I-SWIS Checklist Instructions

The three sections of this template are intended to help I-SWIS Coordinators to gather information about the student receiving supports, the team that supports that student, and the electronic files that the team would like to store in I-SWIS for easy reference.

Student, Team, Documents Steps:

1. Only trained I-SWIS Coordinators have access to set up I-SWIS case files and measures
2. Gather all **Student Information** needed to (a) add or update the student record in Person Management and (b) create a new student case file in I-SWIS

   Note: If the student's record in Person Management is already updated, simply identify the student's name, district ID, and case file start date… other fields on the I-SWIS Checklist can be skipped
3. Gather all **Team Member Information** needed to (a) add or update the records in Person Management and (b) add each person to the student case file in I-SWIS
4. Gather all **Case File Documentation** needed to (a) determine which electronic files are regularly reviewed or updated, (b) add or update (add version) the electronic files to the student case file in I-SWIS, and (c) organize the files by type and name for easy identification

The remaining sections of this template are intended to support the planning of fidelity and outcome measures. **Measures** in I-SWIS are made up of a name, description, start date, metric, segment(s), data collection schedule(s), and goal(s). While all decisions about a measure are important, the structure of the measure depends heavily on the **metric type** selected.

Measure Steps:

1. Read the brief description about measure types (fidelity, outcome)
2. Choose metric type: scale, percent, calculated percent, rate, or points/count/duration
3. Locate the measure worksheet that corresponds to the metric type selected above
4. Copy and paste the worksheet into the space(s) indicated
5. Use the worksheet as the prompt to make decisions about how the measure will be structured
6. For additional support with planning or setting up I-SWIS measures (a) refer to the I-SWIS User's manual or your Swift at I-SWIS training materials as needed, (b) search for videos and resources on the PBISApps.org website, or (c) contact your school's I-SWIS facilitator

Student Information

First Name:		Last Name:	
Case File Start Date:		**504 Status**	☐ No ☐ Yes
District ID:		**IEP Status**	☐ No ☐ Yes

Gender:	☐ Male ☐ Female ☐ Non-Binary/ Transgender/ Other	**Disability Category (if IEP yes)**	☐ Non-Categorical ☐ Autism ☐ Deaf-Blindness ☐ Deafness ☐ Developmental Delay ☐ Emotional Disturbance ☐ Hearing Impairment ☐ Intellectual Disability ☐ Multiple Disabilities
Ethnicity:	☐ Not Hispanic/Latino ☐ Hispanic/Latino		☐ Orthopedic Impairment ☐ Other Health Impairment ☐ Specific Learning Disability ☐ Speech or Language Impairment
Race:	☐ American Indian/ Alaskan Native ☐ Asian ☐ Black ☐ Pacific Islander/ Native Hawaiian ☐ White		☐ To Be Obtained ☐ Traumatic Brain Injury ☐ Visual Impairment

Team Member Information

Type:	ID:	FN:	LN:	Email:	Team Role:	Access:
Staff					**Coordinator**	
☐ Staff ☐ Student ☐ Non-Staff						☐ No Access ☐ Read-Only ☐ Data Entry ☐ Full
☐ Staff ☐ Student ☐ Non-Staff						☐ No Access ☐ Read-Only ☐ Data Entry ☐ Full
☐ Staff ☐ Student ☐ Non-Staff						☐ No Access ☐ Read-Only ☐ Data Entry ☐ Full
☐ Staff ☐ Student ☐ Non-Staff						☐ No Access ☐ Read-Only ☐ Data Entry ☐ Full
☐ Staff ☐ Student ☐ Non-Staff						☐ No Access ☐ Read-Only ☐ Data Entry ☐ Full

Case File Documentation

The I-SWIS document Name does NOT need to match the file name

Type:	Name/Title	Notes:
Plan		

Type:	Name/Title	Notes:
Assessment		

Type:	Name/Title	Notes:
Meeting Minutes		

Type:	Name/Title	Notes:
Other		

Fidelity Measures

*All case files are required to collect at least one measure of fidelity data (i.e., adult implementation of the plan). PBISApps recommends at least weekly collection of fidelity using a checklist or perception rating. The Scale and Calculated Percent metrics are commonly used for fidelity measures. Match the measures to the **data schedule** (i.e., data collection, entry, and analysis tasks).*

Fidelity 1

{replace with correct measure worksheet based on metric type}

Outcome Measures

All case files are required to collect at least one measure of outcome data (i.e., student impact). PBISApps recommends collecting outcome data at least twice weekly. Common measures are targeted problem behaviors, replacement behaviors/strategies, and long-term desired behaviors). The **Scale**, **Calculated Percent**, **Percent**, *and* **Rate** *metrics are recommended for outcome measures. Match the measures to the data schedule above.*

