 

# School-Wide Positive Behavioral Interventions and Supports (SW-PBIS)

School Team Training Application – Cohort 13

(Summer 2017 – Spring 2019)

The Minnesota Department of Education (MDE) and [designated partners](http://www.pbismn.org/statewide.html) will be offering team training as part of Minnesota SW-PBIS Cohort 13. If selected, schools will receive two years of training to support both understanding and implementation of School-wide (or Program-wide) Positive Behavioral Interventions and Supports (SW-PBIS). PBIS is a framework for helping schools select and organize evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students.[[1]](#footnote-2) It is used to build the capacity of school teams to identify clear behavior outcomes for all staff and students, utilize evidence-based practices to achieve those outcomes, and understand data/information use to support sustainable, safe and positive learning environments.

Selection for school teams to participate in Cohort 13 is based on complete and accurate information required in this application. A strong emphasis will be placed on the following:

* Evidence of data system that informs behavioral practice;
* Administrative support and participation;
* Demonstration of staff buy-in/informed commitment; and
* Capacity to participate in all required trainings and complete all PBIS assessment tools ([TFI](https://www.pbisapps.org/Applications/Pages/PBIS-Assessment-Surveys.aspx#tfi), [SAS](https://www.pbisapps.org/Applications/Pages/PBIS-Assessment-Surveys.aspx#sas), etc.) in the [Data Calendar-at-a Glance](http://www.pbismn.org/documents/dataCalendarAtAGlance_Training2015_16.pdf).

All applications must be submitted to the Minnesota Department of Education to be considered for participation. Please include parts I, II and III of the application and attach documentation. Email the completed application (parts I, II, and III) and documentation to MDE.PBIS@state.mn.us **no later than 11:00 am CST on February 3, 2017**. Only electronic submissions in Word document format will be accepted. If you have not received confirmation of receipt of your Cohort 13 application within 3 working days please send an email to MDE.PBIS@state.mn.us. School/program administrators will be notified by **February 17, 2017** regarding selection. There will be an informational webinar with a phone-in option regarding the application process on **11/29/2016** for any interested parties at both 7:30 a.m. and again at 3:30 p.m. Information for this webinar can be found at [www.pbismn.org](http://www.pbismn.org), or feel free to contact the [regional coordinator](http://www.pbismn.org/contactus.html) identified on page three of this application.

# MDE, in partnership with the Regional Implementation Projects will:

* Provide team training three times per school year, for two years. This regional training has been developed in collaboration with Dr. George Sugai, co-director of the National Technical Assistance Center for Positive Behavioral Interventions and Supports. [View PBIS Website](http://www.pbis.org/)
* Provide access to, and cover the cost for, the online School-Wide Information System (SWIS).  This is a behavioral incident tracking system designed to monitor and inform behavioral practices.  If teams would like access to SWIS during the two-year training sequence, it is provided at no cost. The annual cost of SWIS after training is $350.00. [View SWIS Website](https://www.pbisapps.org/Applications/Pages/SWIS-Suite.aspx).
* Provide training for school/program coaches.
* Cover the cost of trainers, training materials, lunch and refreshments for all participants.

# Participating Districts/Schools/Programs are expected to:

* Identify representative teams (including an administrator such as principal, vice principal or assistant principal), to attend ALL team trainings (year one includes six days; year two includes three days).
* Cover the cost of travel, lodging and substitutes, as needed.
* Assign a [PBIS coach](http://www.pbismn.org/coachespbiscoach.html) to support successful PBIS implementation (see section II item 8).
* Assign someone on the PBIS team to complete Tiered Fidelity Inventory ([TFI](https://www.pbisapps.org/Applications/Pages/PBIS-Assessment-Surveys.aspx#tfi)) coaching and walkthroughs at other schools (this could be the coach or another team member, but it is strongly recommended that this is not the administrator for time and scheduling purposes). This person is known as a “TFI external facilitator”. Training to become a TFI external facilitator involves watching a training video and reviewing materials from Wilder Research, our PBIS evaluation partner. The TFI external facilitator for your team will need to complete two (2) walk-throughs for another school—once in Spring 2018 and once in Spring 2019.
* Schools will complete a TFI at each training, and have a TFI Facilitator from another school team complete a yearly walkthrough at their schools in the spring. To participate in the no-cost exchange, the TFI external facilitators will sign up during training for another school that they would like to visit. TFI external facilitators will receive information about that school’s PBIS team to set up a time to complete the walkthrough that works for the TFI external facilitator and the PBIS team. This must be completed in the spring before the end of the school year.
* Complete all PBIS assessment tools ([TFI](https://www.pbisapps.org/Applications/Pages/PBIS-Assessment-Surveys.aspx#tfi), [SAS](https://www.pbisapps.org/Applications/Pages/PBIS-Assessment-Surveys.aspx#sas), etc.) in the [Data Calendar-at-a Glance](http://www.pbismn.org/documents/dataCalendarAtAGlance_Training2015_16.pdf).
* Systematically collect discipline reports and complete other measures of implementation and report to the Minnesota SW-PBIS evaluators.

