**I-SWIS Student File Quality Check-Up**

The I-SWIS Student File Checklist is designed to guide I-SWIS users, coaches, or facilitators in evaluating whether a student file includes essential components and is being used as intended.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | ***Indicator*** | ***Status*** | | | ***Notes/Tasks*** |
| **Documents** | 1. Most recent version of the **Assessment** Summary uploaded (type Assessment) | 2 | 1 | 0 |  |
| 2. Most recent version of the **Plan** Summary uploaded (type Plan) | 2 | 1 | 0 |
| 3. Other useful documents (e.g., meeting minutes, data sheets) are uploaded | 2 | 1 | 0 |
| **Team** | 4. All vested partners in the student’s support plan are listed with the appropriate role | 2 | 1 | 0 |  |
| 5. Access is limited to members who manage, enter data, or generate reports at least monthly | 2 | 1 | 0 |
| **Measures** | 6. At least one fidelity measure monitors adult implementation at least weekly | 2 | 1 | 0 |  |
| 7. At least one outcome measure monitors student impact (of plan fidelity) at least twice weekly | 2 | 1 | 0 |
| 8. Collectively measures provide useful indicators of fidelity and outcomes to inform decision making | 2 | 1 | 0 |
| **Data Entry** | 9. The **Fidelity Data Last Entry Date** indicates that fidelity data are no older than one week | 2 | 1 | 0 |  |
| 10. The **Outcome Data Last Entry Date** indicates that fidelity data are no older than three days | 2 | 1 | 0 |
| 11. Reports indicate that fidelity and outcome data have been consistently entered over the last 30 days | 2 | 1 | 0 |
| 12. The **Implementation Status history** indicates overall patterns of fidelity and outcome data over time | 2 | 1 | 0 |
| **Satisfaction** | 13. The coordinator and team agree that the student file is **useful** in managing and monitoring Tier 3 supports | 2 | 1 | 0 |  |
| 14. All team members report receiving **progress reports** at least monthly | 2 | 1 | 0 |
| 15. All team members receive regular opportunities to **engage** in problem solving and decision making | 2 | 1 | 0 |

2 = Fully in Place 1 = Partially in Place 0 = Not in Place