

# Check-In/Check-Out

## Coaching Levels Overview

Hello! We are excited for your interest in implementing the PBIS Tier 2 behavior intervention, Check-In/Check-Out (CICO). We're providing 3 different levels of CICO coaching support so that we can best match the needs of our schools. For questions, please e-mail [cico@philasd.org](mailto:cico@philasd.org).

There are only 2 steps to beginning the CICO intervention with District coaching support:

1. Intervention Coordinator completes the "Getting Started with Check-In/Check-Out" modules on Cornerstone (1.5. hours)
2. Submit the [CICO Coaching Interest Form](#) to indicate the level of coaching support you want for your school. See below for a detailed explanation of each coaching level offered. Once submitted, you will receive an email with your newly assigned CICO coach!

### **CICO School Commitments**

Schools opting to receive any level of district CICO coaching support will be asked to complete the following foundational steps in order to ensure the best chance at a successful implementation:

- ★ CICO Intervention Coordinator completes the "Getting Started with Check-In/Check-Out" modules on cornerstone (1.5 hours)
- ★ Administrator Overview (45 minute session with at least 1 principal, 1 assistant principal, and 1 school counselor)
- ★ Completion of an End-Of-Year Assessment/Culturally Responsive-Tiered Fidelity Inventory (CR-TFI)

### **For Existing CICO Schools:**

Initial Implementation Meeting (review of recommended meeting schedule, confirming shared drive/folder with necessary materials, review of resources, review of coaching supports)

### **For New Schools:**

Initial Implementation Meeting + Implementation Guide/Coaching during planning phase (set up meeting schedule, set up shared drive/folder containing necessary materials, review of resources, review of coaching supports)

## **Coaching Levels**

See below the description for each level of CICO coaching support. Please select the level you would like to start with. Coaching can be faded or intensified over time as best meets the needs of your school.

## CICO Coaching Levels Overview

### Level 1: Full Coaching

CICO Coach attends all meetings (CICO and/or T2 meetings)

Prior to CICO/T2 meetings:

- 1 hr with Intervention Coordinator (Coach prepares agenda with IC)
- 1 hr with Data Analyst (Coach guides DA with CICO Dashboard analysis and creating data report)

During CICO/T2 meetings:

- Coach models facilitator role for first few meetings
- Coach actively participates in meeting

After CICO/T2 meetings:

- Coach provides feedback within 24 hrs after meetings

### Level 2: Partial Coaching

CICO Coach attends meetings at least monthly

Prior to CICO/T2 meetings:

- 30 minutes with IC (IC prepares agenda in advance, Coach gives feedback)
- 30 minutes with Data Analyst (Data Analyst prepares data report in advance, Coach gives feedback)

During CICO/T2 meetings:

- Coach prompts team to build fluency during the meeting

After CICO/T2 meetings:

- Coach provides feedback within 24 hrs after meetings

### Level 3: Intermittent Coaching

CICO Coach attends meetings at least quarterly

Prior to CICO/T2 meetings:

- IC and/or DA prep meetings available upon request
- Coach provides reminders before meeting to have agenda and data report
- Coach provides comments on agenda and data report as necessary

During CICO/T2 meetings:

- Coach observes meetings quarterly for fidelity

After CICO/T2 meetings:

- Coach provides feedback within 24 hrs after meetings