

CICO-SWIS Readiness Checklist

School: _____ Date: _____

Universal Systems Coach: _____
 SWIS Facilitator: _____
 Universal System Team Coordinator: _____
 CICO Coordinator: _____
 Individual Student Team Coordinator: _____
 SWIS Data entry: _____
 CICO-SWIS Data Entry: _____

*Positive Behavior Support Team (PBS) coordinates, manages, & evaluates Universal systems of support
 Individual Student Support Team coordinates, manages, & evaluates Targeted & Intensive systems of support*

CICO-SWIS Requirements	Status	Tasks To Do	Who/ When
1. School has a SWIS Facilitator, a SWIS Account and a signed CICO-SWIS License Agreement.			
2. School is implementing a universal system of support as indicated by SET (≥ 80) TIC (≥ 80), or BoQ (>70) scores.			
3. School has access to a coach and/or trainer for coordinating implementation of CICO procedures			
4. School is implementing CICO with the following features in place: a. Description of program b. CICO Coordinator c. Process for identifying students for CICO d. Process/materials for training adults, students and families			
5. School has a standard Daily Progress Report/ CICO point card with the following information: a. Defined # of check-in periods (up to ten) b. Defined # of expectations/goals (up to five) c. a three point rating scale			
6. A 90 minute Swift at SWIS CICO-SWIS training session is scheduled for the CICO-SWIS users (2-3 people) and Coach, conducted by the SWIS Facilitator			
7. CICO-SWIS data entry person and data entry time are defined.			
8. Schedule and assignments for CICO report generation are defined.			
9. The Universal Team and Individual Student Support Teams have scheduled meetings to use the CICO-SWIS data for problem solving and decision making. CICO Coordinator, Coach/SWIS Facilitator are scheduled to work with teams for at least three follow up meetings			

Daily Progress Report Cards and CICO-SWIS Readiness Requirement #5

School A: Compatible format for CICO-SWIS Data Entry

This format is used for all students participating in CICO

Name:			
Date:			
	Safe	Responsible	Respectful
Check In	2 1 0	2 1 0	2 1 0
Before Recess	2 1 0	2 1 0	2 1 0
Before Lunch	2 1 0	2 1 0	2 1 0
Before Recess mid afternoon	2 1 0	2 1 0	2 1 0
Check Out	2 1 0	2 1 0	2 1 0
Key= 2 great job 1 did OK 0 had a difficult time		Today's total points	

School B: Compatible format for CICO-SWIS Data Entry

This format is used for all students participating in CICO

Name:															
Date:															
Key= 2 did my best 1 OK 0 tough time	Block 1			Block 2			Lunch			Block 3			Block 4		
Safety	0	1	2	0	1	2	0	1	2	0	1	2	0	1	2
Organization	0	1	2	0	1	2	0	1	2	0	1	2	0	1	2
Achievement	0	1	2	0	1	2	0	1	2	0	1	2	0	1	2
Respect	0	1	2	0	1	2	0	1	2	0	1	2	0	1	2

School C: Incompatible format for CICO-SWIS Data Entry

- This format has:
 - More than ten check in periods
 - A 4 point rating scale
 - A different set of goals and number of check in periods for each student

Name:	Pencil sharpened	Homework completed	Raise hand to talk	Be on time	Keep hands to self
Date:					
1. Check in	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
2. Reading	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
3. Music on MWF	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
4. PE on T TH	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
5. Math	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
6. Lunch	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
7. Recess	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
8. Reading	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
9. Language arts	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
10. Snack	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
11. Research projects	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
12. Preparing to go home	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
13. Check out	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
1= not good 2= so-so 3= good 4= fantastic					

School D: Compatible format for CICO-SWIS Data Entry

This format is used for all students participating in CICO

More specific goals are used for individual students as prompts through the day

Name:	Safety	Organization	Achievement	Respect
Date:	Keep hands to self	Turn in homework	Do my own work	Raise hand to talk
Block 1	0 1 2	0 1 2	0 1 2	0 1 2
Block 2	0 1 2	0 1 2	0 1 2	0 1 2
Block 3	0 1 2	0 1 2	0 1 2	0 1 2
Block 4	0 1 2	0 1 2	0 1 2	0 1 2

School E: Compatible format for CICO-SWIS Data Entry

This school has a block schedule with 4 periods scheduled on Red days and 4 periods scheduled on Blue Days. Each student attends 4 periods per day. Daily Data Entry in CICO-SWIS will include 4 red periods one day and 4 blue periods on the alternate day. CICO-SWIS data entry has red 1-4 and blue 1-4 periods daily. On red days, red periods 1-4 get points entered and blue periods 1-4 get blanked out as not relevant for data entry that day.

Red/ Blue	Perseverance	Respect	Integrity	Discipline	Excellence
1	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0
2	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0
3	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0
4	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0

This is what the CICO-SWIS data entry screen for each student looks like for School E.


Student Status: Present


	Check in Red	1 Red	2 Red	3 Red	4 Red
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Check In Blu...	1 Blue	2 Blue	3 Blue	4 Blue
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>


School F: Compatible format for CICO-SWIS Data Entry

This school has the data entry person convert the faces to points as defined on the H.U.G Progress Report.

H.U.G. Progress Report

Name _____  = 2 points Points received _____

Date _____  = 1 point Points possible _____

Goal _____  = 0 points Daily Goal reached? Yes No

Goals	Morning	PE/Music	Reading	Math	Afternoon/ Res.
1. Be Safe (Keep hands, feet and objects to self.)					
2. Be Kind (Use kind words and actions.)					
3. Be Responsible (Be on task/follow directions.)					

Comments: _____

Parent Signature _____

SWIS Data Entry and Report Generation Schedule Using SWIS Data For Decision Making

Today's date _____ Next review date _____

Universal Team Coordinator _____ CICO Coordinator _____

SWIS data entry person & time _____ CICO-SWIS data entry person & time _____

What questions do we have ?	What reports are needed? Do we have what we need?	Who needs the reports & when?	Who will generate the report by when?
<p>How are we doing SW with problem behaviors? Is there a problem?</p> <p>Where, what, when, whom, and what is maintaining the problem?</p> <p>Are any individual students showing early signs of problem behavior patterns (2+ ODRs)?</p>	<p>Big 5 SWIS Reports</p> <p>By Student Report</p>	SW PBS Team	<p>Who:</p> <p>When:</p>
<p>How is the CICO program working?</p> <p>How are students on CICO doing, in general?</p> <p>How many students needing intensive/tertiary support?</p> <p>Does the team have what they need?</p>	<ul style="list-style-type: none"> • School wide Report • Average Daily Points per Student • 	SW PBS Team	<p>Who:</p> <p>When:</p>
<p>How are students using CICO doing?</p> <p>Any students needing discussion?</p> <p>How is CICO program working?</p>	<ul style="list-style-type: none"> • Individual Student Count Report • Individual Student Period Report • Average Daily Points per Student 	Individual Student Support Team	<p>Who:</p> <p>When:</p>
<p>How is each student using CICO doing?</p> <p>If student is having problem, ask: where, where, what, why questions</p>	<ul style="list-style-type: none"> • School wide Report • Average Daily Points per Student • Individual Student Count Report • Individual Student Single Period Report • Individual Student Period Report 	CICO Coordinator	<p>Who:</p> <p>When:</p>
<p>How accurate are our data?</p>	<ul style="list-style-type: none"> • Data Integrity Report 	All	<p>Who:</p> <p>When:</p>