



Instructions for Completing a Tier 2 Walkthrough for K - 12th Grade

Purpose

This Tier 2 Walkthrough form for K through 12th Grade is used to evaluate Tier 2 PBIS implementation. The tool provides the observer with a quick glance to see if a Tier 2 system is evident in the school. The form is designed to allow for feedback to the school's PBIS team and/or administration in ways to improve Tier 2 implementation through teaming, interventions, and evaluation. It is recommended that an external observer complete the majority of this form (with the exception of Part 3 and 4 Student Awareness). A Tier 2 PBIS team member or an external observer can also use this form for progress monitoring and coaching. The expected time to complete the TFI Walkthrough is dependent on the number of interventions observing, but on average should take approximately 60 - 90 minutes. You can access an electronic version of this walkthrough tool [here](#).

Instructions

This walkthrough is designed to provide feedback on both the fidelity of the Tier 2 system components as well as the Tier 2 interventions being implemented at the school. At minimum, the observer will evaluate the Check-In, Check-Out (CICO) intervention. Yet, if other interventions are in place, it is recommended to observe up to two additional interventions. When scheduling the walkthrough be mindful of when the Tier 2 interventions take place so you are able to observe at least part of the intervention in action (if appropriate). The walkthrough form has five parts:

Part 1 - The Tier 2 System

- PBIS Tier II Coordinator/Coach and Administrator Interview
- General Information
- PBIS Product Book Review

Part 2 - Tier 2 Intervention 1

- Check-In, Check-Out (CICO)

Part 3 - Tier 2 Intervention 2 (Optional)

Part 4 - Tier 2 Intervention 3 (Optional)

Part 5 - Tier 2 Walkthrough Summary

PART 1- The Tier 2 System

PBIS Tier 2 Coordinator/Coach and Administrator Interview

It is important to start your walkthrough with a brief sit down interview with the PBIS Administrator and PBIS Tier 2 Coordinator/Coach. This will help provide further context for what you will see as well as provide additional information on PBIS implementation efforts that will not be visual during your visit. The majority of the interview will focus on the Tier 2 system processes and procedures. The interview will also aid in completing various parts of the walkthrough form such as items you will need in the general information or product book sections. Finally, the interview allows for some coaching to take place which may further benefit the school's implementation. Access the [interview questions here](#).

General Information

Please list the date of the walkthrough, school name and school district as well as the observer's name and Tier 2 Coordinator/Coach's name. Then note the name of your Tier 2 progress monitoring data system (SWIS-CICO, PBIS Rewards, Excel, etc.), the percentage of the total school population currently receiving Tier 2 supports, and the number of Tier 2 interventions currently being implemented. Finally, list the names of the Tier 2 interventions currently being implemented in the school.

PBIS Product Book-Review TFI Artifacts

Review the School PBIS Leadership Team's Tier 2 product book either prior to the walkthrough or during. The product book should be well kept and provide evidence of implementation for each Tier 2 TFI critical element. This detailed [Product Book Checklist](#) provides a thorough list to ensure that all artifacts and evidence are present.



PBIS Tier II Walkthrough Tool

K - 12th Grade Tier II Interview and Observation Form

PART 2 – PART 4 (Tier 2 Intervention 1—Tier 2 Intervention 3)

Part 2 is observing the Tier 2 Intervention CICO and must be completed. Part 3 and Part 4 are optional as it gives you flexibility to observe the fidelity of implementation for other Tier 2 Interventions happening in the school.

Before starting the observation enter some general information on the Tier 2 Intervention including the date/time of observation, name of the Intervention Facilitator, the Tier 2 intervention name (if applicable), and DPR name. If the intervention is not CICO, ask about the main components of the Tier 2 intervention being observed inclusive of how the intervention is implemented, its process, the intervention facilitator's role, the teacher/staff role and the student role. Finally, record the number of students participating in the intervention, number of students responding to the intervention, percentage of students responding to the intervention and the percentage of students not responding to the intervention.

