Ci3T training Protocol Session 4

| **2-3 WEEKS BEFORE** | | | |
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| Action Items | Details | Person Responsible | Date to be Completed |
| Prepare PIRS Survey | Upload **PIRS Pre-Implementation Qualtrics Survey Template** (Qualtrics file) or prepare printed copies of the **PIRS Pre-Implementation Survey** to be distributed along with return envelopes to keep responses confidential.  see **PIRS Pre-Implementation Qualtrics Survey Template** and **PIRS Pre-Implementation Survey** (Ci3T Training Measures), and **Ci3T Template Emails Qualtrics Surveys**, PIRS Initial distribution email (Ci3T Trainer Resources) | Trainers & District |  |
| Confirm School Faculty and Staff Meetings | Email schools to confirm their faculty and staff meeting day and time between Sessions 4 & 5 to schedule **PIRS Pre-Implementation Survey**.   * Ensure adequate time to distribute **PIRS Pre-Implementation Survey**, \*collect responses, and create reports   see **Meetings Schedule for Ci3T Leadership Team and Faculty and Staff** (Ci3T Trainer Resources) | Trainers & Coaches |  |
| Compile Student Responses | Compile student responses from Session 3 and upload summary PowerPoint into **Ci3T Leadership Teams**’ Dropbox or other electronic file sharing folder.  see **Ci3T Student Session 3 Responses Template** (Ci3T Trainer Resources) | Trainers |  |
| Confirm meeting time with **Ci3T Coaches** | Contact the **Ci3T Coaches** to confirm the meeting time for the session walk through. |  |  |

\*Allow for 3-5 days following survey distribution to close electronic survey or collect hard copy responses. To help increase responses rates, consider sending reminder emails to those who have not completed the survey to 1-2 days before closing the survey.

| **WEEK BEFORE** | | | |
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| Action Items | Details | Person Responsible | Date to be Completed |
| Send Week-Before Email | Send the week-before reminder email to all **Ci3T Leadership Teams** using contact cards  see **Ci3T Template Emails Session 4**week before email (Ci3T Trainer Resources) | Trainers |  |
| Upload Implementation Materials folder | Ensure implementation materials are shared as **Ci3T Leadership Teams** will need to use **IM02 Faculty Presentation.** Also add **IM01 Ci3T Implementation Materials Checklist** to the team’s folder.  see **IM02 Faculty Presentation** (Ci3T Implementation Materials) | Trainers |  |
| Walkthrough of Session 4 | Meet with all **Ci3T Trainers** and **Ci3T Coaches** to do a walkthrough of the training, electronic file sharing structure, training materials, content to be covered responsibilities, and review school plans. |  |  |
| Send Recommended Readings to **Ci3T Coaches** | Provide **Ci3T Coaches** with supplemental reading and coaching protocols to review prior to the training  see **R01** **Recommended Readings Training Year** (Ci3T Trainers Resources) and **Ci3T Training Coaching Protocol Session 4**  (Ci3T Coaches Resources) |  |  |
| Confirm Logistics with Training Venue | Confirm food, audio and microphone, projector, and table/chair/podium set up plan  see **Ci3T Training Preparation and Packing List**(Ci3T Trainer Resource) |  |  |
| Meet with **Ci3T Coaches** | Consider reviewing, with **Ci3T Coaches,** schools’ drafted **Ci3T Blueprint A-D** documents to identify areas of strengths and areas requiring additional coaching. Also review the **Ci3T Training Coaching Protocol Session 3**. Reference **Table Talks 07-11** for guiding questions.  See **Table Talk 07-11** (Table Talks) | Trainers & Coaches |  |

| **DAY BEFORE** | | | |
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| Action Items | Details | Person Responsible | Date to be Completed |
| Send Day-Before Email | Send the day-before reminder email to all **Ci3T Leadership Teams** using contact cards  see **Ci3T Template Emails Session 4**day before email (Ci3T Trainer Resources) | Trainers |  |
| Pack for Session 4 | Confirm all items are prepared and packed  see **Ci3T Training Preparation and Packing List** (Ci3T Trainer Resources) | Trainers |  |

