# School/Facility:

SWIS Readiness Checklist

**School-wide Information System**

# Certified SWIS Facilitator:

Date:

|  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **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 | |  | |  | |  | |  | | |  |
| 2. A school/facility-wide behavior support team exists and reviews SWIS referral data at least monthly. | Team Roster & Meeting Schedule | |  | |  | |  | |  | | |  |
| 3. 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 | |  | |  | |  | |  | | |  |
| 4. 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 | |  | |  | |  | |  | | |  |
| 5. 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 | |  | |  | |  | |  | | |  |
| 6. 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 | |  | |  | |  | |  | | |  |
| 7. The school/facility agrees to maintain technology (i.e., internet browsers, district permissions) compatible with SWIS. |  | |  | |  | |  | |  | | |  |
| 8. The school/facility agrees to both initial and ongoing coaching on the use of SWIS for school/facility-wide decision making. | Administrator/ Coordinator Interview | |  | |  | |  | |  | | |  |
| 9. 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.