CICO Coordinator Training: Suggested Topics

Adapted from Crone, Hawken, & Horner

1. SWPBS school-specific systems and practices
2. Overview of CICO
	1. Coordination as cornerstone for successful implementation
		1. Positive relationship with students
		2. Link between students, teachers, behavior support team, and families
3. Confidentiality
	1. Student files
	2. Identifying students participating in the intervention (appropriate staff to inform)
	3. Decision rules regarding referral of concerns to teacher, counselor, school psychologist, etc.
4. Check-In Procedures
	1. When, where check-in occurs
	2. Greeting students
	3. Managing multiple students
	4. Procedures for when a student does not check in
5. Check-Out Procedures
	1. When/where check-out occurs
	2. Progress Reports
		1. Summarizing Scores
		2. Required Components
	3. Reinforcement System
	4. Procedures for sending home the DPR for signatures (decision regarding copies)
	5. Procedures for when a student does not check out
	6. Procedures for lost DPRs
6. Data entry
	1. SWIS CICO training
	2. Logistics (when, where)
7. Team meetings
	1. Organizing agenda
	2. Sharing data
	3. Prioritizing students
	4. Reviewing referrals
8. Training students, families, and staff
	1. Review lesson plans
	2. Student social skills training for appropriately accepting feedback

**CICO Coordinator Checklist**

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| --- | --- | --- | --- |
| Has the CICO Coordinator… | No | In Process | Yes |
| 1. picked a location for the first and last check in?
 |  |  |  |
| 1. developed a schedule for first and last check in?
 |  |  |  |
| 1. gathered and prepared materials and supplies for CICO process?
 |  |  |  |
| 1. developed a list of check in procedures for staff (e.g., review previous data, set point goal, remind student about expected behavior)?
 |  |  |  |
| 1. developed a list of check out procedures for staff (e.g., review the day’s data, assess progress toward point goal, provide reward and/or reminders about expected behavior)?
 |  |  |  |
| 1. developed a CICO fidelity tool for staff to complete?
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