

Educational and Community Supports

CICO-SWIS User's Manual

Version 5.0

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Your Current Facilitator's Information

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Getting to Know CICO

Overview of the Intervention

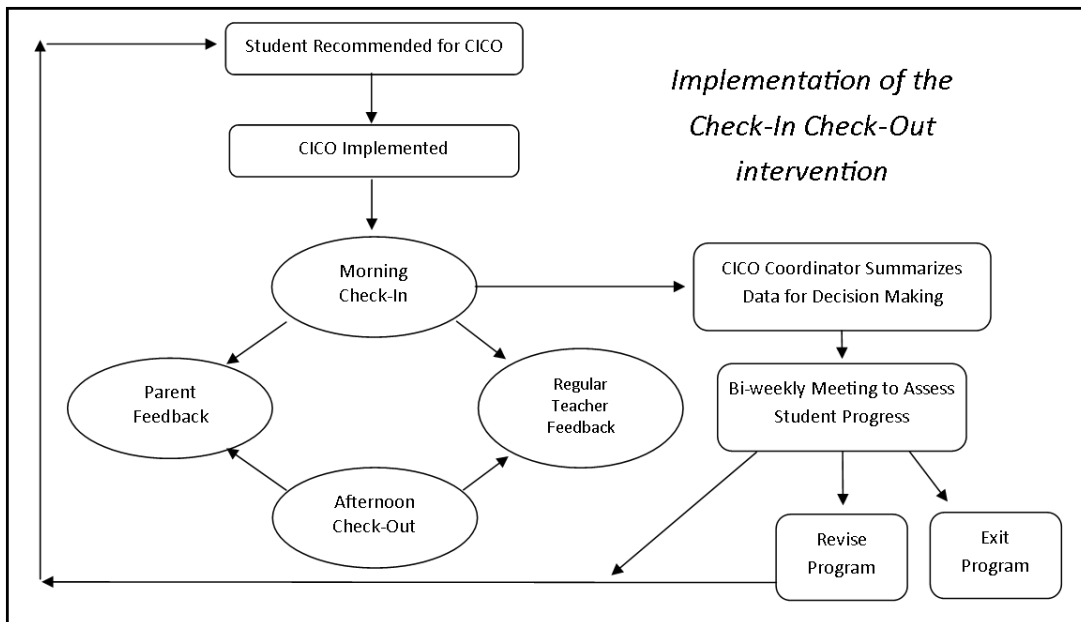
Schools that have School-Wide Positive Behavior Interventions and Supports (SWPBIS) in place may still have students needing additional support. A school with a student population of 500 students will find that an average of 15-20% or 75-100 students will need more support than SWPBIS can provide (Crone, Horner, and Hawken, 2004). It would not be feasible to give all of these students individualized behavior support. However, many students will respond positively to simple intervention strategies, like Check-In Check-Out (CICO), that are teacher friendly, time-efficient, and inexpensive to implement. CICO is a secondary or targeted intervention that complements the structure of SWPBIS.

CICO systematically increases a student's positive interaction with adults within the school setting. Students have scheduled "check-ins" with an adult for positive feedback in the morning, afternoon, and by class period. Adults serving as CICO check-in personnel provide specific, positive feedback on behavioral and academic effort by the student on a daily progress report card. Students carry the point card throughout the day to document their effort in meeting behavioral and academic expectations. Goals are set and tracked to share progress with the student as well as with their teachers.

Students for whom the CICO intervention works well usually have problem behaviors that are anticipated to stay below crisis level. They value adult attention and may benefit from increased structure and prompts throughout the day.

The sample daily progress report below shows the three school rules, the ranking scale, and the check-in times.

Name: _____ Date: ____/____/____		Rating Scale: 2 = Met all expectations 1 = Met some expectations 0 = Met few or no expectations			CICO-SWIS Goal: ____% Points Earned: ____ Points Possible: ____ Goal Met: ____Yes ____ No	
	Period 1	Period 2	Period 3	Period 4	Period 5	
Safe	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0	
Respectful	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0	
Responsible	2 1 0	2 1 0	2 1 0	2 1 0	2 1 0	
<i>Total Points</i>						



Students participate in a daily cycle of feedback, while the school team selects, coordinates and monitors students selected for CICO. The sample CICO cycle above illustrates both student CICO daily cycle and the CICO coordination and monitoring cycle.

Student Participation

Students Participating in Check-In Check-Out follow three main steps, daily:

- **Morning check-in:** This is a time for the student to engage in a positive interaction with an adult. The adult helps the student determine daily readiness and preparedness, anticipated challenges, and daily goals.
- **Class by class check-in/check-out with teacher:** The student engages in a positive interaction with teachers. This is the time when the daily progress report card is scored and paired with positive comments and specific, non-punitive feedback on the expectations for each specific period.
- **Afternoon check-out and goal attainment review:** The student engages in a positive interaction with an adult. During this time, daily points earned are reviewed and goal achievement and progress throughout the week / month are discussed. If the student is not currently achieving behavioral goals, specific, positive feedback and support is provided to the student on how to work toward meeting goals.

Staff Coordination

Staff coordinating student CICO progress follow three steps:

1. Hold regular meetings to determine students nominated for CICO and to monitor current student progress
2. Enter student CICO data daily into the CICO-SWIS account
3. Review Individual Student Report at least weekly to determine whether:
 - a. The student is doing well, and no changes are needed.
 - b. The student is having trouble, and a plan change needs to occur.
 - c. CICO does not seem to be working for the student.

