SWIS™ Facilitator Action Planning Guide

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Intended Audience

This Action Planning Guide is intended for SWIS™ Facilitators to use as they provide on-going support to their schools.

Description

This Action Planning Guide provides an outline to assist SWIS™ Facilitators in organizing their efforts toward providing critical and on-going assistance to school personnel in four areas: compatibility, licensing and training, use of SWIS™ data for decision-making and maintenance.

<div align="center">**Action Planning**</div>

SWIS^{TM} Facilitator Roles and Responsibilities

SWIS^{TM} Facilitators are state/district/region employees who provide assistance to schools. Most SWIS^{TM} Facilitators allocate a portion of their FTE (e.g. .10-.50) to the tasks associated with SWIS^{TM} facilitation. SWIS^{TM} Facilitators are trained during a three-day training workshop delivered by University of Oregon faculty (a schedule of current training dates can be found on the web site). To obtain SWIS^{TM}, a school must collaborate with a SWIS^{TM} Facilitator.

The SWIS^{TM} Facilitator provides critical and on-going assistance to school personnel in four areas:

1. Compatibility: The SWIS^{TM} Facilitator works with a school before it adopts SWIS^{TM} to ensure that the computer hardware and discipline categories/procedures are compatible with SWIS^{TM}. The major concern is to ensure that data being entered into SWIS^{TM} are accurate, reliable, and useable for decision-making. In many instances an information system is ineffective because insufficient consideration is given to the data going into the system. The SWIS^{TM} facilitator works with school personnel to ensure that SWIS^{TM} meets the unique and individual needs of the school.

2. Licensing and Training: The SWIS^{TM} Facilitator is empowered to negotiate a SWIS^{TM} Licensing Agreement, and to provide the training needed for local school personnel. The Licensing Agreement is between the local school and the University of Oregon, and gives the school access to the software for one academic year at a time (with annual renewal available). The SWIS^{TM} Facilitator also provides a 3-hour training at the school for three-school faculty/staff who are most involved in information entry and report generation. SWIS^{TM} has been designed to be user friendly, and anyone who is able to use a typical word-processing program can master SWIS^{TM}.

3. Use of SWIS^{TM} Information for Decision-Making: The SWIS^{TM} Facilitator continues to meet with the local school team after SWIS^{TM} installation, to provide training on data based decision-making. Facilitators attend at least four team meetings following SWIS^{TM} installation, and provide on-going support as requested by the team. SWIS^{TM} Facilitators also can work with district computer information specialists if a school chooses to give their SWIS^{TM} data to the district.

4. Maintenance: The SWIS^{TM} Facilitator also is available to (a) provide SWIS^{TM} training to new faculty/staff or (b) provide support to the team as team membership changes. If SWIS^{TM} is to be a durable tool for long-range planning, implementation, and evaluation, it must be embedded in the operation of the school. The SWIS^{TM} Facilitator ensures that information on managing social behavior is continuously available to the local team.

If a school, district, region, or state is committed to providing discipline information to local school teams, then investments are made in computer hardware and software, and in the capacity to use these tools efficiently. The SWIS^{TM} Facilitator role requires modest, but overt, investment by the district, region or state. SWIS^{TM} Facilitators transform SWIS^{TM} from a nifty software package for data management to a functional information system that influences how a school is organized to support student behavior.

Responsibilities for each of the SWIS^{TM} Facilitator roles include:

1. SWIS^{TM} Readiness
   a. Complete the SWIS^{TM} Readiness Checklist activities with schools who are planning to use SWIS^{TM}
   b. A ten item checklist used in preparation for License Agreement signatures

2. Training and on-going support of three people at each school to be SWIS^{TM} Users

   a. Follow the SWIS^{TM} Facilitator Action Plan to support schools
   b. Complete and submit a License Agreement and School Information Form
   c. Set up for Swift at SWIS^{TM} Training
   d. Conduct Swift at SWIS^{TM} Training
   e. Provide follow up support
   f. Attend four meetings that follow Swift at SWIS^{TM} Training

3. Supporting school-level and district-level teams to use the data for decision-making
   a. Work out Facilitator responsibilities with a district supervisor
   b. Work with district computer people for data downloads and use
   c. Stay connected with the U of O SWIS^{TM} Training Coordinator

Becoming a SWIS^{TM} Facilitator

Becoming a Certified SWIS^{TM} Facilitator involves completion of a three-day SWIS^{TM} Facilitator Training Workshop and the commitment to fulfill the outlined roles and responsibilities. For a school to get access to SWIS^{TM}, it must submit a License Agreement and School Information Form through a Certified SWIS^{TM} Facilitator.

