

Colorado Positive Behavioral Interventions and Supports Initiative

Appendix A: District Readiness Checklist

District: _____ District PBIS Coordinator/Liaison: _____

TAC: _____ Date: _____

Documents & Evidence Complete?	Items to Complete Prior to School-wide Positive Behavior Support (SW-PBIS) Training
<input type="checkbox"/> In Place <input type="checkbox"/> Partially In Place <input type="checkbox"/> Not In Place	<p>1. District representative has been identified as the District PBIS Liaison (i.e., lead contact) for all PBIS initiatives within your district.</p> <p>List District PBIS Liaison and provide contact information:</p> <p>Name: _____ Title: _____ Address _____ Phone/Fax: _____ E-mail: _____</p>
<input type="checkbox"/> In Place <input type="checkbox"/> Partially In Place <input type="checkbox"/> Not In Place	<p>2. District PBIS Coordinator has contacted the Colorado Statewide PBIS coordinator(s) and assigned regional Technical Assistance Coordinator (TAC) to begin the process of district readiness.</p> <p>List date(s) of meeting and names of Colorado PBIS Initiative representatives.</p> <p>Date of Meeting(s): _____ Attendants: _____ _____ Exploration Questionnaire completed (date): _____</p>

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<input type="checkbox"/> In Place <input type="checkbox"/> Partially In Place <input type="checkbox"/> Not In Place	<p>3. District PBIS Team is formed, or created through integration of existing teams and has broad representation (including regular and exceptional student education, parents, student support services, professional development, curriculum and instruction, response to intervention, information management systems, safe and drug free schools, school improvement, family/community partners, transportation, etc.).</p> <p>List team members and identify roles.</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 60%;">Name:</th> <th style="width: 40%;">Role:</th> </tr> </thead> <tbody> <tr><td>1.</td><td></td></tr> <tr><td>2.</td><td></td></tr> <tr><td>3.</td><td></td></tr> <tr><td>4.</td><td></td></tr> <tr><td>5.</td><td></td></tr> <tr><td>6.</td><td></td></tr> <tr><td>7.</td><td></td></tr> <tr><td>8.</td><td></td></tr> <tr><td>9.</td><td></td></tr> <tr><td>10.</td><td></td></tr> <tr><td>11.</td><td></td></tr> <tr><td>12.</td><td></td></tr> </tbody> </table>	Name:	Role:	1.		2.		3.		4.		5.		6.		7.		8.		9.		10.		11.		12.	
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<input type="checkbox"/> In Place <input type="checkbox"/> Partially In Place <input type="checkbox"/> Not In Place	<p>4. District administrators have participated in an overview presentation summarizing Colorado PBIS Initiative and the PBIS process.</p> <p>List date(s) of overview presentation, location(s) and name of presenter(s)</p> <p>Date of Presentation(s): _____</p> <p>Location: _____</p> <p>Presenter(s): _____</p> <p>Attendant(s): _____</p>																										