# Contact Information:

**Please view** [Regional Map](http://www.pbismn.org/images/MNRIPs_map.gif) **for location of your district within Minnesota SW-PBIS**

Northern Regional Implementation Project (NRIP) regions **1, 2, 3, 4, 5** & **7**

Erin Engness – (320) 267-7818 pbis.erin@gmail.com

Metro Regional Implementation Project (MRIP) region **11**

Ingrid Aasan– (612) 638-1517 Ingrid.Aasan@metroecsu.org

Southern Regional Implementation Project (SRIP)regions **6, 8, 9** & **10**

Teresa Hunt – (507)-537-2245 Teresa.Hunt@swsc.org



# SW–PBIS Cohort 13 Training Calendar

Northern Region Training

Year One:

August 8 & 9, 2017 – Duluth

November 7 & 8, 2017 – St. Cloud

February 27 & 28, 2018 – Bemidji

Year Two:

August 9, 2018 – Duluth

November 8, 2018 – St. Cloud

February 28, 2019 – Bemidji

Metropolitan Region Training

Year One:

August 8 & 9, 2017 – TBD

November 7 & 8, 2017 – TBD

February 27 & 28, 2018 – TBD

Year Two:

August 6, 2018 – TBD

November 12, 2018 – TBD

February 25, 2019 – TBD

**So**uthern Region Training

Year One:

August 2 & 3, 2017 – Mankato

November 2 & 3, 2017 – Mankato

March 15 & 16, 2018 – Mankato

Year Two:

July 31, 2018 – Mankato

November 7, 2018– Mankato

March 13, 2019 – Mankato

Depending on thenumber of the regional Cohort 13 applications, it may be necessary to split the cohort into an A and B group for training. If this becomes necessary, teams will be notified of additional training dates from their [Regional Implementation Coordinator](http://www.pbismn.org/contactus.html).

# Application Requirements for the Cohort 13 SW-PBIS Team Training

## General Information (part I of III)

1. District Name:       District Number:       Official Name of School:

Grade Levels Served:       School Address

[**N**ational **C**enter for **E**ducation **S**tatistics (NCES)[[2]](#footnote-3) School ID](http://nces.ed.gov/globallocator/):

Total Student Enrollment:       Total Number Faculty/Staff:

1. Contact Person for your Team Application\*:       Title:       Phone:  Email:       Fax:

*\* IMPORTANT! The person listed above will be the main contact with MDE and will be responsible for forwarding updates to team(s), registering team(s), having summer contact information for team members and forwarding notifications regarding SW-PBIS.*

1. Administrator Name:       Title:       Phone:  Email:

1. Region: North [ ]  Metro [ ]  or South [ ]  **(see** [**map**](http://www.pbismn.org/statewide.html) **on page 3)**
2. Provide team information **(up to 8 members per school site).** School-wide team should be representative of your school staff. In addition to the school administrator, consider including general education teachers, special education teachers, guidance counselors, social workers, school psychologists, paraprofessionals, students and parents. Also consider the roles that members could play to ensure team meetings run effectively. Important roles might include team leader, coach, data specialist, behavior specialist, timekeeper, recorder, communications, etc.

Team Member One:

Name:       Role in School/Program:       Email:       Phone:  PBIS Team Role: coach candidate

Team Member Two:

Name:       Role in School/Program:       Email:       Phone:  PBIS Team Role: administrator

Team Member Three:

Name:       Role in School/Program:       Email:       Phone:  PBIS Team Role:

Team Member Four:

Name:       Role in School/Program:       Email:       Phone:  PBIS Team Role:

Team Member Five:

Name:       Role in School/Program:       Email:       Phone:  PBIS Team Role:

Team Member Six:

Name:       Role in School/Program:       Email:       Phone:  PBIS Team Role:

Team Member Seven:

Name:       Role in School/Program:       Email:       Phone:  PBIS Team Role:

Team Member Eight:

Name:       Role in School/Program:       Email:       Phone:  PBIS Team Role:

## SW-PBIS Readiness Checklist *(part II of III)*

Minnesota School-wide Positive Behavior Interventions and Support (SW-PBIS) Readiness Checklist

