SCCOE TAC PBIS Training Series
2020 Introductory Packet

Table of Contents

[SCCOE PBIS Training Scope and Sequence](#)

[School Commitment Form](#)

[Team Member Roster](#)

[District Commitment Form](#)

[PBIS Evaluation Permission Form](#)

[Training Preparation Checklist](#)

PBIS Training Scope and Sequence

(Standard Progression)

YEAR ONE			YEAR TWO				YEAR THREE		
Tier I			**Tier I & Tier II**				**Tier II & Tier III**		
Y1 S1 (SWPBIS Teams)	**TFI 1.1; 1.2**	**Overview & Features of PBIS** Team Process & Responsibilities	**Y2 S1** (SWPBIS Teams)	**TFI 1.1; 1.2; 1.13**	Using Data for Decision Making **TIPS Meeting Foundations** TIPS Problem Solving Conducting Efficient and Effective Meetings		**Y3 S1** (Intervention Team & Behavior Support Staff)	**TFI 2.1; 2.2; 3.1; 3.2**	**Advanced Features of CICO** Data Teaming for Tier 2 and Tier 3 Action Planning for Tier 2 Sustainability Function Based Supports
SCHEDULE COACHING CALL			**SCHEDULE COACHING CALL**				**SCHEDULE COACHING CALL**		
Y1 S2	**TFI 1.3; 1.4**	School-wide Core Values & Teaching Expectations	**Y2 S2**	**TFI 1.14; 1.13; 1.12; 1.6; 1.5; 1.8; 1.7**	Data based decision making Discipline policies Professional Development		**Y3 S2**	**TFI 2.3; 2.4; 2.5; 2.7; 3.13;**	Match to student need Options for Tier 2 Interventions Access to Tier 1 & 2 Supports
SCHEDULE COACHING CALL			**SCHEDULE COACHING CALL**				**SCHEDULE COACHING CALL**		
Y1 S3	**TFI 1.8; 1.9**	Classroom Procedures & Feedback and Acknowledgement	**Y2 S3**	**TFI 1.8; 1.7**	Classroom Systems & Professional Development		**Y3 S3**	**TFI 2.10; 2.11; 3.10; 3.11**	Function-based Thinking

SCHEDULE COACHING CALL/Administer Self-Assessment Survey (SAS)			SCHEDULE COACHING CALL/Administer Self-Assessment Survey (SAS)			SCHEDULE COACHING CALL / Administer Tier 2 Tiered Fidelity Inventory (TFI)		
Y1 S4 (SWPBIS Teams)	**TFI 1.10; 1.11; 1.14**	Staff, Family and Community Involvement & Fidelity Data	**Y2 S4** (SWPBIS Teams)	**TFI 1.14; 1.15**	Maintenance and Sustainability of Universal Systems Overview of Tier 2 Interventions Tier 2 Readiness	**Y3 S4** (Intervention Team & Behavior Support Staff)	**TFI 3.15; 3.9; 3.3;**	Academic, Social, and Physical indicators Data-based Decision Making Screening

SCHEDULE COACHING CALL			SCHEDULE COACHING CALL/ Administer Tiered Fidelity Inventory (TFI) **If TFI results at or above 70% at Tier 1 (scale score) follow the YELLOW column; if TFI results below 70% at Tier 1 (scale score) follow the BLUE column**						SCHEDULE COACHING CALL		
Y1 S5 (SWPBIS Teams)	**TFI 1.14; 1.13; 1.12; 1.6; 1.5; 1.8; 1.7**	**Fidelity & Outcome Data Based Decision Making** PBIS Assessments Development of a Consistent System for Responding to problem behavior Problem Behavior Definitions and Data Based Systems	**Y2 S5** (Intervention Teams)	**TFI 2.1; 2.2; 2.8; 2.9; 2.6; 2.7; 2.3; 2.11**	**Foundations of Intervention Team** Intervention Team Function Overview of Tier 2 Systems and Interventions / Resource Mapping	**Y2 S5** (SWPBIS Teams)	**TFI 1.10; 1.11; 1.14**	Using data sources to prioritize Tier 1 Implementation	**Y3 S5** (Intervention Team & Behavior Support Staff)	**TFI 3.4; 3.11; 3.12; 3.8; 3.6**	Student Support Team and Individual Student Support Plan Prevention, reinforcement, and teaching strategies Formal and Natural Supports Quality of life indicators Student, Family, Community Involvement Case Study, pt. 1

