

# BEHAVIOR PROGRESS MONITOR SOFTWARE

## Annual Checklist



This checklist should be reviewed by district/campus staff throughout the school year.

### Beginning of the School Year

1.	Determine the primary district contact (this person will be a user manager for all campuses in the progress monitor software tool).	
2.	Add new district level users to the software tool, ensure they have access to necessary campuses, and train them in navigation of the software tool.	
3.	Remove access for any district level users that no longer need to utilize the software tool.	
4.	Determine district expectations for use of the behavior progress monitoring software tool. Determine how fidelity of use will be monitored by district users.	
5.	<b>Initial year:</b> Determine how students will be uploaded into the software tool. <b>Subsequent years:</b> Initiate the process for student rollover to new campuses (individual transfer, bulk transfer, connection with district roster).	
6.	Determine the primary contact(s) and users for the software tool at each campus.	
7.	Remove access for any campus level users that no longer need to utilize the software tool.	
8.	Train campus users in navigation of the software tool and the district expectations for use (initial training for new staff and refresh training for returning staff). <i>*Campus users are often behavior teachers, interventionists, or counselors.</i>	
9.	Determine the method(s) and responsibilities for data collection and entry at each campus. This may take place through direct entry using the QR code or paper collection with manual entry into the software.	
10.	Train campus staff in use of the QR code, expectations for frequency, provision of feedback for students, and other associated interventions. <i>*Campus staff are often classroom teachers or paraprofessionals</i>	
11.	<b>Review and update student profiles:</b> <ul style="list-style-type: none"> <li>• Ensure all students with behavior intervention have a profile.</li> <li>• Ensure students are monitored with the appropriate behavior scales (standardized scales for Safe, Respectful, and Responsible at Tier 2 intervention, individualized behavior scales at Tier 3)</li> <li>• Match the data collection schedule (intervals) to the new school year.</li> </ul>	

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### During the School Year

12.	Campus teams conduct review of student behavior progress with regular frequency (weekly, monthly, etc.): <ul style="list-style-type: none"><li>• Check fidelity of data entry</li><li>• Discuss trajectory &amp; patterns in the data</li><li>• Adjust staff support or interventions based on data trends</li></ul>	
13.	Archive goals/scales for students as they are achieved and enter new goals/scales as they are determined.	
14.	Communicate progress and share data with families.	
15.	Communicate progress and share data with students (if appropriate).	
16.	District users check the fidelity of tool usage monthly, address fidelity concerns, and train any new campus users as needed.	
17.	Deactivate or transfer students to other campuses as necessary.	

### End of the School Year

18.	Ensure all student data is entered and updated at the conclusion of the year.	
19.	Communicate final progress graphs with families and students.	
20.	If necessary, download and save graphs of student progress.	