Office Referral Drill-Down Worksheet

Tier 1 Data AnalysisPrior To Meeting

Red flag items are identified by analyzing Core Reports *(most common),* Additional Reports, Student Dashboard, or SWIS Dashboard *(less common/less preferred).* **Reminder**: Add filters one at a time.

Red flag item:	☐ Who? ☐ What? ☐ When? ☐ Where?	Date Range:

Drill-Down Filter(s):	☐ Who? ☐ What? ☐ When? ☐ Where? ☐ Why?	
Drill-Down Filter(s):	☐ Who? ☐ What? ☐ When? ☐ Where? ☐ Why?	
Drill-Down Filter(s):	☐ Who? ☐ What? ☐ When? ☐ Where? ☐ Why?	
Drill-Down Filter:	☐ Who? ☐ What? ☐ When? ☐ Where? ☐ Why?	
Referral Summary:	Total # of referrals: _____ Total # of students involved: _____ Total % of students involved (% of school enrollment or grade level): _____ *Number and % of referrals for:* Black students #_____ %_____ American Indian students #_____ %_____ Hispanic students #_____ %_____ White students #_____ %_____ Students w/ IEPs #_____ %_____ Foster Youth #_____ %_____ Homeless Youth #_____ %_____ Other (_____) students #_____ %_____	Is the problem best addressed through systems (adult behavior and context), small group supports or with individual students? ☐ Systems (Tier 1) ☐ Small Groups (Tier 2) ☐ Individual Students (Tier 3)
Risk Ratios:	What is/are the identified risk ratio for the group(s) of students involved? Black students Risk Ratio: American Indian students Risk Ratio: Hispanic students Risk Ratio: White students Risk Ratio: Students w/ IEPs Risk Ratio: Other (_____) students Risk Ratio:	
Precise Problem Statement:		
Goal:		

Edited June 2021, Original from PBISApps August 2016

Solution Development					
Solution Components	**What are the action steps?**	**Who is Responsible?**	**By When?**	**How will fidelity be measured?**	**Notes/Updates**
Prevention					
Teaching					
Recognition					
Extinction					
Other *Pre-Referral* Corrective Consequence					
	What data will we look at?	**Who is responsible for gathering the data?**	**When/How often will data be gathered?**	**Where will data be shared?**	**Who will see the data?**
Data Collection					