Ci3T training Protocol Session 3

| **2-3 WEEKS BEFORE** | | | |
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| Action Items | Details | Person Responsible | Date to be Completed |
| Contact Social Skills Curricula Developers | Consider contacting social skills curricula developers to see if they can provide more information or loan sample kits to allow schools to become familiar with programs | Trainers & District |  |
| Research Screening Tools | Familiarize yourself with available behavior screening tools and academic screening tools; contact developers for samples or more information to share at the next training session.  see **R09 Academic Screening Tools At-a-Glance** & **R10 Behavior Screening Tools At-a-Glance** (Ci3T Leadership Team Resources)  and ci3t.org/screening | Trainers & District |  |
| Confirm **Ci3T Coaches** walk through meeting | Contact **Ci3T Coaches** to confirm the walk through meeting date and time. Coordinate for use of web-based platform for meeting, if needed. |  |  |
| Designate Student Trainers | Designate/ invite **Ci3T Coaches** and **Ci3T Trainers** to co-lead the student sessions. Share student Session 3 materials with the **Ci3T Coach** who will co-lead this session with the trainer.  See  **Ci3T Student Session 3 and 5 Restroom Procedures**  **Ci3T Student Session 3 and 5 Tickets**  **Ci3T Student Session 3 Lesson Plan**  **Ci3T Student Session 3 Materials Needed**  **Ci3T Student Session 3 Responses Template** (Ci3T Trainer Resources) |  |  |

| **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 3**for week beforeemail **(**Ci3T Trainer Resources) |  |  |
| 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** and **Ci3T Training** **Coaching Protocol After Session 3** (Ci3T Coaches Resources) |  |  |
| Walkthrough of Session 2 | Meet with all **Ci3T Trainers** and **Ci3T Coaches** to walkthrough the training: electronic file sharing structure, training materials, content to be covered, and responsibilities. Also review teams’ current progress using the **Ci3T Training** **Coaching Protocol After Session 3** (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) |  |  |
| Prepare Student Session Materials | Using the resources provided, prepare all student session materials.  See  **Ci3T Student Session 3 and 5 Restroom Procedures**  **Ci3T Student Session 3 and 5 Tickets**  **Ci3T Student Session 3 Lesson Plan**  **Ci3T Student Session 3 Materials Needed**  **Ci3T Student Session 3 Responses Template** (Ci3T Trainer Resources) |  |  |

| **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 3**for day beforeemail **(**Ci3T Trainer Resources) |  |  |
| Pack for Session 2 | Confirm all items are prepared and packed, including student session materials.  see **Ci3T Training Preparation and Packing List**(Ci3T Trainer Resource) |  |  |

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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. If for any reason the venue is new, view the training facility ahead of time to make sure you are familiar with the physical layout – particularly given you will need a nearby space to work with students.  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 |  |
| Welcome Teams and Coaches Back and Welcome Student Members | Student team members start the session by getting a snack or drink and sitting with their parent for a few minutes. The co-leaders greet each student and share the **Ci3T Student Session 3 and 5 Restroom Procedures** with parents and their student together. They then invite the student to go with them to the student session area. |  |  |
| Agenda | Circulate to welcome teams, including parents and students. Troubleshoot Dropbox or other electronic file sharing system with **Ci3T Leadership Teams** (make sure everyone has access before training begins if possible).  see **Dropbox Instructions**(Ci3T Trainer Resource) | 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 Pacing Guide Session 3** and **Ci3T Presentation Session 3** (Ci3T Trainer Resources) | Trainer facilitates |  |
| Drafting *Procedures for Monitoring* ACTIVITY | Have **Ci3T Leadership Teams** draft 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) and **Procedures for Monitoring Video** | Trainers, Coaches, Teams |  |
| Drafting *Assessment Schedule* ACTIVITY | Have **Ci3T Leadership Teams** draft the **Ci3T Blueprint D Assessment Schedule**   * Encourage **Ci3T Leadership Teams** to identify comprehensive assessments (avoid duplicating efforts) * Have **Ci3T Coaches** distribute example treatment integrity and social validity measures or direct **Ci3T Leadership Teams** to descriptions of measures on ci3t.org   See **Ci3T Blueprint D Assessment Schedule** (Ci3T Blueprints) and School-wide Evaluation Tool (SET), Tiered Fidelity Index (TFI), **Ci3T Treatment Integrity: Teacher Self-Report (Ci3T TI: TSR)**, **Ci3T Treatment Integrity: Direct Observation (Ci3T TI: DO), and PIRS** on ci3t.org/measures |  |  |
| Lead the Student Session Following the Lesson Plan | Follow lesson plan with student members.  See  **Ci3T Student Session 3 and 5 Restroom Procedures**  **Ci3T Student Session 3 and 5 Tickets**  **Ci3T Student Session 3 Lesson Plan**  **Ci3T Student Session 3 Materials Needed** **Ci3T Student Session 3 Responses Template** (Ci3T Trainer Resources) |  |  |

# Training Tips:

* Support **Ci3T Leadership Teams** in using the **Ci3T Exemplars** to guide their drafting.
* Encourage **Ci3T Leadership Teams** to visit ci3t.org for more information on screening tools, treatment integrity, and social validity measures.
* When beginning the discussion of screening tools emphasize the importance of the shift away from teacher referral to more accurate and predictable data-informed decision-making.
* Emphasize using multiple sources of data **(**seedata spreadsheet example in **Ci3T Presentation Session 3**)
* Refer to screening videos on Implications for Primary, Teacher-level, and Student-Level on ci3t.org or youtube.com (Ci3T Framework channel)
* Note the importance of screening three times a year and specific time points for academic screening vs behavior screening (e.g., academic fall screening in first few weeks of school vs. fall behavior screening 4-6 weeks into school year, winter academic and behavior screening simultaneous before winter break, spring academic and behavior screening simultaneous April/May). See **Screening Protocol** and **Site-Level Screening Coaching Protocol** (Ci3T Trainer Resources)
* Consider aligning the student session break with the **Ci3T Leadership Teams** break.

| **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.  see **Ci3T Template Emails Session 3**thank youemail **(**Ci3T Trainer Resources) | Trainer |  |
| Compile Student Materials & Share with Team members | Compile student feedback from student session and upload into each team’s electronic file sharing folder. Consider including it in the thank you email to teams.  See **Ci3T Student Session 3 Responses Template** (Ci3T Trainer Resources) | Trainer |  |