C. Borgmeier (2005). Portland State University /Adapted by SCCOE PBIS TAC (2018), Santa Clara County Office of Education

2

					Check In Check Out Overview Practices matched to need						
Y1 S6 (SWPBIS Teams)	**TFI 1.10; 1.11; 1.7; 1.15**	Involving all Stakeholders (Students, Families, Community and Staff) **PBIS Implementation Preparation PBIS Drive (Handbook)** and Resources PBIS Progress monitoring and Fidelity Measures	**Y2 S6** (Intervention Teams)	**TFI 2.4; 2.3; 2.7; 2.9; 2.11; 2.12**	Screening Request for assistance process Professional Development Student performance data Fidelity Data	**Y2 S6** (SWPBIS Teams)	**TFI 1.10; 1.11; 1.14**	Using data sources to prioritize Tier 1 Implementation & Tier 2 Readiness	**Y3 S6** (Intervention Team & Behavior Support Staff)	**TFI 3.7; 3.14; 3.15; 3.16; 3.17**	Professional Development Data system Data-based decision making Level of use; Annual update Case Study, pt. 2

PBIS Training Scope and Sequence (continued)

Coaches Training (4) Days per year)	Introduction to Coaching: Roles and Responsibilities	Coaches Network (4 Days per year)	Coaches from all over the area get together to network and discuss how to support their districts. Discussions include: Tier 2/3 Coaching, Data Support and Teaming, PBIS Assessment Updates and Training, etc.
	PBIS Assessments/ TFI Training		
	Setting up school teams for initial implementation		

District Leadership Training (One day per year)	● PBIS District Leadership Teams Roles and Responsibilities	● District Leadership Teams Members	● Effective Implementation and Evaluation/Assessment
	● Resource Allocation	● Policy Implications	

Cost of Trainings and Technical Assistance

Year 1: Tier 1 Training and Technical Assistance: $4,250 (per school site team)

Year 2: Tier 2 Training and Technical Assistance: $4,250 (per school site team)

Year 3: Tier 3 Training and Technical Assistance: $4,250 (per school site team)

School-Wide Information System (SWIS, CICO-SWIS, ISIS-SWIS): Annual Training Cost and Tech Assistance*: $750.00 (per school site team) in addition to additional annual cost to www.pbisapps.org account management
*SWIS Facilitation through SCCOE Technical Assistance Center - includes SWIS readiness, one (1) user training per year, and coaching support.

Annual Travel Cost: Additional $1500.00 per year if district and/or training location is located 50 miles from the Santa Clara COunty Office of Education.

Benchmarks of Fidelity: School implementation (assessed via PBIS Assessment at no additional cost) at each Tier must be scored at 70% in order to advance to the next Tier of training content.
Additional fees may apply for teams pausing, at any year/tier.

School-site Multi-Tiered Systems of Support (MTSS) Commitment for Training and Implementation of SW-PBIS

School _____   District _____

Principal _____   Date _____

The following commitments are necessary before a school can attend the SW-PBIS training. Please, complete tasks in bolded text.

Requirement/ Commitment	Details		
1. Political Support	a. Student social behavior and/or School Climate is identified in top 3 goals for school improvement **Please list your top 3 goals:**		
	1.	**2.**	**3.**
	b. School principal & staff will make a 3 year commitment to implement SW-PBIS		
2. Identify site-based PBIS Teams: Tier1:SW PBIS team Tier 2/3: Intervention team	Tier 1 – SW PBIS Team (6-8 team members) **Complete attached SW PBIS Team Member Roster;** must be representative of the whole school staff (at least 1 from each area): ● Building administrator (required) ● Gen Ed teachers (representative of grade levels in building) ● Special Ed Staff (resource teacher, school psych, etc.) ● Specials Staff (counselor, library staff, computer staff, P.E., etc.) ● Instructional classified Staff (aides, assistants) ● Building classified staff (office staff, custodian, recess/lunch supervisors). ● Include parent and community partners (extended learning staff, resource officer, etc.) and student (highschool only) in the team, even if these members cannot participate in the workshops		Tier 2/3 – Intervention Team (4-5 team members) **Complete attached Intervention Team Member Roster** Must be representative of staff with knowledge of behavior support ● Building administrator (required) ● General Education Teacher ● School Psychologist ● Resource Teacher ● Behavior Analyst ● Counselor/Social Worker
3. Identify a Team Facilitator/Leader	Should not be building administrator, preferably strong General Education staff member. Team Facilitator/Leader will facilitate PBIS team meetings and attend monthly PBIS Site Lead meetings with other PBIS Team Facilitators/Leaders in the district. **Team Lead: _____ Contact Info: _____**		
4. Attend SW PBIS trainings	Entire SW PBIS team will attend all Tier 1 SW PBIS trainings. (6 days) Entire Intervention team will attend all Tier 2 and Tier 3 trainings. (6 days)		
5. Monthly Team meetings	SW-PBIS Team will hold at least one to two meetings per month at school site to plan, develop, monitor and sustain implementation of SW PBIS. **List tentative monthly meetings: _____.** Intervention Team will hold at least one to two meetings per month at school site to plan, develop, monitor and sustain implementation of Tier 2 and Tier 3 systems. (These meetings will not start until Year 2/Tier 2 training)		
6. PBIS presence in school staff meetings	Allocate 5-15 minutes per month at staff meeting to provide updates and receive feedback from staff on PBIS efforts.		
7. School-wide PBIS Evaluation	a. Implement a data system that provides capacity to examine discipline referral data on a school-wide level (e.g. SWIS dashboard; www.pbisapps.org) **List the districts behavior referral data system: _____ Schedule a time to meet with the district coordinator or your SCCOE representative to discuss the capacity needed.** b. Schedule annual evaluations based on district PBIS evaluation calendar using fidelity measures for progress monitoring and implementation (ie. Tiered Fidelity Inventory (TFI), School-wide Evaluation Tool (SET)/Team Implementation Checklist (TIC), and Self-Assessment Survey (SAS)). **Review the district's PBIS Training Scope and Sequence.**		

