

## I-SWIS Student File Quality Check-Up

The I-SWIS Student File Checklist is designed to guide I-SWIS users, coaches, or facilitators in evaluating whether a student file includes essential components and is being used as intended.

	<i>Indicator</i>	<i>Status</i>			<i>Notes/Tasks</i>
<b>Documents</b>	1. Most recent version of the <b>Assessment</b> Summary uploaded (type Assessment)	2	1	0	
	2. Most recent version of the <b>Plan</b> Summary uploaded (type Plan)	2	1	0	
	3. Other useful documents (e.g., meeting minutes, data sheets) are uploaded	2	1	0	
<b>Team</b>	4. All vested partners in the student's support plan are listed with the appropriate role	2	1	0	
	5. Access is limited to members who manage, enter data, or generate reports at least monthly	2	1	0	
<b>Measures</b>	6. At least one fidelity measure monitors adult implementation at least weekly	2	1	0	
	7. At least one outcome measure monitors student impact (of plan fidelity) at least twice weekly	2	1	0	
	8. Collectively measures provide useful indicators of fidelity and outcomes to inform decision making	2	1	0	
<b>Data Entry</b>	9. The <b>Fidelity Data Last Entry Date</b> indicates that fidelity data are no older than one week	2	1	0	
	10. The <b>Outcome Data Last Entry Date</b> indicates that fidelity data are no older than three days	2	1	0	
	11. Reports indicate that fidelity and outcome data have been consistently entered over the last 30 days	2	1	0	
	12. The <b>Implementation Status history</b> indicates overall patterns of fidelity and outcome data over time	2	1	0	
<b>Satisfaction</b>	13. The coordinator and team agree that the student file is <b>useful</b> in managing and monitoring Tier 3 supports	2	1	0	
	14. All team members report receiving <b>progress reports</b> at least monthly	2	1	0	
	15. All team members receive regular opportunities to <b>engage</b> in problem solving and decision making	2	1	0	

2 = Fully in Place

1 = Partially in Place

0 = Not in Place