# **Appendix 2: 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. Alternatively, you may complete *this* practice form and email it, along with any required artifacts, to [moswpbs@missouri.edu](mailto:moswpbs@missouri.edu).

Any material submitted to consultants during the school year ***do not need to 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](https://pbismissouri.org/dbdm-solution-plan-google-form/) located on the [pbismissouri.org](https://pbismissouri.org/) website need not be resubmitted. Tier 1 Artifacts and/or IEFs submitted in *prior years* that met criteria and have not been subsequently modified ***do not need to be resubmitted*** unless the school has experienced significant administrator, team, or staff turnover.

Applications and supporting documents and artifacts are due by midnight on **April 15** (If April 15 falls on a weekend or holiday, the deadline will fall on the following 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 Award of Excellence, the application and supporting documents must be submitted in accordance with the established timelines and meet all criteria.

**Contact Information**

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

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

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

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

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

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

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

|  |  |
| --- | --- |
| Award for which you are applying: | Tier 1 Award of Excellence (Tier 1 at exemplary levels)  Tier 2 Award of Excellence (Tiers 1 and 2 at exemplary levels)  Tier 3 Award of Excellence (Tiers 1, 2, and 3 at exemplary Levels) |

School Information

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

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

General Impact

Climate Survey

Select one

PBIS*Apps* School Climate Survey (survey ≥80% of \*eligible students)

District Selected/Created Survey (survey ≥80% of \*eligible students)

Staff or family climate survey (survey ≥80% of \*eligible staff, or 30% response rate of family members)

\*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

Triangle Data (as of March 31)

|  |  |
| --- | --- |
| *Number* of students with 0 ODRs |  |
| *Number* of students with 1 ODR |  |
| *Number* of students with 2-5 ODRs |  |
| *Number* of students with ≥ 6 |  |

Tier 1 Award of Excellence

**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. An item such as a staff handbook that includes multiple artifacts (i.e., matrix, lessons, etc.) *meets* the criteria for all included artifacts. Artifacts submitted to regional consultants throughout the school year that meet criteria need not be resubmitted. Artifacts that were submitted in prior years that met criteria need not be resubmitted unless they have been modified or there has been substantial administrator, team, or staff turnover. Otherwise, you may include any needed artifacts with this application. Artifacts include the following:

Tier 1 Action Plan

Staff Communication

Family Communication

Matrix

Social Skills Lessons

Year-long Social Skills Teaching Schedule

Encouragement System

Discouragement System

\*Solution Plan or a Big-5 Data Report and meeting minutes showing use of data to improve outcomes for students for first three quarters (if you use the [DBDM/Solution Plan for Google](https://pbismissouri.org/dbdm-solution-plan-google-form/), or if you submit your quarterly solution plans to your regional consultant, you need not resubmit; the Solution Plan submitted to meet the above criteria meets this requirement).

\*Schools do not need to submit the MO SW-PBS Solution Plan; rather, an action plan describing who will do what by when will suffice, provided it is aligned to the data and relies on evidence-based practices (such as teaching and practicing behavioral expectations, reinforcing expected behavior, etc.).

Tier 2 Award of Excellence

**Tier 2 Artifacts**

Required Tier 2 artifacts demonstrate that Tier 2 systems have been developed. Artifacts submitted to regional consultants throughout the school year and that meet criteria need not be resubmitted. All other artifacts should be included with this application. Any item such as a staff handbook that includes multiple artifacts can meet this requirement. The following artifacts are required to meet the Tier 2 Award of Excellence criteria:

Tier 2 Action Plan (current)

Intervention Essential Features (Intervention #1)\*

Intervention Essential Features (Intervention #2)\*

\***Note**: **If your team has met criteria for both interventions in past years and no modifications have been made, you will not be required to resubmit your IEFs *unless* you meet one or more of the following criteria:**

* **The administrator changes**
* **There is significant Tier 2 Team turnover (50% or more)**
* **There is significant staff turnover (25% or more)**

**Impact**

**Instructions**: If you are applying for the Tier 2 or Tier 3 Awards, 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.

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |  |  |  |

\*MO SW-PBS no longer trains in these evidence-based interventions, but wish to honor that some Missouri schools continue to use these interventions to provide Tier 2 support for students.

Tier 3 Award of Excellence Applicants

**Tier 3 Artifacts**

Tier 3 artifacts provide evidence that Tier 3 systems and practices exist. Artifacts emailed to consultants throughout the year that meet criteria need not be resubmitted. All other artifacts may be submitted with this application.

Tier 3 Action Plan (current)

FBA/BIP (student's name redacted) or acceptable alternative.

* Alternative FBA/BIP must include schoolwide triangle data (number of students with 0-1 ODRs, number of students with 2-5 ODRs and the number of students with 6 or more ODRs)

**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 the Tier 3 Award of Excellence, 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 |  |  |  |
| \*RENEW |  |  |  |
| \*Wrap-Around |  |  |  |

\*MO SW-PBS does not train teams in these evidence-based interventions, but wish to honor that some Missouri schools have been trained in their use, and continue to use them to provide Tier 3 support for students.