



EC-SWIS Readiness Checklist

Early Childhood School-wide Information System

Site/Facility: _____

Certified EC-SWIS Facilitator: _____

Date: _____

EC-SWIS Requirements	Data Source	Status			Next Check
		Not in place	Partial	In Place	
1. Site or facility administrator supports the implementation and use of EC-SWIS.	Administrator Interview				
2. A site-wide behavior support team exists and reviews EC-SWIS referral data at least monthly.	Team Roster & Meeting Schedule				
3. The site/facility has an incident referral form and definitions for behaviors in place that is compatible with EC-SWIS referral data entry.	Incident Referral Form(s) Problem Behavior Definitions				
4. Within three months of EC-SWIS licensing, the site/facility is committed to having clearly documented, predictable procedures for managing challenging behaviors in place (e.g., Program-wide PBIS).	Written Guidelines				
5. Data entry time and staffing are scheduled to ensure that incident referral data will be current to within a week at all times. Data entry staff have access to all necessary information (e.g., student/child records).	Data Entry & Report Generation Schedule				
6. A small number of people within the site/facility are identified to gain EC-SWIS access and are scheduled to attend a 3-hour Swift at EC-SWIS Training conducted by a certified EC-SWIS Facilitator.	Specific Date, Time, Location, Computers, Internet Access				
7. The site/facility agrees to maintain technology (i.e., internet browsers, program permissions) compatible with EC-SWIS.					
8. The site/facility agrees to both initial and ongoing coaching on the use of EC-SWIS for site/facility-wide decision making.	Administrator/Coordinator Interview				
9. The site/facility agrees to maintain EC-SWIS compatibility and maintain communication with a certified EC-SWIS Facilitator who agrees to provide ongoing support to the site/facility on the use of EC-SWIS.	Administrator/Coordinator Interview				

Items that are Not in Place or Partially in Place can be organized into an action plan.



EC-SWIS™ Behavior Incident Report Form Compatibility Checklist & Discussion Outline

Behavior Incident Report Form Compatibility Checklist

The EC-SWIS Behavior Incident Report Form Compatibility Checklist is an available tool for ensuring that all necessary categories are being documented on a behavior incident report form.

Behavior Incident Report Form Discussion Outline (Optional)

The EC-SWIS Behavior Incident Report Form Discussion Outline is intended as a supplemental tool for SWIS Facilitators and school teams as they meet to create or adapt their behavior incident report form to fit the EC-SWIS requirements.

Discussions should include representatives from across the site/facility and will occasionally require input from all staff (e.g., staff survey, all-faculty meeting) to ensure that the form meets the needs of the entire community. The goal of the discussions should always be to keep the collection, data entry, and reporting of problem behavior information intuitive, simple, and useful for monitoring and improving the social culture of the school. Agreement across all staff reduces the possibility of errors or distorted data.

Recommended Items to collect for discussion:

- EC-SWIS Behavior Incident Report Form Compatibility checklist
- Current incident report form
- Current documentation of problem behavior definitions
- Current documentation of incident report system or process

EC-SWIS Behavior Incident Report Form Compatibility Checklist

School/Facility: _____

Certified EC-SWIS Facilitator: _____

Date: _____

Compatibility Item	Date		Date	
	Yes	No	Yes	No
1. Does a form exist that is EC-SWIS compatible for EC-SWIS data entry that includes the required categories (listed below)?	Yes	No	Yes	No
a. Child name	Yes	No	Yes	No
b. Referring staff member	Yes	No	Yes	No
c. Date of incident	Yes	No	Yes	No
d. Time of incident	Yes	No	Yes	No
e. Location of incident (Activity)	Yes	No	Yes	No
f. Problem Behavior	Yes	No	Yes	No
g. Perceived Motivation	Yes	No	Yes	No
h. Others involved	Yes	No	Yes	No
i. Responses	Yes	No	Yes	No
j. Administrative Follow Up	Yes	No	Yes	No
k. (Optional) Notes	Yes	No	Yes	No
l. (Optional) Custom Fields	Yes	No	Yes	No
2. Does a set of definitions exist that clearly defines all categories on the behavior incident report form?	Yes	No	Yes	No
3. Does a clear process for documenting a behavior incident exist? Is it documented and available for staff reference?	Yes	No	Yes	No
Next review date:				

**Redesign your process, form, and definitions until answers to all questions are “Yes.”
When answers to all questions are “Yes”, readiness requirements 4 & 5 are complete.**

EC-SWIS Behavior Incident Report Form Discussion Outline

Discussion Item	Task	Who	By When
1. Determine <u>Problem Behaviors</u> to include on the form from the EC-SWIS list.			
2. Define all <u>Problem Behaviors</u> using the EC-SWIS Behavior Incident Report Definitions as a guide <ul style="list-style-type: none"> a. Identify any problem behavior sub-categories for customized field b. Determine the number of secondary behaviors to collect c. Identify how primary and secondary behaviors will be recorded on the form 			
3. Identify all <u>Activities</u> to include on the form from the EC-SWIS list. <ul style="list-style-type: none"> a. Identify any location sub-categories for customized field (e.g., east hallway, west hallway) 			
4. Discuss staff confidence levels around identifying the <u>Perceived Motivation</u> of problem behavior.			
5. Identify list of <u>Responses and Administrative Follow-Ups</u> used at the school and to be included on the behavior incident report form. <ul style="list-style-type: none"> a. Identify any sub-categories for customized field (e.g., family contact, etc.) b. Determine the number of secondary responses and administrative follow-ups to collect (Default: 0) c. Identify how primary and secondary responses and administrative follow-ups will be recorded on the form 			

Discussion Item	Task	Who	By When
6. Use the <u>compatibility checklist</u> to ensure that other required information fields are included in the form.			
<p>7. Create <u>staff training plan and schedule</u>.</p> <p><i>Address the following:</i></p> <ul style="list-style-type: none"> a. Consensus among staff on identifying what each behavior looks like b. Consistent response procedures when problem behaviors occur. c. How to complete all sections of the behavior incident report form d. Procedure for turning in form e. Schedule and staffing for data entry f. Plan for school-wide staff training on perceived motivation 			
8. Other discussion item:			
9. Other discussion item:			
10. Other discussion item:			