Staff Awareness

Interview a minimum of 6 staff members. The following provide more details regarding the staff questions and additional follow-up questions that may be used to probe for more understanding:

1. Has (Tier 2 Intervention) been an acceptable intervention for your school? Tell me more.
2. Has (Tier 2 Intervention) been appropriate for addressing the behavioral needs of some students? How?
3. Has (Tier 2 Intervention) produced desired outcomes for students? What outcomes have you seen?
4. Has (Tier 2 Intervention) been easy to implement? What has been easy? What has been difficult?
5. Do you have any additional feedback to provide on the (Tier 2 Intervention) process?

Student Awareness

For Part 2 regarding the CICO Tier 2 Intervention, you will interview 6 students. The following provide more details regarding the student questions and additional follow-up questions that may be used to probe for more understanding:

1. Do teachers greet/prompt you at beginning of each class about the DPR? Does this happen every day?
2. Do teachers reinforce/prompt you during class? If so, how? Please give an example.
3. Do teachers rate the DPR at the end of each class/activity? Do you typically agree with the ratings?
4. Do teachers review DPR ratings with you at the end of each class? What type of feedback do they give?

Due to confidentiality of students who may be receiving Tier 2 interventions such as social skills groups, the Student Awareness Section of Part 3 and 4 will not be completed by the external observer. However, it is highly recommended that the Tier II Coordinator/Coach complete this part of the observation as student feedback is important data component to consider when measuring the fidelity of the Tier 2 interventions. The Tier II Coordinator/Coach will need to develop 4 questions to ask students based on the main components of the Tier 2 Intervention being observed. Questions can be developed collaboratively with the external observer when completing the other parts of the form, or you may consider these sentence starters (please note, you may need to adjust for young children):

1. Has (Insert Tier 2 Intervention) been a positive experience? What goes well? What could be better?
2. Did you learn some things to help you be (insert schoolwide expectations working on)? Tell me more.
3. What were some of the things you learned?
4. Did you get to practice those new skills? How did you practice? Where did you use those skills?
5. Have you received acknowledgement for using the skills you learned? What? When?



PBIS Tier II Walkthrough Tool

K - 12th Grade Tier II Interview and Observation Form

Intervention Facilitator

The final part of the Tier 2 intervention observation is asking the Intervention Facilitator some basic questions about the Intervention. The questions are as follows, however additional questions can be added if needed.

1. Other than yourself, is there anyone else who serves as a _____ (Tier 2 Intervention) Facilitator for this intervention? If so, please name.
2. Once a student is referred or nominated how quickly do they start the Tier 2 Intervention?
3. Do you monitor success of the Tier 2 Intervention?
4. How is it monitored?
5. How frequently is DPR data entered in a data system?
6. Do students receive acknowledgement in the Tier 2 Intervention?
7. What type of acknowledgement do they receive and how often?
8. How many students (or percentage) have graduated from the Tier 2 Intervention?
9. How many students (or percentage) have needed change/modifications?
10. How many students are receiving this Tier 2 Intervention Coupled with Another Tier 2 Intervention (i.e. CICO)? What Interventions are they? _____

PART 5- Tier 2 Walkthrough Summary

Provide strengths and recommendations noticed during the walkthrough that the school can use to inform their Tier 2 TFI action planning. Make sure to capture any qualitative data* observed during interviews, etc. Once the walkthrough form is complete make sure to send to the District Coordinator (if an external observer) to share with the school.

*Exploring Your PBIS Tier 2 System: Supplemental Questions for the PBIS Tier 2 Walkthrough - Coaching Tool utilized during the PBIS Coach and PBIS Administrator interview.



PBIS Tier 2 Walkthrough Tool

K - 12th Grade Tier 2 Interview and Observation Form

Purpose

This tool is used as part of completing the PBIS TFI's Tier 2 subscale and gives a quick glance to see if Tier 2 PBIS is evident in the school. It will allow the observer to provide feedback to the PBIS team and administration.

Part 1 - General Information

Date: _____ School: _____ District: _____

Name of Observer: _____ Name of Tier 2 Coordinator/Coach: _____

Name of Tier 2 Progress Monitoring Data System: _____

Percent of Total School Population Currently Receiving Tier 2 Supports _____

Number of Tier 2 Interventions Currently being Implemented _____

List Names of Tier 2 Interventions Currently being Implemented:

- 1) _____ 2) _____
- 3) _____ 4) _____
- 5) _____ 6) _____

Part 1 - PBIS Product Book (TFI Artifacts)

2.1 Team Composition	2.2 Team Operating Procedures	2.3 Screening	2.4 Request for Assistance	2.5 Options for Tier 2 Interventions	2.6 Tier 2 Critical Features	2.7 Practices Matched to Student Need	2.8 Access to Tier 1 Supports
Y N	Y N	Y N	Y N	Y N	Y N	Y N	Y N
2.9 Professional Development	2.10 Level of Use	2.11 Student Performance Data	2.12 Fidelity Data	2.13 Annual Evaluation	PBIS Tier 2 Action Plan	Notes:	
Y N	Y N	Y N	Y N	Y N	Y N		

Part 1 - Notes



PBIS Tier 2 Walkthrough Tool

K - 12th Grade Tier 2 Interview and Observation Form

Part 2 - Tier 2 Intervention 1

Name of Tier II Intervention: Check In - Check Out (CICO) Date/Time of Observation: _____

Name of Intervention Facilitator: _____

CICO System Name: _____ DPR Card Name: _____

Number of Students Participating in the Intervention: _____

Number of Students Responding to the Intervention: _____

Percentage of Students Responding to the Intervention: _____

Part 2 - Staff Awareness

Questions to Staff that have Students on CICO (adapted from Deanne A. Crone, Leanne S. Hawken, and Robert H. Horner (2010))				
Role of Staff Member Interviewed	Has CICO been an acceptable intervention for your school?	Has CICO been appropriate for addressing the behavioral needs of some students?	Has CICO produced desired outcomes for students?	Has CICO been easy to implement?
1.	Y N	Y N	Y N	Y N
2.	Y N	Y N	Y N	Y N
3.	Y N	Y N	Y N	Y N
4.	Y N	Y N	Y N	Y N
5.	Y N	Y N	Y N	Y N
6.	Y N	Y N	Y N	Y N
Do you have any additional feedback to provide on the CICO process?				

Part 2 - Student Awareness

Questions for Students on CICO (adapted from Deanne A. Crone, Leanne S. Hawken, and Robert H. Horner (2010))				
Grade Level of Student Interviewed	Do teachers greet/prompt you at beginning of each class about the DPR?	Do teachers reinforce/prompt you during class?	Do teachers rate the DPR at the end of each class/activity?	Do teachers review DPR ratings with you at the end of each class?
1.	Y N	Y N	Y N	Y N
2.	Y N	Y N	Y N	Y N
3.	Y N	Y N	Y N	Y N
4.	Y N	Y N	Y N	Y N
5.	Y N	Y N	Y N	Y N
6.	Y N	Y N	Y N	Y N



PBIS Tier 2 Walkthrough Tool

K - 12th Grade Tier 2 Interview and Observation Form

Part 2 - Intervention Facilitator

Behavior Education Program/Check-In, Check-Out Questions

(adapted from Deanne A. Crone, Leanne S. Hawken, and Robert H. Horner (2010))

1.	Other than yourself is there anyone else who serves as a CICO Intervention Facilitator? If so, please name:			
2.	Once a student is referred or nominated how quickly do they start CICO?			
3.	Do 90% of students on CICO check-in daily?	Yes	No	Unsure
4.	Do 90% of students on CICO check-out daily?	Yes	No	Unsure
5.	Do 90% of students on CICO receive acknowledgement for reaching their goals?	Yes	No	Unsure
6.	Do 90% of students receive feedback from their teachers?	Yes	No	Unsure
7.	How frequently is DPR data entered in a data system?			
8.	How many students (or percentage) have graduated from CICO?			
9.	How many students (or percentage) have needed change/modifications?			

Part 2 - Notes

Do you have any additional feedback to share on the CICO Process, Implementation, or Evaluation?



PBIS Tier 2 Walkthrough Tool

K - 12th Grade Tier 2 Interview and Observation Form

Part 3 - Tier II Intervention 2

Name of Tier 2 Intervention: _____ Date/Time of Observation: _____

Name of Intervention Facilitator: _____

Intervention System Name (If applicable): _____ DPR Card Name: _____

What are the main components of the Tier 2 Intervention? How are they implemented? What is the Process? Please be Specific. What is the intervention facilitator's role? What is the teacher/staff role? What is the student role?

Number of Students Participating in the Intervention: _____

Number of Students Responding to the Intervention: _____

Percentage of Students Responding to the Intervention: _____

Percentage of Students Not Responding to the Intervention: _____

Part 3 - Staff Awareness

Questions to Staff that have Students Participating In the Tier 2 Intervention				
Role of Staff Member Interviewed	Has _____(Tier 2 Intervention) been an acceptable intervention for your school?	Has _____(Tier 2 Intervention) been appropriate for addressing the behavioral needs of some students?	Has _____(Tier 2 Intervention) produced desired outcomes for students?	Has _____(Tier 2 Intervention) been easy to implement?
1.	1 2 3 4 5	Y N	Y N	Y N
2.	1 2 3 4 5	Y N	Y N	Y N
3.	1 2 3 4 5	Y N	Y N	Y N
4.	1 2 3 4 5	Y N	Y N	Y N
5.	1 2 3 4 5	Y N	Y N	Y N
6.	1 2 3 4 5	Y N	Y N	Y N

Do you have any additional feedback to provide on the _____(Tier 2 Intervention) process?



PBIS Tier 2 Walkthrough Tool

K - 12th Grade Tier 2 Interview and Observation Form

Part 3 - Student Awareness
To Be Completed by Tier II Coordinator/Coach ONLY

Questions for Students Participating in the Tier 2 Intervention:				
Determine Questions to Ask Based on the response to "What are the main components of the Tier 2 Intervention?" on the Previous Page. Students should be asked if the main components of the Tier 2 Intervention are happening.				
Grade Level of Student Interviewed	Question 1:	Question 2:	Question 3:	Question 4:
1.	Y N	Y N	Y N	Y N
2.	Y N	Y N	Y N	Y N
3.	Y N	Y N	Y N	Y N
4.	Y N	Y N	Y N	Y N
5.	Y N	Y N	Y N	Y N
6.	Y N	Y N	Y N	Y N

Part 3 - Intervention Facilitator

Tier 2 Intervention Questions			
1.	Other than yourself, is there anyone else who serves as a _____ (Tier 2 Intervention) Facilitator for this intervention? If so, please name:		
2.	Once a student is referred or nominated how quickly do they start the Tier 2 Intervention?		
3.	Do you monitor success of the Tier 2 Intervention?	Yes	No Unsure
4.	How is it monitored?		
7.	How frequently is DPR data entered in a data system?		
5.	Do students receive acknowledgement in the Tier 2 Intervention?	Yes	No Unsure
6.	What type of acknowledgement do they receive and how often?		
8.	How many students (or percentage) have graduated from the Tier 2 Intervention?		
9.	How many students (or percentage) have needed change/modifications?		
10.	How many students are receiving this Tier 2 Intervention Coupled with Another Tier 2 Intervention (i.e. CICO)? What Intervention(s) are they?		



PBIS Tier 2 Walkthrough Tool

K - 12th Grade Tier 2 Interview and Observation Form

Part 3 - Notes

Do you have any additional feedback to share on the Tier 2 Intervention Process, Implementation, or Evaluation?



PBIS Tier 2 Walkthrough Tool

K - 12th Grade Tier 2 Interview and Observation Form

Part 4 - Tier II Intervention 3

Name of Tier 2 Intervention: _____ Date/Time of Observation: _____

Name of Intervention Facilitator: _____

Intervention System Name (If applicable): _____ DPR Card Name: _____

What are the main components of the Tier 2 Intervention? How are they implemented? What is the Process? Please be Specific. What is the intervention facilitator's role? What is the teacher/staff role? What is the student role?

Number of Students Participating in the Intervention: _____

Number of Students Responding to the Intervention: _____

Percentage of Students Responding to the Intervention: _____

Percentage of Students Not Responding to the Intervention: _____

Part 4 - Staff Awareness

Questions to Staff that have Students Participating In the Tier 2 Intervention				
Role of Staff Member Interviewed	Has _____ (Tier 2 Intervention) been an acceptable intervention for your school?	Has _____ (Tier 2 Intervention) been appropriate for addressing the behavioral needs of some students?	Has _____ (Tier 2 Intervention) produced desired outcomes for students?	Has _____ (Tier 2 Intervention) been easy to implement?
1.	1 2 3 4 5	Y N	Y N	Y N
2.	1 2 3 4 5	Y N	Y N	Y N
3.	1 2 3 4 5	Y N	Y N	Y N
4.	1 2 3 4 5	Y N	Y N	Y N
5.	1 2 3 4 5	Y N	Y N	Y N
6.	1 2 3 4 5	Y N	Y N	Y N
Do you have any additional feedback to provide on the _____ (Tier 2 Intervention) process?				



PBIS Tier 2 Walkthrough Tool

K - 12th Grade Tier 2 Interview and Observation Form

Part 4 - Student Awareness
To Be Completed by Tier II Coordinator/Coach ONLY

Questions for Students Participating in the Tier 2 Intervention: Determine Questions to Ask Based on the response to "What are the main components of the Tier 2 Intervention?" on the Previous Page. Students should be asked if the main components of the Tier 2 Intervention are happening.				
Grade Level of Student Interviewed	Question 1:	Question 2:	Question 3:	Question 4:
1.	Y N	Y N	Y N	Y N
2.	Y N	Y N	Y N	Y N
3.	Y N	Y N	Y N	Y N
4.	Y N	Y N	Y N	Y N
5.	Y N	Y N	Y N	Y N
6.	Y N	Y N	Y N	Y N

Part 4 - Intervention Facilitator

Tier 2 Intervention Questions			
1.	Other than yourself, is there anyone else who serves as a _____ (Tier 2 Intervention) Facilitator for this intervention? If so, please name:		
2.	Once a student is referred or nominated how quickly do they start the Tier 2 Intervention?		
3.	Do you monitor success of the Tier 2 Intervention?	Yes	No Unsure
4.	How is it monitored?		
7.	How frequently is DPR data entered in a data system?		
5.	Do students receive acknowledgement in the Tier 2 Intervention?	Yes	No Unsure
6.	What type of acknowledgement do they receive and how often?		
8.	How many students (or percentage) have graduated from the Tier 2 Intervention?		
9.	How many students (or percentage) have needed change/modifications?		
10.	How many students are receiving this Tier 2 Intervention Coupled with Another Tier 2 Intervention (i.e. CICO)? What Intervention(s) are they?		



PBIS Tier 2 Walkthrough Tool

K - 12th Grade Tier 2 Interview and Observation Form

Part 4 - Notes

Do you have any additional feedback to share on the Tier 2 Intervention Process, Implementation, or Evaluation?



PBIS Tier II Walkthrough Tool

K - 12th Grade Tier II Interview and Observation Form

Part 5 - Tier 2 TFI Walkthrough Summary

<p>Strengths</p>	
<p>Recommendations</p>	