Appendix 1: The MO SW-PBS Awards of Excellence Application Preparation Worksheet

This worksheet is intended to assist you as you gather necessary documentation and data to complete your application

The MO SW-PBS Award of Excellence Application requires that the applicant enter certain demographic and student outcome data. This form is to assist you to gather the information prior to beginning the application.

**Instructions:**

Complete and submit the Recognition Application Google Form. You may use the application form to upload artifacts and other supporting documentation.

Any material submitted to consultants during the school year need not be resubmitted, unless the consultant notifies you that it did not meet recognition criteria. Solution Plans and monitoring meeting forms completed using the DBDM/Solution Plan link located on the pbismissouri.org website need not be resubmitted.

Applications and supporting documents and artifacts are due on **April 15** (If April 15 falls on a weekend or holiday, you may submit on the next business day).

Notification of the award will be made by **May 20**.

RECOGNITION RECIPIENTS MUST AGREE TO SERVE AS MODEL DEMONSTRATION SITES FOR SW-PBS.

Model demonstration sites *may* be called on to share their success in the following ways: (1) allow representatives from schools or districts to visit your building and/or attend a SW-PBS Leadership Team meeting, (2) share materials related to implementation, (3) provide data and other aspects of the implementation process for publication purposes, (4) participate in videos or other electronic tutorials produced by MO SW-PBS, and (5) arrange for SW-PBS information from your district/school to be displayed on our website.

To be considered for the Missouri SW-PBS School Recognition Program, the application and supporting documents must be submitted in accordance with the established timelines and meet all criteria.

**DATA SUBMISSION AND ASSESSMENT REQUIREMENTS**

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| --- | --- | --- | --- | --- |
|  | **Use of Data** | **Safety and Climate** | **Implementation Fidelity** | **Systems** |
| Tier 1 | Complete and submit monthly **Solution Plan** or **Monitoring Meeting** documents  -or-  Submit a monthly **Big-5 Data Report** and **team meeting minutes** that demonstrate use of data | 5 staff members (1 administrator, 1 custodial, 1 secretarial, 1 certified, 1 classified) complete the **School Safety Survey (SSS)**  -or-  **≥80%** of school staff complete the **SSS**  -or-  **≥80%** of students in grades 3-12 take the **School Climate Survey** **(SCS)** in PBIS Assessments or a climate survey selected by the school or district (schools not serving students in grades 3-12 may complete a staff or family climate survey) | 80% of certified staff completes the **Self-Assessment Survey (SAS)** and score 70% on Schoolwide, Non-Classroom, and Classroom Sections  -and-  Complete the Tier 1 Scale of the **Tiered Fidelity Inventory (TFI)**   * The walkthrough is optional * **≥70%** on Tier 1 Scale * Items 1.3, 1.4, and 1.9, are scored; the Tier 1 Scale score is scored with and without these items; the higher of the two scores is used. | Meet **Single Point Rubric** (See Appendix 2) criteria on all submitted Tier 1 Artifacts:   * Tier 1 Action Plan * Matrix * Lessons * Teaching Schedule * Minor and Major Behaviors Lists and Definitions * Flow Chart or levels chart * Staff Communication (i.e., staff handbook) * Family Communication (i.e., family handbook) |
| Tier 2 | Tier 2 Intervention Outcomes |  | **Tier 2 TFI Scale** completed  **Intervention Essential Features (IEF)** for 2 Tier 2 Interventions; **≥80% & no 0’s** on IEF Rubric | Tier 2 Action Plan |
| Tier 3 | FBA/BIP Intervention Outcomes |  | **Tier 3 TFI Scale** completed  Submit an **FBA/BIP**; **≥80% & no 0’s** on **FBA/BIP Rubric** | Tier 3 Action Plan |

**CONTACT INFORMATION**

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| --- | --- |
| Name of School: |  |

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| --- | --- |
| Name of District: |  |

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| --- | --- |
| Name of Applicant: |  |

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| --- | --- |
| Applicant’s Email: |  |

|  |  |
| --- | --- |
| Name of Administrator: |  |

|  |  |
| --- | --- |
| Administrator’s Email: |  |

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| --- | --- |
| RPDC Region: |  |

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| --- | --- |
| Award for which you are applying: | * Bronze (Tier 1 at exemplary levels) * Silver (Tiers 1 and 2 at exemplary levels) * Gold (Tiers 1, 2, and 3 at exemplary Levels) |

Climate Survey

* PBIS*Apps* School Safety Survey (1 administrator, 1 custodial, 1 secretarial, 1 certified, 1 classified, or ≥80% encouraged)
* PBIS*Apps* School Climate Survey (survey ≥80% of \*eligible students)
* District Selected/Created Survey (survey ≥80% of \*eligible students)

\*it is preferred that schools administer their chosen climate survey to students; however, there are some instances where it is appropriate and more practical to survey staff or parents (i.e., early childhood settings or MSSD schools). PBIS*Apps* offers School Climate Surveys for personnel and families, respectively.

If your district selected an alternative survey, enter the name of the survey here:

If your district created the survey, please have a blank copy of the survey ready for upload. Be sure to name the survey using the following format: “School\_Name\_District\_Name\_Name\_of\_Survey.”

