# Artifact Submission Checklist & Feedback

School Year

Consultant Reviewer

**Tier 1** Met Not Met

Tier 1 Action Plan dated: [ ]  [ ]

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| If not met, check what is missing.[ ]  Outcome/ S.M.A.R.T. Goals[ ]  Strategy/Practice[ ]  Action Steps[ ]  Responsible Party[ ]  Timeline[ ]  Evaluation/EvidenceFeedback: |

 Met Not Met

Staff Communication dated: [ ]  [ ]

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| If not met, check what is missing.[ ]  Expectations & behaviors/rules[ ]  Description of *Schoolwide System to Encourage Expected Behaviors*[ ]  Description of *Schoolwide System to Discourage Inappropriate Behaviors* (Can be in handbook form, website, etc.)Feedback |

 Met Not Met

Family Communication dated: [ ]  [ ]

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| If not met, check what is missing.[ ]  Expectations & behaviors/rules[ ]  Description of *Schoolwide System to Encourage Expected Behaviors*[ ]  Description of *Schoolwide System to Discourage Unexpected Behaviors* (Can be in handbook form, website, student planner, etc.)Feedback: |

 Met Not Met

Solution Plan or Tier 1 Team Minutes & Big 5 ODR Report (x3) (AR) [ ]  [ ]

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| If not met, check what is missing.[ ]  Outcome Goal identified by Big 5 ODR Report or PBIS Survey Review[ ]  Prevention/Teaching/Recognition Steps and/or Corrective Consequences[ ]  Progress Monitoring (Fidelity & Outcomes)[ ]  Includes Who, When, PD Needs, Communication PlanFeedback: |

 Met Not Met

Matrix (AR) [ ]  [ ]

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| If not met, check what is missing.[ ]  Observable[ ]  Measurable[ ]  Positively Stated[ ]  Understandable[ ]  Always Applicable**Includes Columns for:**[ ]  Non-Classroom Settings[ ]  ClassroomFeedback |

 Met Not Met

Social Skills Lessons (AR) [ ]  [ ]

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| If not met, check what is missing.[ ]  Clear description of behavior (steps if applicable)\*[ ]  Location in which skill is to be used\*[ ]  Tell [ ]  Show [ ]  Practice[ ]  Pre-correct/Remind\*[ ]  Supervise\*[ ]  Feedback\*[ ]  Re-teachFeedback |

 Met Not Met

Year-long Social Skills Teaching Schedule (AR) [ ]  [ ]

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| If not met, check what is missing.[ ]  Outlines a year, but room for flexibility based on dataFeedback |

 Met Not Met

Encouragement System (AR) [ ]  [ ]

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| If not met, check what is missing.[ ]  Name[ ]  Resources[ ]  Description & Criteria[ ]  When & Where presented[ ]  Info to Staff[ ]  Goals[ ]  Celebrations[ ]  CoordinatorFeedback |

 Met Not Met

Discouragement System (AR) [ ]  [ ]

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| If not met, check what is missing.[ ]  Major and Minor lists w/ operational definitions[ ]  Office Discipline Referral (ODR) Form[ ]  Adult Response (e.g., flowchart or behavior levels chart)[ ]  Documentation process for Majors & MinorsFeedback |

## Tier 2

IEF 1 Met Not Met

Intervention 1: [ ]  [ ]

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| If not met, check what is missing.[ ]  Description of major components of intervention, including function addressed.[ ]  Intervention coordinator and/or facilitator(s) identified.[ ]  List at least two sources of data used to identify students for intervention, with criteria for entry to intervention clearly described.[ ]  Description of system to determine function of student behavior that includes both record review and context analysis.[ ]  Description of documented procedures for introducing/orienting new participants to intervention for students, teachers and families.[ ]  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.[ ]  Documented fading process that includes decision rules, description of process and graduation from intervention.[ ]  Description of documented strategies for generalization and maintenance of skills across settings and overtime that are linked to Schoolwide Expectations.[ ]  Description of documented strategies for weekly family communication / feedback regarding intervention.[ ]  Description of documented strategies for weekly communication and feedback with participating classroom teachers.[ ]  Description of documented strategies for regular (at least quarterly) updates to full staff regarding intervention or students involved in intervention.[ ]  Description of documented system for monitoring fidelity of implementation of intervention process.[ ]  Description of documented system for regularly assessing social validity of intervention.[ ]  Description of documented system for annually evaluating intervention outcomes that includes: \_\_\_\_\_ # Students Participating \_\_\_\_\_ # Students Graduating \_\_\_\_\_ # Students Needing More Intensive SupportFeedback |

IEF 2 Met Not Met

Intervention 2: [ ]  [ ]

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| If not met, check what is missing.[ ]  Description of major components of intervention, including function addressed.[ ]  Intervention coordinator and/or facilitator(s) identified.[ ]  List at least two sources of data used to identify students for intervention, with criteria for entry to intervention clearly described.[ ]  Description of system to determine function of student behavior that includes both record review and context analysis.[ ]  Description of documented procedures for introducing/orienting new participants to intervention for students, teachers and families.[ ]  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.[ ]  Documented fading process that includes decision rules, description of process and graduation from intervention.[ ]  Description of documented strategies for generalization and maintenance of skills across settings and overtime that are linked to Schoolwide Expectations.[ ]  Description of documented strategies for weekly family communication / feedback regarding intervention.[ ]  Description of documented strategies for weekly communication and feedback with participating classroom teachers.[ ]  Description of documented strategies for regular (at least quarterly) updates to full staff regarding intervention or students involved in intervention.[ ]  Description of documented system for monitoring fidelity of implementation of intervention process.[ ]  Description of documented system for regularly assessing social validity of intervention.[ ]  Description of documented system for annually evaluating intervention outcomes that includes: \_\_\_\_\_ # Students Participating \_\_\_\_\_ # Students Graduating \_\_\_\_\_ # Students Needing More Intensive SupportFeedback |