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| **Check In/Check Out (CICO) Implementation Planning Worksheet**  (See CICO Implementation Manual for Detailed Information & Samples) | |
| **Name of Program:** | Example: Colt Club, School Success Team |
| **Intervention Coordinator:** | Member of Tier 2 team who coordinates this intervention |
| **Student Selection** | |
| **How will students be selected?** | Tier 2 team will review ODR for students with 2-4 ODR in a 8 week window and motivation listed for obtaining attention and/or obtaining material objects. Students identified via other school data such as attendance, low (but not yet failing grades) and/or systematic school screening. |
| **How many students can be served?** | Initially 3-5 students. Build up to 10-15 |
| **How will parents be notified/consent gained?** | Parents will be contacted by X via phone/email to invite student to participate and obtain parent consent |
| **Implementation (CICO Manual Pgs. 2-5)** | |
| **Example goal for Student Success Platform** | As part of CICO Student will meet established goal of X% on DPR 4 out of 5 days. (Note: Initial goal should be established after collecting 3-5 days of baseline data from teacher via DPR. Goal level can increase from there over time.) |
| **When will the intervention occur during the day?** | Coach meets with student at beginning/end of day. Student feedback occurs throughout the day via Daily Progress Report |
| **How long will it last?** | Beginning and end of day coaching session should take no more than 5 minutes. Student feedback should happen frequently, at a minimum on the schedule laid out on the DPR. |
| **Who will provide intervention?** | Coach and classroom teachers |
| **Where will it occur?** | Classrooms |
| **How will implementation fidelity be monitored/tracked?** (See CICO manual pages 40-42 & 49-52 for samples & resources) | Administrator or coordinator will provide coaching and walkthrough support to staff new to intervention (moving from daily, twice weekly, weekly) and Teachers and Coaches will use intervention fidelity checklist to self-monitor at same frequency. |
| **Progress Monitoring (CICO Manual Pgs. 12-24)** | |
| **How will student progress be monitored (PM)?** | Daily Progress Report form, office referrals, other school data |
| **How frequently will PM occur?** | Coach will review progress towards goal weekly with student. Tier 2 team will monitor overall progress every two weeks. |
| **Who is responsible for PM?** | Coach is responsible for student feedback; CICO coordinator for overall PM |
| **When will the PM data be looked at by the team?** | As part of Tier 2 team reviews every two weeks. |
| **What is the average length of time in program?** | 2-3 months |
| **How will the team determine if a student is ready to be exited?** | Meeting goal of 70-80% on DPR over 3-4 weeks. Move to self-monitoring for one month to fade supports and check for stability of behavior change. |
| **What will the team do if a student is not making progress?** | Adjust goals for student, modify reinforcer plan, check for implementation fidelity |
| **Communication (CICO Manual Pgs. 9-11)** | |
| **What will parent and teacher communication look like?** | Summary of weekly student progress will be shared with family and teacher. |

**See pages 44-47 of the CICO Manual for a more in-depth implementation development framework.**