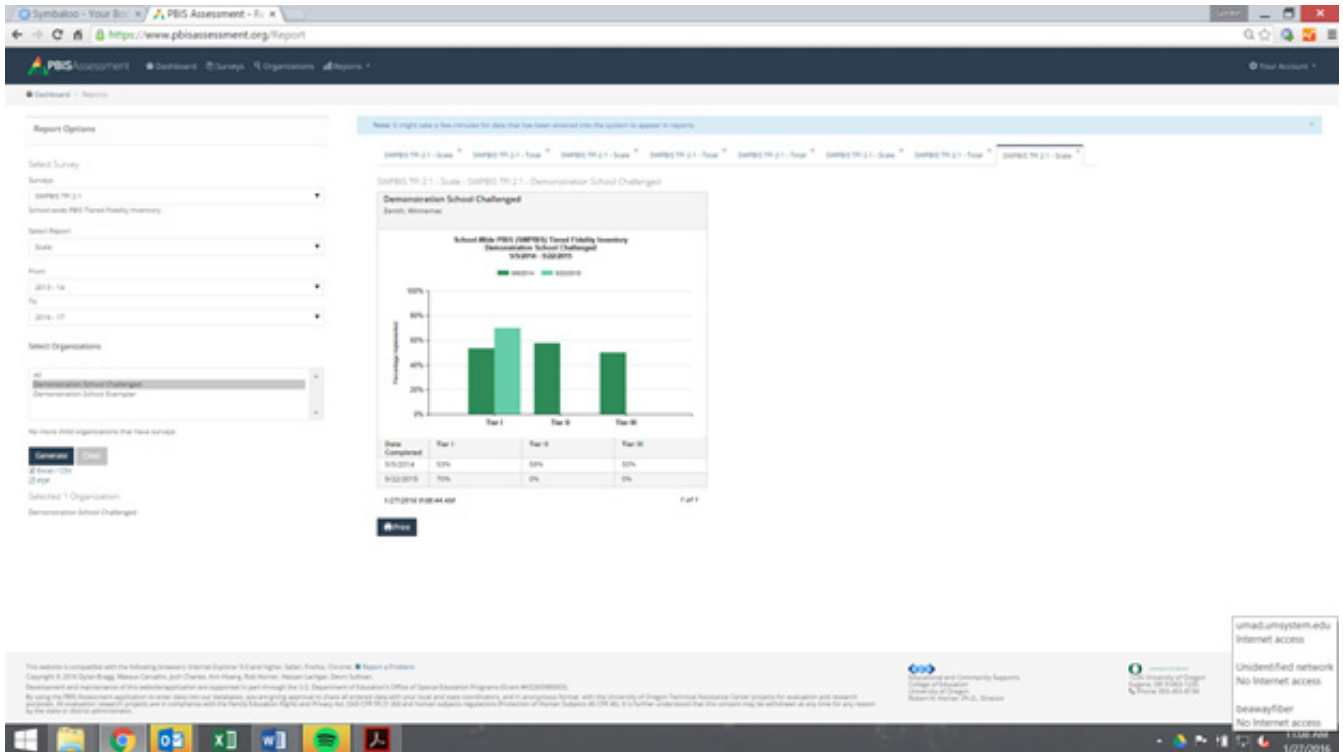


Figure 10.2

SUBSCALE

The subscale report gives the team information regarding implementation fidelity in the scales of each of the three tiers. The chart below indicates the school showed improvements in all Tier 1 scales of the TFI between the first and second administration. However, the chart also suggests that the team has opportunities for growth in the scale of “Tier 1 Teams.” This team may want to take a closer look at how they rated themselves on each of the items in the “Tier 1 Teams” scale to identify specific areas around which to plan action steps.

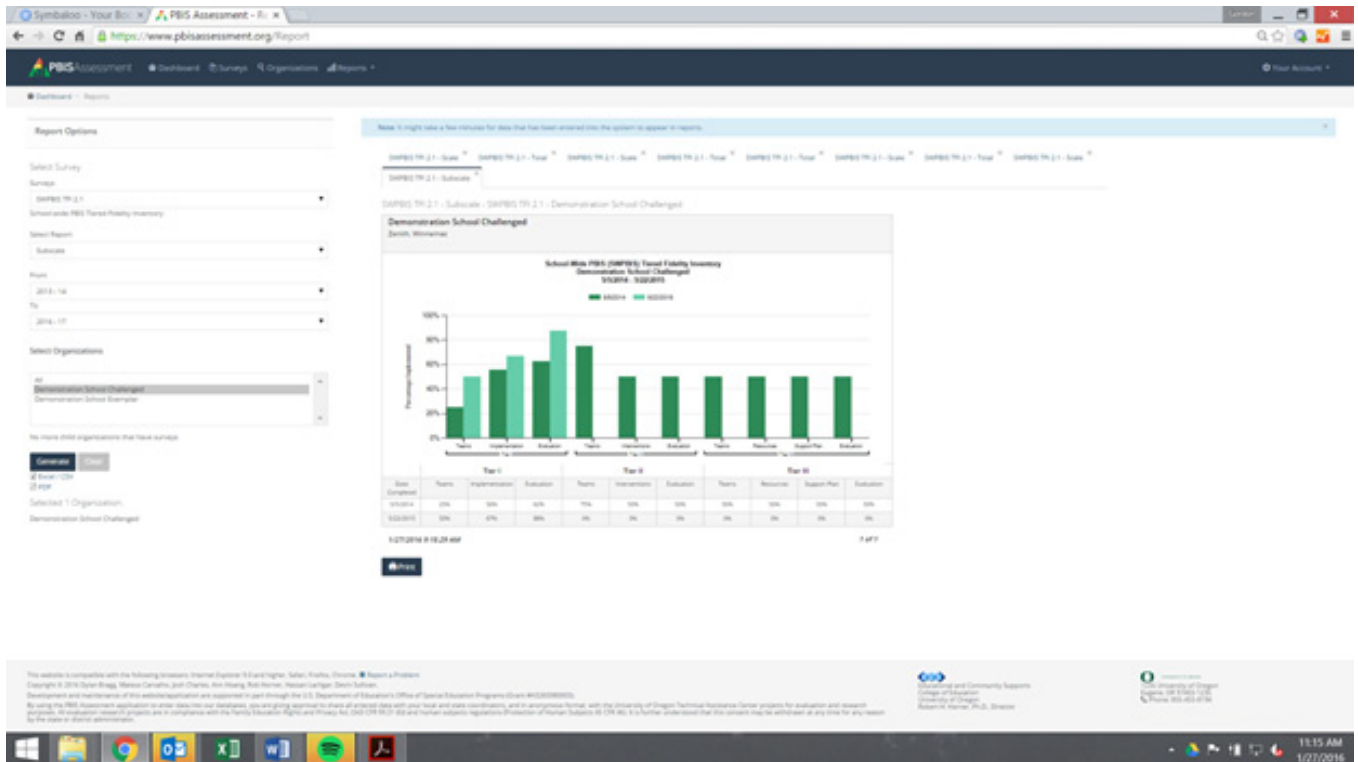


Figure 10.3

ITEMS

The final TFI report is the items report. This is a report of how the team rated themselves on each of the items on the TFI. It is divided into scales and subscales so that the team can quickly analyze their scores on any given scale, and identify appropriate action steps based on this analysis. Depending on the complexity of the items, the team should focus on a small number of goals and action steps at a time.

In our example, the team noted an opportunity for growth on the scale report in the subscale “Tier 1 Teams.” The item report indicates that they rated themselves a 1 partially in place in both “Team Composition” and “Team Operating Procedures.” Referring to the artifacts that they used as they rated these items as well as their knowledge of their team function, the team decides that they can improve their team composition by adding a member with behavioral expertise. They also realize that they can improve their team’s operating procedures by utilizing an agenda and identifying team roles and responsibilities. The team discusses these items, and decide that both are realistic action steps to have in place by their next meeting.

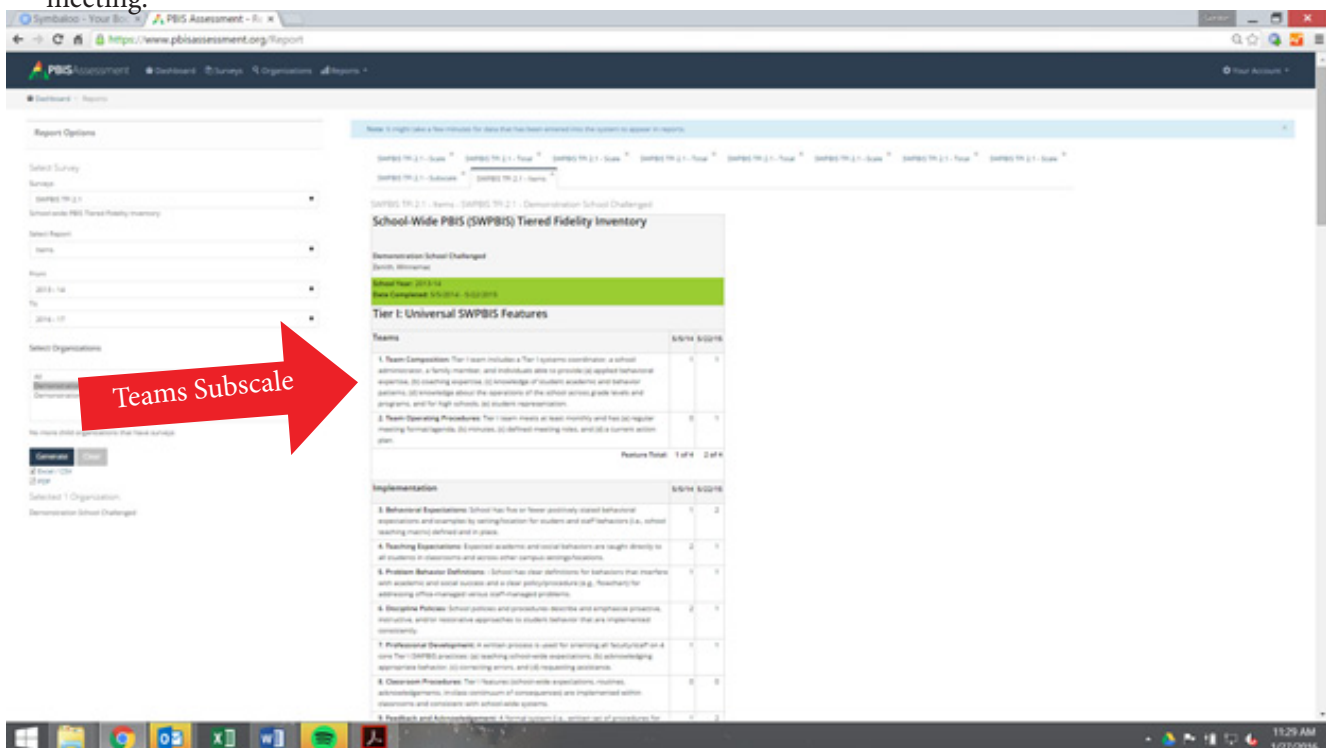


Figure 10.4



ACTIVITY

- ▶ If possible, contact an external coach or regional consultant to conduct the TFI walkthrough.
- ▶ As a team, in collaboration with the external coach or regional consultant, complete the TFI. Vote on how to rate each item. Assign one team member to enter the scores into the PBIS APPS Assessments Site.
- ▶ Review the Total Score report, the Scale report, and the Subscale report.
- ▶ If a score is low for a Scale, review the responses to the items for that particular Scale section of the items report. These become goals for your action plan.
- ▶ Develop action steps to address the areas of concern identified in your analysis of the data.

