

## Tier 2/3 Guiding Questions: Check In Check Out (CICO)

HOW WILL THE CICO BE IMPLEMENTED IN OUR BUILDING?	WHO, WHAT, WHERE, POSSIBILITIES	NEXT STEPS	DATE
Who will be on the secondary systems team? (recommended: Administrator, rep from gen ed and spec ed, SSW/psych/guidance, tier 2 coach, each intervention coordinator)			
Who is the Tier 2/3 building coach or team leader			
Who is the CICO Coordinator?			
Who are the CICO facilitators?			
Location: Where will students check in and check out?			
Name for your buildings CICO?			
Who will check in/out when facilitator is absent? Name at least 2 people.			
How are subs/volunteers notified of CICO?			
<b>DEVELOP A DAILY PROGRESS REPORT (DPR)</b>	<b>WHO, WHAT, WHERE, POSSIBILITIES</b>	<b>NEXT STEPS</b>	<b>DATE</b>
What will students daily point goal be? (Recommended: 80%)			
Are the school wide expectations aligned to the DPR?			
Is DPR Age Appropriate?			

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Is there a daily to weekly report to parents?			
How will students practice new skills learned?			
<b>DEVELOP A REINFORCEMENT SYSTEM FOR STUDENTS</b>		<b>WHO, WHAT, WHERE, POSSIBILITIES</b>	<b>DATE</b>
What reinforcers will students receive? (praise, lottery ticket, "gotchas" etc.)			
Reinforcement for meeting daily goal?			
Consequences for students receiving major and minor?			
<b>DEVELOP A REFERRAL SYSTEM</b>		<b>WHO, WHAT, WHERE, POSSIBILITIES</b>	<b>DATE</b>
How many students will we have in the system? Initially? Limit? (Recommended 5 to 15%)		1) Data source #1 _____ Rule for Inclusion in Intervention _____  Time frame _____ 2) Data source #2 _____ Rule for Inclusion in Intervention _____  Time frame _____ 3) Data source #3 _____ Rule for Inclusion in Intervention _____  Time frame _____	
How will the students be referred? What are the data decision rules?			

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Develop a teacher and parent request for assistance			
Develop a parent consent form			
How do students get started in CICO?			
Can students enter interventions in 3 days? What needs to happen to assure this?			
Is the intervention continuously available to students?			
<b>SYSTEM FOR MANAGING THE DATA</b>	<b>WHO, WHAT, WHERE, POSSIBILITIES</b>	<b>NEXT STEPS</b>	<b>DATE</b>
How will we collect the data? SWIS CICO , Excel, Other?			
How frequently will team examine CICO student data for progress?			
What will define progress? ( Recommended 80% average over 4 to 6 weeks))			
How will we share data with the staff? How often?			
How frequently will data be shared with parents?			
Is the CICO coordinator reviewing the data weekly?			

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<p>Is the systems team reviewing the # of students in /# of students responding (Tier 2/3 Tracking Tool) 1 to 2 times a month?</p>			
<p><b>PLAN FOR FADING STUDENTS OFF THE INTERVENTION</b></p>	<p><b>WHO, WHAT, WHERE, POSSIBILITIES</b></p>	<p><b>NEXT STEPS</b></p>	<p><b>DATE</b></p>
<p>What will be the criteria for fading?</p>			
<p>How will graduation from program be celebrated?</p>			
<p><b>DEVELOP STAFF TRAINING</b></p>	<p><b>WHO, WHAT, WHERE, POSSIBILITIES</b></p>	<p><b>NEXT STEPS</b></p>	<p><b>DATE</b></p>
<p>Who will train staff on CICO?</p>			
<p>Who will provide teachers with coaching if the CICO is not implemented as planned?</p>			
<p>Who will provide yearly boosters about the purpose and key features?</p>			
<p>Does staff training include structured prompts for what to do in relevant situations?</p>			
<p>Has staff been trained in the practice of corrective and positive feedback?</p>			
<p><b>DEVELOP STUDENT AND PARENT TRAINING</b></p>	<p><b>WHO, WHAT, WHERE, POSSIBILITIES</b></p>	<p><b>NEXT STEPS</b></p>	<p><b>DATE</b></p>
<p>Who will meet with the students to train them on the intervention?</p>			

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<p>How will parents be trained on the intervention?</p> <ul style="list-style-type: none"> <li>• All parents</li> <li>• Parents of children who are on CICO</li> </ul>			
<p>Student training includes structured prompts for what to do in relevant situations</p>			
<p>Does the student know where to go when CICO facilitator is not present?</p>			

If a student **IS** responding to CICO: exit or continue intervention

If a student **IS NOT** responding: send Reverse Request for Assistance to Teacher to identify next layer of intervention:

- SAIG
- CICO with individualized feature
- Mentoring
- Check and Connect (for High School students)