

## Planning Template for CICO

The bolded font in this document prompts Multidisciplinary Teams to enter their information, which is customized for their school, as a result of team decision-making.

### Description

**Check-In, Check-Out** is a Tier 2 standard treatment protocol behavioral intervention designed for students with persistent behavior concerns that are not dangerous. **CICO** provides more immediate feedback on behavior through a daily progress report, **called the CICO card**, and additional opportunities for positive adult interactions throughout the day. Students' caregivers participate by signing off on daily sheets; students are assigned a staff member to check in and out with daily.

**Our CICO Facilitator is:**

**Our CICO Coordinator(s) (staff checking students in and out each day) is/are:**

**NAME(S) will check students in and out when CICO Coordinators are absent:**

The daily check-in and check-out of students will occur in the **LOCATION(s)**.

If students participating in CICO arrive late or leave school early, our plan for providing a check-in/check-out is: **PLAN**

### Daily Progress Report (Change the name of your card)

The **DPR** is standardized for all students and includes # feedback/rating periods, including the check-in and check-out periods, to prompt adult feedback to the student throughout the day. Student behavior is rated on a scale of 0-2, with **0 meaning X, 1 meaning X, and 2 meaning X**, as indicated by the key on the **DPR**.

The schoolwide expectations listed on our **Daily Progress Report** are: **EXPECTATIONS**.

The student's caregivers will receive information on their student's daily progress by: **a copy of DPR or the parent report**.

### Reinforcement System

Students will be reinforced for checking in with the CICO Coordinator in the morning with a **reinforcer**. Upon checkout, students will receive a **reinforcer**, and those students who meet their daily point goal will receive a **reinforcer**.

Our system includes daily short-term and long-term reinforcement in the following ways:

- **Daily:**
- **Short-term:**
- **Long-term:**

In order to keep our reinforcement system relevant and fresh, we will **survey students for ideas, revisit reinforcement options each marking period, ensure a variety of options, such as choice boards, spinners, and mystery motivators...**

Our budget for our reinforcement system is \$.

In order to provide a variety of reinforcers, we have developed a list of **low-cost, no-cost ideas:**

## Data Collection and Use

Fidelity and student outcome data are critical to assessing the effectiveness of the intervention.

Plan for data collection:

- The CICO Implementation Records will be completed daily by the CICO Coordinator and the classroom teachers.
- The Fidelity Checklist will be conducted by **name/role** and will be completed **frequency**.
- The CICO Facilitator will set up **CICO-SWIS or a Data Spreadsheet (select one)** for graphing student data. Data will be entered **frequency** by **name/role**.
- Reviewing and sharing data

## Training and Orientation

One way to ensure the fidelity of the CICO Intervention is to commit to training all individuals involved in the intervention. Our training plan is as follows:

- Training for the CICO Coordinators will be provided by **name/role** and will be conducted on **date/time**. We will use **scripts from the CICO workbook and role-play** to train them on the process and how to provide student feedback.
- Training for teachers will be provided by **name/role** and will be conducted on **timeframe or date/time**. We will use **scripts from CICO workbook and role-play** to train them in how to provide feedback to students. Training for substitute teachers will be done by **how/when**
- Instruction for participating students will be provided by **name/role** and will initially be conducted on **timeframe or date/time**. We will use **scripts from the CICO workbook and role-play** to train them in the process and in receiving feedback. Instruction for students who participate in CICO beyond the initial implementation will be provided by **who, when, how?**
- Orientation for caregivers of participating students will be provided by **name/role** and will be conducted on **timeframe or date/time**. We will use **scripts from the CICO workbook** to train them in the process and in how to provide feedback to their student. Training will occur in person, if possible, or via a phone call.

Plan for reviewing and sharing data:

- **The CICO Facilitator or Name/role** will:
  - examine student data and review it **frequency**
  - summarize fidelity and student data and bring it to the Multidisciplinary Team meeting
  - share student data with parents **frequency**, participating classroom teachers **frequency**, and full staff **frequency**

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