**Items to Complete Prior to School-wide PBIS Training**

1. The School/Program Administrator has participated in an informational presentation summarizing Minnesota’s PBIS Initiative. The administrator from this school is aware that SW-PBIS is a multi-year process that may require ongoing training and district supports.  **Type in the name of the administrator who attended the meeting and provide email address.**

**Name:       Phone:       Email:**

**Yes [ ]  No** [ ]

1. Principal or assistant principal who is responsible for making discipline decisions will be an active participant on the PBIS Team and, if accepted, agrees to attend the School/Program-wide Training. Principal or assistant principal will attend a **MANDATORY REGIONAL ADMINISTRATOR ORIENTATION. Dates for these mandatory meetings in each regions can be found below:**
* **MRIP March 7, 2017**
* **NRIP March 7, 2017**
* **SRIP on the following dates:**
	+ **March 1, 2017 in Marshall**
	+ **March 2, 2017 in Rochester**
	+ **March 6, 2017 in Mankato**

**Yes [ ]  No** [ ]

1. District is committed to provide both **a** and **b** below:

a) **Staff development time to attend required Minnesota PBIS training**

* Six (6) days for 2017-2018 school year
* Three (3) days for 2018-2019 school year
* Three (3) days for identified internal coach, each school year (2017-2018 & 2018-2019)
* Please see Question 11 for time commitment required for Tiered-Fidelity Inventory ([TFI](https://www.pbisapps.org/Applications/Pages/PBIS-Assessment-Surveys.aspx#tfi)), **and** external coaching capacity

b) **Resources** **to support school teams** and has allocated/secured funding to support the school-wide initiatives in their respective schools (e.g., School Improvement, Safe and Drug Free Schools, other school/community resources).

**Yes [ ]  No** [ ]

1. A school-wide and/or district-wide plan exists that includes school-wide behavioral outcomes (i.e., discipline, school climate, safety, behavior) as one of the top three goals.

**Yes [ ]  No** [ ]

Please provide an electronic link (along with specific page numbers) to the district plan that addresses behavior, discipline, safety and/or climate. If an electronic link is not available, please include a one page description of the plan along where it can be located in the school or district procedures.

**Insert link here: http://**      **Page number(s):**

1. Documentation and explanation that the applying school has secured commitment from 80 percent of staff and administration to implement “School-wide PBIS”.

 **Yes [ ]  No** [ ]

1. **The applying school has secured commitment from 80 percent of staff and administration to implement “School-wide PBIS.” Please complete section III-B for documentation of this using one of three methods:**
2. **Locally-developed survey/meeting/vote;**
3. **Paper version of the PBIS Assessment of Staff Commitment (ACT) – downloaded from** [**http://pbismn.org**](http://www.pbismn.org/documents/PBIS_StaffInvestmentMeasure.pdf)**;**
4. **On-line version of the PBIS Assessment of Staff Commitment (ACT) survey – see directions in part III-B.**

**Yes [ ]  No** [ ]

1. The district administrator agrees to allow the participating schools to revise/utilize a discipline referral form, problem behavior definitions, and develop or refine the discipline referral process in order to enhance data-based decision making. The district and school agree to [submit data as outlined and requested](http://www.pbismn.org/documents/dataCalendarAtAGlance_Training2015_16.pdf) within SW-PBIS.

**Yes [ ]  No** [ ]

1. The district administrator agrees to allow Minnesota PBIS State Leadership Team to utilize data about this school for future training, technical assistance activities, professional conference presentations, or submission to scholarly publications. The principal will be notified before data is used identifying an individual school by name.

**Yes [ ]  No** [ ]

1. A PBIS coach candidate has been identified by the school/program or district to receive additional training (i.e., three coaches meetings in each training year). **List PBIS coach candidate and contact information. See the** [**PBIS MN Coaching webpage**](http://www.pbismn.org/coaches.html) **for more information.**

**Name:       Phone:       Email:**

**Yes [ ]  No** [ ]

1. Your administrator has identified the individual that will function as a district-level PBIS Assessment Coordinator supporting the school/building and additional district schools as they begin implementation and use of PBIS Assessment tools. Additional information on this role can be found at [**PBIS Assessment Coordinator**](https://www.pbisapps.org/Resources/SWIS%20Publications/PBIS%20Assessment%20Coordinator%20Policy.pdf) on the PBIS Apps website. Contact your [Regional Implementation Project Coordinator](http://www.pbismn.org/contactus.html) regarding PBIS Assessment Coordinator Information Forms. **List the designated district PBIS Assessment Coordinator and contact information.**