SWPBIS Tiered Fidelity Inventory Walkthrough Tool

OVERVIEW

Purpose

This form is used as part of completing the SWPBIS Tiered Fidelity Inventory's Tier I scale. Use this form to interview a random selection of staff (at least 10% of staff or at least 5 for smaller schools) and students (minimum of 10). This process should take no more than 15 minutes.

Who Should Complete the Tool?

It is recommended that this tool is completed by an individual who is external to the school (e.g., external coach, coordinator, evaluator). This use allows for the Tiered Fidelity Inventory to serve as more of an external evaluation than self-assessment. Alternatively, an individual from the school team may complete this tool if the purpose of assessment is for progress monitoring between external evaluations.

Procedure

Randomly select staff and students as you walk through the school. Use this page as a reference for all other interview questions. Use the interview form to record staff and student responses.

Staff Interview Questions

Interview at least 10% of staff or at least 5 for smaller schools

1. What are the _____? (Define what the acronym means)
(school rules, high 5's, 3 bee's)
2. Have you taught the school rules/behavioral expectations this year?
3. Have you given out any _____ since _____?
(rewards for appropriate behavior) (2 months ago)

Student Interview Questions

Interview a minimum of 10 students

1. What are the _____? (Define what the acronym means)
(school rules, high 5's, 3 bee's)
2. Have you received a _____ since _____?
(reward for appropriate behavior) (2 months ago)

SWPBIS Tiered Fidelity Inventory Walkthrough Tool

Interview and Observation Form

School _____ Date _____

District _____ State _____

Data collector _____

Name of Schoolwide Expectations:

Schoolwide Expectations:

1. _____

2. _____

Name of Acknowledgment System:

3. _____

4. _____

5. _____

Staff Questions <i>(Interview 10% or at least 5 staff members)</i>				
	What are the (school rules)? Record the # of rules known.	Have you taught the school rules/behavior expectations to students this year?	Have you given out any _____ since _____? (2 mos.)	
1		Y N	Y	N
2		Y N	Y	N
3		Y N	Y	N
4		Y N	Y	N
5		Y N	Y	N
6		Y N	Y	N
7		Y N	Y	N
8		Y N	Y	N
9		Y N	Y	N
10		Y N	Y	N
11		Y N	Y	N
12		Y N	Y	N
13		Y N	Y	N
14		Y N	Y	N
15		Y N	Y	N
TOTAL				

Student Questions <i>(at least 10 students)</i>		
	What are the (school rules)? Record the # of rules known.	Have you received a _____ since _____?
1		Y N
2		Y N
3		Y N
4		Y N
5		Y N
6		Y N
7		Y N
8		Y N
9		Y N
10		Y N
11		Y N
12		Y N
13		Y N
14		Y N
15		Y N
TOTAL		

TIER I: UNIVERSAL SWPBIS FEATURES

NOTE: This section may be completed individually or with other tiers as part of the full Tiered Fidelity Inventory

FEATURES	POSSIBLE DATA SOURCES	SCORING CRITERIA
Subscale: Teams		
<p>1.1 Team Composition: Tier I team includes a Tier 1 systems coordinator, a school administrator, a family member, and individuals able to provide (a) applied behavioral expertise, (b) coaching expertise, (c) knowledge of student academic and behavior patterns, (d) knowledge about the operations of the school across grade levels and programs, and for high schools, (e) student representation.</p>	<ul style="list-style-type: none"> • School organizational chart • Tier I team meeting minutes 	<p>0 = Tier I team does not exist or does not include coordinator, school administrator, or individuals with applied behavioral expertise</p> <p>1 = Tier I team exists, but does not include all identified roles or attendance of these members is below 80%</p> <p>2 = Tier I team exists with coordinator, administrator, and all identified roles represented, AND attendance of all roles is at or above 80%</p>
<p>1.2 Team Operating Procedures: Tier I team meets at least monthly and has (a) regular meeting format/ agenda, (b) minutes, (c) defined meeting roles, and (d) a current action plan.</p>	<ul style="list-style-type: none"> • Tier I team meeting agendas and minutes • Tier I meeting roles descriptions • Tier I action plan 	<p>0 = Tier I team does not use regular meeting format/ agenda, minutes, defined roles, or a current action plan</p> <p>1 = Tier I team has at least 2 but not all 4 features</p> <p>2 = Tier I team meets at least monthly and uses regular meeting format/agenda, minutes, defined roles, AND has a current action plan</p>
Subscale: Implementation		
<p>1.3 Behavioral Expectations: School has five or fewer positively stated behavioral expectations and examples by setting/location for student and staff behaviors (i.e., school teaching matrix) defined and in place.</p>	<ul style="list-style-type: none"> • TFI Walkthrough Tool • Staff handbook • Student handbook 	<p>0 = Behavioral expectations have not been identified, are not all positive, or are more than 5 in number</p> <p>1 = Behavioral expectations identified but may not include a matrix or be posted</p> <p>2 = Five or fewer behavioral expectations exist that are positive, posted, and identified for specific settings (i.e., matrix) AND at least 90% of staff can list at least 67% of the expectations</p>

Scoring Criteria: 0=Not implemented; 1=Partially implemented; 2=Fully implemented

FEATURES	POSSIBLE DATA SOURCES	SCORING CRITERIA
<p>1.4 Teaching Expectations: Expected <i>academic</i>* and social behaviors are taught directly to all students in classrooms and across other campus settings/locations.</p>	<ul style="list-style-type: none"> • TFI Walkthrough Tool • Professional learning calendar • Lesson plans • Informal walkthroughs 	<p>0 = Expected behaviors are not taught</p> <p>1 = Expected behaviors are taught informally or inconsistently</p> <p>2 = Formal system with written schedules is used to teach expected behaviors directly to students across classroom and campus settings</p>
<p>* MO SW-PBS trains and provides support for data-based decision making for social behavioral outcomes only. Although best practice would be to apply this logic to academic interventions and outcomes, teams are asked to reply on SW-PBS work only.</p>		
<p>1.5 Problem Behavior Definitions: School has clear definitions for behaviors that interfere with academic and social success and a clear policy/ procedure (e.g., flowchart) for addressing office-managed versus staff-managed problems.</p>	<ul style="list-style-type: none"> • Staff handbook • Student handbook • School policy • Discipline flowchart 	<p>0 = No clear definitions exist, and procedures to manage problems are not clearly documented</p> <p>1 = Definitions and procedures exist but are not clear and/or not organized by staff-versus office-managed problems</p> <p>2 = Definitions and procedures for managing problems are clearly defined, documented, trained, and shared with families</p>
<p>MO SW-PBS Response Continuum can serve as a possible source of data.</p>		
<p>1.6 Discipline Policies: School policies and procedures describe and emphasize proactive, instructive, and/or restorative approaches to student behavior that are implemented consistently.</p>	<ul style="list-style-type: none"> • Discipline policy • Student handbook • Code of conduct • Informal administrator interview 	<p>0 = Documents contain only reactive and punitive consequences</p> <p>1 = Documentation includes and emphasizes proactive approaches</p> <p>2 = Documentation includes and emphasizes proactive approaches AND administrator reports consistent use</p>
<p>1.7 Professional learning: A written process is used for orienting all faculty/staff on 4 core Tier I SWPBIS practices: (a) teaching schoolwide expectations, (b) acknowledging appropriate behavior, (c) correcting errors, and (d) requesting assistance.</p>	<ul style="list-style-type: none"> • Professional learning calendar • Staff handbook 	<p>0 = No process for teaching staff is in place</p> <p>1 = Process is informal/unwritten, not part of professional learning calendar, and/or does not include all staff or all 4 core Tier I practices</p> <p>2 = Formal process for teaching all staff all aspects of Tier I system, including all 4 core Tier I practices</p>

Scoring Criteria: 0=Not implemented; 1=Partially implemented; 2=Fully implemented

FEATURES	POSSIBLE DATA SOURCES	SCORING CRITERIA
<p>1.8 Classroom Procedures: Tier I features (schoolwide expectations, routines, acknowledgements, in-class continuum of consequences) are implemented within classrooms and consistent with schoolwide systems.</p>	<ul style="list-style-type: none"> • Staff handbook • Informal walkthroughs • Progress monitoring • Individual classroom data 	<p>0 = Classrooms are not formally implementing Tier I</p> <p>1 = Classrooms are informally implementing Tier I but no formal system exists</p> <p>2 = Classrooms are formally implementing all core Tier I features, consistent with schoolwide expectations</p>
<p>1.9 Feedback and Acknowledgement: A formal system (i.e., written set of procedures for specific behavior feedback that is [a] linked to schoolwide expectations and [b] used across settings and within classrooms) is in place and used by at least 90% of a sample of staff and received by at least 50% of a sample of students.</p>	<ul style="list-style-type: none"> • TFI Walkthrough Tool 	<p>0 = No formal system for acknowledging students</p> <p>1 = Formal system is in place but is used by at least 90% of staff and/or received by at least 50% of students</p> <p>2 = Formal system for acknowledging student behavior is used by at least 90% of staff AND received by at least 50% of students</p>
<p>1.10 Faculty Involvement: Faculty are shown school- wide data regularly and provide input on universal foundations (e.g., expectations, acknowledgements, definitions, consequences) at least every 12 months.</p>	<ul style="list-style-type: none"> • PBIS Self-Assessment Survey (SAS) • Informal surveys • Staff meeting minutes • Team meeting minutes 	<p>0 = Faculty are not shown data at least yearly and do not provide input</p> <p>1 = Faculty have been shown data more than yearly OR have provided feedback on Tier I foundations within the past 12 months but not both</p> <p>2 = Faculty are shown data at least 4 times per year AND have provided feedback on Tier I practices within the past 12 months</p>
<p>1.11 Student/Family/Community Involvement: Stakeholders (students, families, and community members) provide input on universal foundations (e.g., expectations, consequences, acknowledgements) at least every 12 months.</p>	<ul style="list-style-type: none"> • Surveys • Voting results from parent/family meeting • Team meeting minutes 	<p>0 = No documentation (or no opportunities) for stakeholder feedback on Tier I foundations</p> <p>1 = Documentation of input on Tier I foundations, but not within the past 12 months or input but not from all types of stakeholders</p> <p>2 = Documentation exists that students, families, and community members have provided feedback on Tier I practices within the past 12 months</p>

Scoring Criteria: 0=Not implemented; 1=Partially implemented; 2=Fully implemented

