

PBIS Team Implementation Checklist Version 3.0

School _____ Date of Report _____
 District _____ County _____ State _____

INSTRUCTIONS: The EBS team should complete both checklists monthly to monitor activities for implementation of EBS in the school. Completed forms can be faxed (_____) or emailed (_____) by the first of each month to _____.

EBS Team Members _____

Person(s) Completing Report _____

Checklist #1: Start-Up Activity			
Complete & submit Monthly .		Status: <u>A</u> chieved, <u>I</u> n Progress, <u>N</u> ot Started	
		Date:	
		(MM/DD/YY)	
Establish Commitment		Status:	
1. Administrator's support & active involvement.			
2. Faculty/Staff support (One of top 3 goals, 80% of faculty document support, 3 year timeline).			
Establish & Maintain Team		Status:	
3. Team established (representative).			
4. Team has regular meeting schedule, effective operating procedures.			
5. Audit is completed for efficient integration of team with other teams/initiatives addressing behavior support.			
Self-Assessment		Status:	
6. Team/faculty completes the Team Checklist or Benchmarks of Quality self-assessment			
7. Team summarizes existing school discipline data.			

8. Team uses self-assessment information to build implementation action plan.	Status:				
Establish School-wide Expectations: Prevention Systems	Status:				
9. 3-5 school-wide behavior expectations are defined.	Status:				
10. School-wide teaching matrix developed.	Status:				
11. Teaching plans for school-wide expectations are developed.	Status:				
12. School-wide behavioral expectations taught directly & formally.	Status:				
13. System in place to acknowledge/reward school-wide expectations.	Status:				
14. Clearly defined & consistent consequences and procedures for undesirable behaviors are developed.	Status:				
Classroom Behavior Support Systems	Status:				
15. Team has completed a school-wide classroom systems summary	Status:				
16. Action plan in place to address any classroom systems identified as a high priority for change.	Status:				
17. Data system in place to monitor office discipline referral rates that come from classrooms.	Status:				



<p align="center">Establish Information System</p> <p>18. Discipline data are gathered, summarized, & reported at least quarterly to whole faculty.</p>	Status:				
<p>19. Discipline data are available to the Team at least monthly in a form and depth needed for problem solving.</p>	Status:				
<p align="center">Build Capacity for Function-based Support</p> <p>20. Personnel with behavioral expertise are identified & involved.</p>	Status:				
<p>21. At least one staff member of the school is able to conduct simple functional behavioral assessments.</p>	Status:				
<p>22. Intensive, individual student support team structure in place to use function-based supports</p>	Status:				

Additional Observations/Comments/Questions:



Action Plan for Completion of Start-Up Activities

Activity	Activity Task Analysis	Who	When
1. Establish Commitment <ul style="list-style-type: none"> • Administrator • Top 3 goal • 80% of faculty • Three year timeline 	a.		
	b.		
	c.		
	d.		
	e.		
2. Establish Team <ul style="list-style-type: none"> • Representative • Administrator • Effective team operating procedures • Audit of teams/initiatives 	a.		
	b.		
	c.		
	d.		
	e.		
3. Self-Assessment <ul style="list-style-type: none"> • Team Checklist completed. • Discipline data • Identification of strengths, focus • Action Plan developed • Action Plan 	a.		
	b.		
	c.		
	d.		



presented to faculty	e.		
4. School-wide Expectations <ul style="list-style-type: none"> Define 3-5 school-wide behavioral expectations Curriculum matrix Teaching plans Teach expectations Define consequences for problem behavior 	a.		
	b.		
	c.		
	d.		
	e.		
5. School-wide Classroom Behavior Supports <ul style="list-style-type: none"> * Expectations taught * Routines established *Reward System 	a.		
	b.		
	c.		
	d.		
	e.		
6. Establish Information System <ul style="list-style-type: none"> System for gathering useful information Process for summarizing information Process for using 	a.		
	b.		
	c.		
	d.		



information for decision-making	e.		
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7. Build Capacity for Function-based Support <ul style="list-style-type: none"> • Personnel with behavioral expertise • Time and procedures for identification, assessment, & support implementation 	a.		
	b.		
	c.		
	d.		
	e.		