Did at least 80% of the eligible respondents complete the survey?

* Yes
* No

School Information

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| --- | --- | --- | --- |
|  | **Program Setting**:   * Urban * Suburban * Rural * Charter | **Grades Served**:   * Pre K * Elementary * Middle/Jr. * High School * K-8/K-12 * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |

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| --- | --- | --- |
| **Enrollment**  School Enrollment Total \_\_\_\_ | **NUMBER** of students who are:  White \_\_\_\_\_\_\_\_\_\_\_\_\_  African American \_\_\_\_\_\_\_\_\_\_  Latinx \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Asian/Pacific Islander \_\_\_\_\_\_\_  Native American \_\_\_\_\_\_\_\_\_\_\_  Multi-Racial \_\_\_\_\_\_\_\_\_\_\_\_\_ | **NUMBER** of students who are:  With IEPs \_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Tier 1 Artifacts**

The following is a list of all Tier 1 artifacts that must be submitted for a complete application. Please note that schools that are implementing SW-PBS with fidelity should have all of these artifacts as part of their SW-PBS systems (This question is included to help you ensure you have a completed application; be aware that an item such as a staff handbook that includes multiple artifacts (i.e., matrix, lessons, etc.) *meets* the criteria for all included artifacts. These items may be emailed to consultants throughout the year, or linked or uploaded with the application:

* Tier 1 Action Plan (current)
* Matrix
* Staff Communication (i.e., Staff Handbook; includes SW-PBS Systems and Practices)
* Student/Family Communication (i.e., Family Handbook; includes SW-PBS Systems and Practices)
* Lessons (Expectations and Rules, can be included with staff handbook)
* Year-Long Teaching Schedule
* System for Encouraging Expected Behavior (includes free and frequent, intermittent, and occasional reinforcement systems)
* Minors and Majors Lists with Operational Definitions
* Schoolwide System to Discourage Unexpected Behavior (Flow Chart/Levelled Behavior Chart)
* Monthly Solution Plan/Monitoring Meeting Documents OR Big-5 Reports and Team Meeting Minutes showing use of data to improve student outcomes

**Narratives**

Please prepare brief responses to the following two narrative questions:

(You may use this worksheet to make draft your narratives, then copy and paste into the application)

**Narrative 1**: Briefly describe your Tier 1 Universal SW-PBS systems and practices (Bronze, Silver and Gold), Tier 2 systems and practices (Silver and Gold) and Tier 3 systems and practices (Gold). A practice generally describes something you do with students (i.e., providing reinforcement). A system is generally something you do to support adults as they implement the practices (i.e., providing staff with instructions how to provide students with reinforcement).

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**Narrative 2**: Briefly describe unique and innovative features of your SW-PBS Implementation, which may include adaptations due to challenges caused by the pandemic.

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**Silver Applicants**

**Tier 2 Artifacts**

This question is included to help you ensure you have a completed application; be aware that an item such as a staff handbook that includes multiple artifacts meets the criteria for all included artifacts. These items may be emailed to consultants throughout the year, or linked or uploaded with this application (last items before submit):

* Tier 2 Action Plan (current)
* Intervention Essential Features (Intervention #1)
* Intervention Essential Features (Intervention #2)

**Silver Applicants**

**Implementation**

**Instructions**: Complete an Intervention Essential Features (IEF) form for two Tier 2 Targeted Interventions, and either submit to your regional consultant, or prepare to upload with your application.

**Outcomes**

**Instructions**: If you are applying for Silver or Gold, select two of the MO SW-PBS Tier 2 Targeted Standard Protocol Interventions from the table, below, that your school is implementing, and enter student intervention outcomes data for those interventions.

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| --- | --- | --- | --- |
| Tier 2 Targeted Intervention (complete for two interventions) | Number of students participating in the intervention | Number of students who graduated from the intervention | Number of students who required additional Support |
| Check and Connect |  |  |  |
| Check-in/Check-out |  |  |  |
| Social Skills Intervention Groups |  |  |  |
| Self-Monitoring |  |  |  |
| First Step Next |  |  |  |

**Gold Applicants**

**Tier 3 Artifacts**

This question is included to help you ensure you have a completed application; be aware that an item such as a staff handbook that includes multiple artifacts is sufficient. These items may be emailed to consultants throughout the year, or linked or uploaded with this application (last items before submit)

* Tier 3 Action Plan (current)
* FBA/BIP (student's name redacted) or acceptable alternative

**Implementation**

**Instructions**: Complete an FBA/BIP on a student WITH NAMES REDACTED. Be prepared to upload with the application, or you may submit to your regional consultant

**Outcomes**

**Instructions:** If you are applying for Gold recognition, complete intervention outcomes for students participating in FBA/BIP. Special School District Schools (only) have the option of entering intervention outcomes for RENEW or Wrap-Around as an alternative to the FBA/BIP

|  |  |  |  |
| --- | --- | --- | --- |
| Tier 3 Targeted Intervention (complete for two interventions) | Number of students participating in the intervention | Number of students who graduated from the intervention | Number of students who required additional Support |
| FBA/BIP (MO SW-PBS and SSD) |  |  |  |
| RENEW (SSD only) |  |  |  |
| Wrap-Around (SSD only) |  |  |  |