FEATURES	POSSIBLE DATA SOURCES	SCORING CRITERIA
Subscale: Evaluation		
<p>1.12 Discipline Data: Tier I team has instantaneous access to graphed reports summarizing discipline data organized by the frequency of problem behavior events by behavior, location, time of day, and by individual student.</p>	<ul style="list-style-type: none"> • School policy • Team meeting minutes • Student outcome data 	<p>0 = No centralized data system with ongoing decision making exists</p> <p>1 = Data system exists but does not allow instantaneous access to full set of graphed reports</p> <p>2 = Discipline data system exists that allows instantaneous access to graphs of frequency of problem behavior events by behavior, location, time of day, and student</p>
<p>1.13 Data-based Decision Making: Tier I team reviews and uses discipline data and <i>academic*</i> outcome data (e.g., Curriculum-Based Measures, state tests) at least monthly for decision-making.</p>	<ul style="list-style-type: none"> • Data decision rules • Staff professional learning calendar • Staff handbook • Team meeting minutes 	<p>0 = No process/protocol exists, or data are reviewed but not used</p> <p>1 = Data reviewed and used for decision-making, but less than monthly</p> <p>2 = Team reviews discipline data and uses data for decision-making at least monthly. If data indicate an <i>academic*</i> or behavior problem, an action plan is developed to enhance or modify Tier I supports</p>
<p>* MO SW-PBS trains and provides support for data-based decision making for social behavioral outcomes only. Although best practice would be to apply this logic to academic interventions and outcomes, teams are asked to reply on SW-PBS work only.</p>		
<p>1.14 Fidelity Data: Tier I team reviews and uses SWPBIS fidelity (e.g., SET, BoQ, TIC, SAS, Tiered Fidelity Inventory) data at least annually.</p>	<ul style="list-style-type: none"> • School policy • Staff handbook • School newsletters • School website 	<p>0 = No Tier I SWPBIS fidelity data collected</p> <p>1 = Tier I fidelity collected informally and/or less often than annually</p> <p>2 = Tier I fidelity data collected and used for decision making annually</p>
<p>1.15 Annual Evaluation: Tier I team documents fidelity and effectiveness (including on <i>academic*</i> outcomes) of Tier I practices at least annually (including year- by-year comparisons) that are shared with stakeholders (staff, families, community, district) in a usable format.</p>	<ul style="list-style-type: none"> • Staff, student, and family surveys • Tier I handbook • Fidelity tools • School policy • Student outcomes • District reports • School newsletters 	<p>0 = No evaluation takes place, or evaluation occurs without data</p> <p>1 = Evaluation conducted, but not annually, or outcomes are not used to shape the Tier I process and/or not shared with stakeholders</p> <p>2 = Evaluation conducted at least annually, and outcomes (including academics*) shared with stakeholders, with clear alterations in process based on evaluation</p>
<p>* MO SW-PBS trains and provides support for data-based decision making for social behavioral outcomes only. Although best practice would be to apply this logic to academic interventions and outcomes, teams are asked to reply on SW-PBS work only.</p>		

Scoring Criteria: 0=Not implemented; 1=Partially implemented; 2=Fully implemented

TIER II: TARGETED SWPBIS FEATURES*

NOTE: This section may be completed individually or with other tiers as part of the full Tiered Fidelity Inventory

* MO SW-PBS Intervention Essential Features is a Possible Data Source for several of Tier II Features related to interventions.

FEATURES	POSSIBLE DATA SOURCES	SCORING CRITERIA
Subscale: Teams		
<p>2.1 Team Composition: Tier II (or combined Tier II/III) team includes a Tier II systems coordinator and individuals able to provide (a) applied behavioral expertise, (b) administrative authority, (c) knowledge of students, and (d) knowledge about operation of school across grade levels and programs.</p>	<ul style="list-style-type: none"> • School organizational chart • Tier II team meeting minutes 	<p>0 = Tier II team does not include coordinator or all 4 core areas of Tier II team expertise</p> <p>1 = Tier II team does not include coordinator and all 4 core areas of Tier II team expertise OR attendance of these members is below 80%</p> <p>2 = Tier II team is composed of coordinator and individuals with all 4 areas of expertise, AND attendance of these members is at or above 80%</p>
<p>2.2 Team Operating Procedures: Tier II team meets at least monthly and has (a) regular meeting format/agenda, (b) minutes, (c) defined meeting roles, and (d) a current action plan.</p>	<ul style="list-style-type: none"> • Tier II team meeting agendas and minutes • Tier II meeting roles descriptions • Tier II action plan 	<p>0 = Tier II team does not use regular meeting format/agenda, minutes, defined roles, or a current action plan</p> <p>1 = Tier II team has at least 2 but not all 4 features</p> <p>2 = Tier II team meets at least monthly and uses regular meeting format/agenda, minutes, defined roles, AND has a current action plan</p>
<p>2.3 Screening: Tier II team uses decision rules and multiple sources of data (e.g., ODRs, academic progress, screening tools, attendance, teacher/ family/student nominations) to identify students who require Tier II supports.</p>	<ul style="list-style-type: none"> • Multiple data sources used (e.g., ODRs, time out of instruction, attendance, academic performance) • Team decision rubric* • Team meeting minutes • School policy 	<p>0 = No specific rules for identifying students who qualify for Tier II supports</p> <p>1 = Data decision rules established but not consistently followed or used with only one data source</p> <p>2 = Written policy exists that (a) uses multiple data sources for identifying students, and (b) ensures that families are notified promptly when students enter Tier II supports</p>
<p>*MO SW-PBS Existing School Data Inventory, Nomination Forms, Universal Screener, and Data Decision Rules = The Team Decision Rubric</p>		

Scoring Criteria: 0=Not implemented; 1=Partially implemented; 2=Fully implemented

FEATURES	POSSIBLE DATA SOURCES	SCORING CRITERIA
<p>2.4 Request for Assistance: Tier II planning team uses written request for assistance form and process that are timely and available to all staff, families, and students.</p>	<ul style="list-style-type: none"> School handbook Request for assistance form* Family handbook 	<p>0 = No formal process</p> <p>1 = Informal process in place for staff and families to request assistance</p> <p>2 = Written request for assistance form and process are in place and team</p>
<p>* Nomination Form = request for assistance form</p>		
<p style="text-align: center;">Subscale: Interventions</p>		
<p>2.5 Options for Tier II Interventions: Tier II team has multiple ongoing behavior support interventions with documented evidence of effectiveness matched to student need.</p>	<ul style="list-style-type: none"> School Tier II handbook Targeted Interventions Reference Guide 	<p>0 = No Tier II interventions with documented evidence of effectiveness are in use</p> <p>1 = Only 1 Tier II intervention with documented evidence of effectiveness is in use</p> <p>2 = Multiple Tier II interventions with documented evidence of effectiveness matched to student need</p>
<p>2.6 Tier II Critical Features: Tier II behavior support interventions provide (a) additional instruction/ time for student skill development, (b) additional structure/ predictability, and/or (c) increased opportunity for feedback (e.g., daily progress report).</p>	<ul style="list-style-type: none"> Universal lesson plans Tier II lesson plans Daily/weekly progress report School schedule School Tier II handbook 	<p>0 = Tier II interventions do not promote additional instruction/ time, improved structure, or increased feedback</p> <p>1 = All Tier II interventions provide some but not all 3 core Tier II features</p> <p>2 = All Tier II interventions include all 3 core Tier II features</p>
<p>2.7 Practices Matched to Student Need: A formal process is in place to select Tier II interventions that are (a) matched to student need (e.g., behavioral function), and (b) adapted to improve contextual fit (e.g., culture, developmental level).</p>	<ul style="list-style-type: none"> Data sources used to identify interventions School policy Tier II handbook Needs assessment Targeted Interventions Reference Guide 	<p>0 = No process in place</p> <p>1 = Process for selecting Tier II interventions does not include documentation that interventions are matched to student need</p> <p>2 = Formal process in place to select practices that match student need and have contextual fit (e.g., developmentally and culturally appropriate)</p>

Scoring Criteria: 0=Not implemented; 1=Partially implemented; 2=Fully implemented

FEATURES	POSSIBLE DATA SOURCES	SCORING CRITERIA
<p>2.8 Access to Tier I Supports: Tier II supports are explicitly linked to Tier I supports, and students receiving Tier II supports have access to, and are included in, Tier I supports.</p>	<ul style="list-style-type: none"> • Universal lesson plans and teaching schedule • Tier II lesson plans • Acknowledgement system • Student of the month documentation • Family communication 	<p>0 = No evidence that students receiving Tier II interventions have access to Tier I supports</p> <p>1 = Tier II supports are not explicitly linked to Tier I supports and/or students receiving Tier II interventions have some, but not full access to Tier I supports</p> <p>2 = Tier II supports are explicitly linked to Tier I supports, and students receiving Tier II interventions have full access to all Tier I supports</p>
<p>2.9 Professional learning: A written process is followed for teaching all relevant staff how to refer students and implement each Tier II intervention that is in place.</p>	<ul style="list-style-type: none"> • Professional learning calendar • Staff handbook • Lesson plans for teacher trainings • School policy 	<p>0 = No process for teaching staff in place</p> <p>1 = Professional learning and orientation process is informal</p> <p>2 = Written process used to teach and coach all relevant staff in all aspects of intervention delivery, including request for assistance process, using progress report as an instructional prompt, delivering feedback, and monitoring student progress</p>
Subscale: Evaluation		
<p>2.10 Level of Use: Team follows written process to track proportion of students participating in Tier II supports, and access is proportionate.</p>	<ul style="list-style-type: none"> • Tier II enrollment data • Tier II team meeting minutes • Progress monitoring tool 	<p>0 = Team does not track number of students responding to Tier II interventions</p> <p>1 = Team defines criteria for responding to each Tier II intervention and tracks students, but fewer than 5% of students are enrolled</p> <p>2 = Team defines criteria and tracks proportion, with at least 5% of students receiving Tier II supports</p>

Scoring Criteria: 0=Not implemented; 1=Partially implemented; 2=Fully implemented

FEATURES	POSSIBLE DATA SOURCES	SCORING CRITERIA
<p>2.11 Student Performance Data: Tier II team tracks proportion of students experiencing success (% of participating students being successful) and uses Tier II intervention outcomes data and decision rules for progress monitoring and modification.</p>	<ul style="list-style-type: none"> • Student progress data (e.g., % of students meeting goals) • Intervention Tracking Tool* • Daily/Weekly Progress Report sheets • Family communication 	<p>0 = Student data not monitored</p> <p>1 = Student data monitored but no data decision rules established to alter (e.g., intensify or fade) support</p> <p>2 = Student data (% of students being successful) monitored and used at least monthly, with data decision rules established to alter (e.g., intensify or fade) support, and shared with stakeholders</p>
<p>* MO SW-PBS Advanced Tiers Spreadsheet or CICO/SWIS = Intervention Tracking Tool</p>		
<p>2.12 Fidelity Data: Tier II team has a protocol for ongoing review of fidelity for each Tier II practice.</p>	<ul style="list-style-type: none"> • Tier II coordinator training • District technical assistance • Fidelity probes taken monthly by a Tier II team member 	<p>0 = Fidelity data are not collected for any practice</p> <p>1 = Fidelity data (e.g., direct, self- report) collected for some but not all Tier II interventions</p> <p>2 = Periodic, direct assessments of fidelity collected by Tier II team for all Tier II interventions</p>
<p>2.13 Annual Evaluation: At least annually, Tier II team assesses overall effectiveness and efficiency of strategies, including data-decision rules to identify students, range of interventions available, fidelity of implementation, and on- going support to implementers; and evaluations are shared with staff and district leadership.</p>	<ul style="list-style-type: none"> • Staff and student surveys • Tier II handbook • Fidelity tools • School policy • Student outcomes* • District reports 	<p>0 = No data-based evaluation takes place</p> <p>1 = Evaluation conducted, but outcomes not used to shape the Tier II process</p> <p>2 = Evaluation conducted at least annually, and outcomes shared with staff and district leadership, plus clear alterations in process proposed based on evaluation</p>
<p>* MO SW-PBS Intervention Outcome Data = Student outcomes</p>		

Scoring Criteria: 0=Not implemented; 1=Partially implemented; 2=Fully implemented

TIER III: INTENSIVE SWPBIS FEATURES *

NOTE: This section may be completed individually or with other tiers as part of the full Tiered Fidelity Inventory

* Review of FBA/BIP and MO SW-PBS Intervention Outcome Data form will provide possible data sources for analysis.

