

## Check & Connect Readiness Indicators

School/Facility: \_\_\_\_\_ Certified Check & Connect Trainer: \_\_\_\_\_ Date: \_\_\_\_\_

Readiness Indicators	Data Source	Status		
		Not in place	Partial	In Place
1. Building administrator supports the implementation and use of the Check & Connect Mentoring Program and commits to attending Preparation & Implementation Training or Comprehensive Implementation Training.	Admin Interview			
2. A school/facility-wide behavior support team exists with access to training and support for Check & Connect and reviews behavioral data and student needs/progress at least twice monthly.	Team Roster & Meeting Schedule			
3. If school/facility is implementing PBIS, Tier 1 fidelity criteria on the Tiered Fidelity Inventory has been met.	TFI (Tiered Fidelity Inventory)			
4. If school/facility is implementing PBIS, Check In/Check Out has been implemented with integrity for at least one year (70% of students are meeting 80% goal and no ODRs).	TFI (Tiered Fidelity Inventory)			
5. The school/facility agrees to identify a Check & Connect Coordinator to support mentors and facilitate Check & Connect implementation with fidelity.	Admin Interview			
6. The school/facility agrees to utilize a Check & Connect Monitoring Form to assess student progress and needs.	Check & Connect Monitoring Form			
7. Within three months of Check & Connect Training, the school/facility is committed to having a clearly documented Check & Connect system. Procedures include: a. Writing a description of the program b. Identifying a Check & Connect Coordinator c. Document a process for identifying students for Check & Connect d. Develop Check & Connect monitoring form e. Develop a process and materials for involving adults, students, and families	Completed Planning Guide			
8. The school/facility agrees to provide Check & Connect Coordinators and Mentors with access to all necessary information needed for the monitoring form (i.e., student records, grades, attendance, behavior data, etc.).	Data Entry & Report Generation Schedule			
9. The school/facility agrees to allocate time to Check & Connect Coordinators and Mentors for weekly student data-review, mentoring time and time to collaborate (i.e., coordinators, parents, other mentors and staff).	Data Entry & Report Generation Schedule			
10. The school/facility agrees to access coaching support on the use of Check & Connect implementation and data for decision-making.	Admin Interview			
11. A small number of people within the school/facility are identified to attend Comprehensive Implementation or Preparation and Implementation Training (District and/or Building-Level Administrator, Check & Connect Coordinator, Tier 2/Internal Coach Team representation, potential mentor(s), At-Risk Staff).	Training dates			
12. The school/facility agrees to ensure that all mentors complete Check & Connect Mentor training with their designated coordinator. If mentors are to be trained separately, criteria a-e in item #7 (see above) must be in place before attending.	Admin Interview			

*For most efficient Targeted system implementation, it is recommended that the readiness indicators that are Not in Place or Partially in Place be organized into an action plan and be completed prior to implementing Check & Connect.*

Readiness Indicators A) Action Steps	Who	By When	Indicator Met

Adapted from CICO-SWIS Readiness Checklist, University of Oregon PBIS Applications Training Team, 2013