Getting to Know CICO-SWIS

CICO-SWIS is a computer application nested within the SWIS Suite to provide school personnel with the behavioral data needed for effective decision making within the CICO intervention. CICO-SWIS is organized around the same three areas as the SWIS application:

1. Data Entry
2. Reporting
3. Tools

Data entry within CICO-SWIS is efficient and intuitive to set up. The reports available within the application are useful for monitoring individual student progress as well as reviewing the integrity and fidelity of the program for all students enrolled in CICO.

Using CICO-SWIS Data for Decision Making

CICO-SWIS reports are organized to be used for two levels of problem solving:

1. Overall CICO implementation
2. Individual student progress monitoring.

Five reports are available and include:

1. School-wide Report

Reports data for each day across time for all students who have CICO data. Each day of data provides information on the number of students with CICO data that day and gives the highest, lowest, and mean score earned for all of those students on that day.

2. Average Daily Points Per Student Report

Provides a snapshot of average points earned daily for each student during a specified period of time.

3. Individual Student Count Report

Provides information to determine if an individual student is meeting goal and if a student might need a plan change.

4. Individual Student Period Report

Provides individual student data, by period, for a specific number of school days. This information helps to determine if specific periods of the day are problematic.

5. Individual Student Single-Period Report

Provides a review of the individual student's data for a single period across time.

Data Entry and Report Generation Schedule

SWPBIS Team		
What questions do we have?	What reports are needed?	Who will generate the report and how often?
How are we doing SW with problem behaviors?	SWIS School Summary Reports	<p>Who:</p> <p>When:</p>
Is there a problem?		
Are any individual students showing early signs of problem behavior patterns (2+ ODRs)?	SWIS Referrals by Student Report	
How is the CICO program working?	CICO-SWIS School-wide Report	
How are students on CICO doing in general?		
How many students need intensive/tertiary support?	CICO-SWIS Avg. Daily Points By Student Report	
Does the team have what it needs?		

Individual Student Support Team		
What questions do we have?	What reports are needed?	Who will generate the report and how often?
How is each student on CICO doing?	CICO-SWIS Individual Student Count Report	Who: How Often:
Are there students who need to be discussed?	CICO-SWIS Individual Student Period Report	

CICO Coordinator		
What questions do we have?	What reports are needed?	Who will generate the report and how often?
How is each student doing using CICO?	<ul style="list-style-type: none"> • CICO-SWIS School-wide Report • CICO-SWIS Avg. Daily Points By Student • CICO-SWIS Individual Student Count Report 	Who: How Often:
If a student is having a problem, where, with what, and why is the student having the problem?	<ul style="list-style-type: none"> • CICO-SWIS Individual Student Single Period Report • CICO-SWIS Individual Student Period Report 	

Navigating CICO-SWIS

Logging In to PBISApps and CICO-SWIS

PBISApps is the home of SWIS and all other applications within the SWIS Suite (SWIS, CICO-SWIS, ISIS-SWIS, and SAMI). From your preferred internet browser (e.g., Internet Explorer, Mozilla, Safari, Chrome) type in the website address www.pbisapps.org to begin accessing the PBIS Applications, various resources, and supports.

To login to PBIS Applications and a CICO-SWIS account:

Go to www.pbisapps.org and then click on *PBIS Applications Login* located on the right side of the black bar at the top of the screen. This bar is known as the Applications Bar and is where users login and navigate between the different applications on the account.

Enter the email address and password associated with the SWIS account.

Click the Login button.

Upon logging in, the black Applications Bar at the top of the screen will display all PBIS Applications associated with the account.

Click on SWIS Suite to access CICO-SWIS.

Logging Out of PBISApps and CICO-SWIS

To logout of PBIS Applications and a SWIS account:

1. Click on the user's email address located on the right side of the black Applications Bar at the top of the screen.
2. Click Logout.

Note: Users can also click on the Logout icon located in the blue bar at the top of the screen.

Basic Navigation

The applications within the SWIS Suite (SWIS, CICO-SWIS, and ISIS-SWIS) work together, sharing data and fundamental functionality. Schools may subscribe to each application individually. When logged in to CICO-SWIS, tabs for each of the individual applications are located in the top navigation bar. Depending upon a school's subscription, users can click on the tabs at the top and navigate between the applications. If a school has not subscribed to a particular application, an Access Denied message is displayed that provides background information about the selected application and steps to subscribe if desired.

The CICO-SWIS application is organized in a dashboard format. The CICO-SWIS Dashboard displays a list of students currently enrolled in CICO, an overview of enrolled students' success in the intervention over the last four weeks, and the CICO School-wide report spanning the last four weeks.

Clicking on an individual student listed in the CICO Enrolled Students list will highlight that student and display a summary of that student's profile, CICO, and SWIS information. Clicking on the CICO School-wide report will take the user to the reports section and will open the School-wide Report for a deeper level of data analysis.

The CICO Dashboard displays an overview of how successful each enrolled student has been at meeting a points-goal of 80% over the last four weeks. The student's success is calculated by adding his/her Average Daily Points for the last four weeks and dividing by the number of points possible. Students are listed alphabetically by first or last name, depending on the default set in Account Settings. Double clicking on any individual student's name listed under Student Success will take the user to the reports section and will open the Individual Student Count Report for a deeper level of data analysis for the student selected.

