

UNIVERSAL BEHAVIOR SCREENER SOFTWARE

Screening Checklist



This checklist should be reviewed by district/campus staff during each screening cycle.

Prior to Screening

1.	Emergent Tree staff emails district/campus ITS with a data request form or requests data through the rostering system	
2.	District ITS completes data form and sends back to Emergent Tree	
3.	Emergent Tree uploads data into a screener dashboard for a district/campus and adds district users	
4.	Emergent Tree sends email with screening instructions to campus administrators approximately 1 week before screening window opens	
5.	Emergent Tree sends email on the first day of screening to indicate the window has opened	

During Screening

1.	Campus administrator uses the dashboard to send invitations for teachers to begin screening	
2.	Teachers screen assigned students and indicate any students who are no longer on their roster, campus administrator reassign these students through the dashboard	
3.	Emergent Tree emails a screening status update midway through the screening window	
4.	Campus administrator sends reminder emails to staff members as necessary to remind them to complete screening	
5.	Emergent Tree closes the screener access for teachers at the end of the screening window	

After Screening

1.	District/campus administrator download their results from the screener dashboard	
2.	District/campus administrator analyze results in teams and reach out to Emergent Tree with any questions	