FEATURES	POSSIBLE DATA SOURCES	SCORING CRITERIA
Subscale: Teams		
<p>3.1 Team Composition: Tier III systems planning team (or combined Tier II/III team) includes a Tier III systems coordinator and individuals who can provide (a) applied behavioral expertise, (b) administrative authority, (c) multi-agency supports (e.g., person centered planning, wraparound, RENEW) expertise, (d) knowledge of students, and (e) knowledge about the operations of the school across grade levels and programs.</p>	<ul style="list-style-type: none"> • School organizational chart • Tier III team meeting minutes* 	<p>0 = Tier III team does not include a trained systems coordinator for all 5 identified functions</p> <p>1 = Tier III team members have some but not all 5 functions, and/ or some but not all members have relevant training or attend at least 80% of meetings</p> <p>2 = Tier III team has a coordinator and all 5 functions, AND attendance of these members is at or above 80%</p>
<p>3.2 Team Operating Procedures: Tier III team meets at least monthly and has (a) regular meeting format/ agenda, (b) minutes, (c) defined meeting roles, and (d) a current action plan.</p>	<ul style="list-style-type: none"> • Tier III team meeting agendas and minutes • Tier III meeting roles descriptions • Tier III action plan 	<p>0 = Tier III team does not use regular meeting format/agenda, minutes, defined roles, or a current action plan</p> <p>1 = Tier III team has at least 2 but not all 4 features</p> <p>2 = Tier III team meets at least monthly and uses regular meeting format/agenda, minutes, defined roles, AND has a current action plan</p>
*Tier III Core Team Meeting Minutes = team meeting minutes		
<p>3.3 Screening: Tier III team uses decision rules and data (e.g., ODRs, Tier II performance, academic progress, absences, teacher/ family/ student nominations) to identify students who require Tier III supports.</p>	<ul style="list-style-type: none"> • School policy • Team decision rubric * • Team meeting minutes** 	<p>0 = No decision rules for identifying students who should receive Tier III supports</p> <p>1 = Informal process or one data source for identifying students who qualify for Tier III supports</p> <p>2 = Written data decision rules used with multiple data sources for identifying students who qualify for Tier III supports, and evidence the policy/rubric includes option for teacher/family/student nominations</p>

Scoring Criteria: 0=Not implemented; 1=Partially implemented; 2=Fully implemented

FEATURES	POSSIBLE DATA SOURCES	SCORING CRITERIA
<p>*MO SW-PBS Existing School Data Inventory, Nomination Forms, Universal Screener, Intensity Behavior Rating Rubric and Data Decision Rules = The Team Decision Rubric **Team Action Meeting = team meeting minutes</p>		
<p>3.4 Student Support Team: For each individual student support plan, a uniquely constructed team exists (with input/approval from student/ family about who is on the team) to design, implement, monitor, and adapt the student-specific support plan.</p>	<ul style="list-style-type: none"> • Three randomly selected Tier III student behavior support plans created in the last 12 months (see TFI Tier III Support Plan Worksheet)* 	<p>0 = Individual student support teams do not exist for all students who need them</p> <p>1 = Individual student support teams exist, but are not uniquely designed with input from student/family and/ or team membership has partial connection to strengths and needs</p> <p>2 = Individual student support teams exist, are uniquely designed with active input/ approval from student/family (with a clear link of team membership to student strengths and needs), and meet regularly to review progress data</p>
<p>* Behavior Intervention Plan = behavior support plans</p>		
<p>Subscale: Resources</p>		
<p>3.5 Staffing: An administrative plan is used to ensure adequate staff is assigned to facilitate individualized plans for the students enrolled in Tier III supports.</p>	<ul style="list-style-type: none"> • Administrative plan • Tier III team meeting minutes* • FTE (i.e., paid time) allocated to Tier III supports 	<p>0 = Personnel are not assigned to facilitate individual student support teams</p> <p>1 = Personnel are assigned to facilitate some individual support teams, but not at least 1% of enrollment</p> <p>2 = Personnel are assigned to facilitate individualized plans for all students enrolled in Tier III supports</p>
<p>3.6 Student/Family/Community Involvement: Tier III team has district contact person(s) with access to external support agencies and resources for planning and implementing non-school-based interventions (e.g., intensive mental health) as needed.</p>	<ul style="list-style-type: none"> • Three randomly selected Tier III student behavior support plans created in the last 12 months (see TFI Tier III Support Plan Worksheet)** 	<p>0 = District contact person not established</p> <p>1 = District contact person established with external agencies, OR resources are available and documented in support plans</p> <p>2 = District contact person established with external agencies, AND resources are available and documented in support plans</p>
<p>3.7 Professional learning: A written process is followed for teaching all relevant staff about basic behavioral theory, function of behavior, and function-based intervention.</p>	<ul style="list-style-type: none"> • Professional learning calendar • Staff handbook • Lesson plans for teacher trainings • School policy 	<p>0 = No process for teaching staff in place</p> <p>1 = Professional learning and orientation process is informal</p> <p>2 = Written process used to teach and coach all relevant staff in basic behavioral theory, function of behavior, and function-based intervention</p>

FEATURES	POSSIBLE DATA SOURCES	SCORING CRITERIA
*Team Action Meeting = team meeting minutes **Behavior Intervention Plan = behavior support plans		
Subscale: Support Plans		
3.8 Quality of Life Indicators: Assessment includes student strengths and identification of student/family preferences for individualized support options to meet their stated needs across life domains (e.g., academics, health, career, social).	<ul style="list-style-type: none"> Three randomly selected Tier III student behavior support plans created in the last 12 months (see TFI Tier III Support Plan Worksheet)* 	0 = Quality of life needs/goals and strengths not defined, or there are no Tier III support plans 1 = Strengths and larger quality of life needs and related goals defined, but not by student/family or not reflected in the plan 2 = All plans document strengths and quality of life needs and related goals defined by student/family
3.9 Academic, Social, and Physical Indicators: Assessment data are available for academic (e.g., reading, math, writing), behavioral (e.g., attendance, functional behavioral assessment, suspension/expulsion), medical, and mental health strengths and needs, across life domains where relevant.	<ul style="list-style-type: none"> Three randomly selected Tier III student behavior support plans created in the last 12 months (see TFI Tier III Support Plan Worksheet)* 	0 = Student assessment is subjective or done without formal data sources, or there are no Tier III support plans 1 = Plans include some but not all relevant life-domain information (e.g., medical, mental health, behavioral, academic) 2 = All plans include medical, mental health information, and complete academic data where appropriate
3.10 Hypothesis Statement: Behavior support plans include a hypothesis statement, including (a) operational description of problem behavior, (b) identification of context where problem behavior is most likely, and (c) maintaining reinforcers (e.g., behavioral function) in this context.	<ul style="list-style-type: none"> Three randomly selected Tier III student behavior support plans created in the last 12 months (see TFI Tier III Support Plan Worksheet)* 	0 = No plans include a hypothesis statement with all 3 components, or there are no Tier III support plans 1 = 1 or 2 plans include a hypothesis statement with all 3 components 2 = All plans include a hypothesis statement with all 3 components
3.11 Comprehensive Support: Behavior support plans include or consider (a) prevention strategies, (b) teaching strategies, (c) strategies for removing rewards for problem behavior, (d) specific rewards for desired behavior, (e) safety elements where needed, (f) a systematic process for assessing fidelity and impact, and (g) the action plan for putting the support plan in place.	<ul style="list-style-type: none"> Three randomly selected Tier III student behavior support plans created in the last 12 months (see TFI Tier III Support Plan Worksheet)* 	0 = No plans include all 7 core support plan features, or there are no Tier III support plans 1 = 1 or 2 plans include all 7 core support plan features 2 = All plans include all 7 core support plan features
*Behavior Intervention Plan = behavior support plans		

Scoring Criteria: 0=Not implemented; 1=Partially implemented; 2=Fully implemented

FEATURES	POSSIBLE DATA SOURCES	SCORING CRITERIA
<p>3.12 Formal and Natural Supports: Behavior support plan(s) requiring extensive and coordinated support (e.g., person centered planning, wraparound, RENEW) documents quality of life strengths and needs to be completed by formal (e.g., school/district personnel) and natural (e.g., family, friends) supporters.</p>	<ul style="list-style-type: none"> At least one Tier III behavior support plan requiring extensive support (see TFI Tier III Support Plan Worksheet)* 	<p>0 = Plan does not include specific actions, or there are no plans with extensive support</p> <p>1 = Plan includes specific actions, but they are not related to the quality of life needs and/or do not include natural supports</p> <p>2 = Plan includes specific actions, linked logically to the quality of life needs, and they include natural supports</p>
<p>3.13 Access to Tier I and Tier II Supports: Students receiving Tier III supports have access to, and are included in, available Tier I and Tier II supports.</p>	<ul style="list-style-type: none"> Three randomly selected Tier III student behavior support plans created in the last 12 months (see TFI Tier III Support Plan Worksheet)* 	<p>0 = Individual student support plans do not mention Tier I and/ or Tier II supports, or there are no Tier III support plans</p> <p>1 = Individual supports include some access to Tier I and/or Tier II supports</p> <p>2 = Tier III supports include full access to any appropriate Tier I and Tier II supports and document how access will occur</p>
<p>* Behavior Intervention Plan = behavior support plans</p>		
<p>Subscale: Evaluation</p>		
<p>3.14 Data System: Aggregated (i.e., overall school-level) Tier III data are summarized and reported to staff at least monthly on (a) fidelity of support plan implementation, and (b) impact on student outcomes.</p>	<ul style="list-style-type: none"> Reports to staff Staff meeting minutes Staff report 	<p>0 = No quantifiable data</p> <p>1 = Data are collected on outcomes and/or fidelity but not reported monthly</p> <p>2 = Data are collected on student outcomes AND fidelity and are reported to staff at least monthly for all plans</p>
<p>3.15 Data-based Decision Making: Each student's individual support team meets at least monthly (or more frequently if needed) and uses data to modify the support plan to improve fidelity of plan implementation and impact on quality of life, academic, and behavior outcomes.</p>	<ul style="list-style-type: none"> Three randomly selected Tier III student behavior support plans created in the last 12 months (see TFI Tier III Support Plan Worksheet)* 	<p>0 = Student individual support teams do not review plans or use data</p> <p>1 = Each student's individual support team reviews plan, but fidelity and outcome data are not both used for decision making or not all teams review plans</p> <p>2 = Each student's individual support team continuously monitors data and reviews plan at least monthly, using both fidelity and outcomes data for decision making</p>

Scoring Criteria: 0=Not implemented; 1=Partially implemented; 2=Fully implemented

FEATURES	POSSIBLE DATA SOURCES	SCORING CRITERIA
<p>3.16 Level of Use: Team follows written process to track proportion of students participating in Tier III supports, and access is proportionate.</p>	<ul style="list-style-type: none"> • Student progress data • Tier III team meeting minutes** 	<p>0 = School does not track proportion or no students have Tier III plans</p> <p>1 = Fewer than 1% of students have Tier III plans</p> <p>2 = All students requiring Tier III supports (and at least 1% of students) have plans</p>
<p>*Behavior Intervention Plan = behavior support plans **Tier III Action Team Meeting = Tier III team meeting</p>		
<p>3.17 Annual Evaluation: At least annually, the Tier III systems team assesses the extent to which Tier III supports are meeting the needs of students, families, and school personnel; and evaluations are used to guide action planning.</p>	<ul style="list-style-type: none"> • Tier III team meeting minutes* • Tier III team action plan • Team member verbal reports 	<p>0 = No annual review</p> <p>1 = Review is conducted but less than annually, or done without impact on action planning</p> <p>2 = Written documentation of an annual review of Tier III supports, with specific decisions related to action planning</p>
<p>*Tier III Core Team Meeting = team meeting minutes</p>		

In addition, there are three optional questions. While some states require teams to answer these questions, in Missouri, these will remain optional.

