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| 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 |  |