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| **DAY OF** | | | |
| Action Items | Details | Person(s) Responsible | When Completed |
| Arrive Early for Set Up | Arrive early to the venue (at the previous specified time). Check the set-up of team tables, access to electrical power and Wi-Fi, test audio and visual access.  Meet the venue coordinator to confirm catering times and logistics.  Prepare team tables – school name signs on table, materials box, Wi-Fi cards, What Works Clearinghouse cards, SAMHSA cards.  Prepare registration table – sign-in sheets, name tags.  see **Ci3T Training Preparation and Packing List,** **Ci3T Training Preparation Room Layouts, Ci3T Training Preparation Set Up Interactive Photos, Ci3T Training Tickets,** (Ci3T Trainer Resources) | Trainer facilitates |  |
| Agenda | Circulate to troubleshoot Dropbox or other electronic file sharing system with teams (make sure everyone has access before training begins if possible)  see **Dropbox Instructions** (Ci3T Trainer Resources) | Trainer & Coaches |  |
| Re-Assign Roles | Welcome: have **Ci3T Leadership Teams** assign a facilitator (to help start and close conversations) and a note-taker (take notes and works in documents) \*\*Remind **Ci3T Leadership Teams** to always do a *Save As* of documents with today’s date to ensure work does not get lost. | Trainer facilitates |  |
| Follow Pacing Guide | Use pacing guide to guide use of handouts and timing of presentation.  see **Ci3T Presentation Session 4** and **Ci3T Pacing Guide Session 4**  (Ci3T Trainer Resources) | Trainer facilitates |  |
| Refine **Ci3T Blueprint D Assessment Schedule**  ACTIVITY | Have **Ci3T Leadership Teams** revise and refine the **Ci3T Blueprint D Assessment Schedule**   * Encourage **Ci3T Leadership Teams** to identify comprehensive assessments (avoid duplicating efforts) * Have **Ci3T Coaches** distribute treatment integrity (Teacher Self Report; TSR) and social validity (Primary Intervention Rating Scale; PIRS) measures or direct **Ci3T Leadership Teams** to descriptions of measures on ci3t.org.  See **Ci3T Blueprint D Assessment Schedule** (Ci3T Blueprints)and *ci3t.org/measures* |  |  |
| Refine Procedures for Monitoring **(Ci3T Blueprint A Primary (Tier 1) Plan)**  ACTIVITY | Have **Ci3T Leadership Teams** refine the procedures for monitoring for all stakeholders.  * Encourage **Ci3T Leadership Teams** to use a **Ci3T Exemplar** for their school level for ideas and models. * Program Goals: have **Ci3T Leadership Teams** consider their school improvement goals  See **Ci3T Exemplar – Preschool; Ci3T Exemplar – Elementary; Ci3T** **Exemplar – Middle School; Ci3T Exemplar – High School** (Ci3T Exemplars) | Trainers, Coaches, Teams |  |
| Refine **(Ci3T Blueprint A Primary (Tier 1) Plan)** ACTIVITY | Have **Ci3T Leadership Teams** refine their **Ci3T Blueprint A Primary (Tier 1) Plan** starting from the top using Table Talks 07-11 to facilitate refinements (40 min)  * Encourage **Ci3T Leadership Teams** to use a **Ci3T Exemplar** for their school level for ideas and models.   see **Table Talks 07-11 (Table Talks)**and **Ci3T Exemplar – Preschool; Ci3T Exemplar – Elementary; Ci3T** **Exemplar – Middle School; Ci3T Exemplar – High School** (Ci3T Exemplars) |  |  |
| Divide **Ci3T Leadership Teams** | During the next work block, **Ci3T Leadership Teams** will split into two groups. One group (2 team members) will work on drafting **IM02 Faculty Presentation** and the other group will begin to draft **Ci3T Blueprint E Secondary (Tier 2) Intervention Grid.** |  |  |
| Draft **IM02 Faculty Presentation**ACTIVITY | Encourage **Ci3T Leadership Teams** to use the **IM02 Faculty Presentation** as a format for presenting their drafted **Ci3T Blueprint A Primary (Tier 1)** **Plan** during the meeting scheduled between Session 4 and Session 5 see **IM02 Faculty Presentation** (Ci3T Implementation Materials) |  |  |
| Draft **Ci3T Blueprint E Secondary (Tier 2) Intervention Grid** ACTIVITY | During this work block **Ci3T Leadership Teams** will first brainstorm additional supports already available in their building. In the subsequent work blocks, have teams  * Compile list of supports * Draft description of support * Consider prompting **Ci3T Leadership Team** members in making the description as transparent as possible (who is leading, where the support is held, how much time, what resources are used) * Draft entry criteria * Encourage **Ci3T Leadership Teams** to use multiple forms of data (academic and behavioral screening data, discipline data, attendance, and other assessments listed on their assessment schedule) * Draft progress monitoring data * Draft exit criteria * Encourage **Ci3T Leadership Teams** to align exit criteria with data used in entry criteria * Encourage **Ci3T Leadership Teams** to use a **Ci3T Exemplar** for their school level for ideas and models.   see **Ci3T Exemplar – Preschool; Ci3T Exemplar – Elementary; Ci3T** **Exemplar – Middle School; Ci3T Exemplar – High School** (Ci3T Exemplars) |  |  |
| Reconfirm School Faculty and Staff Meetings | Consider having **Ci3T Coaches** reconfirm their school’s scheduled faculty and staff meeting date and time. Remind **Ci3T Leadership Teams** the **PIRS Pre-Implementation Survey** will be sent out to all faculty and staff during that time. Make sure you have allotted enough time to complete reports after the close of the survey. see **Meetings Schedule for Ci3T Leadership Team and Faculty and Staff** (Ci3T Trainer Resources) | Trainers & Coaches |  |

