



SWIS Drill Down Worksheet

The School-wide Information System (SWIS) Drill Down Worksheet is used to assist school teams as they analyze their school discipline referral data and to generate precise problem statements for goal setting and action planning. School teams use the SWIS Drill Down Worksheet as they identify a red flag from the SWIS dashboard. As teams then navigate to the SWIS Drill Down Report and begin to add filters, this worksheet helps teams to systematically document the filters they applied and the resulting information, leading up to a precise problem statement which pinpoints the context of a specific problem to be addressed.

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SWIS Drill Down Process

Table 1: SWIS Drill Down Steps to Follow for Generating a Precise Problem Statement. Complete the information in the right column for each step. Teams can generate a Precise Problem Statement by continuing to apply filters or by applying one or two filters and then changing the Graph Type.

Steps for Precise Problem Statement	Filters used to determine context
1. Review Average Referral per Day per Month graph on Dashboard (Click to add National Data and re-generate)	Which months, (if any) have referral rates above the National Median?
2. Review Average Referral per Day per Month graph	Describe the trends or patterns on the graph.
3. Select 1 red flag (problem behavior, location, time of day, month, day of the week) from the Core Reports on the Dashboard <ul style="list-style-type: none"> • Click on Drill Down • From Report Filter, add identified red flag to Dataset • Click Generate • Change Graph Type to look for additional patterns 	Describe the one specific filter used. <ul style="list-style-type: none"> • What: • When: • Where: • Who (Grade Level): Number of referrals after filter: Number of students after filter:

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Steps for Precise Problem Statement	Filters used to determine context
<p>4. Additional Drill Down Filter</p> <ul style="list-style-type: none"> • From Graph Type, pick 1 Report Filter • Add Report Filter to Dataset • Click Generate • Change Graph Type 	<p>Describe the one specific filter used.</p> <ul style="list-style-type: none"> • What: • When: • Where: • Who (Grade Level): <p>Number of referrals after filter:</p> <p>Number of students after filter:</p>
<p>5. Additional Drill Down Filter</p> <ul style="list-style-type: none"> • From Graph Type, pick 1 Report Filter • Add Report Filter to Dataset • Click Generate • Change Graph Type 	<p>Describe the one specific filter used.</p> <ul style="list-style-type: none"> • What: • When: • Where: • Who (Grade Level): <p>Number of referrals after filter:</p> <p>Number of students after filter:</p>
<p>6. Additional Drill Down Filter</p> <ul style="list-style-type: none"> • From Graph Type, pick 1 Report Filter • Add Report Filter to Dataset • Click Generate • Change Graph Type 	<p>Describe the one specific filter used.</p> <ul style="list-style-type: none"> • What: • When: • Where: • Who (Grade Level): <p>Number of referrals after filter:</p> <p>Number of students after filter:</p>
<p>7. Motivation – Why is the problem behavior occurring?</p> <ul style="list-style-type: none"> • Change Graph Type to Perceived Motivation 	<p>Describe the pattern you see with Perceived Motivation based on the filters applied in Steps 3-6:</p>

SWIS Drill Down Summary Box

- Locate the Summary box to the right of the graph:
 - How many students are related to the identified problem?
 - How many staff are related to the identified problem?
 - How is the problem best addressed, Systems or Students?



Precise Problem Statement

Based on the identified problem and the summary information from the SWIS Drill Down process, write a precise problem statement that includes full contextual information (What, When, Where, Who, and Why):

Note: if more than 10 students are related to the identified problem, then the issue should be addressed through a systems approach.

Goal Setting

Write a goal statement based on the precise problem statement

Table 2: Solution Development & Action Planning. In the blank fields, insert the necessary information for each listed Solution Component.

Solution Components	Action Steps	Who is Responsible?	By when?	How will fidelity be measured?	Notes and updates
Prevention					
Teaching					
Recognition					
Extinction					
Corrective Consequence					

Data Collection process for Progress Monitoring

- What data will we look at?
- Who is responsible for gathering the data?
- When and how often will the data be gathered?
- Who will see the data?
- Where/how will data be shared?

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