



## PBIS Tier 2 Check-in/Check-out Intervention Task List

### Nationally Recognized Criteria for CICO

- Establish a Tier 2 Team (BIT) that has attended Tier 2 training
- It is strongly recommended that the principal/administrator is part of the team
- Establish a Tier 2 meeting schedule and calendar

### Personnel needs and Logistics

- Identify a CICO Facilitator and individual roles of CICO personnel
- Identify who will bring data about CICO students to the meetings
- Identify a data entry person and the system of how that person will get the data
- Identify the maximum number of students who can be on CICO
- Identify a place where the check-in/check-out will occur and when it will occur
- Identify a person who will be the liaison between tier 1 and tier 2 (BIT)
- Identify who will contact parents

### Training

- Identify who will train the Coordinator, Teachers, Students
- Identify when and how often training will occur.
- Have a plan for if a staff member is not implementing the CICO as planned
- Train entire staff of the CICO goals (system) and identify (constructive) feedback that teachers will give to students
- Attend the Exceed Training

### Acknowledgements for students on CICO must be identified and written out

- Identify the students' daily point goals
- Identify the reinforcers for checking in
- Identify the reinforcers for checking out
- Identify the reinforcers for meeting the daily or weekly goal

### Data

- Schools may (but don't have to) collect baseline data by having teachers score the DPR for a week without giving it to the student
- DPR data must be entered at least weekly
- Progress monitoring data should be monitored regularly
- Data must be used for decision making
- Identify how often will it be shared with the staff

#### Referral system for identifying students for CICO

- Choose students who act out across the day, but who are non-aggressive and non-violent students
- Use the Big 5 (referrals by student)
- Teacher referral
- Students may self-select
- Parental consent
- Teachers can use Behavior Risk Screening to determine internalizing behaviors

#### Identify a DPR to be used with the student

- Expectations need to be positively stated
- The form should be student and teacher friendly
- The data should be easy to summarize
- Progress reviews with the students need to occur regularly
- Leave a place for a parent signature

#### Plan to fade CICO

- Students will be on the plan for 9-12 weeks
- CICO will be faded when students are meeting an average of 80% or more of the possible points for 6 weeks
- Self-monitoring
- Graduating from CICO