

Check-In/Check-Out (CICO) Documentation and Implementation Guide

A. Determine personnel needs and logistics.

- Who will be the CICO coordinator?
- Who will be the team that works with the CICO coordinator?
- Who will check students in and out when the coordinator is absent? (Name at least two people who can substitute for the coordinator.)
- Where will check-in and check-out occur?
- What is the maximum number of students that can be served with CICO at one time?
- What is the name of the CICO program at your school and what will the Daily Progress Report be called?

B. Develop a Daily Progress Report (DPR).

- What will the behavioral expectations be?
 - Are they consistent with school-wide expectations?
 - Are the expectations positively stated?
- Is the DPR teacher-friendly? How often are teachers asked to rate the student's behavior?
- Is the DPR age-appropriate and does it include a 3-point rating scale?
- Are the data easy to summarize?

C. Develop a reinforcement system for students served with CICO.

- What will the students daily point goal be?
- What reinforcers will students receive for checking in (e.g., praise, lottery ticket, school-wide tangible)?
- What reinforcers will students receive for checking out AND meeting their daily point goal?
- How will you ensure students do not become bored with the reinforcers?
- What are the consequences for students who receive major and minor referrals?

D. Develop a referral system.

- How will students be referred to CICO? What are the criteria for placing students in CICO?
- What does the parental consent form look like for students participating in CICO?
- What is the process for screening students who transfer into the school?
- What is the process for determining whether students will begin the next school year in CICO?

E. Develop a system for managing daily data.

- Which computer program will be used to summarize the data?
- Which team in the school will examine the daily CICO data and how frequently will it be examined? (note: data should be examined at least two times per month)
- Who is responsible for summarizing the data and bringing it to team meetings?
- How frequently will data be shared with the whole staff?

- How frequently will data be shared with parents?

F. Plan to fade students off the intervention.

- What are the criteria for fading students off CICO?
- How will CICO be faded and who will be in charge of helping students through the fading process?
- How will graduation from CICO be celebrated?
- What incentives and supports will be put in place for students who graduate from CICO?

G. Plan for staff training.

- Who will train staff on CICO?
- Who will provide teachers with individual coaching if CICO is not being implemented as planned?
- Who will provide yearly booster sessions about the purpose and key features in implementing CICO?

H. Plan for student and parent training.

- Who will meet with students to train them on the intervention?
- How will parents be trained on the intervention?