# Training Tips:

* Consider supplying example hard copies of the PIRS for **Ci3T Leadership Teams** or allow time for teams to look at www.ci3t.org/measures to view the PIRS PDF to gain a better understanding of the survey that will be distributed.
* Support **Ci3T Leadership Teams** in using the **Ci3T Exemplars** to guide their drafting.
* Remind **Ci3T Leadership Teams** plans are not meant to be finalized during this session, but drafted. Presenting a draft form of their plan allows for faculty and staff to give input during the build and for feedback to be integrated during Session 5.
* Emphasize secondary (Tier 2) interventions are supports, not people.
* Clarify that secondary (Tier 2) interventions should be transparent enough for teachers to be able to identify students using accessible data and connect students to supports. Tier 2 is not a prereferral intervention process (also referred to as student intervention team, SIT or student support team, SST) process), but rather a fluid and transparent structure of supports for students needing a little more.
* Emphasize using multiple sources of data and making data-informed decisions rather than referrals **(**see*data spreadsheet example in* **Ci3T Presentation Session 4***)*

| **DAY AFTER** | | | |
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| Action Items | Details | Person Responsible | Date to be Completed |
| Send Thank You Email | Send the thank you email to all **Ci3T Leadership Teams** using contact cards to remind them of homework items for next time and next training date. Attach, to the email, the compiled list of secondary (Tier 2) interventions that were generated during the group activity.  see **Ci3T Template Emails Session 4**thank you email (Ci3T Trainer Resources) | Trainer |  |

| **Prior to Ci3T Leadership Teams’ Scheduled Faculty and Staff Meetings** | | | |
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| Action Items | Details | Person Responsible | Date to be Completed |
| Send Day Before Faculty Meeting with PIRS Email | Send the reminder email to all **Ci3T Leadership Teams** using contact cards to remind them of the time the PIRS survey will be sent the next day (if using Qualtrics or other online survey systems). see **Ci3T Template Emails Session 4**for day before faculty meeting with PIRS email (Ci3T Trainer Resources) | Trainer |  |
| Disseminate and follow up on PIRS surveys | Disseminate **PIRS Pre-Implementation** surveys to all school faculty and staff and send a follow-up reminder for those who have not completed the survey prior to the close date (your timeline will determine when to send the reminder email).  see **Ci3T Template Emails Qualtrics Surveys**, PIRS initial distribution email and reminder email (Ci3T Trainer Resources) | Trainer |  |