Ci3T training Protocol Session 5

| **2-3 WEEKS BEFORE** | | | |
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| Action Items | Details | Person Responsible | Date to be Completed |
| Prep PIRS Report | Check PIRS response rates and send a reminder in Qualtrics as needed. Close survey at the end of the reminder window.  Upload **PIRS Pre-Implementation Qualtrics Report Template** file or enter data for hard copies of PIRS reports.  see **Ci3T Template Emails Qualtrics Surveys,** PIRS reminder email and  **PIRS\_Pre-Implementation\_Qualtrics\_Report\_Template.qrf (**Ci3T Training Measures) | Trainers & District |  |
| Prep **Ci3T Feedback Form** Survey | Upload **Ci3T\_Feedback\_Form\_Qualtrics\_Survey\_Template.qsf** or prepare printed copies of the **Ci3T Feedback Form** to be distributed along with return envelopes to keep responses confidential.  see  **Ci3T\_Feedback\_Form\_Qualtrics\_Survey\_Template.qsf**, **Ci3T Feedback Form**(Ci3T Training Measures) | Trainers & District |  |
| Confirm School Faculty and Staff Meetings | Review each schools scheduled meeting date between sessions 5 & 6. Email schools to confirm (or prompt if unscheduled) their faculty and staff meeting between sessions 5 & 6. Schedule **Ci3T Feedback Form** distribution in Qualtrics for these times.   * Ensure adequate time to distribute **Ci3T Feedback Form**, collect responses\*, and create reports   see **Meetings Schedule for Ci3T Leadership Team and Faculty and Staff** (Ci3T Trainer Resources) | Trainers & Coaches |  |
| Confirm Ci3T Coaches Walk-Through Meeting | Contact coaches to confirm meeting time, location, and log in information if attending meeting remotely. | Trainers & Coaches |  |
| Designate Student Trainers | Designate **Ci3T Coaches** or **Ci3t Trainers** to lead the student session.  see (Ci3T Trainer Resources)  **Ci3T Student Session 5 Clipart**  **Ci3T Student Session 5 Example Bus Expectations Poster**  **Ci3T Student Session 5 Lesson Plan**  **Ci3T Student Session 5 Materials Created Template**  **Ci3T Student Session 5 Materials Needed**  **Ci3T Student Session 5 Postcard Template**  **Ci3T Student Session 5 Tier 2 Cards**  **Ci3T Student Session 3 and 5 Restroom Procedures**  **Ci3T Student Session 3 and 5 Tickets** | Trainers & Coaches |  |

\*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 in Qualtrics to those who have not completed the survey 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 the contact cards  see **Ci3T Template Emails Session 5**for week before email (Ci3T Trainer Resources) | Trainers |  |
| Confirm Logistics with Training Venue | Confirm food, sound, audio, projector, and table/chair/podium set up plan  see **Ci3T Training Preparation and Packing List**(Ci3T Trainer Resources) |  |  |
| Walkthrough of Session 5 | 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 (including the student session), and responsibilities | Trainers & Coaches |  |
| 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 Trainer Resources) and **Ci3T Coaching Protocol Session 5** (Ci3T Coaches Resources) | Trainers & Coaches |  |
| Ci3T Blueprints A-E Review | Consider reviewing with **Ci3T Coaches** and **District Decision Makers** schools’ draftedCi3T Blueprints A-E to identify areas of strength to be praised and areas requiring coaching. Reference **Table Talks 07-11** for guiding questions.  see **Table Talk 07-11** (Table Talks) | Trainers & Coaches |  |
| Finalize PIRS Pre-Implementation Reports | Create and check reliability on all PIRS Pre-Implementation Reports for faculty and staff   * Read through reports * Identify common comments and select representative comments across schools to include in **Ci3T Presentation Session 5** * Select a school to feature item-level PIRS data in **Ci3T Presentation Session 5** (without school name) * Calculate response rates for each school and enter mean scores for each school in **Ci3T Presentation Session 5**   Share the reports with **Ci3T Coaches** and **District Decision Makers** when completed  see **PIRS Pre-Implementation Report Template** or **PIRS\_Pre-Implementation\_Qualtrics\_Report\_Template** (Ci3T Training Measures),and**Ci3T Presentation Session 5** (Ci3T Trainer Resources) | Trainers |  |
| Check Resources Folder | Confirm materials for Session 5 are uploaded to the Ci3T Leadership Team Resources folder in Dropbox  see **R08 PIRS Feedback to Faculty and Staff** (Ci3T Leadership Team Resources), **PIRS Pre-Implementation Report Template** or **PIRS\_Pre-Implementation\_Qualtrics\_Report\_Template** (Ci3T Training Measures),and**Ci3T Presentation Session 5** (Ci3T Trainer Resources) | Trainers |  |

| **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 the contact cards  see **Ci3T Template Emails Session 5**for day before email (Ci3T Trainer Resources) | Trainers |  |
| Pack for Session 5 | Confirm all items are prepared and packed. Consider printing a few copies of each team’s PIRS report, as resources allow.  see **Ci3T Training Preparation and Packing List** (Ci3T Trainer Resources) | Trainers |  |

