

VTPBIS Universal Pre-Training Activities Checklist

Congratulations on deciding to implement Universal PBIS at your school! The process of doing so involves:

- Planning with your VTPBIS Technical Assistance Provider (TA)
- Readiness and pre-training activities for your team
- Team participation in the Universal PBIS training
- Follow-up VTPBIS coaching

Please review and complete the following activities and submit the completed checklist to Anne Dubie at anne.dubie@uvm.edu at least **two weeks** before VTPBIS Universal Level Training. If you have any questions, contact your [VTPBIS State TA](#).

✓ When Complete	Activities to be completed before attending VTPBIS Universal Training:	Who?	By When?
STEP 1: Get Started			
	1. The leadership team has completed and submitted the VTPBIS Intent to Implement Application (due January 1st for Spring training or April 1st for June training) and has completed all steps on the included Implementation Readiness Checklist.		
	2. All leadership team members have completed the Intro to PBIS Microlearning videos and review/discussion activities (25-30 minutes).		
	3. The administrator and the VTPBIS State Technical Assistance Provider (TA) for your SD/SU have discussed your team's interest in being trained at the Universal level and have planned pre-training readiness activities, including data collection.		
	<i>Optional:</i> Leadership team member(s) attend VTPBIS Annual Forum (October) and/or talk with other schools implementing PBIS (Click HERE to locate a school near you).		
STEP 2: Complete Readiness Activities			
	4. Representative PBIS leadership team members — including administrator, coordinator, staff member with applied behavior expertise, other representative staff members and, if possible, student and/or family/caregiver representative(s) — have been identified and are registered to attend the VTPBIS Universal training (either in Spring or at the BEST/VTmtss Summer Institute, see Professional Learning Calendar for dates).		

	5. School and SD/SU PBIS coordinators have participated in the Pre-Training Coordinator Orientation meeting .		
	6. The administrator or coordinator has contacted the SD/SU grants manager to request BEST/Act 230 (or local) funds for first year implementation coaching and professional development. It is important to share this need with the grants coordinator well in advance of the grant submission deadline (typically in June).		
STEP 3: Collect and Review Data to Use During Universal Training			
	7. PBIS team has collected data about social/emotional/behavioral needs from staff, students, and families/caregivers using one of the resources found here: https://www.pbisvermont.org/evaluations/engagement-in-put-feedback-surveys/		
	8. The PBIS team has: <ul style="list-style-type: none"> <input type="checkbox"/> reviewed data gathered from staff, students and families/caregivers about social/emotional/behavioral needs <input type="checkbox"/> identified 3-4 potential school-wide expectations/agreements that address these needs <input type="checkbox"/> shared and collected feedback about the potential school-wide expectations/agreements from staff, students, and families/caregivers. 		
	9. The administrator and PBIS team have provided time and facilitation during staff and support staff meetings for all staff to complete the online Self-Assessment Survey (SAS) . You will receive a survey link and instructions for completing this survey after we receive your Intent to Implement Application.		
	10. The TA will support the team in completing the TFI Tier 1 baseline assessment including the TFI Walkthrough .		
	<i>Optional:</i> If your school has school climate data available, ensure that it is accessible for your team to use during Universal training.		
	11. The PBIS team has completed all of the above and has sent a copy of this checklist to Anne Dubie at anne.dubie@uvm.edu at least two weeks before training .		