|  |  |  |  |
| --- | --- | --- | --- |
| PRODUCTS/ DOCUMENTS | PROCESSES/SCHEDULES | PEOPLE | TRAINING |
| * Parent Permission Form
 | * Parent contact; obtain permission
* Schedule parent orientation
 | * Intervention coordinator
* Parents
 |  |
| Daily Progress Report (DPR)* Spaces for student name, date
* Feedback matrix:
	+ Expectations
	+ Time periods for feedback
* Explanation of point system
* Spaces for possible points, goal for the day, total points
* Space for teacher (positive) comments
* Parent signature line
 | **Routine for CICO daily cycle:*** Check in
	+ Where, when, with whom
	+ Students return parent signature
	+ Students receive DPR for the day
* Teacher feedback
	+ When
	+ How (desired interaction with student; how form is completed)
* Check out
	+ Where, when, with whom
	+ Return DPR
	+ Calculate total points
	+ Students receive feedback, recognition
		- ‘Rule’ for receiving reward
* Parent participation
	+ What will student take home for signature
	+ What is parent responsibility
 | * Intervention coordinator
* Facilitators
* School staff that will be involved
* Parents
* Students
 | * Staff orientation
* Student orientation
* Parent orientation
 |
| * Data tool
 | * Facilitators record students’ daily points in data tool
* Intervention coordinator reviews student data (how often)
* Problem solving team reviews student data and makes decisions (at least every 2 weeks)
 | * Intervention coordinator
* Facilitators
* Problem solving team
 | * Training on use of data tool (facilitators and intervention coordinators)
 |
| Fidelity checks: * Teacher self-assessment
* TFI
* Overall student data
 | * Teacher self-assessment of daily student feedback
* Systems team schedule/process for checking overall effectiveness of CICO
* Schedule for use of TFI
 | * Staff involved in CICO daily feedback
* Systems team
 |  |