Located at the top of the SWIS Dashboard are navigation buttons for the various features within CICO-SWIS. Directly above the list of CICO Enrolled Students, we find the navigation buttons for Data Entry, View Reports, and Tools. Located in the blue navigation bar at the top right of the screen are the icons for Reports, Student Dashboard, Person Management and Logout.

School Settings

Schools/Facilities getting started with CICO-SWIS will work with their Facilitator to identify what options are available for customization within CICO-SWIS. Discussions should focus on the use of data for decision making as well as efficiency of data entry and report generation. It is recommended that all relevant stakeholders be included in these discussions such as administrators, data entry and reporting staff, and teams responsible for progress monitoring of problem behaviors and social climate. School Settings should be reviewed at least annually to ensure that all information is up to date and reflects the needs of the school. School Settings are set for the entire school and will be the same for all CICO-SWIS users on the school/facility's account.

To access School Settings:

1. From the CICO-SWIS Dashboard click Tools.
2. Click School Settings.

Within the School Settings menu, schools/facilities can view and modify information related to:

- School Profile
- Core Data
- Applications within the SWIS Suite

School Profile

PBISApps staff will set up new accounts using information provided by the SWIS Facilitator during licensing. The School Profile and Contact Information links should be reviewed for accuracy at least annually to ensure up-to-date information is recorded about the school.

Profile fields include:

- a. *District Name* (A “district” is defined as the local organization overseeing the school/facility)
- b. *School Name* (This information is typically obtained from the National Center for Education Statistics database)
- c. *Mailing Address*
- d. *Physical Address* (if different)
- e. *Grade Range*
- f. *Phone Number*
- g. *Fax Number*

Contact Information Fields include:

- a. *SWIS Contact*
- b. *Admin Contact*
- c. *Billing Contact*

Core Data

In order to generate school-wide reports such as the School-wide report in CICO-SWIS or the Average Referrals Per Day Per Month and the Ethnicity reports in SWIS requires details about School Days and School Enrollment.

School Days

The number of school days in each month should be entered at the beginning of the school year and kept up to date as needed (e.g., inclement weather, closures).

To enter or modify School Days:

1. In School Settings, click on School Days.
2. In the workspace on the right, click on the correct school year to expand the menu.
3. Type or use the arrows to enter the number of schools days for each calendar month. (Early release days count as one full day)
4. Click Save.

School Enrollment

By default, the School Enrollment is entered by ethnic categories. The total is automatically calculated. This data should be entered at the same time as the annual census count is reported (typically by October 1st). This data is only changed during a school year if a large (10-20%) change in enrollment occurs (e.g., total enrollment, enrollment within a specific ethnic group). A school may choose to change the settings so that race/ethnicity data is not collected within the SWIS applications (see *Application Settings—General*).

To enter or modify School Enrollment:

1. In School Settings, click on School Enrollment.
2. In the workspace on the right, click on the correct school year to expand the menu.
3. Enter the number of students within each ethnic group. (If the school has decided not to enter race/ethnicity information in the SWIS applications, then enter the total enrollment.)
4. Click Save.

Student Ethnicity

Ethnicity enrollment data is optional. However, PBISApps encourages schools to enter ethnicity data and access related SWIS reports for decision making.

To activate/deactivate Ethnicity as a required field in your school's account:

1. In School Settings, click on General under the Applications header.
2. In the School General Settings menu, click on Use Ethnicity.
3. Use the drop-down menu to select the appropriate preference.

The federal government requires schools, districts, and states to collect individual-level race and ethnicity data at enrollment and report aggregated data in the following ways:

- Individual students must report their ethnicity as well as their race.
- Students may identify with more than one race.
- Multi-Racial is listed only as a category for aggregate reporting purposes.

For more information about entering individual student ethnicity and race information, please refer to the Person Management section of this CICO-SWIS User's Manual.

Application Settings

General

The General Settings menu allows the school/facility to identify what information will be collected in CICO-SWIS and preferences for how the information should be collected and reported.

General Settings include:

- a. *Start Month*—CICO-SWIS allows the school/facility to identify what month is considered the start of the year for reporting and decision-making purposes.
- b. *Use 24 Hour Time*—Schools/Facilities may choose to track problem behavior outside of typical education hours (8:00 a.m.-5:00 p.m.).
- c. *Use 504*—By default, CICO-SWIS will collect data about a student’s 504 status. Schools/Facilities may choose to turn this feature off and track this information elsewhere.
- d. *Use Ethnicity*—By default, CICO-SWIS will collect data related to race/ethnicity. Schools/Facilities may choose to turn this feature off and track this information elsewhere. PBISApps recommends tracking this information within SWIS when possible in order to facilitate discussions around equity and disproportionality.
- e. *Use IEP*—By default, CICO-SWIS will collect information about a student’s IEP status and related disability category within the student record in Person Management. Schools may choose to turn this feature off and track this information elsewhere. PBISApps recommends tracking this information within CICO-SWIS and SWIS when possible in order to use reports to facilitate discussions around equity and individual student needs.
- f. *Require Staff District IDs*— CICO-SWIS allows the school/facility to utilize district/internal identification numbers for staff rather than the SWIS assigned ID number.
- g. *Require Student District IDs*— CICO-WIS allows the school/facility to utilize district/internal identification numbers for students rather than the SWIS assigned ID number.

To enter or modify General Settings:

1. In School Settings in the Applications section, click on General.

2. Click anywhere within the row of the appropriate field to expand the menu.
3. Choose Yes to use the identified feature. Choose No to turn the feature off. (Start Month information is modified by clicking on the arrow at the end of the month's name and then selecting the appropriate month from the drop-down menu).
4. Click Save.
5. Click on the next field or area to modify.
6. Close School Settings by clicking on the red X icon in the upper right corner of the screen.

SWIS

For schools that also use SWIS to monitor school-wide behavior support systems, additional school settings will be available.

CICO-SWIS

CICO-SWIS settings allow the school/facility to personalize data collection settings to accommodate reporting needs. Schools/Facilities may establish settings that assist with the monitoring of targeted interventions or point card data. Agreements should be made school-wide prior to making changes within the CICO-SWIS settings. The settings established will apply to all students enrolled in CICO at the school.

CICO-SWIS General Settings include:

- a. Collect data and report for Saturdays
- b. Collect data and report for Sundays
- c. Default Student Goal Line
- d. Defined Period Groups & Expectations

Collect Data and Report for Saturdays

By default, CICO-SWIS will deactivate data collection and reporting for Saturdays. Schools/Facilities may choose to activate this preference to collect data on the weekends.

To activate *Collect Data and Report for Saturdays*:

1. In School Settings in the Applications section, click on CICO.
2. Click anywhere within the “Collect data and report for Saturdays” row.
3. Use the drop-down menu to select the school’s preference.

Collect Data and Report for Sundays

By default, CICO-SWIS will deactivate data collection and reporting for Sundays. Schools/Facilities may choose to activate this preference to collect data on the weekends.

To activate *Collect Data and Report for Sundays*:

1. In School Settings in the Applications section, click on CICO.
2. Click anywhere within the “Collect data and report for Sundays” row.
3. Use the drop-down menu to select the school’s preference.

Default Student Goal Line

By default, CICO-SWIS will set the student goal line for all enrolled students at 80%. Schools/Facilities may choose to modify this percentage to best reflect their building’s CICO intervention.

To modify *Default Student Goal Line*:

1. In School Settings in the Applications section, click on CICO.
2. Click anywhere within the Default Student Goal Line row.
3. Use the up and down arrows to select school's preferred percentage to which all student goal lines will default.

Note: Individual student goal lines can be changed as a reporting option.

Defined Period Groups & Expectations

Schools/Facilities have the ability to establish the layout of the data-entry screen based on the number of times students check in during the day (periods) and the number of expectations at the school. CICO uses the number of school expectations to calculate the minimum and maximum possible scores that a student can receive for any given period. During each period, the student is scored using a scale of 0-2 on how well they achieved the school's expectation. These scores are then added to determine the total score for that period for that student. Examples of school expectations include: Be Safe, Be Respectful, and Be Responsible. Schools may define their CICO system by establishing 3-5 expectations and 10 or fewer periods. Both the expectations and periods should match the information displayed on the school's CICO daily progress report.

To *Define Period Groups & Expectations*:

1. In School Settings in the Applications section, click on CICO.
2. Click anywhere within the Defined Period Groups & Expectations row.
3. Click Add.
4. Set the Start Date for these modifications to be activated.
5. Use the up and down arrows to set the appropriate number of school/facility expectations.

6. Under Period Definitions, click Add to begin adding the preferred number of periods.
 - In the Add Period workspace, enter a label for the period (e.g., Block 1).
 - Click Save.
 - Continue to add and save periods until the school's preferred number of periods is entered.

Note: In the Defined Period Groups & Expectations section of the General Settings screen, CICO-SWIS lists all period groups and expectations that have been previously defined by the school. Information displayed includes start date, period number, expectations, and a total number of days of data for this set of criteria. Editing or deleting any previously defined period groups and expectations deletes all associated data. If modifications are necessary, schools/facilities should add a new set of period groups and expectations and not edit or delete any previous settings.

ISIS-SWIS

For schools that also use ISIS-SWIS to monitor individual student supports, additional school settings will be available.

Account Settings

Account Settings allow an individual user to update their profile information as well as personalize application settings to accommodate data entry or reporting preferences. An account's settings are stored individually for each user and password accessing the SWIS Suite applications, allowing each user to customize the SWIS applications for individual usage.

To access Account Settings:

1. From the CICO-SWIS Dashboard, click Tools.
2. Click Account Settings.

Note: Do not modify profile information to reflect a different person's name or email address. If changes in the school/facility user list are needed, please contact your SWIS Suite Facilitator. If a facilitator is not available, contact the PBISApps team for additional support.

Within the Account Settings menu, schools/facilities can view and modify information related to:

- Account Profile
- Applications within the SWIS Suite

Account Profile

The Account Profile Settings allow an account user to verify and update their name, contact email, username, password, or avatar. This information will be updated for all PBISApps accounts associated with the specific user.

Profile fields include:

- a. *Name*
- b. *Contact Email*
- c. *Username*
- d. *Password*
- e. *Avatar*

To modify Account Profile Settings:

1. In Account Settings in the Account Profile section, click on Profile.
2. Click anywhere within the row of the appropriate field to expand the menu.
3. Type in the text boxes to modify the Account Profile information.
4. Enter your current password so that changes can take effect.
5. Click Save.
6. Click on the next field or area to modify.

Applications

The Applications settings allow an account user to personalize the settings of the account according to personal preference. General settings as well as application-specific settings are available based on the school account and user access.

General

To modify General settings:

1. In Account Settings in the Applications section, click on General.
2. Under the header of Account General Settings, click on *Name Sort Order*. From the drop-down menu select the preferred sort order for names. Click Save.
 - First Last (e.g., Brian Bender).
 - Last First (e.g., Bender, Brian).
3. Under the header of Report Settings, click on Default Graph X Size or Default Graph Y Size to adjust the settings for graphs and charts within the SWIS Suite. Use the arrows to adjust to appropriate size. Click Save.
 - Default Graph X Size = 620.
 - Default Graph Y Size = 500.

SWIS

For schools that also use SWIS, additional school settings will be available. Access the SWIS-User's Manual for these settings.

Note: There are no individual Account Settings available that apply only to the CICO-SWIS application.

Person Management

Person Management allows schools/facilities to organize students, staff, and non-staff person records that are associated with SWIS Suite data. Person Management works across all SWIS Suite applications (i.e., SWIS, CICO-SWIS, ISIS-SWIS). For schools/facilities getting started, it is recommended that the relevant stakeholders meet to discuss personal information required or collected within each person type (i.e., student, staff, non-staff), confidentiality policies related to accessing personal information, and to identify a process for the collection and entry of this information. It is also important for someone at the school to regularly review records in Person Management for data integrity (e.g., accuracy, duplicate records).

To access Person Management:

1. From the CICO-SWIS Dashboard, click Tools.
2. Under the Person Management header, select the appropriate list (Student, Staff, Non-Staff) to review or modify.

Within the Person Management screen, only persons whose status matches the selected filters will be displayed. The filters Active, Inactive, and Archived can be checked and unchecked to display or hide various persons. To see all persons with records currently active, check only the Active box. If on the Students tab, the list of active

Person Record Types		
Student Record	Staff Record	Non-Staff Record
Record Status	Record Status	Record Status
First Name	First Name	First Name
Last Name	Last Name	Last Name
Gender	Email	Email
District ID	District ID	Notes
Notes	Notes	
Ethnicity		
Race		
504 Status		
IEP Status and Disability Category		

student records will also display if a student is enrolled in SWIS or ISIS. Use the scroll bar to scroll up and down the full list of active person records. Clicking on a person's name (student, staff, or non-staff) will display their information to the right of the list of persons. Information varies by person type.

Note: Requirements may be related to School Settings and will vary from school to school.

To add a new person record:

1. In Person Management, click on the correct tab: Students, Staff, Non-Staff. Verify that the person to be added does not already have a record within the SWIS Suite. Verification can be made by checking the Inactive and Archived filters to ensure that a prior record does not exist. If a prior record exists, see *To change a person's status*.
2. If a prior record does not exist, Click Add.
3. In the form, enter all required information about the person. Click OK to save and close the form, or click OK and New to save the form and open a new form to continue adding new person records.

To locate and merge duplicate person records:

Merging two names will combine all referrals from the "Student/Staff/Non-Staff to Delete" to the "Student/Staff/Non-Staff to Retain".

1. In Person Management, click on the appropriate tab: Students, Staff, Non-Staff.
2. Check the Active, Inactive, and Archived filter boxes to display all person records associated with the SWIS account.
3. Using the scroll bar, scroll up or down to locate the name of the person to be retained, or type in the name of the person to be retained in the Search field. Then click the Search icon.

4. Click Merge. A new screen will open identifying the student, staff, or non-staff record to be retained and the student, staff, or non-staff record to delete.
5. In the Student, Staff, or Non-Staff to Delete section use the drop-down menu to select the person record to delete. This will merge all records of the person being deleted with the person being retained.
6. Click Merge.

To revise a person record:

1. In Person Management, click on the appropriate tab: Students, Staff, Non-Staff.
2. Using the scroll bar, scroll up or down to locate the name of the person whose record is to be modified, or type in the name of the person whose record is to be modified in the Search field. Then click the Search icon.
3. In the list of active person records, double click on the person whose record is to be revised. A new screen will open in which a person's information can be edited and revised.
4. When all revisions are complete, click OK.

To delete a person record:

1. In Person Management, click on the appropriate tab: Students, Staff, Non-Staff.
2. Using the scroll bar, scroll up or down to locate the name of the person whose record is to be deleted, or type in the name of the person whose record is to be deleted in the Search field. Then click the Search icon.
3. Click Delete. A new screen will open asking to confirm the deletion of the selected person. If choosing delete, click Delete. If choosing not to delete, click Cancel and the screen will close, and the person record will not be deleted.

Note: Deletion of a person record also deletes all referral data connected to the record. A person record can only be deleted if it was accidentally created, or within the wrong person type, but only when there is no account or referral data connected to the record.

To change a person's status:

1. In Person Management, click on the appropriate tab: Students, Staff, Non-Staff.
2. Check the Active, Inactive, and Archived filter boxes to display all persons associated with the SWIS Suite account.
3. Using the scroll bar, scroll up or down to locate the name of the person whose status is to be changed, or type in the name of the person whose status is to be changed in the Search field. Then click the Search icon.
4. Double click on the name of the person whose status is to be changed. A new screen will open in which the person's information can be reviewed and revised.
5. Use the drop-down menu to modify the person's status (Active, Inactive, Archived).
 - a. Active—the person is currently associated with the school.
 - b. Inactive—the person is not currently associated with the school, but the person may return (e.g., transfer students).
 - c. Archived—the person is not currently associated with the school and will not be returning (e.g., graduated students).
6. Click OK.

Student Ethnicity:

When entering individual student ethnicity and race information:

1. Select the one ethnicity with which the student identifies.
2. Select the race(s) with which the student identifies.

CICO-SWIS Enrollment

In addition to adding and modifying person records within the SWIS Suite of applications, CICO-SWIS users have the ability to enroll students in CICO. The CICO Dashboard displays a list of all students currently enrolled. By checking or unchecking the filters of Enrolled and Unenrolled, users have the ability to see a list of students currently enrolled in CICO, or they can view students currently enrolled CICO along with those students no longer in CICO.

To enroll a student in CICO:

1. From the CICO-SWIS Dashboard in the CICO Enrolled Students section, check the filter boxes for Enrolled and Unenrolled. This provides a comprehensive list so that student enrollment is not duplicated.
2. Review the list of enrolled and unenrolled students to verify that the student has not previously been enrolled. If the student's name is not listed on the displayed list, type their name into the Search field and click the Search icon.
3. If the student has not been previously enrolled, click Enroll.
4. The Enroll Student workspace will appear. Type the student's name into the Search field or use the drop-down menu to select the appropriate student to enroll.
Note: If the student is not listed, click the Add Person icon located above the drop-down menu and follow the onscreen prompts for adding a student into the CICO-SWIS system. For more information see *To add a new person record*.
5. Use the up and down arrows to set the student's daily percentage goal line.
6. Click on the calendar icon in the Enrollment Date field to identify the student's CICO enrollment date.

7. Click OK.

To reenroll a student in CICO:

1. From the CICO-SWIS Dashboard, in the CICO Enrolled Students section, check the filter boxes for Enrolled and Unenrolled. This provides a comprehensive list so that student enrollment is not duplicated.
2. Review the list of students and identify the appropriate student to reenroll in CICO. If the student's name is not listed on the displayed list, type their name into the Search field to search and click the Search icon.
3. When the appropriate student is located, click on their name and then click Reenroll.
4. The Enroll Student workspace will appear with the student's name already selected.
5. Use the up and down arrows to set the student's daily percentage goal line.
6. Click on the calendar icon in the Enrollment Date field to identify the student's CICO enrollment date.
7. Click OK.

To modify or update an enrolled student:

1. From the CICO-SWIS Dashboard, review the list of students and identify the appropriate student to modify or update.
2. Double click on the name of the student to be modified or updated.
3. The Update Student Enrollment workspace will appear with the student's name already selected.
4. Use the up and down arrows to modify the student's daily percentage goal line.
5. Click on the calendar icon in the Enrollment Date field to identify the date the modifications should be activated.
6. Click OK.

To unenroll a student:

1. From the CICO-SWIS Dashboard, review the list of students and identify the appropriate student to unenroll.
2. Click on the name of the student to highlight and select.
3. Click the Unenroll icon located above the list.
4. The Confirm Unenroll screen will appear. Verify that the student is to be unenrolled.
5. Use the calendar feature to set the student's unenrollment date.
6. Click Unenroll.

Student Dashboard

The Student Dashboard provides school/facility personnel with a comprehensive report for an individual student with data in SWIS, CICO-SWIS, and/or ISIS-SWIS.

The Student Dashboard reports include:

- a. *Summary*—The Summary on the right side of the Student Dashboard provides information from the student's Person Management record (e.g., ID, gender), SWIS data (e.g., number of major referrals, last referral date), CICO-SWIS data (e.g., goal, last plan change), and/or ISIS-SWIS data (e.g., coordinator, implementation status) as applicable to the student.
- b. *Latest Referrals*—the student's 10 most recent referrals are displayed with a page toolbar to page through student's other referrals on record.
- c. *Referrals Per Year*—The Referrals Per Year table displays the number of referrals the student has received by school year as well as by major and minor incidents.
- d. *Suspension/Expulsion*—The Suspension/Expulsion table displays the student's referrals that resulted in an In-School Suspension, Out of School

Suspension, or Expulsion. The data is displayed by school year as well as number of events and days.

e. *Referrals By Motivation*—The Referrals By Motivation report displays the student’s incident data by perceived motivation.

f. *Referrals By Time*—The Referrals By Time report displays the student’s incident data by time of day.

g. *Referrals By Problem Behavior*—The Referrals By Problem Behavior report displays the student’s incident data by the primary problem behavior.

h. *Referrals By Location*—The Referrals By Location report displays the student’s incident data by the location where the incident occurred.

i. *Referrals By Day Of Week*—The Referrals By Day Of Week report displays the student’s incident data by the day of the week that the incident occurred.

j. *Average Referrals Per Day Per Month*—The Average Referrals Per Day Per Month report displays the student’s incident data by the number of referrals per school day per month.

k. *CICO – Individual Student Count*—For students enrolled in CICO-SWIS, the Individual Student Count Report is used to track individual student progress. This report graphs the student’s daily percentage of points earned.

To access the Student Dashboard:

1. From the SWIS Dashboard, click Tools, then click Student Dashboard. The Student Dashboard screen will open.

2. Click on the arrow next to the Find Student field located below the school’s name. A list of Active student records will appear. Typing into the Search field will also display students matching the name and spelling entered. Users may also select a student from the identified lists of

Students with Referrals, Students in CICO, or Students in ISIS. Clicking on a student's name will generate their individual Student Dashboard.

CICO-SWIS Data Entry

CICO-SWIS Data Entry is formatted for daily data entry on multiple students. Entering data for multiple students daily is efficient and provides school teams with current information on student progress.

The CICO Data Entry screen for points earned per period shows a page of students enrolled in CICO for the specific day. If a student name does not appear on the list, check the student's enrollment by double clicking on the student's name in the list of CICO Enrolled Students displayed on the CICO Dashboard.

The CICO Data Entry screen has several fields available for data entry.

Date

The CICO Data Entry screen always opens with the current day's date. Use the Previous and Next buttons to scroll through the data entry pages.

Changing the Data Entry Date

To jump to a specific date without using the Previous and Next buttons:

1. Type the specific date (m/d/yy) into the date field and click Go or use the arrows on the calendar feature to scroll between months and click on the specific date once it is located.

School Status

This drop-down menu refers to current attendance status for the entire school on that particular day. For each day, use the drop-down menu to select one of the three available options:

1. School In

2. No Data—school was in session, no CICO data was entered. Selecting this option enters ‘No Data’ into each student’s record for the day. Entering ‘No Data’ equates to a 0 for the each student’s score for that day.
3. No School—selecting this option enters ‘No School’ into each student’s record for the day.

Student Status

The student status drop-down menu contains options for the student’s attendance on that particular day. Four options are available from the drop-down menu:

1. Present
2. Absent
3. No Data—student was in school, enrolled in CICO, data is not available for data entry. Entering ‘No Data’ equates to a 0 for the each student’s score for that period.
4. No School

Note: The student’s status will default to Present. Use the drop-down menu to select a different status for the day.

Points Earned Per Period

Each period, students earn points, are absent, have no data, or school was not in session for that period. To enter the total points earned per period:

1. A selection of possible points is available from 0 to a maximum. The maximum number of points for a period is equal to the total number of school expectations multiplied by 2.
2. Use the drop-down menu to select the total points earned per period.
3. As data is entered, the student’s percentage of total points earned will calculate dynamically.
 - a. Entering ‘No Data’ for a period will be treated as a 0.

b. Leaving a period blank will not affect the percentage of total points earned. That

day will appear as incomplete data on reports.

4. While data entry is taking place, CICO-SWIS will dynamically save the data that is being entered. This allows for information be saved as it is entered and enhances data integrity.

Note: The student record being updated will be highlighted in color different than the other enrolled students making it easier for data to be entered for the appropriate student. If CICO-SWIS notes an error during data entry, the highlighting will change to red to alert the data entry person.

Plan Changes

When students have program plan changes, this information can be entered and saved in the CICO Data Entry workspace. Plan changes can be made and saved during the daily data entry process and take effect immediately.

To make a plan change to a student's CICO program:

1. Verify the date the plan change is to be noted. If it is the current day, the plan change can be noted during daily data entry. If it is another specific date, use the calendar operations to select the specific date for the plan change.
2. Identify the specific student whose plan is to be changed and click on the Add Plan Change icon to the right of the displayed % Total.
3. Enter a brief description of the plan change in the form field that is displayed below the student's periods.
4. The plan change will be saved when the user moves to another CICO-SWIS task or can be saved by clicking the Save icon located beside the Student Status drop-down menu.

Notes

Occasionally anecdotal information about a student's day needs to be noted and saved with a student's CICO information. Anecdotal notes can be entered and saved in the CICO Data Entry workspace. Any notes entered during the daily data entry process are saved immediately.

To add a note to a student's CICO data:

1. In the CICO Data Entry workspace, click the Add Note icon to the right of the displayed % Total.
2. Enter any anecdotal information that should be noted for the specific date in the form field that is displayed below the student's periods.
4. The note will be saved when the user moves to another CICO-SWIS task or can be saved by clicking the Save icon located beside the Student Status drop-down menu.

Note: If a note needs to be entered and saved after the date has passed, data entry persons can use the calendar operations to select the specific date for the note and follow the steps above to enter and include the anecdotal information.

Viewing and Generating Reports

There are multiple ways to navigate reports within CICO-SWIS:

1. The CICO-SWIS Dashboard is organized to display the CICO School-wide report showing data for all enrolled CICO students over the last four weeks. By clicking on the report graph, users will be taken to the reports dashboard where they can modify report options and open multiple reports at the same time.
2. In the top navigation row, click on View Reports to access the reports dashboard. In the reports dashboard, the variety of reports available within CICO-SWIS listed:

- School-wide
- Average Daily Points
- Student Count
- Student Period
- Student Single Period

3. Click on the triangle to the right of the View Reports icon located in the blue navigation bar at the top. This will open a drop-down menu allowing access to CICO reports.
4. When working within an open report, other reports can be opened at the same time by clicking on the specific report's icon located in the quick launch bar above the currently open report.

When viewing individual reports, each individual report opens in its own tab within the reports screen. This allows users to have multiple reports open at the same time and tab between reports as needed to access information in a quick and efficient manner. To close a report tab, click on the X in the top right corner of the tab. To open a new report, click on the appropriate report icon in the quick-launch bar above the currently open reports.

School-wide Report

The CICO School-wide report shows data for all students enrolled in CICO for a given date range. The report shows the number of students with CICO data per day and provides the mean, high, and low scores for the group of students. This report is useful when assessing the status and effectiveness of the school/facility's CICO program. When opened, CICO-SWIS presents the report's graph and data tables in separate tabs within the Report Data section.

Average Daily Points Report

The Average Daily Points By Student report shows each student's average percent of total CICO points for a specified date range. Each student's name is listed across the bottom of the report along with the number of days of data available within the date range. This report provides an efficient way to compare student progress.

Student Count Report

The Individual Student Count report is used to track individual student progress. This report graphs the student's daily percentage of total points earned.

