**SWIS Readiness Checklist**

**School-wide Information System**

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 |  |  |  |  |
| 1. A school/facility-wide behavior support team exists and reviews SWIS referral data at least monthly.
 | Team Roster & Meeting Schedule |  |  |  |  |
| 1. 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 |  |  |  |  |
| 1. 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 |  |  |  |  |
| 1. 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 |  |  |  |  |
| 1. 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 |  |  |  |  |
| 1. The school/facility agrees to maintain technology (i.e., internet browsers, district permissions) compatible with SWIS.
 |  |  |  |  |  |
| 1. The school/facility agrees to both initial and ongoing coaching on the use of SWIS for school/facility-wide decision making.
 | Administrator/ Coordinator Interview |  |  |  |  |
| 1. 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 |  |  |  |  |

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