TFI Optional Questions

1. Of all students in the school, report the percent of students currently being successful in both academics and behavior:

Possible data sources:

- Behavior: discipline data, educational placement (indicator 5) data
- Academic: AYP, CBM/academic screening scores, %of students passing all classes

2. Of the students receiving Tier 2 supports, report the percent of students currently being successful in both academics and behavior:

Possible data sources:

Behavior: Discipline data, educational placement (indicator 5) data, attendance (for students receiving Tier 2 supports)
Academic: AYP, CBM/academic screening scores, % of students passing all classes, grades, credits (for students receiving Tier 2 supports)

3. Of the students receiving Tier 3 supports, report the percent of students currently being successful in both academics and behavior:

Possible data sources:

Behavior: Discipline data, educational placement (indicator 5) data, school satisfaction surveys (for students receiving Tier 3 supports)
Academic: AYP, CBM/academic screening scores, % of students passing all classes, grades, credits (for students receiving Tier 3 supports)

Scoring Criteria: 0=Not implemented; 1=Partially implemented; 2=Fully implemented

CHAPTER 11: TIER 2 ACTION PLAN

LEARNER OUTCOMES

At the conclusion of this chapter, you will be able to complete the Tier 2 Action Plan which includes the following goals:

- ▶ Assess readiness for developing a Tier 2 system.
- ▶ Gain staff commitment to develop Tier 2.
- ▶ Develop a Tier 2 Team action plan.
- ▶ Establish a team to oversee development and implementation of Tier 2.
- ▶ Develop a systematic process to identify students at-risk for social, emotional, and/or behavioral challenges.
- ▶ Develop a system for collecting information that identifies function of behavior and matches student need with readily available intervention.
- ▶ Identify a system for monitoring student progress.
- ▶ Select one Tier 2 intervention that will be developed in your setting.
- ▶ Pilot the selected intervention with a small number of staff, students, and families.
- ▶ Identify additional intervention facilitators as needed so that the intervention can be provided for greater numbers of students and sustained over time.
- ▶ Document interventions that are regularly available in your setting.
- ▶ Regularly monitor Tier 2 implementation status.
- ▶ Develop a system for providing ongoing professional learning.

Action Plans are useful because they give teams a framework for thinking about how they will **efficiently complete a task or project**. Action Plans help teams finish activities in a **sensible order**, and they ensure that key steps are not overlooked. **It is recommended that reviewing the Tier 2 Action Plan is a standard, ongoing agenda item for the Tier 2 Team.**

The Tier 2 Action Plan aligns with MO SW-PBS Tier 2 training and includes essential goals and steps/activities to create a Tier 2 system of support and to implement that system with fidelity. Tier 2 Teams may supplement the action plan with additional goals and steps/activities based upon individual needs.

For each goal, **“Steps and Documents”** outline end products that indicate successful completion of the goal. Suggested steps/activities/supports/resources are included in this area that assist in identifying what needs to be done to accomplish the goal.

Teams document in the **“Timeline”** when steps/activities are projected to be completed. Initial **“Who is Responsible”** is a place to document delegation of tasks to specific team members, who are responsible for task completion and communication to stockholders., and **“Evaluation Measure/Evidence”** is asking how will you measure the fidelity of your step. In the **“Review Status”** the team will assess if each step has been achieved and maintained, or is in progress or has not been achieved.

Missouri Schoolwide Positive Behavior Support Tier 2 Team Action Plan

School: _____ Year: _____

Component	GOALS	STEPS AND DOCUMENTS	TIMELINE	WHO IS RESPONSIBLE FOR COMPLETION AND COMMUNICATION	EVALUATION MEASURE/ EVIDENCE	REVIEW STATUS	
						Sem 1	Sem 2
1. Foundational Knowledge	1. Assess readiness for developing a Tier 2 system	A. Complete <i>Tier 2 Readiness Checklist</i> and use results to identify and record necessary action plan steps.		Completion: Communication:			
	2. Gain staff commitment to develop Tier 2	A. Conduct staff professional learning session to establish awareness and gain commitment for development of a Tier 2 system and supports. B. Complete <i>Tier 2 Commitment Survey</i> with full staff. C. Review results from the Commitment Survey and make decisions about moving forward with development of a Tier 2 system interventions. <ul style="list-style-type: none"> • e.g., 80% or more of staff indicate “Yes” for 80% or more survey items. 		Completion: Communication:			
	3. Develop a Tier 2 Team action plan	A. Complete the <i>Tiered Fidelity Inventory</i> (TFI) at: https://www.pbisapps.org <ul style="list-style-type: none"> • Teams new to Tier 2 complete the TFI by October and April during their first year. • In subsequent years teams will only complete the TFI once, annually, before April 15. • Use results to identify and record necessary action plan steps. 		Completion: Communication:			

Component	GOALS	STEPS AND DOCUMENTS	TIMELINE	WHO IS RESPONSIBLE FOR COMPLETION AND COMMUNICATION	EVALUATION MEASURE/ EVIDENCE	REVIEW STATUS	
						Sem 1	Sem 2
2. Leadership	<p>1. Establish a Tier 2 Team to oversee development and implementation of Tier 2 system and practices</p>	<p>A. Identify and document team meeting dates and times.</p> <ul style="list-style-type: none"> Use the Blank Schedule of Meeting Dates and Times <p>B. Identify personnel who will oversee development and Implementation of Tier 2 data, system, and practices.</p> <p>C. Evaluate existing systems of support for addressing emotional and behavioral needs of students in your building and reallocate resources to develop an effective Tier 2 system.</p> <ul style="list-style-type: none"> Use Working Smarter Not Harder Template <p>D. Identify and document team member role and responsibilities.</p> <ul style="list-style-type: none"> Use the Blank Team Membership and Roles <p>E. Adopt a standard meeting agenda and format.</p> <ul style="list-style-type: none"> Use Blank Team Meeting Agenda <p>F. Revisit, review, revise and/or recommit to clearly defined working agreements.</p> <ul style="list-style-type: none"> Use Blank Team Meeting Agenda <p>G. Identify and document a communication plan for dissemination of information.</p> <ul style="list-style-type: none"> Use the Blank Communication Plan 		<p>Completion:</p> <p>Communication:</p>			

Component	GOALS	STEPS AND DOCUMENTS	TIMELINE	WHO IS RESPONSIBLE FOR COMPLETION AND COMMUNICATION	EVALUATION MEASURE/ EVIDENCE	REVIEW STATUS	
						Sem 1	Sem 2
3. Student Identification Process	<p>1. Develop a systematic process to identify students at-risk for social, emotional, and/or behavioral challenges</p>	<p>A. Develop a Teacher Nomination form that is simple and brief to complete.</p> <ul style="list-style-type: none"> Review Example Teacher Nomination for Assistance <p>B. List academic and behavioral data that is currently collected in your school or district. Determine proficient, at-risk, and high-risk criteria for each measure. Indicate specific criteria that “trigger” referral to the Specialized Behavior Support Team.</p> <ul style="list-style-type: none"> Use Blank Existing School Data Inventory <p>C. Develop and implement a system to administer regular, periodic screening for social, emotional and/or behavioral risk</p> <ul style="list-style-type: none"> Use the Blank Student Identification Plan <p>D. Create a calendar of ongoing professional learning regarding Tier 2</p> <p>E. Use existing communication strategies to inform full staff about procedures for identifying students who need additional supports.</p>		<p>Completion:</p> <p>Communication:</p>			

Component	GOALS	STEPS AND DOCUMENTS	TIMELINE	WHO IS RESPONSIBLE FOR COMPLETION AND COMMUNICATION	EVALUATION MEASURE/ EVIDENCE	REVIEW STATUS	
						Sem 1	Sem 2
4. Selecting and Monitoring Function-Based Interventions	1. Develop a system for collecting information that clarifies the problem, identifies function of behavior and matches student need with readily available intervention.	<p>A. Determine standard information to be collected about each student identified at-risk</p> <ul style="list-style-type: none"> Use <i>Tier 2 Adapted FACTS Part A</i> or <i>Advanced Tiers Spreadsheet</i> <p><i>Example information:</i></p> <ul style="list-style-type: none"> Date identified, grade, gender, method of identification, problem behavior, ODRs, absences, minors, tardies, academic performance level and function of behavior <p>B. Develop an information collection process</p> <ul style="list-style-type: none"> Who will collect relevant information? When will information be collected and reviewed (e.g., prior to or during team meeting)? How will student information be recorded (e.g., Advanced Tiers Spreadsheet)? <p>C. Document interventions selected for each student.</p> <ul style="list-style-type: none"> e.g., Use Advanced Tiers Spreadsheet 		Completion: Communication:			
	2. Identify a system for monitoring student progress.	<p>A. Select a graphing tool</p> <ul style="list-style-type: none"> e.g., <i>Use Advanced Tiers Spreadsheet</i> <p>B. Establish and document criteria for interpreting student data and making decisions about interventions.</p> <ul style="list-style-type: none"> Use <i>Guidelines for Interpreting Student Data and Making Decisions Template</i> 		Completion: Communication:			

Component	GOALS	STEPS AND DOCUMENTS	TIMELINE	WHO IS RESPONSIBLE FOR COMPLETION AND COMMUNICATION	EVALUATION MEASURE/ EVIDENCE	REVIEW STATUS							
						Sem 1	Sem 2						
5. Plan and Implement Small Group Interventions	1. Select one small group intervention that will be developed in your setting.	A. Plan and implement the selected intervention <ul style="list-style-type: none"> Use the <i>Intervention Development Checklist</i> 		Completion: Communication:									
	<ul style="list-style-type: none"> Check-In, Check-Out Social Skills Intervention Group Check & Connect FIRST STEP Next Self-Monitoring 												
	2. Pilot the intervention with a small number of staff, students, and families.							Completion: Communication:					
	3. Identify and train additional intervention facilitators as needed so that the intervention can be provided for greater numbers of students and sustained over time.										Completion: Communication:		
	4. Document interventions that are regularly available in your setting.												

