**Tier I Implementation Checklist**

Use this checklist to determine what your team needs to complete prior to implementing Tier I.

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| **Tier I Implementation Checklist** |
| * Finalize Tier I Implementation Manual * Tier I Team Meeting Foundations Form * Tier I Team Meeting Agenda * Behavioral Expectations Matrix * Lesson Plans * Calendar for Implementation (e.g., staff training, student roll-out, team meetings) * Teaching the Plan to Students, Staff, and Family/Community * Planning for Stakeholder Input * Acknowledgement System Matrix * Problem Behavior Definitions for Office-Managed vs. Staff-Managed Chart * Discipline Process Flowchart * Office Discipline Referral Form * Data Collection Plan * Finalize Materials to Share with Students, Staff, and Family/Community * Behavioral expectations posters for all classrooms and all settings * Tickets or other acknowledgement systems * Ticket/Acknowledgement System Tip Sheet * Reinforcer ideas list * Staff presentation and roll-out plan (including Food Service, Custodial Staff, Transportation, and others as applicable) * Implementation manual for all staff members * Student kick off assembly and roll-out plan * System to teach students the behavioral expectations lesson plans in all settings * Presentation for families * Letter to families * Meet as a team to finalize all materials and set-up plan for student and staff roll-out * Gather staff input on Tier I plan (ongoing) * Send all finalized materials to TBSP at [tennesseebsp@vanderbilt.edu](mailto:tennesseebsp@vanderbilt.edu), your county’s educational consultant, OR upload documents to [tennessebsp.org](http://tennesseebsp.org/) |

**Tier II Implementation Checklist**

Use this checklist to determine what your team needs to complete prior to implementing Tier II. This checklist outlines which workbook activities will be transferred into your school’s Implementation Manual for Tier II and CICO, as well as specific CICO materials to finalize before your school begins piloting the CICO intervention.

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| **Tier II Implementation Checklist** |
| * Finalize Tier II Implementation Manual   + Combine with Tier I Implementation Manual so everything is in one place   + Tier II Team Meeting Foundations Form and Team Roles & Responsibilities   + Organizing Your Numbers   + Identifying Students Cut-Off Score Grid   + Teacher Nomination Form   + Teacher Nomination Process   + Tier II Intervention Grid * Finalize Check-In/Check-Out Implementation Manual Materials   + Program Logistics Guiding Questions   + Tier II & CICO Calendar   + Daily Progress Report Guiding Questions   + Copy of our Daily Progress Report (DPR)   + Reinforcement System Guiding Questions   + Identifying Students Guiding Questions   + Data Management Guiding Questions   + Evaluate Intervention Outcomes Guiding Questions   + Plans for Self-Management, Fading, and Graduation Guiding Questions   + Copy of Our Self-Management, Fading, and Graduation Flowchart   + Training Stakeholders Guiding Questions * Finalize Tier II Materials to Share with Staff   + Staff Presentation (e.g., what interventions are offered, how students are identified, teacher nomination process)   + Train CICO Mentors (e.g., completing DPR, feedback, procedures)   + Provide Implementation Manual to All Staff Members * Train staff on Tier II and CICO * Pilot CICO with a small group of students * Plan for Full CICO Implementation * Send all finalized materials to TBSP at [tennesseebsp@vanderbilt.edu](mailto:tennesseebsp@vanderbilt.edu), your county’s educational consultant, OR upload documents to tennessebsp.org |

# Tier 3 Support Meeting Process

The Tier III Support Meeting Process form provides the Tier III Team with a checklist of items that should be completed during each meeting with the Student Support Team.

Support Team Meeting 1

* Identify Student Support Team members
* Obtain parent/guardian consent
* Review Teacher Nomination Form and determine if more information is needed
* Identify and discuss target behavior
* Determine who will complete the FACTS – Part A & B with teacher
* Assign Support Team members to complete the interviews with family and student (if appropriate)
* Assign Support Team member(s) to complete ABC observation(s)
* Choose data collection method
* Assign who will collect data
* Assign who will train staff members on data collection method
* Schedule next meeting (within 2 weeks)

Support Team Meeting 3

Support Team Meeting 2

* Review BSP (implement with fidelity?)
* Review progress-monitoring data
  + Based on data, team will determine whether to reteach adults and/or students, continue, modify or intensify intervention(s)
* Schedule next review meeting (repeat Meeting 3 agenda)
* Review and summarize observation information on FBA Summary Sheet
* Confirm summary statement
* Complete Competing Behavior Pathway
* Complete Behavior Support Plan
* Develop plan to train staff
* Assign teachers to complete progress-monitoring
* Determine who will check fidelity of implementation
* Schedule Meeting 3