Check-In, Check-Out Implementer Support Plan

The purpose of this document is to capture ideas about ways to support implementers in successfully installing and implementing Check In, Check Out. Blank cells in the tables are intended for participant notes.

Directions: Consider the context of your site(s) as you begin planning the types of supports you might provide.

- **Reinforcing Critical Ideas of CICO:** re-teaching or sharing the core components of CICO, research basis, planning template, and fidelity tools
    - o **Material Provision:** Offering additional resources that might help the implementers learn more about CICO.
- **Modeling:** Demonstrating the implementation of CICO, highlighting the key components and principles, to promote implementation with fidelity
    - o **Role Play:** A simulated situation between the support person/coach and the CICO Coordinator(s). Both individuals take on a role, one adult taking on the role of a student while the other serves as the CICO Coordinator.
    - o **Demonstration:** Actions (verbal, gestural, physical or signed) that demonstrate how to implement CICO for the teacher/implementer. The coach enacts the implementer role and provides a check-in or check-out example.
- **Observation with feedback:** Observing CICO being implemented then providing feedback about how well it was executed. This process helps the implementer improve their skills and make adjustments to enhance their effectiveness and fidelity.
    - o **Supportive feedback:** Describe what occurred during the observation focusing on specific strengths, improvements, and accomplishments. Supportive feedback may include data, graphs and/or video recordings. Supportive feedback is critical as part of establishing relationships.
    - o **Constructive feedback:** Describe what occurred during the observation with precise feedback that assists the implementer in understanding missed components or how to improve their implementation. This type of feedback should be objective and specific. It may include data, graphs or video recordings.
- **Contextualizing:** Assisting an implementer in modifying CICO, aiming to enhance its effectiveness and overall quality given the context in which it is being implemented.

Session1

Big Ideas of CICO

Begin drafting your elevator speech explaining why CICO is a Tier 2 intervention worth installing that could be shared with a site you support. Who might you share this with?

Supporting Installation of CICO

What will enable CICO to be installed/sustained?
What may pose a challenge to CICO being installed/implemented?
Potential next steps:
Which type(s) of supports might your site need to develop a Daily Progress Report that includes the critical features?

Critical Features of CICO

As you support your site with implementing CICO, keep in mind critical vs. flexible features.

Critical Feature	Circle one
• Use of a Daily Progress Report (DPR)	Critical or Flexible
• Regular behavior feedback to Students	Critical or Flexible
• The design of the DPR with recommended parameters	Critical or Flexible
• The name of the intervention	Critical or Flexible
• Uniform implementation process across all participating students	Critical or Flexible
• Frequent use of effective reinforcement	Critical or Flexible
• Components of the effective reinforcement system	Critical or Flexible

Using Data for Decision-Making

Which data are being collected at your site(s) that could be used for CICO placement?
How often are student data examined and reviewed at your site?
Who could summarize the student data and bring it to the MDT meeting?
What are some initial supports for data collection and use you might be able to provide to a site(s) you support?

Next Steps

- Finish developing an elevator speech and consider who you might share it with?
- Explore which data are being collected at your site(s) that could be used for intervention placement.
- Review the Planning Template for CICO. How might you use this to support your site(s)?
- Consider other next steps based on notes above.

Session 2

CICO Reinforcement System

Which type of support(s) might staff at your site(s) benefit from related to using reinforcers?

Using Data for Decision-Making

Which CICO components might require more support to ensure fidelity of implementation?
Which type of support(s) may be needed by your site(s) to reach fidelity of implementation?
What types of supports might your site(s) need with analyzing and interpreting CICO data to inform intervention decisions?

Orienting others to CICO

Talking points about the benefit of using a script as part of training others on CICO:

Adaptations to Basic CICO

How might you work with your site to prevent immediate adapting before basic CICO is being implemented well?

Wrap-Up and Next Steps

- Further explore the *Planning Template for CICO* and the *CICO Guide*
  - How might you leverage these resources as you support your site(s)?
- Finish identifying next steps in your Implementer Support Plan

- o Who will you communicate with about next steps?
- o Carry out next steps based on the context and readiness of your site