The goal line appears horizontally across the graph. When the student's daily data is at or above his or her goal, the data point is green. When the student's daily data is below goal, it is red. With the goal line defined for each student, it is easy to see if students are doing well or if plan changes are needed.

In the Options section for this report, users have the ability display student names, ODRs, plan changes, and/or notes on the graph. Selecting the option to show ODRs provides a larger picture of the student's social behavior.

To generate an Individual Student Count report for a specific student:

1. Open the Student Count report from the CICO-SWIS report dashboard.
2. In the Options section of the report screen, identify the appropriate student and modify other options as needed.
3. Click Generate. This will generate the report graph and table to reflect the specified student and report options.

Student Period Report

The Individual Student Period report provides a snapshot of how a student is doing every period by graphing the average percent of points a student earns during each period. At a glance, this report shows when students are doing well and when they are struggling.

For each period, the report shows the number of days of data used to calculate the average daily percent of points.

To generate an Individual Student Period report for a specific student:

1. Open the Student Period Report from the CICO-SWIS report dashboard.
2. In the Options section of the report screen, identify the appropriate student and modify other options as needed.
3. Click Generate. This will generate the report graph and table to reflect the specified student and report options.

Student Single Period Report

The Individual Student Single Period report provides information about a single period during the school day. This report is useful when trying to determine when/where problems occur with more precision.

When the Individual Student Period report shows the student's point average is low for a specific period, generating the Individual Student Single Period report for that period can help determine if there is a pattern in the student's behavior.

By selecting Show ODRs in the report's Options section, the report can document SWIS ODR data for each day, which provides a larger picture of the student's social behavior.

To generate an Individual Student Single Period report for a specific student:

1. Open the Student Single Period report from the CICO-SWIS report dashboard.
2. In the Options section of the report screen, identify the appropriate student and modify other options as needed.
3. Click Generate. This will generate the report graph and table to reflect the specified student and report options.

To print a report:

1. In the report screen, click the Print icon located beside the report's graph.
2. A message screen will open allowing a user to select specific printing options. Users can print either the graph only or the table only, or print both the graph and table.
3. Click Print.

Note: Clicking the Preview button allows for viewing specified printing options exactly as they will print out.

Training and Fluency-Building Activities

Navigation Activities

The common navigational features for CICO-SWIS are the same as SWIS. There are a few additional navigational features.

Using the Demo Account:

1. How do you enroll or unenroll a student in CICO-SWIS?
2. What is Chris Black's CICO enrollment date?
3. How could you change Chris Black's enrollment date?
4. How do you add a plan change?

Data Entry

Using the Facilitator Account:

1. Modify the settings so that the CICO Data Entry workspace calculates data for 3 expectations and 5 periods.
2. Enroll Marie Banks and Save.
3. Enter 1 week of data for Marie Banks and then review her reports.
4. Enroll the following new student; check to be sure he is not already enrolled in SWIS.
 - a. Joe Smith, District ID: 11999, Not Hispanic/Latino, American Indian.

Modification Activities

Using the Facilitator Account:

1. Change Dana Jarvis' % Goal to 80%.
2. Change Chris Black's enrollment date to 12/16/2011.
3. Back-enter data for Chris Black from 12/16/2011 to 12/20/2011.

Reporting Activities

Using the Demo Account, generate the following reports for Chris Black.

1. School-wide Report
2. Average Daily Points By Student
3. Individual Student Count Report
4. Individual Student Period Report
5. Individual Student Single Period Report (period 3)

Getting Support

Problems do arise from time to time. The following are ways that you can get support for the problems you may encounter.

1. Check the CICO-SWIS User's Manual.
2. Contact the SWIS Facilitator. SWIS Facilitators can answer most questions that are beyond the scope of the CICO-SWIS User's Manual.
3. Ask another CICO-SWIS or SWIS User at your school or in your district/region.
4. On the CICO-SWIS Dashboard click Tools, click Support. Users will be redirected to the PBIS Applications Support page where they can:
 - a. Browse support topics
 - b. Post questions for support
 - c. Email the PBIS Applications Support Team
 - d. Chat with PBIS Applications Support Team members
 - e. Call the PBIS Applications Support Team

NOTES:

SWIS Data Entry and Reporting Schedule

SWPBIS Team			
What questions do we have?	What reports are needed?	Who will generate the report and how often?	
How are we doing SW with problem behaviors?	SWIS School Summary Reports		
Is there a problem?			
Are any individual students showing early signs of problem behavior patterns (2+ ODRs)?	SWIS Referrals by Student Report		Who:
How is the CICO program working?	CICO-SWIS School-wide Report		When:
How are students on CICO doing in general?			
How many students need intensive/tertiary support?	CICO-SWIS Avg. Daily Points By Student Report		
Does the team have what it needs?			

Individual Student Support Team		
What questions do we have?	What reports are needed?	Who will generate the report and how often?
How is each student on CICO doing?	CICO-SWIS Individual Student Count Report	Who: How Often:
Are there students who need to be discussed?	CICO-SWIS Individual Student Period Report	

CICO Coordinator		
What questions do we have?	What reports are needed?	Who will generate the report and how often?
How is each student doing using CICO?	<ul style="list-style-type: none"> • CICO-SWIS School-wide Report • CICO-SWIS Avg. Daily Points By Student • CICO-SWIS Individual Student Count Report 	Who: How Often:
If a student is having a problem where, with what, and why is the student having trouble?	<ul style="list-style-type: none"> • CICO-SWIS Individual Student Single Period Report • CICO-SWIS Individual Student Period Report 	