

Positive Behavioral Interventions and Supports (PBIS) Within a Multi-Tiered System of Supports (MTSS) Framework: School-based Leadership Team Readiness Checklist



District: _____
 School: _____

District-level Coach: _____
 Date: _____

Completed?	Description	Evidence																	
<input type="checkbox"/>	<p>1. Building Principal has stated that positive school climate and culture and/or Positive Behavioral Interventions and Supports (PBIS) will be one of the top five school improvement goals this coming school year.</p>	<p>Please Print Principals Name and email address:</p> <p>Name: _____</p> <p>Email: _____</p> <p>Date: _____</p>																	
<input type="checkbox"/>	<p>2. A PBIS Leadership Team is formally identified with broad representation of staff including building administrator, general education teachers with grade level representation, special education teacher, mental health professional, specials teacher, para-educator, and family members. This team will:</p> <ul style="list-style-type: none"> a. meet on a monthly basis b. attend the 4-day Training Series throughout the school year c. complete necessary activities and products as part of the training and submit them to their district-level coach d. gather and analyze relevant data and provide that information to the entire staff 	<table border="1"> <thead> <tr> <th data-bbox="1138 792 1665 837">Name</th> <th data-bbox="1665 792 1978 837">Role</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Name	Role															
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<input type="checkbox"/>	<p>3. School leadership has identified a Team Lead to be the primary contact for the District-level Coach.</p>	<p>Name: _____</p> <p>Email: _____</p> <p>Phone Number: _____</p>																	



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<input type="checkbox"/>	4. The PBIS Leadership Team will complete the Tiered Fidelity Inventory (TFI) as their fidelity measure to be completed as baseline during Day 1 of the Training Series and then on an annual basis in the Spring to measure growth.	Principal Signature: _____
<input type="checkbox"/>	5. The Administrator is committed to using use School-wide Information System (SWIS) to collect, summarize, and analyze discipline data (e.g., office discipline referrals, detentions, suspensions, truancy, etc.)	Principal Signature: _____ Identified SWIS funding source: _____ Principal has reviewed SWIS Readiness Checklist (on last page): _____
<input type="checkbox"/>	6. The entire staff will complete the Self-Assessment Survey during the Fall of 2017.	Date of Self-Assessment: _____
<input type="checkbox"/>	7. The PBIS Leadership Team and the Administrator understand that implementation of PBIS is a 3-5 year process and has committed to its implementation.	Share evidence of agreement
<input type="checkbox"/>	8. The entire staff will participate in an overview of PBIS.	Provide date of completion of overview: _____
<input type="checkbox"/>	9. At least 80% of faculty, staff, and administration are committed to implementing PBIS.	Attach evidence of commitment (e.g., survey results, percentage of faculty committed, etc)

* Adapted from OESP's National PBIS Center.



SWIS Readiness Checklist

School/Facility: _____

Certified SWIS Facilitator: _____

Date: _____

SWIS Requirements	Data Source	Status			Next Check
		Not in place	Partial	In Place	
1. Building administrator supports the implementation and use of SWIS.	Administrator Interview				
2. A school/facility-wide behavior support team exists and reviews SWIS referral data at least monthly.	Team Roster & Meeting Schedule				
3. The school/facility has an incident referral form and definitions for behaviors resulting in administrative-managed (major) vs. staff-managed (minor) incidents in place that is compatible with SWIS referral data entry.	Incident Referral Form(s) Problem Behavior Definitions				
4. Within three months of SWIS licensing, the school/facility is committed to having in place a clearly documented, predictable system for managing disruptive behavior (e.g., School-wide PBIS).	Written Guidelines				
5. Data entry time and staffing are scheduled to ensure that incident referral data will be current to within a week at all times. Data entry staff have access to all necessary information (e.g., student records).	Data Entry & Report Generation Schedule				
6. A small number of people within the school/facility are identified to gain SWIS access and are scheduled to attend a 3-hour Swift at SWIS Training conducted by a certified SWIS Facilitator.	Specific Date, Time, Location, Computers, Internet Access				
7. The school/facility agrees to maintain technology (i.e., internet browsers, district permissions) compatible with SWIS.					
8. The school/facility agrees to both initial and ongoing coaching on the use of SWIS for school/facility-wide decision making.	Administrator/ Coordinator Interview				
9. The school/facility agrees to maintain SWIS compatibility and maintain communication with a certified SWIS Facilitator who agrees to provide ongoing support to the school/facility on the use of SWIS.	Administrator/ Coordinator Interview				

Source PBIS Apps

