Ci3T training Protocol Session 6

| **2-3 WEEKS BEFORE** |
| --- |
| Action Items | Details | Person Responsible | Date to be Completed |
| Prepare Ci3T Feedback Form Reports | Upload **Ci3T\_Feedback\_Form\_Qualtrics\_Report\_Template.qrf** file or enter data into hard copies of the **Ci3T Feedback Form Report Template**.see **Ci3T\_Feedback\_Form\_Qualtrics\_Report\_Template.qrf** or **Ci3T Feedback Form Report Template (**Ci3T Training Measures) | Trainers & District |  |
| Compile Student Materials | If not yet completed, compile student created materials from Session 5 and upload summary PPT to schools’ electronic file sharing folders.see **Ci3T Student Session 5 Materials Created Template** (Ci3T Trainer Resources) | Trainers |  |
| Confirm **Ci3T Coaches** Walkthrough Meeting | Contact **Ci3T Coaches** to confirm meeting time, location, and login information if attending meeting remotely. See **R01** **Recommended Readings Training Year** and **Ci3T Coaching Protocol Session 6** | Trainers & Coaches |  |
| Prepare Model Implementation Materials  | Prepare large scale version of model implementation materials to display during Session 6. see **IM01 Implementation Materials Checklist, IM03 Implementation Manual** (Ci3T Implementation Materials), and sample school materials on ci3t.org/action | Trainers |  |
| Prepare KCU Post-Training Survey | Upload **KCU\_Multiple\_Choice\_Qualtrics\_Survey\_Template.qsf** and schedule distribution for lunch time on Session 6; or prepare printed copies of the **KCU Multiple Choice**.see **KCU\_Multiple\_Choice\_Qualtrics\_Survey\_Template.qsf**, **KCU Multiple Choice** (Ci3T Training Measures) |  |  |

\*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 1-2 days before closing the survey.

| **WEEK BEFORE** |
| --- |
| 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 cardssee **Ci3T Template Emails Session 6** week before email (Ci3T Trainer Resources) | Trainers |  |
| Upload Implementation Materials folder | Ensure implementation materials are shared as **Ci3T Leadership Teams** will need to use them in Session 6.see **IM01 Implementation Materials Checklist** for listing of templates (Ci3T Implementation Materials) | Trainers |  |
| Confirm Logistics with Training Venue | Confirm food, sound, audio and microphone, projector, and table/chair/podium set up plansee **Ci3T Training Preparation and Packing List**(Ci3T Trainer Resources) |  |  |
| Finalize **Ci3T Feedback Form Reports** | Create and check reliability on all Ci3T Feedback Form Reports for faculty and staff.* Read through reports
* Identify common comments and select representative comments across schools to include in Session 6 presentation.
* Select a school to feature item-level data in Session 6 presentation (avoid including school name)
* Calculate response rates for each school and enter mean scores for each school in Session 6 presentation.

see **Ci3T Feedback Form Report Template** (Ci3T Training Measures)and **Ci3T Presentation Session 6** (Ci3T Training Resources) | Trainers |  |
| 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 6**  (Ci3T Coaches Resources) |  |  |
| Walkthrough of Session 6 | 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, and responsibilities. Consider reviewing each school’s drafted **Ci3T Blueprint** with **Ci3T Coaches** to identify areas of strength and areas requiring coaching. Reference **Table Talks 07-11** for guiding questions.see **Table Talks 07-11** (Table Talks) |  |  |

| **DAY BEFORE** |
| --- |
| 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 cardssee **Ci3T Template Emails Session 6**day before email (Ci3T Trainer Resources) | Trainers |  |
| Pack for Session 6 | Confirm all items are prepared and packedsee **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 setup 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 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 pacing guide to guide use of handouts and timing of presentation.see **Ci3T Presentation Session 6** and **Ci3T Pacing Guide Session 6**  (Ci3T Trainer Resources) | Trainer facilitates |  |
| Polish**Ci3T Blueprint F Tertiary (Tier 3) Intervention Grids**ACTIVITY | During this 1-hr work block **Ci3T Leadership Teams** will continue to refine additional supports already available in their building and polish grid rows completed for homework. Have teams continue to* Polish descriptions of support
* Consider supporting **Ci3T Leadership Teams** 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)
* Polish 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**)
* Polish progress monitoring data
* Remind teams to include measures for treatment integrity and social validity
* Polish 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) |  |  |
| Review Ci3T Feedback Form ReportsACTIVITY | Have **Ci3T Leadership Teams** review their Ci3T Feedback FormReportfeedback. * Instruct **Ci3T Leadership Teams** to highlight positives first, encouraging them to not focus on negative comments.
* Have teams highlight means for items scoring 3.00 or higher (higher scores indicating higher agreement)
* Instruct teams to use this feedback to make any needed revisions to the Ci3T Blueprint during the next work block
 | Trainers, Coaches, Teams |  |
| Finalize**Ci3T Blueprints A-F**ACTIVITY | During the 1 hr 45-min work block, have **Ci3T Leadership Teams** finalize their **Ci3T Blueprints A-F** guided by **Table Talks 07-10**.* Encourage **Ci3T Leadership Teams** to use a **Ci3T Exemplar** for their school level for ideas and models.
* Encourage **Ci3T Leadership Teams** to record professional learning ideas and needs as they build their plan using **R04 Ci3T Professional Learning Plan.**

