# Check In Check Out - Fidelity Checklist, 2014

School: Date:

Staff participating in review:

Directions: The PBIS Team should complete the CICO Fidelity Checklist by consensus once a year. Develop action plan for improvement, if necessary.

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| 1. The school’s PBIS Team has a CICO Coordinator that organizes materials and facilitates the intervention for the school.
 | Yes No Inconsistent |
| 1. There are clearly defined criteria for nominating a student for CICO.
 | Yes No Inconsistent  |
| 1. All school staff receive an annual review of the CICO program, including how to provide feedback to students.
 | Yes No Inconsistent |
| 1. Teachers reliably provide feedback to the student and record on the student’s CICO sheet after every class period.
 | Yes No Inconsistent |
| 1. There are enough adults to function as CICO mentors for the students that need them.
 | Yes No Inconsistent |
| 1. Students are able to begin on CICO within 1-2 weeks of being nominated.
 | Yes No Inconsistent |
| 1. The school provides parents with a letter explaining their child’s involvement in CICO.
 | Yes No Inconsistent |
| 1. Parents are contacted, preferably in person, to discuss their role in the program, including how to provide feedback to their child.
 | Yes No Inconsistent |
| 1. Rewards are reliably provided to students for meeting their goal.
 | Yes No Inconsistent |
| 1. There are identified procedures for dealing with lost CICO sheets and students not showing up for CICO.
 | Yes No Inconsistent |
| 1. CICO points are graphed at least weekly and shared with the student, teachers, and parents.
 | Yes No Inconsistent |
| 1. The student’s intervention team meets at least every 8-12 weeks to make decisions about the student’s plan.
 | Yes No Inconsistent |
| 1. The CICO mentor has a readiness checklist to review with the student every day.
 | Yes No Inconsistent |
| 1. Students on CICO have been taught all related procedures, including how to accept feedback from teachers.
 | Yes No Inconsistent |
| 1. There is a plan for fading and/or graduating students from CICO.
 | Yes No Inconsistent |

**Action Plan**: