**Check In Check Out Fidelity of Implementation Measure (CICO)**

**Scoring Guide**

**School:**  **Date:**  **Pre:**  **Post:**

**District:** **Data collector:**

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| --- | --- | --- | --- | --- |
| **Evaluation Questions:**  **Who to Ask:**  A = Administrator  C = CICO Coordinator/Team  S = Students | | **Data Source**  P = Permanent product;  I = Interview;  O = Observation | | **Score**  **0-2** |
| A | 1. Has the school identified a CICO coordinator whose job is to manage CICO (10-15 hours per week allocated)   Coordinator’s name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (0 = No CICO Coordinator, 1 = Yes but less than 10 hours per week allocated, 2= Yes and 10-15 hours per week allocated) | I | Interview with Administrator & CICO Coordinator |  |
| A | 2. Does the school budget contain an allocated amount of funding to maintain the CICO)? (e.g. money for reinforcers, DPR forms, etc. (0 = No, 2 = Yes) | P, I | Interview with Administrator & CICO Coordinator ; CICO Budget Interviews |  |
| A | 3. Do students who are referred to the CICO receive support within a week? (0 = more than 2 weeks between referral and CICO support, 1 = within 2 weeks, 2 = within a week) | P, I | Interview with Administrator & CICO Coordinator ; CICO Referrals & CICO Start dates |  |
| A | 4. Does the administrator serve on the CICO team? Do you review CICO data on a regular basis? How often do you share data with staff? (0 = no, 1 = yes, but not consistently, 2 = yes) | I | Interview with Administrator & CICO Coordinator |  |
| C | 5. Do 90% of CICO team members state that the CICO system has been taught/reviewed on an annual basis? (0 = 0-50%, 1 = 51-89%, 2 = 90–100%) | I | Interview with CICO Coordinator/Team |  |
| C | 6. Do 90% of the students on the CICO check-in daily? (Randomly sample 3 days for recording) (0 = 0-50%, 1 = 51-89%, 2 = 90–100%) | P, I | Interview with CICO Coordinator/Team ;  CICO recording form |  |
| C | 7. Do 90% of students on the CICO check-out daily? (Randomly sample 3 days for recording) (0 = 0-50%, 1 = 51-89%, 2 = 90–100%) | P, I | Interview with CICO Coordinator/Team ;  CICO recording form |  |
| S | 8. *Do you receive a reinforcer when you meet your daily goal?* Do 90% of students on the CICO report that they receive reinforcement (e.g. verbal, tangible) for meeting daily goals? (0 = 0-50%, 1 = 51-89%, 2 = 90–100%) | I, O | Interview students on CICO |  |
| S | 9. *Do your teachers provide feedback and points throughout the day?*  Do 90% of students on the CICO receive regular feedback from teachers? (randomly sample 50% of student DPR’s across 3 days) (0 = 0-50%, 1 = 51-89%, 2 = 90–100%) | P, I, O | Interview Students on CICO;  CICO Daily Progress Reports |  |
| S | 10. *Does your family review your card, give feedback, and sign?* Do 90% of students on the CICO receive feedback from their parents? (0 = 0-50%, 1 = 51-89%, 2 = 90–100%) | P, I | Interview Students on CICO; CICO Daily Progress Reports |  |
| C | 11. Does the CICO coordinator enter DPR data daily?  (0 = no, 1 = 1-4 x a week, 2 = daily) | I, P | Interview;  SWIS |  |
| C | 12. Do 90% of CICO team members indicate that the daily CICO data is used for decision-making?  (0 = 0-50%, 1 = 51-89%, 2 = 90–100%) | I | Interview;  Minutes |  |

CICO-FIM Facilitator’s Walk-Through Guide (optional)

Questions for Administrator:

1. Do you have a CICO coordinator who oversees requests for assistance, entering data, preparing reports, etc? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   1. What is the coordinator’s name? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. How many hours would you say the CICO coordinator spends on CICO tasks?
2. Does the school budget contain an allocated amount of money to maintain CICO (money for reinforcers, DPR forms, etc)? Yes No
3. Do the students who are referred to CICO receive support within a week? Yes No
4. Do you or another administrator serve on the CICO team? Yes No
   1. How often do you review the CICO data? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   2. How often do you share the CICO data with the faculty? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Questions for Coordinator:

1. How soon do students who are referred to CICO receive support?
   1. Within a week
   2. Within 2 weeks
   3. More than 2 weeks
2. Has CICO been taught to your staff? Yes No
   1. If yes, on an annual basis? (for Post Interview only)
3. How often do you enter DPR data?
   1. Daily
   2. 1-4 times/week
   3. Not at all
4. Is this data used for decision making?

Questions for Students:

1. Do you receive a verbal, tangible or some kind of reinforcer for meeting daily goals? (Tally in box below)

|  |  |
| --- | --- |
| YES | NO |

1. Do your teachers provide feedback and points throughout the day? (Tally in box below)

|  |  |
| --- | --- |
| YES | NO |

1. Does your family review your card, give feedback, and sign? (Tally in box below)

|  |  |
| --- | --- |
| YES | NO |

Product Review:

1. Do students who are referred to CICO receive support within a week? (CICO Referrals & CICO Start dates)
2. Do 90% of the students on the CICO check-in daily? (Randomly sample 3 days for recording)
3. Do 90% of students on the CICO check-out daily? (Randomly sample 3 days for recording)
4. Do 90% of students on the CICO receive regular feedback from teachers? (Randomly sample 50% of student DPR’s across 3 days)
5. Do 90% of students on the CICO receive feedback from their parents?

References

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