| **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, student session meeting area, and access to electrical power. Test Wi-Fi and audio/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, PIRS pre-implementation reports (if distributing paper copies).  Prepare registration table – professional learning registration sign, sign-in sheets, pens, name tags.  see **Ci3T Training Preparation and Packing List,** **Ci3T Training Preparation Room Layouts, Ci3T Training Preparation Set Up Interactive Photos, Ci3T Training Tickets, and Wi-Fi Table Cards**(Ci3T Trainer Resources) | Trainer facilitates |  |
| Agenda | Circulate to troubleshoot Wi-Fi access and 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 work 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 **Ci3T Pacing Guide Session 5** to guide use of handouts and timing of presentation  see **Ci3T Presentation Session 5** and **Ci3T Pacing Guide Session 5** (Ci3T Trainer Resources) | Trainer facilitates |  |
| Review PIRS Pre-Implementation ReportsACTIVITY | Have **Ci3T Leadership Teams** review their PIRS Pre-Implementation Report  * Instruct **Ci3T Leadership Teams** to first highlight item level data scoring 4.00 or higher (higher scores indicate higher agreement) and celebrate positive comments and successes * Second, teams can discuss remaining feedback in terms of revisions to the Ci3T plan or how to provide clarifications or professional learning | Trainers, Coaches, Teams |  |
| Draft **R08 PIRS Feedback to Faculty and Staff**ACTIVITY | Encourage **Ci3T Leadership Teams** to use the **R08 PIRS Feedback to Faculty and Staff** as a format for presenting their changes or clarifications to their **Ci3T Blueprint A Primary (Tier 1) Plan** based on the PIRS Pre-Implementation Report See **R08 PIRS Feedback to Faculty and Staff** (Ci3T Leadership Team Resources) |  |  |
| Draft **Ci3T Blueprint F Tertiary (Tier 3) Intervention Grids**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 a list of supports * Draft descriptions of supports * Consider supporting **Ci3T Leadership Team** members in making the description as transparent as possible (who [position] is leading, where is the support 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, and other assessments listed on their **Ci3T Blueprint D Assessment Schedule**) * Draft data to monitor progress * Remind teams to include measures for treatment integrity and social validity * 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); **Ci3T Blueprint F Tertiary (Tier 3) Intervention Grids** (Ci3T Blueprint Materials) |  |  |
| Reconfirm School Faculty and Staff Meetings | Consider having **Ci3T Coaches** reconfirm each school’s scheduled faculty and staff meeting date and time. Remind **Ci3T Leadership Teams** the **Ci3T Feedback Form** will be sent by Qualtrics email link to all faculty and staff at that time, or paper copies with return envelopes for confidentiality should be distributed by the team. See **Meetings Schedule for Ci3T Leadership Team and Faculty and Staff** (Ci3T Trainer Resources) | Trainers & Coaches |  |

# Training Tips:

* Consider supplying hard copies of the **Ci3T Feedback Form** for **Ci3T Leadership Teams** to view to gain a better understanding of the survey that will be distributed, or allow time for **Ci3T Leadership Teams** to look at www.ci3t.org/measures.
* Consider relating to **Ci3T Leadership Teams** the importance of providing their faculty and staff with revisions or clarifications using the**R08 PIRS Feedback to Faculty and Staff** to demonstrate the importance of their feedback and their involvement in the building of the school-wide plan. This will help to increase buy-in as well as encourage faculty and staff to provide feedback on the **Ci3T Feedback Form** as they realize and gain confidence their feedback is confidential and critical to developing a feasible and comprehensive plan.
* Support **Ci3T Leadership Teams** in using the **Ci3T Exemplar Blueprints** to guide their drafting of **Ci3T Blueprint F Tertiary (Tier 3) Intervention Grids.**
* Emphasize Tier 3 is for all students who meet criteria, not synonymous with special education.
* Emphasize using multiple sources of data and making data-informed decisions about who needs additional support, rather than teacher referrals **(**see*data spreadsheet example in* **Ci3T Presentation Session 5***)*
* Double check dates before the close of the session to ensure **Ci3T Leadership Teams** have their next faculty and staff meetings scheduled in time for **Ci3T Feedback Form Reports** to be made before Session 6.

| **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 the contact cards confirming their next faculty and staff meeting date and time, reminding them of homework items for next session, and the next professional learning session date  see **Ci3T Template Emails Session 5**for thank you email (Ci3T Trainer Resources) | Trainer |  |
| Compile Student Materials & Upload | Compile student feedback from student session and upload into each team’s electronic file sharing folder. Consider attaching the PowerPoint file to the thank you email sent to teams.  see **Ci3T Student Session 5 Materials Created Template** (Ci3T Trainers Resources) |  |  |

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| **Prior to Ci3T Leadership Teams’ Scheduled Faculty and Staff Meetings** | | | |
| Action Items | Details | Person Responsible | Date to be Completed |
| Send Day Before Faculty Meeting with Ci3T Feedback Form Email | Send the reminder email to all **Ci3T Leadership Teams** using contact cards to remind them of the time the **Ci3T Feedback Form** will be sent the next day (if using Qualtrics or other online survey systems).    see **Ci3T Template Emails Session 5**for day before faculty and staff meeting with **Ci3T Feedback Form** email (Ci3T Trainer Resources) | Trainer |  |
| Disseminate and Follow Up on Ci3T Feedback Form Surveys | Disseminate **Ci3T Feedback Form** to all schools’ 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**, Ci3T Feedback Form initial distribution and reminder emails (Ci3T Trainer Resources) | Trainer |  |