



## I-SWIS Readiness Checklist Individual School-Wide Information System

School/Facility: \_\_\_\_\_

Certified I-SWIS Facilitator: \_\_\_\_\_

Date: \_\_\_\_\_

I-SWIS Requirements	Data Source	Status			Next Check
		Not in place	Partial	In Place	
1. The school/facility administrator supports the implementation and use of Tier III interventions as well as I-SWIS.	Administrator Interview				
2. A support team(s) exists with training and support for Tier III interventions and reviews I-SWIS data at both the student and school/facility-wide levels at least twice monthly.	Team Roster & Meeting Schedule				
3. Coordinator(s) within the school/facility are willing to use parameters of student file set up and data entry within I-SWIS as they: <ul style="list-style-type: none"> <li>a. Monitor the status of the system of support across individual interventions/students</li> <li>b. Manage student support teams/plans with I-SWIS data</li> <li>c. Set up and monitor I-SWIS student files</li> <li>d. Serve as a liaison between team, students, staff, and families</li> <li>e. Collaborate with I-SWIS Facilitator on I-SWIS user/team member training</li> </ul>	Administrator/ Coordinator Interview				
4. The school/facility has or will build a clearly documented individual support system within three months of I-SWIS licensing. An Individual Support System includes procedures and materials for: <ul style="list-style-type: none"> <li>a. Student identification and eligibility</li> <li>b. Training and ongoing communication with stakeholders (i.e., adults, students)</li> <li>c. Assessment</li> <li>d. Intervention planning</li> <li>e. Progress monitoring and decision making</li> </ul>	Written Guidelines				
5. Data entry time and staffing are scheduled to ensure that I-SWIS data will be current to within three days at all times. Data entry staff have access to all necessary information (e.g., student records, team records).	Data Entry & Report Generation Schedule				
6. A small number of people within the school/facility are identified to gain I-SWIS access and are scheduled to attend a 3-4 hour Swift at I-SWIS Training conducted by a certified I-SWIS Facilitator.	Specific Date(s), Time(s), Location, Computers, Internet Access				
7. The school/facility agrees to maintain technology (i.e., internet browsers, district permissions) compatible with I-SWIS.	Administrator/ Coordinator Interview				
8. The school/facility agrees to both initial and ongoing coaching and support on the use of I-SWIS with a certified I-SWIS Facilitator.	Administrator/ Coordinator Interview				
9. The school/facility agrees to maintain I-SWIS readiness/compatibility.	Administrator/ Coordinator Interview				

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