**School Data Drill-Down Worksheet**

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| STEP 0 – Data Review | | |
| Average Referrals Per Day, Per Month | What is the trend? |  |
| Problem Behavior | What are the top 2 problem behaviors? |  |
| Location | What are the top 3 areas where the behavior problems occurring? |  |
| Time of Day | Are there particular times of day that have more frequent problems than others? |  |
| Days of the Week | Are there particular days that stand out? |  |
| Grade Levels | Do some grades generate more referrals than other grades? |  |
| Students Involved | Are many students involved?  Are some students involved? |  |

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| STEP 1 – Problem Identification | | | | | | |
| **Red flag item:** | Who?  What?  When?  Where? | | | | | |
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| **Drill-Down Filter:** | | Who?  What?  When?  Where?  Why? | | | | |
| **Drill-Down Filter:** | | Who?  What?  When?  Where?  Why? | | | | |
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| **Drill-Down Filter:** | | Who?  What?  When?  Where?  Why? | | | | |
| **Referral**  **Summary:** | | How many students are related to the identified problem: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  How many referrals are related to the identified problem: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Is the problem best addressed through systems or with individual students:  Systems  Students | | | | |
| **Precise Problem Statement:** | |  | | | | |
| **Goal:** | |  | | | | |
| STEP 2 – Analyze the Problem | | | | | | |
| **(Brainstorm possible reasons why the problem is happening, make sure to consider the Instruction, Curriculum, Environment, and Learner)** | | | | | | |
| STEP 3 – Identify Solutions | | | | | | |
| **Solution Components** | | **What are the action steps?** | **Who is Responsible?** | **By When?** | **How will fidelity be measured?** | **Notes/Updates** |
| **Prevention** | |  |  |  |  |  |
| **Teaching** | |  |  |  |  |  |
| **Recognition** | |  |  |  |  |  |
| **Extinction** | |  |  |  |  |  |
| **Corrective Consequence** | |  |  |  |  |  |
| STEP 4 – Plan Evaluation | | | | | | |
|  | | **What data will we look at?** | **Who is responsible for gathering the data?** | **When/How often will data be gathered?** | **Where will data be shared?** | **Who will see the data?** |
| **Data Collection** | |  |  |  |  |  |
| Was your plan successful? Define why or why not using data. | | | | | | |

**SWIS Drill-Down Worksheet Example *(Using SWIS Demo)***

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| **Red flag item:** | Who?  What?  When?  Where?  *In September there is a spike of problem behaviors between (time range) 8am-9:30am.* | | | | | | | | | |
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| **Drill-Down Filter:** | | Who?  What?  When?  Where?  Why?  *Classroom* | | | | | | | | |
| **Drill-Down Filter:** | | Who?  What?  When?  Where?  Why?  *Grades 4-5* | | | | | | | | |
| **Drill-Down Filter:** | | Who?  What?  When?  Where?  Why?  Problem Behaviors: M-Defiance | | | | | | | | |
| **Drill-Down Filter:** | | Who?  What?  When?  Where?  Why?  *Perceived Motivation: Task Avoidance* | | | | | | | | |
| **Referral**  **Summary:** | | How many students are related to the identified problem: \_\_\_\_\_\_10\_\_\_\_\_\_\_\_\_\_\_\_\_  How many referrals are related to the identified problem: \_\_\_\_\_\_10\_\_\_\_\_\_\_\_\_\_\_\_\_  Is the problem best addressed through systems or with individual students:  Systems  Students | | | | | | | | |
| **Precise Problem Statement:** | | In September there were a group of ten 4th and 5th grade students referred for minor defiance in the classroom during the morning classroom period (8am-9:30am) in order to avoid tasks. | | | | | | | | |
| **Goal:** | | By the end of November, the team would like to see less than 5 referrals per month from 4th and 5th graders in the classroom before first recess (9:30am). | | | | | | | | |
| **Solution Development** | | | | | | | | | | |
| **Solution Components** | | **What are the action steps?** | | **Who is Responsible?** | | **By When?** | **How will fidelity be measured?** | | **Notes/Updates** | |
| **Prevention** | | *Recommend teachers start with easy/fun warm-up task* | | *4th& 5th grade level teams* | | *Ideas shared by 10/6* | *NB to visit and check with teachers* | | *NB to resend sample ideas* | |
| **Teaching** | | *Reteach respect in the classroom* | | *4th& 5th grade level teams* | | *10/6* | *Self-report to NB via email* | | *NB to resend sample lessons* | |
| **Recognition** | | *Increase verbal and tangible reinforcement for task engagement and respect in the mornings.* | | *4th& 5th grade level teams* | | *10/10* | *NB to visit and check with teachers* | | *RB to add extra praise tickets to 4th/5th teacher boxes.* | |
| **Extinction** | |  | |  | |  |  | |  | |
| **Corrective Consequence** | |  | |  | |  |  | |  | |
|  | | | | | | | | | | |
|  | | **What data will we look at?** | **Who is responsible for gathering the data?** | | **When/How often will data be gathered?** | | | **Where will data be shared?** | | **Who will see the data?** |
| **Data Collection** | | *SWIS data (saved drill-down filters)* | *All staff* | | *Fidelity – NB to gather Outcome – referrals* | | | *4th & 5th grade level team mtg*  *PBIS Team mtg* | | *4th & 5th grade level teams*  *PBIS team* |