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<input type="checkbox"/> In Place <input type="checkbox"/> Partially In Place <input type="checkbox"/> Not In Place	<p>5. Positive school climate and culture (i.e., PBIS, school-wide discipline, safety, behavioral, competence, etc.) is identified as one of the top five district goals.</p> <p>Attach a copy of district goals or letter of support from Superintendent's office.</p>								
<input type="checkbox"/> In Place <input type="checkbox"/> Partially In Place <input type="checkbox"/> Not In Place	<p>6. District has allocated/secured funding to support the PBIS initiative for five years (e.g., School Improvement, Safe and Drug Free Schools, other school/community resources). Typical expenditures include but are not limited to: substitutes, travel, SWIS, materials and supplies, printing, acknowledgement system.</p> <p>Identify funding source(s) that will be utilized:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 60%;">Funding Source</th> <th style="width: 40%;">Timeline (if applicable)</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	Funding Source	Timeline (if applicable)						
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<input type="checkbox"/> In Place <input type="checkbox"/> Partially In Place <input type="checkbox"/> Not In Place	<p>7. District PBIS Team commits to attend a portion of the universal training and participate in quarterly meetings to utilizing data with the purpose of developing, monitoring, and revising a district action plan to facilitate a systems approach to establish and maintain effective school environments that maximize the academic achievement and behavioral competence of all learners. <i>During the first year of implementation, the Colorado PBIS Initiative Regional TAC is available to support facilitation of these meetings.</i></p> <p>Describe when you meet or plan to meet throughout the school year:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 30%;">Day</th> <th style="width: 20%;">Location</th> <th style="width: 20%;">Time</th> </tr> </thead> <tbody> <tr> <td>Beginning of Year</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Quarter 1</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Quarter 2</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Quarter 3</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Quarter 4</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>		Day	Location	Time	Beginning of Year				Quarter 1				Quarter 2				Quarter 3				Quarter 4			
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<input type="checkbox"/> In Place <input type="checkbox"/> Partially In Place <input type="checkbox"/> Not In Place	<p>8. District PBIS Team has participated and completed an analysis of initiatives, projects, and committees using working smarter organizer facilitated by Colorado PBIS Initiative Regional TAC. Emphasis in this planning is given to strengthening efforts in district implementation of Response to Intervention Framework and braiding district priorities.</p> <p>Provide copy of working smarter matrix</p>																								
<input type="checkbox"/> In Place <input type="checkbox"/> Partially In Place <input type="checkbox"/> Not In Place	<p>9. District PBIS Coach is identified (utilizing current status of FTE and roles/responsibilities) and assigned with adequate FTE time and resource allocation. Research demonstrates a .5 FTE per five to ten schools in various phases of implementation. Additional FTE allocation may be needed for larger schools and/or district with implementing high schools. District PBIS Coach reads, agrees to, and has the opportunity to complete the duties as outlined in the District PBIS Coach Role and Responsibilities, as well as attending PBIS coaches' professional development opportunities provided by Colorado PBIS Initiative. It is</p>																								

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	<p>recommended that External/District PBIS Coach begin their training series prior to school-team training, when possible.</p> <p>See District PBIS Coach Roles/Responsibilities List District PBIS Coach(s), additional role(s), and FTE</p> <p>District PBIS Coach: _____</p> <p>Email: _____ Phone: _____</p> <p>FTE: _____ Role: _____</p> <p>Additional Role: _____</p> <p>District Coach: _____</p> <p>Email: _____ Phone: _____</p> <p>FTE: _____ Role: _____</p> <p>Additional Role: _____</p>
<p><input type="checkbox"/> In Place</p> <p><input type="checkbox"/> Partially In Place</p> <p><input type="checkbox"/> Not In Place</p>	<p>10. The District PBIS Coordinator/Liaison has worked with the Colorado PBIS Initiative Regional TAC on identifying demonstration site and completed Building Readiness Checklist with those sites.</p> <p>Attach Building Readiness Checklist for each demonstration site</p>
<p><input type="checkbox"/> In Place</p> <p><input type="checkbox"/> Partially In Place</p> <p><input type="checkbox"/> Not In Place</p>	<p>11. District commits to supporting the use of SWIS as a school-based progress monitoring system at the universal, targeted and intensive levels. The cost of SWIS is \$250 annually with discounts given to districts paying for 30 or more schools on a single invoice.</p>

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	<p>Behavior Progress Monitoring Agreement The district is aware that SWIS is a school-based discipline data system that is not intended to replace and serves a different function than the current district accountability database.</p> <p>Signature: _____</p> <p>Printed Name: _____</p> <p>Date: _____</p> <p>I have reviewed the SWIS Readiness Checklist: Date: _____</p> <p>List current district accountability data system utilized in your district: _____</p>
<p><input type="checkbox"/> In Place</p> <p><input type="checkbox"/> Partially In Place</p> <p><input type="checkbox"/> Not In Place</p>	<p>12. District PBIS Team commits to partner with Colorado SW-PBIS to implement SW-PBIS in the district. District PBIS Team is aware that PBIS is a 3-5 year process that requires ongoing training across the continuum of behavior support as well as ongoing data collection, analysis, and action planning.</p> <p>Please provide appropriate signature(s):</p>

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**Working Smarter, Not Harder
Committee / Initiative Audit**

School/District Name: _____

Date: _____

Initiative, Project, Committee	Purpose	Outcome	Target Group	Staff Involved	SIP Goal

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