See www.swis.org for future Facilitator Training dates.

SWIS™ Facilitator Action Plan for School Support

SWIS™ Facilitator: _____   **Year:_____**

Activity	School/Status with Target Completion Date					
Step 1: **Conduct** **SWIS™ Readiness Tasks**						
a. Complete the SWIS™ Readiness Checklist with team and administrator.						
b. Use SWIS™ Compatibility Checklist to determine if school's office discipline referral procedure is compatible with SWIS™ data entry and reporting.						
Step 2: **Submit License Agreement and** **School Information Form**						
a. Complete License Agreement						
b. Complete School Information Form						
c. Determine Swift at SWIS™ training date with 3 school users						
d. Complete SIF and License Agreement Submission Checklist						
e. Submit License Agreement and School Information Form to SWIS™ Project Director (Horner or Sprague)						
Step 3:						

Activity	School/Status with Target Completion Date					
Setting up Swift at SWIS™ Training						
a. Prepare SWIS™ Users Manual for each SWIS™ user						
b. Prepare a password card for each SWIS™ user						
c. Reserve computers for Swift at SWIS™ Training						
d. Set up computers to be used at school and training site						
Step 4: **Conduct Swift at SWIS™ Training**						
a. Preview SWIS™ Users Manual, License Agreement, and confidentiality						
b. Preview Demo Site						
c. Provide data entry practice in facilitators account						
d. Ask basic information questions for basic report generation						
e. Ask more specific questions regarding customized reporting						
f. Complete SWIS™ Schedule for data entry, accuracy checks, and reporting						
g. Schedule a follow-up SWIS™ meeting a month following the Swift training. Give SWIS™ assignments to each SWIS™ user to complete before follow-up meeting						

SWIS™ Facilitator Action Plan for School Support

Activity	School/Status with Target Completion Date					
Step 5: **Follow-up**						
a. Conduct 1 week follow-up to check implementation and use						
b. Conduct accuracy checks three times a year						
c. Support team to create reports and use the information for decision-making (Attend at least one EBS Team meeting)						
Step 6: **Maintenance**						
a. Follow-up with schools by checking in via phone/e-mail/checking their SWIS™ account and meeting with the three school users a month after the Swift at SWIS™ Training						
b. Attend team/staff meetings and offer coaching for using the data for decision-making						
c. Log on to and preview each school account monthly to check status on data entry, look for patterns, trends, peaks, and errors						
d. Repeat steps 1-6 with new schools						

SWIS™ Facilitator Action Plan for School Support

Activity	School/Status with Target Completion Date				
Step 7: **Annual SWIS™** **Facilitator Boosters**					
a. Update SWIS™ Facilitator Action Plan annually for each school					
b. Preview SWIS™ website at least three times per year					
c. Preview each school account monthly					
Step 8: **SWIS™ License Renewal Process**					
a. Review status of SWIS™ readiness tasks					

b. Review School Information Form and billing contact information
  - Submit School Information Change Form if any changes to school account
  - Contact SWIS™ Account Manager by email with any billing contact changes					

c. Complete Swift at SWIS™ Training with new SWIS™ users					
d. Complete Swift at SWIS™ booster training as needed					
e. Provide follow-up and support for all schools					

SWIS Facilitator Action Planning

Name: _____   **Date:** _____

Email: _____

Build Fluency:
What will you do in the next month to maintain and/or increase fluency with SWIS navigation and application?

Awareness Level Presentations:
What presentations will you make on SWIS, or Use of Discipline Data?

Support Adoption of SWIS:
How many schools do you expect to support in the next academic year? _____
What schedule do you anticipate following?

Month	Readiness Assessment	SWIS Training	Follow-up and Use for decision-making