

Check-In / Check-Out Self-Assessment

School: _____

Date: _____

Instructions: As a team, review and record each of the CICO elements. For all elements that are rated as “in progress” or “not in place” build action planning steps.

CICO Element	In Place	In Progress	Not In Place
1. Faculty and Staff Commitment for CICO defined			
2. Team Defined and Available to Coordinate program			
3. School-wide PBS in place			
4. Student Identification Process for CICO exists			
5. Daily CICO progress report card developed			
6. Home report process defined			
7. Point Trading System established			
8. Process for collecting, summarizing and using data developed			
9. Morning check-in routine established			
10. Teacher check-in/ check-out routine established			
11. Afternoon check-out routine established			
12. Home review routine established			
13. Team meeting schedule, routine, process			
14. Planning for Success in place			
15. Planning for Individualized Support Enhancement in place			
16. Substitute Teacher routine developed			
17. Playground, cafeteria, bus routine developed			

Action Plan for Completion of Start-Up Activities

Activity	Activity Task Analysis	Who	When
<ul style="list-style-type: none"> • Faculty and Staff Commitment 	a.		
	b.		
	c.		
	d.		
	e.		
<ul style="list-style-type: none"> • Establish Team 	a.		
	b.		
	c.		
	d.		
	e.		
<ul style="list-style-type: none"> • School-wide PBS in place 	a.		
	b.		
	c.		
	d.		
	e.		

Activity	Activity Task Analysis	Who	When
<ul style="list-style-type: none"> • Student Identification Process in Place 	a.		
	b.		
	c.		
	d.		
	e.		
<ul style="list-style-type: none"> • Daily Progress report defined • Home Report Defined 	a.		
	b.		
	c.		
	d.		
	e.		
<ul style="list-style-type: none"> • Point Trading Systems Defined 	a.		
	b.		
	c.		
	d.		
	e.		

Activity	Activity Task Analysis	Who	When
<ul style="list-style-type: none"> • Data Collection, Summarization and Use for Decision-making Defined 	a.		
	b.		
	c.		
	d.		
	e.		
<ul style="list-style-type: none"> • Morning Check-in Routine • Teacher Check-in Check-out Routine • Afternoon Check-out Routine • Home Review Routine 	a.		
	b.		
	c.		
	d.		
	e.		
<ul style="list-style-type: none"> • Team Meeting Schedule 	a.		
	b.		
	c.		
	d.		
	e.		

Activity	Activity Task Analysis	Who	When
<ul style="list-style-type: none"> • Process defined for moving off CICO • Process defined for use of self-management strategies within CICO 	a.		
	b.		
	c.		
	d.		
	e.		
<ul style="list-style-type: none"> • Process defined for moving student into Individualized Support Systems 	a.		
	b.		
	c.		
	d.		
	e.		
<ul style="list-style-type: none"> • Process defined for informing substitute teachers • Process defined playground, cafeteria, bus areas • Other areas? 	a.		
	b.		
	c.		
	d.		
	e.		