

SWIS Readiness Checklist School-wide Information System

School/Facility: _____

Certified SWIS Facilitator: _____

Date: _____

SWIS Requirements	Data Source	Status			Next Check
		Not in place	Partial	In Place	
1. Building administrator supports the implementation and use of SWIS.	Administrator Interview				
2. A school/facility-wide behavior support team exists and reviews SWIS referral data at least monthly.	Team Roster & Meeting Schedule				
3. The school/facility has an incident referral form and definitions for behaviors resulting in administrative-managed (major) vs. staff-managed (minor) incidents in place that is compatible with SWIS referral data entry.	Incident Referral Form(s) Problem Behavior Definitions				
4. Within three months of SWIS licensing, the school/facility is committed to having in place a clearly documented, predictable system for managing disruptive behavior (e.g., School-wide PBIS).	Written Guidelines				
5. Data entry time and staffing are scheduled to ensure that incident referral data will be current to within a week at all times. Data entry staff have access to all necessary information (e.g., student records).	Data Entry & Report Generation Schedule				
6. A small number of people within the school/facility are identified to gain SWIS access and are scheduled to attend a 3-hour Swift at SWIS Training conducted by a certified SWIS Facilitator.	Specific Date, Time, Location, Computers, Internet Access				
7. The school/facility agrees to maintain technology (i.e., internet browsers, district permissions) compatible with SWIS.					
8. The school/facility agrees to both initial and ongoing coaching on the use of SWIS for school/facility-wide decision making.	Administrator/ Coordinator Interview				
9. The school/facility agrees to maintain SWIS compatibility and maintain communication with a certified SWIS Facilitator who agrees to provide ongoing support to the school/facility on the use of SWIS.	Administrator/ Coordinator Interview				

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