CICO-SWIS Readiness Checklist
Check In Check Out SWIS

School/Facility: _____ Certified CICO-SWIS Facilitator: _____ Date: _____

CICO-SWIS Requirements	Data Source	Status			Next Check
		Not in place	Partial	In Place	
1. Building administrator supports the implementation and use of the Check In Check Out Intervention and CICO-SWIS.	Administrator Interview				
2. A school/facility-wide behavior support team exists with access to training and support for the CICO Intervention and reviews CICO-SWIS data at least twice monthly.	Team Roster & Meeting Schedule				

3. The school/facility has a CICO point card with the following information:
  a. Standard for all students
  b. Defined number of check-in periods (up to ten)
  c. Defined number of expectations/goals (3-5)
  d. A three-point rating scale
	CICO Point Card				

4. Within three months of CICO-SWIS licensing, the school/facility is committed to having a clearly documented CICO system. Procedures include:
  a. Description of program
  b. CICO Coordinator
  c. Process for identifying students for CICO
  d. Process/materials for training adults, students, and families
	Written Guidelines				

5. Data entry time and staffing are scheduled to ensure that point card data will be current to within three days at all times. Data entry staff have access to all necessary information (e.g., student records).	Data Entry & Report Generation Schedule				
6. A small number of people within the school/facility are identified to gain CICO-SWIS access and are scheduled to attend a 90-minute Swift at CICO-SWIS Training conducted by a certified CICO-SWIS Facilitator.	Specific Date, Time, Location, Computers, Internet				
7. The school/facility agrees to maintain technology (i.e., internet browsers, district permissions) compatible with CICO-SWIS.	Administrator/ Coordinator Interview				
8. The school/facility agrees to both initial and ongoing coaching and support on the use of CICO-SWIS with a certified CICO-SWIS Facilitator.	Administrator/ Coordinator Interview				
9. The school/facility agrees to maintain CICO-SWIS readiness/compatibility.	Administrator/ Coordinator Interview				

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