

## **Critical Features Checklist: Daily Progress Report for Check-In, Check-Out (CICO)**

This document is intended to be used when developing the Daily Progress Report (DPR) or for providing feedback on a DPR. All of the critical features should be reflected on the Daily Progress Report.

Table 1. Critical Features for Daily Progress Report for CICO - Place a check mark in the box if the feature is evident or was addressed in the development of the DPR.

<b>Check if present</b>	<b>Critical Feature</b>
	The 3-5, positively stated, school-wide expectations are listed on the Daily Progress Report
	A standardized DPR is used for all students in the CICO intervention
	The DPR has a 3-point rating system of 0-2
	A ratings key is included on the DPR
	Ratings are teacher-friendly (allow for circling of the rating, rather than writing narrative feedback)
	If choosing to have space for brief written comments, label as “successes,” rather than “comments”
	Only classroom settings are included on the Daily Progress Report (Specials, such as gym, art, music, are considered classroom settings)
	There is a minimum of 4 rating periods that correspond with natural transitions and a maximum of 10 rating periods. Each rating period is no longer than 75 minutes
	A place for teachers to initial ratings is included
	A line for parent signature is included
	An area to easily summarize total daily points earned and whether goal was met is included on the DPR

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