**I-SWIS Readiness Checklist**



**Individual School-Wide Information System**

School/Facility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Certified I-SWIS Facilitator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **I-SWIS Requirements** | **Data Source** | **Status** | | | **Next Check** |
| --- | --- | --- | --- | --- | --- |
| **Not in place** | **Partial** | **In Place** |
| 1. The school/facility administrator supports the implementation and use of Tier III interventions as well as I-SWIS. | Administrator Interview |  |  |  |  |
| 2. A support team(s) exists with training and support for Tier III interventions and reviews I-SWIS data at both the student and school/facility-wide levels at least twice monthly. | Team Roster & Meeting Schedule |  |  |  |  |
| 3. Coordinator(s) within the school/facility are willing to use parameters of student file set up and data entry within I-SWIS as they:   1. Monitor the status of the system of support across individual interventions/students 2. Manage student support teams/plans with I-SWIS data 3. Set up and monitor I-SWIS student files 4. Serve as a liaison between team, students, staff, and families 5. Collaborate with I-SWIS Facilitator on I-SWIS user/team member training | Administrator/ Coordinator Interview |  |  |  |  |
| 4. The school/facility has or will build a clearly documented individual support system within three months of I-SWIS licensing.  An Individual Support System includes procedures and materials for:   1. Student identification and eligibility 2. Training and ongoing communication with stakeholders (i.e., adults, students) 3. Assessment 4. Intervention planning 5. Progress monitoring and decision making | Written Guidelines |  |  |  |  |
| 5. Data entry time and staffing are scheduled to ensure that I-SWIS data will be current to within three days at all times. Data entry staff have access to all necessary information (e.g., student records, team records). | Data Entry & Report Generation Schedule |  |  |  |  |
| 6. A small number of people within the school/facility are identified to gain I-SWIS access and are scheduled to attend a 3-4 hour Swift at I-SWIS Training conducted by a certified I-SWIS Facilitator. | Specific Date(s), Time(s), Location, Computers, Internet Access |  |  |  |  |
| 7. The school/facility agrees to maintain technology (i.e., internet browsers, district permissions) compatible with I-SWIS. | Administrator/ Coordinator Interview |  |  |  |  |
| 8. The school/facility agrees to both initial and ongoing coaching and support on the use of I-SWIS with a certified I-SWIS Facilitator. | Administrator/ Coordinator Interview |  |  |  |  |
| 9. The school/facility agrees to maintain I-SWIS readiness/compatibility. | Administrator/ Coordinator Interview |  |  |  |  |

*Items that are Not in Place or Partially in Place can be organized into an action plan.*