**Drill-Down Worksheet**

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| Red flag item is identified by analyzing Core Reports *(most common),* Additional Reports, Student Dashboard, or SWIS Dashboard *(less common/less preferred).* **Reminder**: Add filters one at a time. | | | | | | | | |
| **Red flag item:** | Who?  What?  When?  Where? | | | | | | Date Range: | |
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|  | | | | | | | | |
| **Drill-Down Filter(s):** | | Who?  What?  When?  Where?  Why? | | | | | | |
| **Drill-Down Filter(s):** | | Who?  What?  When?  Where?  Why? | | | | | | |
| **Drill-Down Filter(s):** | | Who?  What?  When?  Where?  Why? | | | | | | |
| **Drill-Down Filter:** | | Who?  What?  When?  Where?  Why? | | | | | | |
| **Referral**  **Summary:** | | Number of students involved: \_\_\_\_\_\_\_\_  Number of referrals included: \_\_\_\_\_\_\_\_ | | | Is the problem best addressed through systems or with individual students:  Systems  Students | | | |
| **Precise Problem Statement:** | |  | | | | | | |
| **Goal:** | |  | | | | | | |
| **Solution Development** | | | | | | | | |
| **Solution Components** | | **What are the action steps?** | **Who is Responsible?** | **By When?** | | **How will fidelity be measured?** | | **Notes/Updates** |
| **Prevention** | |  |  |  | |  | |  |
| **Teaching** | |  |  |  | |  | |  |
| **Recognition** | |  |  |  | |  | |  |
| **Extinction** | |  |  |  | |  | |  |
| **Corrective Consequence** | |  |  |  | |  | |  |
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|  | | **What data will we look at?** | **Who is responsible for gathering the data?** | **When/How often will data be gathered?** | | **Where will data be shared?** | | **Who will see the data?** |
| **Data Collection** | |  |  |  | |  | |  |

**SWIS Drill-Down Worksheet Example *(Using SWIS Demo)***

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| **Red flag item:** | Who?  What?  When?  Where?  *There is a spike of problem behaviors between (time range) 8am-9:30am.* | | | | | | | | Date Range: | | |
| *9/1 – 9/30* | | |
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| **Drill-Down Filter:** | | Who?  What?  When?  Where?  Why?  *Classroom* | | | | | | | | | |
| **Drill-Down Filter:** | | Who?  What?  When?  Where?  Why?  *Grades 4-5* | | | | | | | | | |
| **Drill-Down Filter:** | | Who?  What?  When?  Where?  Why?  Problem Behaviors: M-Defiance | | | | | | | | | |
| **Drill-Down Filter:** | | Who?  What?  When?  Where?  Why?  *Perceived Motivation: Task Avoidance* | | | | | | | | | |
| **Referral**  **Summary:** | | Number of students involved: \_\_\_10\_\_  Number of referrals included: \_\_\_10\_\_\_ | | | Is the problem best addressed through systems or with individual students:  Systems  Students | | | | | | |
| **Precise Problem Statement:** | | In September there were a group of ten 4th and 5th grade students referred for minor defiance in the classroom during the morning classroom period (8am-9:30am) in order to avoid tasks. | | | | | | | | | |
| **Goal:** | | By the end of November the team would like to see less than 5 referrals per month from 4th and 5th graders in the classroom before first recess (9:30am). | | | | | | | | | |
| **Solution Development** | | | | | | | | | | | |
| **Solution Components** | | **What are the action steps?** | | **Who is Responsible?** | | **By When?** | **How will fidelity be measured?** | | | **Notes/Updates** | |
| **Prevention** | | *Recommend teachers start with easy/fun warm-up task* | | *4th& 5th grade level teams* | | *Ideas shared by 10/6* | *NB to visit and check with teachers* | | | *NB to resend sample ideas* | |
| **Teaching** | | *Reteach respect in the classroom* | | *4th& 5th grade level teams* | | *10/6* | *Self-report to NB via email* | | | *NB to resend sample lessons* | |
| **Recognition** | | *Increase verbal and tangible reinforcement for task engagement and respect in the mornings.* | | *4th& 5th grade level teams* | | *10/10* | *NB to visit and check with teachers* | | | *RB to add extra praise tickets to 4th/5th teacher boxes.* | |
| **Extinction** | |  | |  | |  |  | | |  | |
| **Corrective Consequence** | |  | |  | |  |  | | |  | |
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|  | | **What data will we look at?** | **Who is responsible for gathering the data?** | | **When/How often will data be gathered?** | | | **Where will data be shared?** | | | **Who will see the data?** |
| **Data Collection** | | *SWIS data (saved drill-down filters)* | *All staff* | | *Fidelity – NB to gather Outcome – referrals* | | | *4th & 5th grade level team mtg*  *PBIS Team mtg* | | | *4th & 5th grade level teams*  *PBIS team* |