**I-SWIS Student Case File Review Checklist***Instructions*

This checklist is designed as a guide to review student case files in the Individual School-Wide Information System (I-SWIS) by certified I-SWIS facilitators or trained I-SWIS coordinators for a variety of purposes such as: case file problem-solving, personnel training and coaching, and summative evaluation of Tier 3 systems. This checklist may also be used as a supplement to measures such as the FBA/BIP-TATE or the Self-Assessment of (BSP) Contextual Fit.

**Reviewer Steps**

1. Log into I-SWIS and open the case file to be reviewed.  
   *Reviewers with no access to the case file should schedule time to complete the review with a current user. Only request access to case files if you are assigned regular (e.g., weekly) data tasks.*
2. Review each component based on I-SWIS feature along with identified data source.
3. Rate each item on a 4-point scale:   
   **0 = missing 1 = started/minimal 2 = sufficient 3 = comprehensive**
4. These items are the **standard or minimum** requirements of a case file, if related issues or quality or adequate intensity of the case file are required, include these in the notes or follow-up with the coordinator or primary implementer.
5. Document and praise at least 3 positive components of the case file.
6. Prioritize no more than 2 missing or insufficient components for follow-up action planning to improve the case file.
7. Tailor feedback to coordinator and/or stakeholders based on professional judgment, involve all stakeholders in action planning to the extent appropriate.
8. Schedule a follow-up meeting or next review date.

**Abbreviations/Terminology:**

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| **BIP** or **BSP**: Behavior Intervention Plan or Behavior Support Plan (interchangeable) *documentation related to the individualized supports a student will receive*  **FBA**: Functional Behavioral Assessment *comprehensive assessment of student strengths and behavioral challenges*  **I-SWIS**: Individual School-Wide Information System (pbisapps.org)  *web-based data system to monitor individualized student support plans (IEP, BIP, 504)* | **TFI**: Tiered Fidelity Inventory (pbisapps.org)  *Fidelity measure to guide team and coach evaluation of SWPBIS implementation*  **FBA/BIP TATE**: FBA/BIP Technical Adequacy Tool for Evaluation (pbis.org)  *fidelity measure to guide in evaluation of the technical adequacy of an FBA and BIP*  **Self-Assessment of (BSP) Contextual Fit** (pbis.org) *measure to guide in evaluation of the contextual fit of a BSP within the school context* |

**I-SWIS Student Case File Review Checklist**

Reviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Plan Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- |
| *I-SWIS Case File*  **Component** | **Source** | **Rating** | | | |
| 0 | 1 | 2 | 3 |
| 1. The case file **Start Date** is *no later than* the earliest date when individualized data were collected. | Plan documentation or coordinator interview |  |  |  |  |
| 2. The case file **Team** includes all relevant stakeholders who should be included in communications and/or decisions about supports. | Plan documentation, team meeting minutes, or coordinator interview |  |  |  |  |
| 3. The case file **Team** **members** with **Access** are limited to only stakeholders assigned to complete data tasks (e.g., entry, analysis, updates) regularly and access level is appropriate to task. | Action plan, team meeting minutes, or coordinator interview |  |  |  |  |
| 4. The case file **Documents** include at least the most recent assessment summary and plan summary are uploaded. Previous **versions** and additional electronic files are uploaded as appropriate. | Student File Set-Up Checklist, Action plan, or coordinator interview |  |  |  |  |
| 5. The case file **Measures** include at least one “Fidelity” measure type that monitors adult implementation at least weekly. | Data sheets, Action plan, Student File Set-Up Checklist, or coordinator interview |  |  |  |  |
| 6. The case file **Measures** include at least one “Outcome” measure type that monitors student response or impact at least twice weekly. | Data sheets, Action plan, Student File Set-Up Checklist, or coordinator interview |  |  |  |  |
| 7. The case file **Measure Reports** indicate that the data including school status, measure data, notes, and plan changes are up-to-date (within 3 school days) and logical. | I-SWIS Measure Reports *exclude days with Absent or No School status* |  |  |  |  |
| 8. If appropriate, the case file **Segment** and **Single Segment** reports indicate that at least one measure is collected with additional detail (e.g., by period, by category). | I-SWIS Segment and/or Single Segment Reports |  |  |  |  |
| 9. The case file **Implementation Status** is reasonable based on current patterns of both fidelity and outcome data. | I-SWIS Reports, team meeting minutes, or coordinator interview |  |  |  |  |
| 10. All case file **Team Members** receive progress reports and have an opportunity to provide input on decisions at least twice monthly. | Action plan, meeting minutes, progress reports, or coordinator interview |  |  |  |  |

Reviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Review Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Plan Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student initials: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Components of I-SWIS Successfully Implemented:**

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| --- | --- |
| **Component & Rating** | **Comments** |
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**Recommendations for Case File Refinement/Improvement:**

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| --- | --- | --- | --- |
| **Component & Rating** | **Action Item** | **Who** | **By When** |
|  |  |  |  |
|  |  |  |  |

**Additional Comments:**