Component	GOALS	STEPS AND DOCUMENTS	TIMELINE	WHO IS RESPONSIBLE FOR COMPLETION AND COMMUNICATION	EVALUATION MEASURE/ EVIDENCE	REVIEW STATUS	
						Sem 1	Sem 2
6. Monitoring Tier 2 Implementation Status	1. Regularly monitor Tier 2 implementation status.	A. Revise Action Plan based on analysis of TFI results B. Report results to Regional and Tier 2 Consultants		Completion: Communication:			

Component	GOALS	STEPS AND DOCUMENTS	TIMELINE	WHO IS RESPONSIBLE FOR COMPLETION AND COMMUNICATION	EVALUATION MEASURE/ EVIDENCE	REVIEW STATUS	
						Sem 1	Sem 2
7. Professional Learning	1. Develop a system for providing ongoing Professional Learning.	<p>A. Develop a Tier 2 Staff Handbook.</p> <p>B. Develop a system for regularly updating staff.</p> <p>C. Identify plans for providing training to new team members and to staff who are new to the building each year.</p> <p>D. Identify plans for providing coaching to team members and to staff.</p>		<p>Completion:</p> <p>Communication:</p>			

CHAPTER 12: REFERENCES AND RESOURCES

Chapter 1

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MO SW-PBS Terms/Abbreviation/Acronym Glossary

Schoolwide Positive Behavior Support (SW-PBS) includes specialized vocabulary following implementation of an intervention. Ensuring all stakeholders in your school community are communicating clearly is an important component of maintaining a common philosophy and purpose. Frequently used terms, abbreviations and acronyms are included here for your reference. Your team may consider including this list in your staff handbook, or otherwise communicating the information to the members of your school community.

MO SW-PBS GLOSSARY OF TERMS—TIER 1-2-3

A

Acquisition: First phase of learning when a student is learning a new skill. This phase is followed by fluency, maintenance and generalization.

Action Plan: A framework for thinking about how to complete a task or project efficiently.

Action Team: Formed for each student in order to conduct the FBA, develop the BIP, and monitor progress for data-based decision making.

Active Supervision: Strategy for monitoring a large area (i.e., classroom, hallway, playground) that involves scanning, moving, and interacting.

Adapted FACTS: Adapted Functional Assessment Checklist for Teachers and Staff (FACTS – Part A). Used in referring students to Tier 2 or Tier 3 Teams for consideration.

Advanced Tier Spreadsheet: A MO SW-PBS developed tool for collecting and graphing student outcome data for students participating in Tier 2 and Tier 3 Interventions.

Aggregate: To collect and summarize all data together, undifferentiated by subgroups.

Alterable Indicators of Risk: Actions, conditions, or behaviors that can be changed to improve the student outcomes (tardiness, task difficulty, disengagement, etc).

Alternate Replacement Behavior: A short term replacement behavior which serves the same function as a student's problem behavior, but is more consistent with expectations until the student can perform the desired behavior consistently.

Always Applicable: Defining schoolwide and classroom rules that can be used every day.

Amotivation: A complete lack of motivation for or value of the activity or knowledge in consideration, or perceived lack of competence with the activity.

Antecedent: Events that happen immediately before and trigger a behavior.

Applied Behavior Analysis (ABA): The design, implementation, and evaluation of environmental modifications to produce socially significant improvement in behavior.

At Risk: Students whose behaviors have been documented as unresponsive to Tier 1 practices and systems. Usually exhibit low intensity, frequent difficulty performing expectations, but not to the point of chronic problem behavior.

Autonomy: Being in control of one's life, self-determination.

Aversive Stimulus: A (negative) stimulus or event that can increase (when it is an antecedent) or decrease (when a consequence) a behavior.

Avoid: A function of behavior in which the student exhibits problem behavior in order to disengage from people or tasks/situations.

B

Baseline Data: The current level of functioning that is compared to the phase immediately following an intervention.

Base Rate: The proportion of students in the school who exhibit emotional or behavioral risk (Kilgus & Eklund, 2016).

Behavior: Any observable and measurable act of an individual.

Behaviors/Rules: Specific tasks students are to do to achieve the schoolwide expectations.

Behavior Education Program (BEP): A Check-In, Check-Out Intervention for students at risk (Tier 2 Practice)

Behavior Intervention Plan (BIP): A written description that defines how an educational setting will be changed to improve the behavioral success of the student.

Behavior Pathway: A component of the Behavior Intervention Plan (BIP) in which the student behavior is described in observable, measurable terms, and setting events, antecedent events, consequences, and function are identified.

Behavior Support Plan (BSP): Also referred to as the Behavior Intervention Plan (BIP).

Beliefs: Underlying sentiments, assertions, or assumptions that inform the customs or practices of a group.

Big 5 ODR Report: The compilation of a school's office discipline referral (ODR) data, which includes: 1) average referrals per day per month, 2) behavior, 3) location, 4) time, and 5) students involved. Used for problem identification and action planning and to monitor progress on efforts.

Big 5 Generator: A MO SW-PBS developed electronic data management system that collects and charts office discipline referral frequencies by incident, behavior, location and time of day.

C

Check & Connect: A Tier 2 intervention developed by University of Minnesota used with K-12 students who shows warning signs of disengagement with school and who are at risk of dropping out.

Check-In, Check-Out: A Tier 2 intervention, sometimes referred to as the Behavior Education Program (BEP). Students are presented with daily/weekly goals and then receive frequent feedback on meeting the goals throughout the day.

Chronic Behaviors: Persistent behaviors that are repeated or reoccurring over a period of time; the behavior has persisted for a while.

Class-Wide Function-Related Intervention Teams (CW-FIT): Group contingency classroom management program consisting of teaching and reinforcing appropriate behaviors (i.e., getting the teacher’s attention, following directions, and ignoring inappropriate behaviors of peers), improving students’ on-task behavior and increasing teacher recognition of appropriate behavior.

Coaching: Job embedded professional learning provided to support implementation of new skills and practices. Frequently involves modeling, observing, providing feedback.

Common Formative Assessments: Assessments developed collaboratively by teams of teachers that are given to students across the grade or content level, and are used to monitor student progress and inform midcourse correction.

Communication Plan: A document describing how the PBIS team will share information with members of the team, staff, school community, and general public.

Competence: Succeeding in what is to be done, belief in one’s ability to succeed, self-efficacy.

Competing Behavior Pathway: A component of the Behavior Intervention Plan (BIP) in which the student behavior is described in observable, measurable terms, and setting events, antecedent events, consequences, and function are identified and which also lists an appropriate alternate replacement behavior, as well as the desired replacement behavior.

Composition Metrics: This metric shows the percentage of total outcomes experienced by subgroup relative to the percentage of the total enrollment made up by that subgroup.

$$\frac{\text{Total Number of Outcomes by the Subgroup}}{\text{Total Number of Outcomes by all Students}} \quad \text{Compared to} \quad \frac{\text{Number of students enrolled in subgroup}}{\text{Number of Students Enrolled in School}}$$

Comprehensive System of Identification: Student identification system which uses at least two of the following systems – existing school data, teacher/parent nomination, and Universal Screening.

Consequence: The resulting event or outcome that occurs immediately following the behavior. May increase, maintain or decrease the likelihood of future behavior.

Consistently Implemented: Practice or intervention is in place across all settings and by all persons who are involved, and used with fidelity.

Context Analysis: Data gathered to give information about the environment and/or conditions that exist which are associated with when a behavior is more or less likely to occur.

Continuously Available: As related to Tier 2 interventions, flexible grouping with multiple, fluid entry points throughout the school year.

Coordinator: Person who coordinates schoolwide implementation of the overall Tier 2 practices and systems.

Core Team: A stable group consisting of administrator, person with behavioral expertise, and a person with academic expertise that is responsible for developing the Tier 3 system as well as being the intake team for student referrals.

Culturally Responsive: Behaviors, attitudes and policies that come together in a system to work effectively in cross-cultural situations.

D

Daily Progress Report (DPR): A tool used to record data related to student performance of targeted expected behaviors identified as part of a Tier 2 intervention. The student receives ratings and feedback from teachers throughout the day about their level of performance of each of the expected behaviors, usually on a point rating scale.

Data: Information used to make decisions, including records of behavioral incidents, attendance, tardies, achievement, staff and student perceptions and others.

Data-Based Decision Making: A systematic process for analysis of information that leads to action steps.

Data Collection Tool: A MO SW-PBS developed electronic data management system that collects and summarizes office discipline referral frequencies by incident, behavior, location, time of day, student, possible motivation, others involved, staff, race and ethnicity, and others.

Data Decision Rules: The school-determined data points describing student performance as proficient, at-risk, or high risk. Data decision rules are typically developed for quantitative school data like number of office discipline referrals, minor behavior referrals, attendance, grades, assessment scores, etc.

Desired Behavior: In Tier 3, the desired behavior is the long-term behavior the team has identified as a replacement for the current problem behavior.

Didactic Training: Also known as direct training, is training which includes content, rationale, demonstration, practice, and feedback components.

Discipline: Instruction that corrects, molds or perfects character and develops self-control.

Disaggregate: To separate and present data by subgroups.

Disproportionality: To treat categories inequitably, as when categories of students experience different disciplinary consequences for similar offenses.

Duration: A measurement of how long a behavior occurs, or how long an individual engages in a behavior.

E

End of Year Reports (EOY): Reports available from MO SW-PBS that aggregates data from a variety of sources, to provide a complete assessment of the state of the school.

Engaged Time: The amount of instructional time where students are actively engaged in learning.

Environment: The physical, social, academic, and emotional conditions that exist for the student. This can refer to the classroom environment, the school environment, the home environment, etc.

Environmentally Mediated: Manipulation of the full set of stimulus conditions in an environment which controls a target behavior.

Equity: The quality of being fair and impartial.

Existing School Data Inventory: Template used by teams when developing their data decision rules.

Expectations: 3-5 words that define the kind of people you want your students to be.

Explicit Bias: Disproportionality that is consistently high across all settings. Also called systematic bias.

Externalizing Behaviors: Behavior problems that are observable and overt, often directed toward people and/or objects in the social environment.

Extinction: Withholding reinforcement for a previously reinforced behavior to reduce the occurrence of the behavior.

Extrinsic Motivation: When an individual engages in an activity to attain a separable outcome (e.g., to receive an external item or activity of preference, to fit into a group, to master a skill or gain knowledge needed for later).

Evidence-based Practice: A process intended to link evidence with ethical and practical/application issues when making decisions about practices and interventions.

F

Facilitator: The Intervention Facilitators deliver the Tier 2 interventions to the students. The CICO Facilitators would do the morning check in and afternoon check out. SSIG Facilitators would lead the social skills groups. Facilitators deliver the intervention and collect the student data from the DPRs on a regular basis to be reported to the Intervention Coordinator.

