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| --- | --- | --- | --- | --- | --- | --- |
| **Desired Outcome** | **Strategy** | **Target Date** | **Resources Needed** | **Person Responsible** | **Status** | **Comments/**  **Outcome** |
| **Tier 2 Manual: Data Analysis Chapter**  Update Data Analysis Worksheet and Problem Solving Worksheet | Complete monthly and share with staff |  | Data Analysis Worksheet DAW ([Google Sheet](https://docs.google.com/spreadsheets/d/1x7w7QPr4yp8OjxumwTC3iV8Bz2jxnbJMeZ2bEB0UG-Y/copy)) ([XLSX](https://www.koi-education.com/s/DAW-Speadsheet-Template-nlpy.xlsx)) ([PDF](https://www.koi-education.com/s/DAW-Data-Analysis-Worksheet-993s.pdf))  Problem Solving Worksheet PSW ([Google Doc](https://docs.google.com/document/d/13SCEduj-kyZTQUtO19Y5VIfGlidDoP7l5XI4VAOIqgY/copy)) ([PDF](https://www.koi-education.com/s/PSW-ProblemSolving-Worksheet.pdf))  Sample Data Sharing Letter ([DOC](https://www.koi-education.com/s/Letters-to-Stakeholders-26ba.doc)) |  | Pending  Ongoing  Complete |  |
| **Tier 2 Manual: Classroom Management Chapter**  Plan to share the Classroom Management Inventory and activities with staff. | Replicate activity from training with all/some/few staff. |  | Classroom Management Inventory ([Google PDF](https://drive.google.com/file/d/1yeVNaJ4qgxU2mfITSfYs0dgsn7FHoWIn/view?usp=sharing)) ([PDF](https://www.koi-education.com/s/Classroom-Management-Inventory.pdf))  Make-and-Take Instructions ([PDF](https://www.koi-education.com/s/Make-and-Take-Instructions.pdf)) |  | Pending  Ongoing  Complete |  |
| **Tier 2 Manual: Check In/Check Out Chapter**  Identify CICO Coordinator and Facilitator(s). |  |  |  |  | Pending  Ongoing  Complete |  |
| **Tier 2 Manual: Check In/Check Out Chapter**  Select or Modify a DPR. |  |  | CICO DPR - Template ([Google Doc](https://docs.google.com/document/d/15U6dAYsIUTJVvJ3QuRZFSb312QEtlHPjlH7RXahER6E/copy)) ([DOCX](https://www.koi-education.com/s/CICO-DailyProgressReport-Template.docx))  CICO DPR Example ([PDF](https://www.koi-education.com/s/CICO-DPR-Example.pdf))  CICO DPR Icon Example ([PDF](https://www.koi-education.com/s/CICO-DPR-IconExample.pdf)) |  | Pending  Ongoing  Complete |  |
| **Tier 2 Manual: Check In/Check Out Chapter**  Decide on entry, exit and progress-monitoring criteria (document in the Intervention Matrix). |  |  |  |  | Pending  Ongoing  Complete |  |
| **Tier 2 Manual: Check In/Check Out Chapter**  Provide awareness training for all staff and specific training to Coordinator/Facilitator(s). |  |  | CICO Roleplay Script ([Google PDF](https://drive.google.com/file/d/1Gai9u4ACw7UIC7zjdXvtl42dRsQolBR4/view?usp=sharing)) ([PDF](https://www.koi-education.com/s/CICO-Role-Play-Script.pdf)) |  | Pending  Ongoing  Complete |  |
| **Tier 2 Manual: Check In/Check Out Chapter**  Provide awareness training for all students and specific training for identified students. |  |  |  |  | Pending  Ongoing  Complete |  |
| **Tier 2 Manual: Check In/Check Out Chapter**  Provide awareness of Tier 2 interventions for all families and specific training to families of identified students. |  |  |  |  | Pending  Ongoing  Complete |  |
| **Tier 2 Manual: Check In/Check Out Chapter**  Create a Tier 2 Handbook: CICO. |  |  | Tier 2 Handbook Template ([Google Doc](https://docs.google.com/document/d/1kq63XCoJ02ge03HZfc3Ub21yJlORKU9Y2vximLsTGWs/copy)) ([DOCX](https://www.koi-education.com/s/Tier-2-Handbook_-Template.docx)) |  | Pending  Ongoing  Complete |  |
| **Tier 2 Manual: Assessment Chapter**  Complete the Tiered Fidelity Inventory (TFI)- Tier I and Tier II sections and share results with staff. | Complete with guidance from your KOI coach. |  | [www.pbisapps.org](http://www.pbisapps.org) |  | Pending  Ongoing  Complete |  |
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