I understand and agree to the above commitments to qualify for the School-wide PBIS Training series and support.

Principal _____   Date   _____
                      Signature

List Team member names and Emails below: (Please, note these emails will be used for notifications and information regarding trainings)

SW PBIS Team Member Roster: Tier 1 (Year 1 - on-going) Must be representative of whole school staff (at least 1 from each area): ● Building administrator (required) ● Gen Ed teachers (representative of grade levels in building) ● Special Ed Staff (resource teacher, school psych, etc.) ● Specials Staff (counselor, library staff, computer staff, P.E., etc.) ● Instructional classified Staff (aides, assistants) ● Building classified staff (office staff, custodian, recess/lunch supervisors). ● Include parent and community partners (extended learning staff, resource officer, etc.) and student (highschool only) in the team, even if these members cannot participate in the workshops	Intervention Team Member Roster: Tier 2/3 (Year 2.5 - ongoing) Must be representative of staff with knowledge of functional behavior support : ● Building administrator (required) ● General Education Teacher ● School Psychologist ● Resource Teacher ● Behavior Analyst (BCBA) ● Counselor/Social Worker ● Paraeducator ● SLS Coordinator or other school connector/navigation liaison ● Foster Youth and McKinney-Vento Liaison ● Counselor/Social Worker ● TUPE Site Coordinator
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.
6.	
7.	
8.	

District/District-wide Multi-tiered Systems of Support (MTSS) Commitment for
Implementation and Sustainability of District-wide PBIS

District _____Date _____Administrator _____ The following
commitments are necessary to develop a District-wide PBIS Implementation and Sustainability Model and/or support your school's implementation.
Please complete tasks in bolded text.

Requirement/ Commitment	Details
1. Political Support	1. student social behavior and/or school climate is top three goals for the district? **List top three goals:** <table><tr><td>●</td><td>●</td><td>●</td></tr></table> 2. PBIS efforts are aligned with District Mission and Vision (Local Control Accountability Plan (LCAP goals and objectives, academics, etc.)? 3. District PBIS Leadership team reports to school board & superintendent at least annually **4. What is your MTSS/PBIS policy statement?** 5. District level administrator is identified as coordinator of district MTSS/PBIS efforts. **Coordinator's Name: _____ Contact Info: _____**
2. Funding	1. Funding sources identified so district is able to coordinate and support a coaching infrastructure for school implementation and sustainability. *Recommend PBIS Coordinator: 0.50 FTE district-wide; PBIS Coach: 0.2 FTE per PBIS school site 2. Funding sources so school sites are able to send teams to training throughout the school year for at least 3 years.
3. Coordination	1. District PBIS Leadership team (District Admin team + PBIS Coach/Coordinator) will meet at least quarterly 2. Leadership meeting is hosted by a district-level administrator 3. PBIS Coordinator/Coach coordinates district PBIS implementation and sustainability (ie. training calendar, evaluation schedule, resources, etc.) Schedule a time to meet with your SCCOE representative to review the PBIS training scope and sequence.
4. Coaching Capacity	1. Facilitate monthly PBIS Site Lead meetings attended by school PBIS team leaders/facilitators. 2. FTE for on-site coaching support to school PBIS teams (PBIS Coach: 0.2 FTE per PBIS school site) Identify a coach for each school site 3. PBIS Coaches will provide on-site coaching support a. Consult, collaborate, and coach school site PBIS teams in their development of SW-PBIS systems 4. PBIS Coaches will attend will attend all PBIS School Site team trainings, Year 1 Coaches Training, and Coaches Network.
5. Training Capacity	1. The District will identify a PBIS Trainer (ie. Coordinator or Coach) to begin co-facilitating with the consultant to build district PBIS training capacity. 2. PBIS Trainer leads on-going training of school PBIS teams. 3. On-going professional development for district PBIS Coach (State PBIS trainings) 4. Train evaluators within the district (e.g. TFI, SWIS, PBIS Surveys, etc.)
6. Demonstration PBIS School Sites	Identify participating schools (3+ schools or 50% of schools in districts with less than 5 schools) that sign commitment: **List schools/Coach (attach School Commitment sheets)** **1** **2** **3** **4** **5** **6**
7. School-wide PBIS Evaluation	1. Discipline data system capable of aggregating SW data at participating schools (e.g. SWIS). Implement a data system that provides capacity to examine discipline referral data on a school-wide level (e.g. SWIS dashboard; www.pbisapps.org)