see **Ci3T Exemplar – Preschool; Ci3T Exemplar – Elementary; Ci3T** **Exemplar – Middle School; Ci3T Exemplar – High School** (Ci3T Exemplars) and **R04 Ci3T Professional Learning Plan** (Ci3T Leadership Team Resources) | Trainers, Coaches, Teams |  |
| Complete KCU Post-Training Survey | During the working lunch block or other time delineated in the pacing sheet, instruct participants to check their email for a link to the knowledge, confidence, and use (KCU) post-training survey on Qualtrics or other electronic survey system (or distribute paper copies of the **KCU Multiple Choice**). Remind everyone to select “post-training” for the time point.Additionally, direct participants to ci3t.org/action to watch at least one panel discussion video (e.g., Rolling Out Your Plan) during the lunch break.for paper copies see **KCU Multiple Choice** (Ci3T Training Measures) | Trainers, Coaches, Teams |  |
| Making PlansACTIVITY  | During this work block, have **Ci3T Coaches** confirm summer meeting times to offer support if desired by teams, and support teams as they discuss treatment integrity measures and schedule meetings with faculty and staff and students to roll out the plan.See **Meetings Schedule for Ci3T Leadership Team and Faculty and Staff** (Ci3T Trainer Resources) | Trainers & Coaches |  |
| Implementation Material Building ACTIVITY | **Ci3T Leadership Teams** will work to create implementation materialsUse **IM01 Implementation Materials Checklist** to help guide teams in splitting up work load.* Consider encouraging the note-taker to be responsible for compiling the **IM03 Ci3T Implementation Manual** as they are the most familiar with documents.
* Prompt **Ci3T Leadership Teams** to visit ci3t.org and pbis.org for rolling out and teaching resources.

see **IM01 Implementation Materials Checklist** and **IM03 Ci3T Implementation Manual**  (Ci3T Implementation Materials) |  |  |

# Training Tips:

* Consider supplying 2-3 hard copies of the **Ci3T Feedback Form Reports** for **Ci3T Leadership Teams** to facilitate discussion for those without computers or in case of technology challenges.
* Encourage **Ci3T Leadership Teams** to create materials that will help all stakeholders understand and support the plan. Consider substitute teachers, bus companies, cafeteria workers, custodians, after school programs, parents, and communities. Encourage **Ci3T Leadership Teams** to plan for information sharing and refreshers throughout the year.
* Support **Ci3T Leadership Teams** in using the **Ci3T Exemplars** to guide their polishing of their Ci3T Blueprint**.**
* Emphasize the importance of recording professional learning needs and planning for when they could offer some of these to faculty and staff throughout the year using professional learning resources on ci3t.org and using treatment integrity data to identify strong implementers to be school-site models.
* Remind **Ci3T Leadership Teams** that the focus of year 1 implementation is high fidelity of Tier 1. Having all secondary (Tier 2) supports desired is something that can be developed over time. The goal is first to increase students who are sufficiently supported by primary (Tier 1) prevention efforts and then move on to acquiring more resources and professional learning on tiered interventions.

| **DAY AFTER** |
| --- |
| 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.see **Ci3T Template Emails Session 6**thank you email (Ci3T Trainer Resources) | Trainer |  |

| **WEEK AFTER** |
| --- |
| Action Items | Details | Person Responsible | Date to be Completed |
| Send KCU Post-Training Survey Reminder Email | Check KCU post-training survey response rates and send a reminder in Qualtrics as needed. Close survey at the end of the reminder window.see **Ci3T Template Emails Qualtrics Surveys**, KCU reminder email **(**Ci3T Training Measures) |  |  |
| Close KCU Post-Training Survey Window | Close Qualtrics surveys and add to **KCU Multiple Choice Report Template** data for post-training columns for each school. Distribute completed reports to **District Decision Makers,** and **Ci3T Coaches, and Ci3T Leadership Teams**.see **Qualtrics Reports General Walk Through**(Ci3T Training Measures) |  |  |