Annual SWIS/PBIS Assessment Responsibilities

	Administrative Tasks	Ongoing PD	Tier 1 Responsibilities	Tier 2 Responsibilities
August	1. Person Import for incoming students (IT) 2. Enter school calendar in School Settings (IT) 3. Archive students who have transitioned over summer (IT) 4. Adjust permissions/roles (SWIS Fac) 5. Add new staff (Admin) 6. Add ethnicity in school profile page	1. Teach new staff referral data entry (and flowchart) process (Admin) 2. (Re-) Teach all staff referral entry and request for assistance processes (Admin) 3. Report on process and student outcomes from previous year (Admin/Team)	1. Review progress from previous year. Review "end of year" reports. 2. Highlight areas for celebration and annual goals (Admin/Team)	1. Review progress from previous year. Review "end of year" reports. 2. Highlight areas for celebration and annual goals (Admin/Team)
September	1. Pay invoice		**1. Identify team roles/team norms** 2. Communicate with families on how SWIS supports PBIS work **3. Refresh on generating reports (SWIS facilitator)** 4. Review Dashboard/identify areas for drill down/further support 5. Monitor progress from previous year	1. Review data entry criteria 2. Review students who were previously successful with Tier 2 interventions 3. Review decision rules for identifying students needing additional support
October	1. Enter "official" enrollment information (number of students)	1. Procedural check - check in with staff at faculty meeting or grade level meetings if concerns Tier 1 practices, referral process, or RFA process.	**1. Look for staff patterns of referral patterns.** **2. Plan for review of Tier 1 practices** **3. Complete TFI walkthrough/survey/action plan** 4. Review Dashboard/identify areas for drill down/further support 5. Monitor progress	**1. Review students meeting Tier 2 entry criteria** **2. Review requests for assistance (RFA)** **3. Complete Tier 2 items on TFI/action plan**

November			**1. Create plan for successfully sharing data with staff.** 2. Review Dashboard, identify areas that might need drill down/further support 3.Monitor progress from previous year/previous months	**1. Progress monitor students in intervention** 2. Plan for self-monitoring/fading/exiting students who are responsive. 3. Plan to modify plans for students who are less responsive 4. Identify students flagged for support
December		**1. Share data with staff/Plan for Tier 1 (and Tier 2) adjustments**	**1. Use data for January refresh on expectations** **2. Plan for family communication related to school-wide data** 3. Review Dashboard, identify areas that might need drill down/further support 4. Monitor progress from previous year/previous months	1. Progress monitor students in intervention 2. Plan for self-monitoring/fading/exiting students who are responsive. 3. Plan to modify plans for students who are less responsive 4. Identify students flagged for support **5. Share data summary of Tier 2 effectiveness (aggregate) with staff**
January		**1. Refresh on data entry/referral procedures** **2. Reteach expectations with data in mind**	1. Review Dashboard, identify areas that might need drill down/further support 2. Monitor progress from previous year/previous months	1. Progress monitor students in intervention 2. Plan for self-monitoring/fading/exciting students who are responsive. 3. Plan for intensifying students who are not responsive 4. Identify students flagged for support
February		**1. Share SWIS data with staff**	**1. Use multi-year graph to plan for Tier 1 adjustment before/after break** **2. Complete TFI survey/action plan**	**1. Complete TFI Tier 2 items/action plan.** 2. Progress monitor students in intervention

			3. Review Dashboard, identify areas that might need drill down/further support 4. Monitor progress from previous year/previous months	3. Plan for self-monitoring/fading/exiting students who are responsive. 4. Plan for intensifying students who are not responsive 5. Identify students flagged for support
March		**1. Share TFI data/action plan with staff**	**1. Use multi-year graph to plan for MCAS Tier 1 adjustments.** 2. Review Dashboard, identify areas that might need drill down/further support 3. Monitor progress from previous year/previous months	1. Progress monitor students in intervention 2. Plan for self-monitoring/fading/exiting students who are responsive. 3. Plan for intensifying students who are not responsive 4. Identify students flagged for support
April			**1. Use multi-year graph to plan for Tier 1 adjustment before/after break** **2. Complete TFI survey/action plan** 3. Review Dashboard, identify areas that might need drill down/further support 4. Monitor progress from previous year/previous months	1. Progress monitor students in intervention 2. Plan for self-monitoring/fading/exiting students who are responsive. 3. Plan for intensifying students who are not responsive 4. Identify students flagged for support
May			**1. Use multi-year graph to plan for MCAS Tier 1 adjustments.** 2. Review Dashboard, identify areas that might need drill down/further support 3. Monitor progress from previous year/previous months	1. Progress monitor students in intervention 2. Plan for self-monitoring/fading/exiting students who are responsive. 3. Plan for intensifying students who are not responsive

				4. Identify students flagged for support
June	**1. Archive students who have graduated/transitioned** **2. Data-based transition meetings**	**1. Share Annual evaluation Data (Tiers 1 and 2)** **2. Survey teams/staff on PD needs for following year** (May/June)	**1. Complete Annual Evaluation** **2. Review Triangle graphs, ethnicity graphs, etc.** **3 Develop action plan for fall**	**1. Complete annual evaluation** **2. Plan for transition meetings** **3. Develop action plan for fall**