

Check-In/Check-Out Fidelity Checklist

Student: _____

Date: _____

CICO Coordinator: _____

During this Fidelity Check:

Prior to starting CICO, CICO coordinator and student met to begin to establish a trusting relationship or had an established positive relationship.	Yes	No
Student checked in with a consistent staff member before school started.	Yes	No
Morning CICO occurs in a location that is personal, respectful, sensorially pleasing and considers student's triggers.	Yes	No
Check in staff member positively acknowledged student at check in, when giving student their daily progress report	Yes	No
Check-in staff member inquires about student's life, "How was your night last night/weekend?", "Did you win the basketball game?"?	Yes	No
Check-in staff member ensured that the student had materials needed for first class/morning and encourage the student to have a great day.	Yes	No
Student has identified that he/she has a positive relationship with the CICO staff member.	Yes	No
Student has identified he/she enjoys morning check-in with his/her CICO staff member.	Yes	No
Student gave daily progress report to his/her teachers at the beginning of each day or class period.	Yes	No
Teacher positively acknowledged student when given daily progress report.	Yes	No
Teacher engages with student to provide contingent feedback at the end of class or marking period.	Yes	No
Student checked out with his/her morning check-in staff member at the end of the day.	Yes	No
Student has identified he/she enjoys the end of day check-in with the CICO staff member.	Yes	No
Check-out staff member is curious about student's day both positive and negative. He/She seeks out student perspective on what went well and what the student needs help with. Staff member recognizes the student perspective is his/her truth.	Yes	No

Based on student's perspective of his/her day, engage in problem solving consistent with the student's perspective. Student is asked what would help.	Yes	No
Student's farewell affirms that he/she can do well.	Yes	No
Student CICO points are recorded during the designated times throughout the day.	Yes	No
Student CICO data is reviewed by the school behavior support team at least every two weeks.	Yes	No
Process is in place for CICO to be (a) faded to self-management if CICO is effective, or (b) linked to function-based Tier 2 support if CICO is not effective.	Yes	No
IF APPLICABLE: Student took daily report home to get parent signature.	Yes	No

If any of the above are answered no, consider adjustments and/or individualized CICO.

Modified from Horner, Todd, Filter, McKenna, Benedict, & Hawken, 2004