**Installation Plan for Tier 2 Check In / Check Out Intervention**

Building Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_

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| **School Building Readiness** |
| 1. Who is on your team to manage and monitor the Tier 2 system in your building?
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| 1. Is there administrative support for and commitment to implementation of CICO?
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| 1. Has staff commitment to CICO been obtained?
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| **Logistics** |
| 1. Who will be the Coordinator?
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| 1. Who will be the Facilitator?
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| 1. Who will check students in and out when Facilitator is absent?
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| 1. Where will the daily check in and check out occur?
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| 1. What is our plan for students who ride bus, arrive late to school, leave school early?
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| 1. What is the maximum number of students that we can serve in CICO at one time?
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| 1. What will you name the intervention at your school?
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| 1. What will you call the Daily Progress Report?
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| **Daily Progress Report (DPR)** |
| 1. What 3-5 positively stated behavioral expectations will be listed on the DPR?
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| 1. How many rating periods will be included on the DPR?
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| 1. What range of scores will be listed for rating behavioral performance?
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| 1. What criteria will define how points are earned and how will you include a “key” on the DPR?
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| 1. Will the DPR include space to record students’ success?
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| 1. How will you make the DPR age-appropriate?
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| 1. Does the DPR include space for total points earned, percentage of points, and the student’s daily goal?
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| 1. Is the DPR teacher friendly?
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| 1. How will daily DPR data be provided to families? Will you send the DPR home or have a separate parent reporting sheet?
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| 1. How will you have parents respond to indicate they have seen and discussed DPR data with their child?
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| **Reinforcement Systems** |
| 1. What will the students’ daily point goal be?
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| 1. What reinforcers will students receive for checking in?
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| 1. What reinforcers will students receive for checking out AND meeting their daily point goal?
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| 1. How will you make sure that students do not become bored with the reinforcers?
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| 1. What if students are absent on a “trading” day?
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| 1. How will we include daily, short-term, and long-term reinforcers? What will that look like?
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| 1. Do we have any budget for our acknowledge system? If not, how might we provide acknowledgement in no-cost, low-cost ways or how might we secure funds?
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| **Identification of Students** |
| 1. What are the “red flags” or criteria for identifying students for referral to CICO intervention?
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| 1. How will the Tier 2 team make decisions about enrolling students into the CICO intervention?
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| 1. Who will develop the Request for Assistance Form? Who gets it once it is completed?
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| 1. How will parental consent be obtained? What does it look like?
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| 1. What are the criteria for determining whether some students will begin a school year by participating in the program?
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| **Data System** |
| 1. What system will be used to store and graph student data for review?
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| 1. Who will enter the data and how often? (*Some of this will be determined by how many students you plan to serve.)*
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| 1. Who will examine student data and how often will it be reviewed?
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| 1. Who will summarize student data and bring it to the Tier 2 team meeting?
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| 1. How often will data be shared with parents, participating classroom teachers, and full staff?
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| **Training** |
| 1. Who will provide training to Coordinator and Facilitator for understanding their roles and implementation of CICO? How and when will this be done?
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| 1. Who will provide training for building staff? How and when will this be done? What is plan for substitutes?
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| 1. Who will provide instruction about the program to students who are enrolled? How and when will this be done?
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| 1. Who will provide training about the program to parents of students who are identified for participation? How and when will this be done?
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| 1. Who will provide coaching/support to staff during implementation of CICO? To parents?
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| **Progress Monitoring** |
| 1. How will implementation fidelity be checked and measured?
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| 1. What are our criteria of success for student’s displaying positive response to CICO?
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| 1. What are our criteria for intensifying the intervention for student’s showing questionable progress?
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| 1. Who will examine student data and how often will it be reviewed? (repeat question from Data Systems section)
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| 1. Who will summarize student data and bring it to the Tier 2 team meeting? (repeat question from Data Systems section)
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| **Self-Management, Fading, & Graduation** |
| 1. What are the criteria for fading students off the CICO?
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| 1. How will CICO be faded and who will be in charge of helping students fade off CICO?
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| 1. How will graduation from CICO be celebrated?
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| 1. What incentive and supports will be put in place for students who graduate from CICO?
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Additional Notes: