**Ohio 5-Step Process Template: PBIS**

**Program/Building Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Meeting Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**List Program/School-wide Expectations:**

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**Team Members: Name/Position, Roles**

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| 1. | 2. | | 3. | | 4. |
| 5. | 6. | | 7. | | 8. |
| Facilitator: | | Recorder: | | Timekeeper: | |

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| **Step 1: Collect and Chart Data** |
| Enter the specific data to be analyzed in Step 2 – insert data tables or graphs if available, or attach to the electronic form. |

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| **Step 2: Analyze Data** |
| Enter team conclusions of the analysis that inform Step 3:  Strengths:  Weaknesses:  Precise Problem Statement: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| **Step 3: Established shared expectations for implementation** | |
| Expectation of Student Performance  What will all students’ success look like as a result of adult’s actions? | Adult Implementation  (What will adults in the building do differently?  How will new expectations be taught?) |

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| **Step 4: Plan for implementation and monitoring.** |
| |  |  |  | | --- | --- | --- | | Who is responsible for implementing this plan? | With which students? | How often (daily, weekly, monthly)? | |  |  |  | | How long will we implement before collecting follow-up data?  4 weeks  6 weeks  \_\_\_\_\_\_weeks | | |   How will we ensure that Step 3 is implemented as we outlined above? What evidence will we look for?  What data will we use to evaluate the impact of these strategies? (If at all possible, use same data as in Step 1)  Who will be responsible for collecting this data?  By when will this data be collected? \_\_\_/\_\_\_/20\_\_\_ |

*\*If your team is stopping after Step 4 – please complete the Reflection/Communication section below*

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| **Step 5: Collect, Chart and Analyze pre/post data to determine impact of strategies** | Date and Time (must occur at a later date after steps 3-4 been completed): |
| How many of the responsible individuals followed through on the plan as identified above?  <50%  50-75%  75-90%  90-100%  Summarize post-intervention data:  Describe what worked in the plan, and why:  Describe what did not work, and why:  Which successes need to be replicated and where?  What are the team’s next steps? Has this issue been adequately resolved, or are additional strategies necessary? | |
| **Where Do We Go From Here?** | |
| Area of focus for next 5 step process\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Data to bring to next 5 step process \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Who is responsible for bringing this data to the next meeting? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Meeting date for the next 5 step process \_\_\_\_\_/\_\_\_\_\_\_/20\_\_\_\_ | |
| *Be sure to complete Reflection/Communication section on last page* | |

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| **Reflection/Communication** | | | |
| **Who Needs to Hear?**  (see guide for ideas) | **Strengths/Successes** | **Obstacles/Challenges** | **Supports Needed** |
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| **Parking Lot -** *What other issues need to be addressed at another date?* |
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