Fading: The process by which a student who has shown positive response for an adequate time will transition from participation in an intervention to self-monitoring independence.

Feedback: The information provided to students by adults and other students about how well they are performing the expected behaviors. Feedback can be categorized as positive (reinforcing the expected behavior), corrective (telling the student what the expected behavior is for the situation), and negative (giving the student a message to stop their current behavior with no information about a replacement behavior).

Fidelity: Delivery of the intervention in the way in which it was designed to be delivered.

FIRST STEP Next: Evidence-based early intervention program designed for young children, preschool through second grade, who exhibit challenging behaviors such as defiance, conflicts with peers, and disruptive behaviors.

Fluency: Second phase of learning. When a task/skill is performed without error or interruption in a change of behaviors.

Formative Data: Data used to monitor progress; used to make mid-course corrections during a cycle, lesson, unit, program, or intervention.

Frequency or rate (of behavior): The number of times a behavior occurs during a set period of time.

Function of Behavior: The need fulfilled through the performance of a specific behavior. The function of behavior can be categorized as behavior to obtain (attention, tangible item) or avoid (attention, task, stimulus).

Function-based: Refers to a consequence that increases the likelihood that a behavior will be performed.

Function Based Intervention: A specific practice intended to reduce the performance of problem behavior by addressing the student need (function of behavior) through performance of expected or desired behaviors.

Functional Analysis (FA): A strategy of manipulating a student's environment to test the hypothesis statement.

Functional Behavior Assessment (FBA): A process for identifying the events that predict the occurrence and maintenance of a behavior.

G

General case (programming): The design of instruction for students to perform a task with any member of a class of stimuli.

Generalization: Fourth phase of learning where behavior occurs under different conditions other than those taught (people, settings, etc.).

Graduating: Successfully completing an intervention, and maintaining the expected or desired behavior through independent self-monitoring.

H

High Risk: Typically describes students who have excessive rates of problem behavior, or especially intense problem behaviors, and will likely require intensive, rather than targeted, intervention.

I

Identification Process: The plan created by the school's Tier 2 and Tier 3 Teams communicating how students can be considered for additional support. The identification process should include at least two of the following methods of identification: meeting school data decision rules, teacher/parent nomination, and universal screening.

Implicit Bias: An unconscious association regarding some groups based on stereotypes which are activated involuntarily and without an individual's awareness or intentional control (Staats, 2014).

Individualized Education Plan (IEP): A document that details the goals and objectives for a student's yearly educational plan.

Input Data: Data to monitor or evaluate adult actions; fidelity of implementation data; cause data.

Instructional Time: The amount of the allocated time that actually results in teaching.

Intervention: In SW-PBS, an intervention is a research-based universal (primary), targeted small group (secondary) or intensive individual (tertiary) support implemented for students who are experiencing difficulties meeting the universal expectations.

Intense Behavior: The force or magnitude of the behaviors impact on the classroom environment.

Intensive (Tertiary) Interventions: Interventions that provide support to students with the most severe risk factors and who display chronic/repetitive patterns of behavior.

Internalizing Behaviors: Behavior problems that the students directs inwardly toward him or herself.

Intrinsic Motivation: Participating in an activity simply for the enjoyment of the activity itself.

In-vivo support: In-vivo or in a real life situation support can include the coach providing modeling, coaching and/or feedback while instruction is occurring during a teacher's classroom instruction.

J

Job Embedded Professional Development (JEPD): Professional learning opportunities that occur in an authentic context (i.e., with students).

L

Lawful Behavior: Relationships between events that occur naturally that predict behavior and identify associated environmental antecedents and consequences.

Learning: A durable change in behavior associated with environmental conditions.

Levels of Learning: Hierarchies of learning in cognitive, affective, and psychomotor areas that classify possible learning outcomes in terms of increasingly abstract levels and include acquisition, fluency, maintenance, generalization, and adaptation.

Locus of Causality: The extent to which individuals perceive their actions as caused by internal or external reasons.

M

Maintenance: The third phase of learning. The ability to perform a behavior over time.

Measureable: Defining schoolwide or classroom behaviors that could be counted.

Menu of Function Based Interventions: A MO SW-PBS document containing setting strategies, antecedent strategies, teaching strategies, and consequence strategies to help teams plan for behavior intervention planning.

Mission: Defines a school or district purpose. They are practicable, a blueprint for current practice or what we do. Missions answer the questions, "Why do we exist? What do we do?"

Modeling: The demonstration of behavior. May be used to prompt or teach a behavior.

MO Student Support Model: A graphic representation of the required elements for intensifying supports for students who continue to demonstrate difficulties after Tier 1 components are delivered. See reference in Chapter 1 of the Tier 2 Workbook.

MO SW-PBS Data-Based Decision Making (DBDM) Process: A decision making process that can guide teams in making data based decisions.

MO SW-PBS Universal Tier 1 Checklist: A Checklist developed by MO SW-PBS to assist teams in determining fidelity of implementation of Tier 1 universal systems and practices, and to identify needs for action planning.

MO SW-PBS School Outcomes Data: Provides information on outcomes for students, especially for students with disabilities, or who are referred for additional academic or behavioral supports. Supplements data collected throughout the year, and is a critical source of information for the MO SW-PBS End of Year Reports that are provided to school. Submitted to MOSWPBS@Missouri.edu in June of each school year.

Multi-User Survey: A survey which includes many respondents. Such surveys include the SAS and SSS.

N

Natural Reinforcement: Reinforcement that is the direct result of that behavior.

Negative Punishment: Removal of a stimulus immediately following a behavior that decreases the likelihood of behavior occurring in the future.

Negative Reinforcement: Removal of a stimulus preceding a behavior that increases the likelihood of behavior occurring in the future.

Neutralizing Routines: Replacement behaviors for teachers to implement at those vulnerable decision points when disproportional consequences are more likely to occur.

Nomination: A process that allows teachers, parents, and/or students themselves to submit candidate names to be considered for Tier 2 supports.

Norms: Protocols and commitments developed by each team to guide members in working together. Norms help team members clarify expectations regarding how they will work together to achieve their shared goals.

O

Observable: Defining schoolwide and classroom rules that are behaviors that can be seen.

Observation: Formative or summative assessment of a teacher or student, can be formal or informal. Typically longer in duration than a walkthrough.

ODR (Office Discipline Referral): Usually the result of a “major” discipline violation, the ODR refers to the paperwork associated with sending a student to the office to receive a consequence as the result of problem behavior.

Operational Definition: A descriptive statement that specifically identifies commonly agreed upon behavior that is directly observable and measurable.

Opportunity Costs: Resources spent on one activity are not available for other activities.

Outcome Data: Data gathered to monitor or evaluate progress toward desired outcomes or goals; effect data.

P

Performance Deficit: A failure to perform the expected behavior at acceptable levels or in the correct circumstance.

Permanent Products: Items to be reviewed as evidence of meeting a goal. Permanent products can include writing samples, completed assignments, drawings, etc. When using permanent products as consideration for goal achievement, quality of the item should be considered.

Person Centered Planning: A team-based planning process for an individual's future goals that focuses on strengths and abilities of the individual and his or her inclusion within community life.

PBIS APPS: A web based survey and data collection site operated by the University of Oregon's Educational and Community Supports (ECS). Applications include The SWIS Suite, PBIS Assessments, PBIS Evaluation. <https://www.pbisapps.org/Pages/Default.aspx>

PBIS Assessments: An application within PBIS Apps that allows users to take a number of SW-PBS surveys.

Phases of Learning: Sequential stages in gaining skill mastery that include: a) acquisition, b) fluency, c) maintenance, and d) generalization.

Poor Response to Intervention: A review of data shows there is a gap between the trend line and the student's goal line that continues to widen.

Positive Behavior Support (PBS): A broad range of systematic and individualized strategies to achieve important social and learning outcomes while preventing problem behavior among all students.

Positive Peer Reporting (PPR): Simple procedure that is used to promote positive peer interactions, improves peer perceptions of students who tend to be socially rejected or neglected and encourages all children to focus on and report prosocial behaviors of their peers.

Positive Reinforcement: Presentation of a stimulus immediately following a behavior that increases the likelihood of behavior occurring in the future.

Positive Response to Interventions: Data indicates the student is making progress toward his/her goal and will reach the goal within a reasonable amount of time.

Positively Stated: Creating rules that tell students what to do to be successful.

Practices: Strategies and interventions schools put in place to support students.

Praise: An expression of admiration for performance that serves to reinforce the behavior; verbal recognition. Often used interchangeably with specific positive feedback.

Pre-correction: Reminders before entering a setting or performing a task to promote successful demonstration of expected behaviors.

Primary (Universal) Interventions: Preventative, universal supports implemented with all students that promote safety, positive school culture, and an effective learning environment at the whole school level.

Problem Behavior: Behavior which is inconsistent with the expectations for the environment. For example, yelling is a problem behavior in a library, but not necessarily on a playground. Some problem behavior can be undesirable across settings, such as hitting or hurting others.

Problem Solving Process: The process that groups can use in order to engage in meaningful dialogue in order to reach a resolution to a problem.

Procedures: Methods or process for how things are done in non-classroom settings and in each classroom.

Professional Development: Support services for educators; often describing a single event such as face-to-face training only.

Professional Learning: A systematic process of support for all school staff that can include face-to-face training, observation, coaching, resource banks of materials, communication plans, virtual supports, etc.

Progress Monitoring: The ongoing collection and review of data to determine the performance of a student participating in an intervention.

Prompt: A stimulus (reminder, hint, or cue) that increases the probability the correct response will be emitted.

Punishment: A consequence that decreases the likelihood that the problem behavior will recur (Skinner, 1938).

Q

Quality of Life (QoL): A construct that attempts to conceptualize what “living the good life” means (Wehmeyer and Schlack, 2001).

Questionable Response to Interventions: A review of data shows there is a gap between the trend line and the student’s goal line that may not be widening but closure may not occur in an acceptable amount of time.

R

Read Only (PBIS Assessments): Refers to a level of access in a PBIS Assessments account. Individuals with read only access can log into PBIS Assessments, and pull reports for surveys associated with their organization.

Readiness: The degree to which a team is meeting the established criteria for adding to their SW-PBS system. There are specific readiness checklists for moving to Tier 2 and to Tier 3.

Reinforcement: An overarching term for a contingently delivered consequence associated with an increased likelihood of future behavior.

Relatedness: Connecting with others, belonging.

Reliability: The degree of accuracy or consistency in measurement procedures.

ReNew: A structured school-to-career transition planning and individualized wraparound process for youth with emotional and behavioral challenges.

Response to Intervention: “The practice of providing high-quality instruction and interventions matched to student need, monitoring progress frequently to make decisions about changes in instruction or goals, and applying child response data to important educational decisions” (Batsche et al., 2005).

Reward: Something that reinforces a desired behavior, most often a preferred tangible/object or activity; often used interchangeably with “reinforcement,” but has acquired a controversial tone and misconstrued as bribery.

Risk Index: “A risk index is the percent of a group that receives a particular outcome (most commonly an ODR or suspension), which is equivalent to the likelihood of someone from that group receiving that outcome,” (p. 5, McIntosh, K., Barnes, A., Eliason, B., & Morris, K. (2014). The risk index is calculated by dividing the number of students in a group who have experienced the outcome at least once by the number of students in the group, then multiplying by 100.

