



THE SCHOOL DISTRICT OF
PHILADELPHIA

OFFICE OF STUDENT SUPPORT SERVICES

Check-In/Check-Out
Action Steps & Indicators

21-22 Progress		2022-2023 Priority Actions
Action Steps	Indicators	Planning Notes
1. Train school leadership on Check-In/Check-out implementation <i>Recommended deadline: 9/16/2022</i>	<input type="checkbox"/> There is a scheduled time to conduct a 1-hour overview for the school leadership team (can be live or virtual)	
2. Establish a CICO teaming foundations <i>Recommended deadline: 9/16/2022</i>	<input type="checkbox"/> CICO team includes: <ul style="list-style-type: none"><input type="checkbox"/> An intervention coordinator<input type="checkbox"/> Individuals able to provide applied behavioral expertise<input type="checkbox"/> An administrator with knowledge of school operations <input type="checkbox"/> There is a scheduled time for at least the intervention coordinator to participate in 1.5 hours of training for the “Getting Started with CICO” modules on Cornerstone	
	<input type="checkbox"/> CICO team meets twice a month: <ul style="list-style-type: none"><input type="checkbox"/> A regular meeting format/agenda	



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		<ul style="list-style-type: none"><input type="checkbox"/> Minutes<input type="checkbox"/> Defined meeting roles<input type="checkbox"/> A current action plan or school plan for CICO	
3.	Establish CICO referral criteria <i>Recommended deadline: 9/23/2022</i>	<ul style="list-style-type: none"><input type="checkbox"/> CICO team has identified data sources to identify students for CICO (e.g. ODR, attendance, referral form)<input type="checkbox"/> There is a written referral criteria policy in the CICO Implementation Guide	
4.	Establish a request for assistance or referral form <i>Recommended deadline: 9/23/2022</i>	<ul style="list-style-type: none"><input type="checkbox"/> There is a request for assistance or referral form for CICO<input type="checkbox"/> There is scheduled communication to school staff about the referral from<input type="checkbox"/> There is scheduled communication to families about the referral form	
5.	Allow time for teachers to provide feedback at the end of the period <i>Recommended deadline: 10/3/2022</i>	CICO routine includes: <ul style="list-style-type: none"><input type="checkbox"/> Additional instruction/ time for student skill development<input type="checkbox"/> Additional structure evidenced by set time intervals for feedback and scoring based on school-wide norms and scoring guidelines<input type="checkbox"/> Increased opportunity for feedback	



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6.	Match CICO to student needs Recommended deadline: 10/3/2022	<input type="checkbox"/> CICO is selected as an intervention for a student because it matches the needs of the student and it has contextual fit (e.g. culture, developmental level)	
7.	Utilize a Daily Progress Report that includes goal and school-wide norms Recommended deadline: 10/3/2022	<input type="checkbox"/> There is a paper or electronic form that includes: <input type="checkbox"/> School-wide norms <input type="checkbox"/> Scoring guidelines <input type="checkbox"/> Ratings <input type="checkbox"/> Student name <input type="checkbox"/> Goal	
8.	Establish a motivation system for meeting goals Recommended deadline: 10/3/2022	<input type="checkbox"/> There is a written system (e.g. in CICO Implementation Guide) that outlines a schedule for rewards, what the rewards are, and who is responsible for delivering them	
9.	Establish a method for Mentors to check-in and out with students daily Recommended deadline: 10/3/2022	<input type="checkbox"/> Mentors are assigned a caseload of students <input type="checkbox"/> Mentors hold daily check-ins with students <input type="checkbox"/> Mentors hold daily check-outs with students <input type="checkbox"/> Mentors provide and review daily progress reports with students	



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		<ul style="list-style-type: none"><input type="checkbox"/> Mentors review goals and with students and deliver rewards if applicable<input type="checkbox"/> Mentors communicate student progress with families	
10.	Link CICO program to school-wide tier 1 framework Recommended deadline: 10/3/2022	<ul style="list-style-type: none"><input type="checkbox"/> CICO is explicitly linked to Tier 1 supports and students receiving CICO have access to, and are included in, Tier 1 supports	
11.	Utilize a formal process for teaching how to participate in CICO Recommended deadline: 10/3/2022	<p>Staff</p> <ul style="list-style-type: none"><input type="checkbox"/> There is a scheduled time to train teaching staff on CICO<input type="checkbox"/> A written process (e.g. in CICO Implementation Guide) is followed for teaching all relevant staff how to refer students to and implement CICO <p>Mentors</p> <ul style="list-style-type: none"><input type="checkbox"/> There is a scheduled time to train mentors on how to perform their role as part of CICO<input type="checkbox"/> A written process (e.g. in CICO Implementation Guide) is followed for teaching all mentors how to implement CICO <p>Students</p> <ul style="list-style-type: none"><input type="checkbox"/> There is a scheduled time to orient	



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		students on how to participate in CICO Families <input type="checkbox"/> There is a scheduled time to orient families on how to participate in CICO	
12.	Establish method to track students with Tier 2 behavior supports Recommended deadline: 10/3/2022	<input type="checkbox"/> CICO team tracks students participating in Tier 2 behavior supports <input type="checkbox"/> At least 5% of the student population is enrolled	
13.	Establish method for progress monitoring and modifications Recommended deadline: 10/3/2022	<input type="checkbox"/> CICO team tracks the proportion of students experiencing success with CICO <input type="checkbox"/> CICO team uses intervention outcome data and decision rules for progress monitoring and modification at least monthly	
14.	Assess CICO implementation and effectiveness Recommended deadline: Spring 2023	<input type="checkbox"/> CICO team conducts periodic, direct assessments of fidelity of implementation <input type="checkbox"/> An evaluation is conducted at least annually to assess overall effectiveness and efficiency of strategies <input type="checkbox"/> Evaluation results are shared with	



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		staff and district leadership <input type="checkbox"/> Clear alterations in process are proposed based on evaluation	
15.	Share intervention outcome data with staff regularly	<input type="checkbox"/> There is an established method to share CICO summary data with school staff <u>at least quarterly</u> <input type="checkbox"/> Communication procedures between teachers with students in CICO, mentors, and the CICO team are written in the CICO Implementation Guide	

*10/3/2022 marks the end of the first 6-weeks of school