**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?  |
|  |
| **Drill-Down Filter:** | [ ]  Who? [ ]  What? [ ]  When? [ ]  Where? [ ]  Why? |
| **Drill-Down Filter:** | [ ]  Who? [ ]  What? [ ]  When? [ ]  Where? [ ]  Why? |
| **Drill-Down Filter:** | [ ]  Who? [ ]  What? [ ]  When? [ ]  Where? [ ]  Why? |
| **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 welook 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? [x]  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? [x]  Where? [ ]  Why?*Classroom* |
| **Drill-Down Filter:** | [x]  Who? [ ]  What? [ ]  When? [ ]  Where? [ ]  Why?*Grades 4-5* |
| **Drill-Down Filter:** | [ ]  Who? [x]  What? [ ]  When? [ ]  Where? [ ]  Why?Problem Behaviors: M-Defiance |
| **Drill-Down Filter:** | [ ]  Who? [ ]  What? [ ]  When? [ ]  Where? [x]  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:[x]  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 welook 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 gatherOutcome – referrals* | *4th & 5th grade level team mtg**PBIS Team mtg*  | *4th & 5th grade level teams**PBIS team* |