Risk Ratio: A measure of the likelihood of an outcome occurring for a target group relative to a comparison group. Calculated by dividing the risk index of the target group by the risk index of the comparison group. The risk ratio is considered to be a more stable metric for monitoring disproportionality than is the risk index.

$$\frac{\text{Risk Index of Target Group}}{\text{Risk Index of Comparison Group}} = \text{Risk Ratio}$$

S

Screening Instrument: A short questionnaire, rating scale, or other brief instrument for gathering information about emotional and behavioral characteristics of students.

Secondary Support: Targeted, group-based interventions for students who present risk factors and who require repeated practice and environmental modifications to increase their likelihood of academic and social success.

Self Determination: “Acting as the primary causal agent in one’s life and making choices and decisions regarding one’s quality of life free from undue external influence or interference” (Wehmeyer, 1996).

Self-Monitoring: Having an individual monitor, record and/or report his or her own behavior.

Serviceable Base Rate: The amount of students identified as at risk who could reasonably be served in a small group or individual intervention with the current resources available in the school (Kilgus & Eklund, 2016).

Setting Event: Conditions or events that influence behavior by temporarily changing the value or effectiveness of reinforcers.

Short Term Replacement Behavior: In a competing behavior pathway, the short term replacement behavior is an alternate behavior to the problem behavior which serves the same function, but is an agreeable step toward the desired behavior which is consistent with the universal expectations. For example, if a student argues and uses bad language to try to avoid tasks he or she finds aversive, a short term replacement might be to ask for a break from the tasks instead of arguing. This still allows for a degree of task avoidance, but is less problematic than the former behavior. Eventually, the desired behavior will be for the student to complete tasks independently, even if the task is aversive, but this is too far removed from the current reality without the temporary replacement behavior.

Single User Survey: A survey for which only one response is entered into the survey site, such as the TFI and SET.

Skill Deficit: Absence of knowledge or insufficient understanding of when to use the expected behavior.

Social Competence: The ability to use the appropriate social skills for a situation or environment.

Social Reinforcement: Social behaviors (i.e., smiles, praise) that increase the frequency or rate of behavior occurrence.

Social Skills: Learned behaviors which can be verbal and non-verbal, requiring both initiations and responses (interactive), and are highly contextual. The five broad dimensions of social skills include: Peer Relations Skills, Self-Management Skills, Cooperation or Compliance Skills, Assertion Skills, and Academic Skills.

Social Skills Intervention Groups (SSIG): Specific secondary (targeted Tier 2) intervention for teaching social skills to students who demonstrate deficits in acquisition, performance and fluency, or who have competing problem behaviors which interfere with the performance of a learned skill.

Social Validity: the acceptability or relevance of a program or procedures to its consumers.

Specific Positive Feedback: Verbal reinforcement; a form of social reinforcement that provides information on successful behavior while reinforcing or increasing the likelihood that behavior will be repeated; combines social attention, instruction, and reinforcement.

Stability: The consistency of performance measured, sometimes referred to as overlap when performance is compared between research study phases.

Standardized: Following a specifically prescribed protocol, frequently a process or instrument that has been 'normed' on a specific population to be reliable to a specific degree when used as instructed.

Stimulus: An object or event that may occasion a response.

Student Identification: The process by which students are brought to the attention of the Tier 2 or Tier 3 Team for consideration for further support or intervention.

Summary Statement: The summary statement narrows down all the assessment information gathered into one or two succinct statements that allow the team to develop strategies based on the summary. A summary statement usually includes a) problem behavior, b) triggering antecedent, c) maintaining consequences, and d) setting events.

Summative Data: Data that is collected and reviewed in order to evaluate the effects of the steps that were taken to determine whether the desired outcomes were achieved.

Sustainability: The process of maintaining fidelity, through inevitable changes, so a practice continues to be effective in the long term.

Systems: Strategies and interventions schools put in place to support adults in the school setting.

T

Target Behavior: The focus behavior to change.

Targeted (Secondary) Interventions: Targeted, group-based interventions for students who present risk factors and who require repeated practice and environmental modifications to increase their likelihood of academic and social success.

Task Analysis: Breaking complex behavior into its component parts to teach individuals to perform complex behavior and sequences/chains of behaviors.

Teacher Approval: Used in research to assess the relationship of teacher behavior to student learning; generally verbal praise and encouragement, but may also include non-verbal attention (e.g., smiles, facial attention, touch, etc.).

Teaching: Systematic manipulations of instructional and social variables that create a change in behavior.

Teacher Mediated: Teacher manipulation of stimuli to control a target behavior.

Teacher Nomination: One way students are identified for consideration for Tier 2 or Tier 3 support. The team develops a form and a process for teachers that is clear, quick, and simple.

Team Member (PBIS Assessments): Refers to a level of access in a PBIS Assessments account. Individuals with Team Member access can log in, copy multi-user survey links to send to stakeholders, enter responses for single user surveys, and pull survey reports for their organization.

Tertiary (Intensive) Interventions: Interventions that require support to students with the most severe risk factors and who display chronic/repetitive patterns of violent, disruptive, or destructive behavior.

Three-tiered Model: A mental health approach to identify and address the needs of all student populations at three levels of interventions (primary, secondary and tertiary).

Tier 2 (Targeted): More specialized and intensive practices and systems for supporting students whose behaviors have been documented as unresponsive to Tier 1 practices and systems. Sometimes called secondary supports or system, or small-group targeted intervention.

Tier 3 (Intensive): Highly specialized and individualized practices and systems for supporting students whose behaviors have been documented as unresponsive to Tiers 1 and 2 practices and systems. Sometimes called tertiary supports or system, or intensive individual intervention.

Time-out from Positive Reinforcement: A procedure that serves as a punishment by denying a student, for a fixed period of time, the opportunity to receive reinforcement.

Tootling: A positive intervention that can be added to existing classroom systems to enhance students' awareness of positive behavior of other students. It encourages students to notice pro-social behaviors displayed by their classmates throughout the day, and report them on a written note. It is particularly effective in classrooms that experience high rates of student turnover and classrooms with students who are at risk for isolation or peer rejection due to persistent negative behaviors.

Trend (in data): An indication of a distinctive direction in the performance of a behavior.

Triangulation: In social sciences, the process of checking results or conclusions from one data set against the results or conclusions from two or more other data sets.

U

Understandable: Defining schoolwide and classroom rules using student-friendly language.

Universal Interventions: Preventative, universal supports implemented with all students that promote safety, positive school culture, and an effective learning environment at the whole school level.

Universal Screening: A method for systematically identifying students who may require additional support. Typically screening instruments require a response to short statements about emotional or behavioral characteristics of a student. These instruments can be used to generate risk scores for all students in a grade level, building or district.

V

Validity: The extent to which an instrument or procedures demonstrates soundness. Internal validity is the extent to which the instrument or procedures assesses behavior in the domain of interest. External validity is the extent to which the outcomes of the FBA/FA predict future occurrences of behavior and result in support plans that work.

Variability: Visual description of data. The range of highest to lowest performance measured.

Vision: A clearly articulated, results-oriented picture of the future you intend to create. A vision focuses on the end-results and values, not on specific means of getting there.

Vulnerable Decision Point: When a problem behavior occurs, the point when a teacher realizes they may be vulnerable to a biased response.

W

Wait Time: The time lapse between delivering a question and calling on a student or cueing a group response.

Walkthrough: Brief (three to ten minute) classroom visits in which the visitor records observations of the use of predetermined evidence-based practices.

Wrap-around: A process for planning the delivery of services that is provided by agencies and professionals in collaboration with families for students with intensive/tertiary support needs.

MO SW-PBS ABBREVIATION/ACRONYM GLOSSARY

Abbreviation / Acronym	Meaning	Tier
ABA	Applied Behavior Analysis	all
ABC	Antecedent -> Behavior -> Consequence	all
APBS	Association for Positive Behavior Support	n/a
ASQ-3	Ages and Stages Questionnaire: Third Ed. (Universal Screener)	all
BASC-2 BESS	Behavioral and Emotional Screening System (Universal Screener)	all
BAT	Benchmarks of Advanced Tiers (PBIS Assessments)	2,3
BEP	Behavior Education Program (a book/dvd resource for Check-In, Check-Out Intervention)	2
BIP	Behavior Intervention Plan	3
BoQ	Benchmarks of Quality (advanced teams use in place of SET - Schoolwide Evaluation Tool)	1
CICO	Check-In, Check-Out Intervention	2
CW-FIT	Class-Wide Function-Related Intervention Teams	2,3
DECA	Devereux Early Childhood Assessment Program (Universal Screener)	all
DESE	Department of Elementary and Secondary Education	n/a
DPR	Daily Progress Report	2,3
EBS	Effective Behavioral Supports	all
EBS	Effective Behavior Support Survey	1
ESP	Early Screening Project (Universal Screener)	all
FACTS	The Adapted Functional Assessment Checklist for Teachers and Staff	2,3
FBA	Functional Behavioral Assessment	3
IEP	Individualized Education Program	n/a
ISS	In-School Suspension	n/a
MAP	Missouri Assessment Program	n/a
MO SW-PBS	Missouri Schoolwide Positive Behavior Support	all
MU	University of Missouri	n/a
ODR	Office Discipline Referral	all
OMPUA	Observable, Measureable, Positively Stated, Understandable, Always Applicable	1
OSS	Out-of-School Suspension	n/a
OTR	Opportunities to Respond	1
PBIS	Positive Behavior Interventions and Supports	all

Abbreviation / Acronym	Meaning	Tier
PL	Professional learning	all
PKBS-2	Preschool and Kindergarten Behavior Scales, Second Ed. (Universal Screener)	all
PM	Progress Monitoring	all
PPR	Positive Peer Reporting	all
RtI	Response to Intervention	n/a
SAEBERS	Social, Academic, Emotional Behavior Risk Screener (Universal Screener)	all
SAS	Self-Assessment Survey (PBIS Assessments)	all
SDP	School Data Profile	all
SDQ	Strengths and Difficulties Questionnaire (Universal Screener)	all
SET	Schoolwide Evaluation Tool (external observation tool PBIS Assessments)	1
SGSS	Small Group Social Skills Intervention	2
SPED	Special Education	n/a
SPP	State Performance Plan	n/a
Ss	Represents the word Students on Twitter chat	n/a
SSBD	Systematic Screening for Behavior Disorders (Universal Screener)	all
SSIG	Social Skills Intervention Group	2
SSIS	Social Skills Improvement System (Universal Screener and Small Group Intervention Resource)	all
SSS	School Safety Survey (PBIS Assessments)	all
SWIS	School Wide Information Systems (PBIS Apps)	all
T1	Tier 1 (Universal Support)	1
T2	Tier 2 (Targeted Group Support)	2
T3	Tier 3 (Intensive Individual Support)	3
TABS	Temperament and Atypical Behavior Scale	all
TIC	Team Implementation Checklist	1
TFI	Tiered Fidelity Inventory	all
Ts	Represents the word Teachers on Twitter chat	n/a
WPR	Weekly Progress Report	2,3