**I-SWIS Student File Set-Up Checklist**

**Student Information**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **First Name:** | |  | | **Last Name:** |  | |
| **Case File Start Date:** | | |  | **504 Status** | * No | * Yes |
| **District ID:** | |  | | **IEP Status** | * No | * Yes |
| **Gender:** | * Male * Female * Non-Binary/ Transgender/ Other | | | **Disability Category (if IEP yes)** | * Non-Categorical * Autism * Deaf-Blindness * Deafness * Developmental Delay * Emotional Disturbance * Hearing Impairment * Intellectual Disability * Multiple Disabilities * Orthopedic Impairment * Other Health Impairment * Specific Learning Disability * Speech or Language Impairment * To Be Obtained * Traumatic Brain Injury * Visual Impairment | |
| **Ethnicity:** | * Not Hispanic/Latino * Hispanic/Latino | | |
| **Race:** | * American Indian/ Alaskan Native * Asian * Black * Pacific Islander/ Native Hawaiian * White | | |

**Team Member Information**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Type:** | **ID:** | **FN:** | **LN:** | **Email:** | **Team Role:** | **Access:** |
| **Staff** |  |  |  |  |  | **Coordinator** |
| * Staff * Student * Non-Staff |  |  |  |  |  | * No Access * Read-Only * Data Entry * Full |
| * Staff * Student * Non-Staff |  |  |  |  |  | * No Access * Read-Only * Data Entry * Full |
| * Staff * Student * Non-Staff |  |  |  |  |  | * No Access * Read-Only * Data Entry * Full |
| * Staff * Student * Non-Staff |  |  |  |  |  | * No Access * Read-Only * Data Entry * Full |
| * Staff * Student * Non-Staff |  |  |  |  |  | * No Access * Read-Only * Data Entry * Full |

**Data Schedule**

|  |  |  |  |
| --- | --- | --- | --- |
| **Data Task:** *(specific measures and tasks related to data)* | **What** | **Who** | **Schedule**  *(day & time)* |
| *{Replace Description}* **Fidelity Measure 1: Comprehensive/Quarterly/Monthly**  Provide sufficient detail in datasheet to support accurate estimates of implementation tasks (e.g., accuracy, consistency, quality) | **Collection** |  |  |
| **Entry** |  |  |
| *{Replace Description}* **Fidelity Measure 2: Efficient/Weekly/Daily**  Provide sufficient detail in datasheet to support accurate estimates of implementation tasks (e.g., accuracy, consistency, quality) | **Collection** |  |  |
| **Entry** |  |  |
| *{Replace Description}* **Outcome Measure 1: Long-Term Desired Behavior**  Provide sufficient detail in datasheet to support accurate estimates of implementation tasks (e.g., accuracy, consistency, quality) | **Collection** |  |  |
| **Entry** |  |  |
| *{Replace Description}* **Outcome Measure 2: Replacement Behavior**  Provide sufficient detail in datasheet to support accurate estimates of implementation tasks (e.g., accuracy, consistency, quality) | **Collection** |  |  |
| **Entry** |  |  |
| *(Replace Description)* **Outcome Measure 3: Problem Behavior to Decrease**  Provide sufficient detail in datasheet to support accurate estimates of implementation tasks (e.g., accuracy, consistency, quality) | **Collection** |  |  |
| **Entry** |  |  |

**Data Analysis and Sharing**

|  |  |  |  |
| --- | --- | --- | --- |
| **Implementation Status Updates**   * Starting – {Replace with fidelity & outcome criteria} * Progressing – {Replace with fidelity & outcome criteria} * Not Progressing – {Replace with fidelity & outcome criteria} * Needs Revision – {Replace with fidelity & outcome criteria} * Discontinued – {Replace with fidelity & outcome criteria} | **Analysis** |  |  |
| **Sharing** |  |  |

**Case File Documentation**

|  |  |  |
| --- | --- | --- |
| **Type:** | **I-SWIS Title:** | **Notes:** |
| **Plan** |  |  |
|  |  |
|  |  |
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| --- | --- | --- |
| **Assessment** |  |  |
|  |  |
|  |  |
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| --- | --- | --- |
| **Meeting Minutes** |  |  |
|  |  |
|  |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Other** |  |  |
|  |  |
|  |  |
|  |  |

**Fidelity Measures**

*All case files are required to collect at least one measure of fidelity data (i.e., adult implementation). PBISApps recommends at least weekly collection using a checklist or perception rating. The* ***Scale*** *and* ***Calculated Percent*** *metrics are commonly used for fidelity measures. Match the measures to the data schedule above.*

Fidelity 1 {replace with correct metric worksheet based on metric type}

Fidelity 2 {replace with correct metric worksheet based on metric type}

**Outcome Measures**

*All case files are required to collect at least one measure of outcome data (i.e., student impact). PBISApps recommends collecting outcome data at least twice weekly. Common measures are targeted problem behaviors, replacement behaviors/strategies, and long-term desired behaviors). The* ***Scale****,* ***Calculated Percent****,* ***Percent****, and* ***Rate*** *metrics are recommended for outcome measures. Match the measures to the data schedule above.*

Outcome 1 {replace with correct metric worksheet based on metric type}

Outcome 2 {replace with correct metric worksheet based on metric type}

Outcome 3 {replace with correct metric worksheet based on metric type}

**Measure Worksheet (based on metric type)***This section may be deleted once all measures have been added. Be sure to* ***copy*** *and paste rather than cut and paste.*