Outcome 1

{replace with correct measure worksheet based on metric type}

Outcome 2

{replace with correct measure worksheet based on metric type}

Measure Worksheet (based on metric type)
*Be sure to **copy** and paste the correct worksheet, rather than <u>cut</u> and paste.*

Scale Measure

Measure Name:		Start Date:	
Description:			
Collection Schedule(s):	☐Weekly *(circle days)* S M T W R F S	☐Monthly *(e.g., 2ⁿᵈ Tue & 4ᵗʰ Wed)* ☑Ad Hoc **Ad hoc should always be checked*	

Metric Type:	**Scale**	**Segments:**	☐ No	☐ Yes
Min (Low):	#	**Max (High):** #		

Optional **Scale Labels** (add/remove to match min/max)**:**	*Optional* **Segment Labels** (add/remove as desired)**:**
0 =	a.
1 =	b.
2 =	c.
3 =	d.
4 =	e.
5 =	f.

Calculate as:	☐ Count	☐ Percentage	**Goal**	**Operator:**	☐ Greater than or equal to ☐ Equal to
Segment Aggregation	☐ Averaged	☐ Summed	***Target:**		☐ Less than or equal to ☐ Greater than ☐ Less than
*Count+Avg will have target between min and max. *Count+Sum will have target between min and total possible. *Pct will have % target			*# or %*		

Calculated Percent Measure

Measure Name:		Start Date:	
Description:			
Collection Schedule(s):	☐Weekly *(circle days)* ☐Monthly *(e.g., 2ⁿᵈ Tue & 4ᵗʰ Wed)* ☑Ad Hoc S M T W R F S *Ad hoc should always be checked*		
Metric Type:	**Calculated Percent**	**Segments:**	☐ No | ☐ Yes

Numerator (Target Behavior/Items)		Denominator (Typical Opportunities/Possible)		*Optional* Segment Labels:
Min (Low):	**0**	Max (*Default*):	#	a. b. c. d. e. f.
Min (Numerator) Label:	*text*	Max (Denominator) Label:	*text*	

				Goal **Operator:**	☐ Greater than or equal to ☐ Equal to
Examples	*points earned steps correct rating*	Examples	*points possible total steps highest possible*	**Target:** **%**	☐ Less than or equal to ☐ Greater than ☐ Less than

Percent Measure

Measure Name:		Start Date:	
Description:			
Collection Schedule(s):	☐Weekly *(circle days)* ☐Monthly *(e.g., 2ⁿᵈ Tue & 4ᵗʰ Wed)* ☑Ad Hoc S M T W R F S *Ad hoc should always be checked*		
Metric Type:	**Percent**	**Segments:**	☐ No | ☐ Yes

Numerator (Target Behavior/Items)		Denominator (Typical Opportunities/Possible)		*Optional* Segment Labels:
Min (Low):	**0%**	Max (*Default*):	**100%**	a. b. c. d. e. f.
				Goal **Operator:** ☐ Greater than or equal to ☐ Equal to **Target:** ☐ Less than or equal to **%** ☐ Greater than ☐ Less than

Rate Measure

Measure Name:		Start Date:	
Description:			
Collection Schedule(s):	☐Weekly *(circle days)* ☐Monthly *(e.g., 2ⁿᵈ Tue & 4ᵗʰ Wed)* ☑Ad Hoc S M T W R F S **Ad hoc should always be checked*		

Metric Type:	Rate	**Segments:**	☐ No	☐ Yes

Sample: *Name of behavior or item of interest*	*text*	***Optional* Segment Labels:** a. b.

Unit:	☐ Day ☐ Hour *(recommended)* ☐ Minute *(recommended)* ☐ Second	c. d. e. f.

Default Time: *Based on unit*	#	**Goal**	**Operator:**	☐ Greater than or equal to ☐ Equal to ☐ Less than or equal to ☐ Greater than ☐ Less than
		Target:		

Points/Count/Duration

Measure Name:		Start Date:	
Description:			
Collection Schedule(s):	☐Weekly *(circle days)* ☐Monthly *(e.g., 2ⁿᵈ Tue & 4ᵗʰ Wed)* ☑Ad Hoc S M T W R F S **Ad hoc should always be checked*		

Metric Type:	Point/Count/Duration	**Segments:**	☐ No	☐ Yes

Caution: This metric is likely to reduce the reliable comparison of data across days if there is variability of opportunities or time (e.g., early release, schedule changes, varied activity types).	***Optional* Segment Labels:** a. b. c. d. e. f.

Segment Aggregation	☐ Averaged	☐ Summed	**Goal**	**Operator:**	☐ Greater than or equal to ☐ Equal to ☐ Less than or equal to ☐ Greater than ☐ Less than
There are no additional options for this metric			**Target:**		