

## Behavior Incident Report (BIR) Readiness Checklist

This document provides activities to complete as sites work to install BIR data collection. Adapted from the Behavior Incident Report System Readiness Checklist from NCPMI.

Table 1. Mark each item as not started, in progress, or complete.

Leadership Team Readiness Activities	Not Started	In Progress	Complete
<p>An Early Childhood Leadership Team...</p> <ul style="list-style-type: none"> <li>• Meets monthly with consistent attendance.</li> <li>• Completes or will complete the Early Childhood Program-Wide PBS Benchmarks of Quality (BOQ).</li> <li>• Has an up-to-date implementation plan that is reviewed regularly.</li> <li>• Reviews program data regularly during meetings.</li> <li>• Has established procedures for responding to challenging behavior (clearly written, documentation provided to all program staff).</li> <li>• Includes a member with behavioral expertise who guides the development of individualized behavior support plans.</li> </ul>			
<p>The Leadership Team has identified reducing challenging behavior and promoting social-emotional competence as priorities within the program implementation plan.</p>			
<p>The program provides Practice-Based Coaching to classroom teachers for Pyramid Model practices.</p>			
<p>The program has a commitment to using a data-based decision-making process that includes the Leadership Team, teachers, and staff.</p> <ul style="list-style-type: none"> <li>• Program administration is part of the team and supports the collection and use of BIR data.</li> <li>• The Leadership Team has identified an action goal for installing the use of BIR data.</li> <li>• Teachers and staff support the use of Pyramid Model and use of BIR data to make data-based decisions.</li> </ul>			

Table 2. Mark each item as not started, in progress, or complete.

<b>Resource Allocation Readiness Activities</b>	<b>Not Started</b>	<b>In Progress</b>	<b>Complete</b>
The Leadership Team has or will identify a staff member who can enter data. This person has time for weekly data entry allocated, and time for training and preparation are confirmed.			
The Leadership Team has or will identify a team member (i.e., Data Coordinator) and allocate time to: <ul style="list-style-type: none"> <li>• Study and use resources to support data-based decision making with BIR data (with the support of the Leadership Team Coach).</li> <li>• Prepare reports for the Leadership Team.</li> </ul>			

Table 3. Mark each item as not started, in progress, or complete.

<b>BIR Collection Process and Procedures Readiness Activities</b>	<b>Not Started</b>	<b>In Progress</b>	<b>Complete</b>
Process for how staff will be trained in BIR has been established.			
Process for how staff will fill out and submit a BIR has been established.			
Process for data entry into either the Behavior Incident Report System (BIRS) or the Early Childhood School-wide Information System (EC-SWIS) has been established, including timelines (i.e., at least weekly).			
Process for addressing issues with data collection has been established, including a procedure for teachers to give feedback (e.g., whether they have questions and/or are having trouble completing the form).			

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