	2. Create and Implement District PBIS Evaluation Calendar using fidelity measures for progress monitoring and implementation (ie. Tiered Fidelity Inventory (TFI), School-wide Evaluation Tool (SET)/Team Implementation Checklist (TIC), and Self-Assessment Survey (SAS)). **Review the district's training scope and sequence.**
	3. The District will sign District Permission Form granting permission to SCCOE to have access to data stored in this district's account on the PBIS Evaluation website (www.pbisapps.org). Access and reports will be provided to SCCOE on a district level and school level. Access encompasses all information stored in SWIS and PBIS surveys found at www.pbisapps.org at the school and district level. No individual student data will be accessed. Access will be password-protected and confidential.

Cost of Trainings and Technical Assistance

Year 1: Tier 1 Training and Technical Assistance: $4,250 (per school site team)

Year 2: Tier 2 Training and Technical Assistance: $4,250 (per school site team)

Year 3: Tier 3 Training and Technical Assistance: $4,250 (per school site team)

School-Wide Information System (SWIS, CICO-SWIS, ISIS-SWIS): Annual Training Cost and Tech Assistance*: $750.00 (per school site team) in addition to additional annual cost to www.pbisapps.org account management
*SWIS Facilitation through SCCOE Technical Assistance Center - includes SWIS readiness, one (1) user training per year, and coaching support.

Annual Travel Cost: Additional $1500.00 per year if district and/or training location is located 50 miles from the Santa Clara COunty Office of Education.

Benchmarks of Fidelity: School implementation (assessed via PBIS Assessment at no additional cost) at each Tier must be scored at 70% in order to advance to the next Tier of training content.

I understand and agree to the above commitments to qualify for the School-wide PBIS Training series and support.

Administrator (Signature) _____ Date _____

PBIS Evaluation Account Permission Form

_____ hereby grants permission to **Santa Clara County Office of Education** to have access to data stored in this district's account on the PBIS Evaluation website (www.pbisapps.org). Access and reports will be provided to **Santa Clara County Office of Education** on a district level and school level.

Access encompasses all information stored in SWIS and PBIS surveys found at www.pbisapps.org at the school and district level. No individual student data will be accessed. Access will be password-protected and confidential.

 Santa Clara County Office of Education's access is provided on a district level for all schools in the district.

_____ hereby represents and warrants that it has complied with all applicable provisions of the Family Educational Rights and Privacy Act of 1974 and 34 CFR Part 99 as well as any other applicable state law necessary for it to authorize **Santa Clara County Office of Education** to be provided with the aforementioned information by the University of Oregon.

The undersigned represents that he or she is authorized to execute this instrument on behalf of _____

_____   _____
(title)   (printed name)

_____
(signature)   (date)

==No additions, deletions or alterations to the wording on this form will be accepted.==

Positive Behavior Interventions and Supports Training Preparation Checklist

4 Weeks Before Day 1 Training

- ❏ Meet with SCCOE staff for PBIS overview (Per request)
- ❏ Confirm training dates and number of schools attending training
- ❏ District Applications, School Commitments, and PBIS Evaluation Permission Form Deadline
- ❏ Solidify PBIS Team: Administrator, PBIS Lead, PBIS Coach, Certificated Members, Classified Members, and Family/Community Members.
- ❏ Ensure team members are registered for the trainings via the Online Management System (OMS) link provided in training confirmation email.

2 Weeks Before to Day 1 Training

- ❏ SW PBIS Team Member Rosters (one for each school) Deadline

1 Week Before to Day 1 Training

- ❏ Confirm at least one working laptop for training day (I-Pads or tablets do not always work for downloading documents from the website)
- ❏ Review training confirmation email for training details
- ❏ Remind team members of upcoming training date, location, and time