**Measure (copy if measure is a Scale)**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title:** |  | | | | | | **Start Date:** | |  | | |
| **Description:** | |  | | | | | | | | | |
| **Collection Schedule(s):** | | 🞎Weekly *(circle days)*  🞎Monthly *(e.g., 2nd Tue & 4th Wed)* 🗹Ad Hoc  S M T W R F S *\*Ad hoc should always be checked* | | | | | | | | | |
| **Metric Type:** | | **Scale** | | | | | **Segments:** | | * No | | * Yes |
| **Min:** | |  | | **Max:** |  | |
| ***Optional* Scale Labels** (add to match min/max)**:**  0 =  1 =  2 =  3 =  4 =  5 = | | | | | | | ***Optional* Segment Labels:**  a.  b.  c.  d.  e.  f. | | | | |
| **Calculate as:** | | | * Count | | | * Percentage | **Goal** | **Operator:** | | * Greater than or equal to * Equal to * Less than or equal to * Greater than * Less than | |
| **Segment Aggregation** | | | * Averaged | | | * Summed | **Target:** | | |
|  | |  | | | | |  | | |

**Measure (copy if measure is a Calculated Percent)**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title:** |  | | | | | **Start Date:** | |  | | |
| **Description:** | | |  | | | | | | | |
| **Collection Schedule(s):** | | | 🞎Weekly *(circle days)*  🞎Monthly *(e.g., 2nd Tue & 4th Wed)* 🗹Ad Hoc  S M T W R F S *\*Ad hoc should always be checked* | | | | | | | |
| **Metric Type:** | | | **Calculated Percent** | | | **Segments:** | | * No | | * Yes |
| **Numerator** (Target Behavior/Items) | | | | **Denominator** (Typical Opportunities/Possible) | | ***Optional* Segment Labels:**  a.  b.  c.  d.  e.  f. | | | | |
| Min (Low): | | **0** | | Max (*Default*): |  |
| Min Label: | |  | | Max Label: |  |
| **Goal** | **Operator:** | | * Greater than or equal to * Equal to * Less than or equal to * Greater than * Less than | |
| Examples | | points earned  steps correct | | Examples | 10 points possible  6 total steps | **Target:** | | |
| **%** | | |

**Measure (copy if measure is a Percent)**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title:** |  | | | | | **Start Date:** | |  | | |
| **Description:** | | |  | | | | | | | |
| **Collection Schedule(s):** | | | 🞎Weekly *(circle days)*  🞎Monthly *(e.g., 2nd Tue & 4th Wed)* 🗹Ad Hoc  S M T W R F S *\*Ad hoc should always be checked* | | | | | | | |
| **Metric Type:** | | | **Percent** | | | **Segments:** | | * No | | * Yes |
| **Numerator** (Target Behavior/Items) | | | | **Denominator** (Typical Opportunities/Possible) | | ***Optional* Segment Labels:**  a.  b.  c.  d.  e.  f. | | | | |
| Min (Low): | | **0%** | | Max (*Default*): | **100%** |
| **Goal** | **Operator:** | | * Greater than or equal to * Equal to * Less than or equal to * Greater than * Less than | |
| **Target:** | | |
| **%** | | |

**Measure (copy if measure is a Rate)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Title:** |  | | **Start Date:** | |  | | |
| **Description:** | |  | | | | | |
| **Collection Schedule(s):** | | 🞎Weekly *(circle days)*  🞎Monthly *(e.g., 2nd Tue & 4th Wed)* 🗹Ad Hoc  S M T W R F S *\*Ad hoc should always be checked* | | | | | |
| **Metric Type:** | | **Rate** | **Segments:** | | * No | | * Yes |
| **Sample:**  *Name of behavior or item of interest* | |  | ***Optional* Segment Labels:**  a.  b.  c.  d.  e.  f. | | | | |
| **Unit:** | | * Day * Hour *(recommended)* * Minute *(recommended)* * Second |
| **Goal** | **Operator:** | | * Greater than or equal to * Equal to * Less than or equal to * Greater than * Less than | |
| **Default Time:** *Based on unit* | |  | **Target:** | | |
|  | | |

**Measure (copy if measure is a Points/Count/Duration)**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Title:** |  | | | | **Start Date:** | |  | | |
| **Description:** | |  | | | | | | | |
| **Collection Schedule(s):** | | 🞎Weekly *(circle days)*  🞎Monthly *(e.g., 2nd Tue & 4th Wed)* 🗹Ad Hoc  S M T W R F S *\*Ad hoc should always be checked* | | | | | | | |
| **Metric Type:** | | **Point/Count/Duration** | | | **Segments:** | | * No | | * Yes |
| **Caution**: This metric is likely to reduce the reliable comparison of data across days due to variability of opportunities or time (e.g., early release, schedule changes, varied activity types). | | | | | ***Optional* Segment Labels:**  a.  b.  c.  d.  e.  f. | | | | |
| **Goal** | **Operator:** | | * Greater than or equal to * Equal to * Less than or equal to * Greater than * Less than | |
| **Segment Aggregation** | | | * Averaged | * Summed | **Target:** | | |
| *There are no additional options for this metric* | | | | |  | | |