

# Office Referral Drill-Down Worksheet

## Tier 1 Data Analysis Prior 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.

<b>Red flag item:</b>	<input type="checkbox"/> Who? <input type="checkbox"/> What? <input type="checkbox"/> When? <input type="checkbox"/> Where?		Date Range:
<b>Drill-Down Filter(s):</b>	<input type="checkbox"/> Who? <input type="checkbox"/> What? <input type="checkbox"/> When? <input type="checkbox"/> Where? <input type="checkbox"/> Why?		
<b>Drill-Down Filter(s):</b>	<input type="checkbox"/> Who? <input type="checkbox"/> What? <input type="checkbox"/> When? <input type="checkbox"/> Where? <input type="checkbox"/> Why?		
<b>Drill-Down Filter(s):</b>	<input type="checkbox"/> Who? <input type="checkbox"/> What? <input type="checkbox"/> When? <input type="checkbox"/> Where? <input type="checkbox"/> Why?		
<b>Drill-Down Filter:</b>	<input type="checkbox"/> Who? <input type="checkbox"/> What? <input type="checkbox"/> When? <input type="checkbox"/> Where? <input type="checkbox"/> Why?		
<b>Referral Summary:</b>	Total # of referrals: _____ Total # of students involved: _____ Total % of students involved (% of school enrollment or grade level): _____  <i>Number and % of referrals for:</i> 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?  <input type="checkbox"/> Systems (Tier 1)  <input type="checkbox"/> Small Groups (Tier 2)  <input type="checkbox"/> Individual Students (Tier 3)	
<b>Risk Ratios:</b>	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:		
<b>Precise Problem Statement:</b>			
<b>Goal:</b>			

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 <i>Pre-Referral</i> 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					