**Name:       Phone:       Email:**

**Yes [ ]  No** [ ]

1. If more than one school/building from a district is participating, a district-level PBIS coordination plan is required. Please provide information related to the coordination of efforts across the district. It is suggested that the team includes broad representation of the district (e.g., general, special and exceptional student education, student support services, personnel development, curriculum and instruction, management information systems, safe and drug free schools, family involvement/representative, school improvement, transportation, school-based mental health, etc.); and commits to attend a portion of the school-wide training and participate in annual or bi-annual update meetings to discuss progress to date. **(Please enter a list of district-level team members and roles with your coordination plan in section III-B.)**

**Yes [ ]  No** [ ]

1. The district/school administrator agrees to have a Tiered Fidelity Inventory ([TFI](https://www.pbisapps.org/Applications/Pages/PBIS-Assessment-Surveys.aspx#tfi)) completed by an external facilitator. The TFI is a tool designed to assess and evaluate the critical features of school-wide PBIS. Information on the TFI and other PBIS evaluation tools can be found on the Minnesota PBIS website on the [Evaluation/Data page](http://pbisevalmn.org/).

**Yes [ ]  No** [ ]

1. Our district commits to have a school-based discipline data system in place during the two years of training. **Please respond to an option below.**

**[ ]** Our school agrees to use the School-wide Information System ([SWIS](https://www.pbisapps.org/Applications/Pages/SWIS-Suite.aspx#swis)), a school-based discipline data system. [Preview system on SWIS Website](http://www.swis.org/). Provide access to and cover the cost for the online School-Wide Information System (SWIS).  This is a behavioral incident tracking system designed to monitor and inform behavioral practices.  If teams would like access to SWIS during the two year training sequence, it is provided at no cost. The annual cost of SWIS after training is $350.00. Please designate a team member to work with a SWIS facilitator to prepare the school/program to implement SWIS and provide the following contact information:

**Name:       Phone:** **Email:**

OR

[ ] If your school/program will not be using SWIS, additional documentation is required in section III-A of this application. The data system is integral for implementing and sustaining PBIS. For evaluation purposes, schools not using SWIS will be required to report Office Discipline Referral (ODR) data annually to Wilder Research. The required date of submission is June 15th of each year.

Please provide the name of the data system you will be using:

**PLEASE NOTE:** The data system (SWIS or other) must be in place by **12/15/2017.** Continued training opportunities will be contingent upon having a Core Data Reporting system in place by that date. (See section III-A for Core Reporting system description.)

**Yes [ ]  No** [ ]

1. The district superintendent has endorsed the SW-PBIS team training and agrees to all components of this section, including the expectation that the applying school administrator WILL ATTEND TRAINING as part of the district-wide initiatives for positive behavioral outcomes. **Attach a signed letter of support from your Superintendent.** This letter should be a separate attachment from the Word document application and can be a scanned pdf.

**Yes [ ]  No** [ ]

## Narrative *(part III of III)* Please answer the following (limit response to 2 pages):

1. Indicate the data system team will use to obtain the following information **(IF YOU WILL BE USING SWIS and documented this in Section II, Item 13, YOU MAY SKIP Section III-A)**.

MANDATORY: Please attach sample graphs/data to demonstrate the capacity of your school’s data system to obtain the Data Reports described below. Also, please include a copy of your current office disciplinary referral (ODR) form.

The following mandatory reports present data necessary for monitoring school-wide problem behavior patterns.

* **Average Referrals Per Day Per Month:** The average (mean) number of referrals given per day per month during the year.
* **Referrals by Time:** When referrals are most likely to occur. SWIS reports time in 15 minute increments.
* **Referrals by** **Location:** Where referrals are most likely to occur in the school/facility.
* **Referrals by Problem Behavior:** Which behaviors occur most frequently in the school/facility?
* **Referrals by Grade:** Which grade levels contribute most often to referrals in the school/facility?
1. Please provide the evidence your team used to determine the degree to which staff are committed to implementing SW-PBIS. To determine the level of staff buy-in, please indicate which of the following three options you are going to use:
	1. [ ]  **Locally-developed survey/meeting/vote.**
	2. [ ]  **Paper version of the PBIS Action and Commitment Tool (PBIS-ACT)** – download this survey from [http://pbismn.org](http://www.pbismn.org/documents/PBIS_StaffInvestmentMeasure.pdf) found in the [Getting Started](http://www.pbismn.org/gettingstarted.html) section at the bottom of the webpage titled [Preparation & Readiness Activities](http://www.pbismn.org/gettingstartedpreparation.html). Have all of your staff complete it, then tally the results to measure an overall level of buy-in/commitment. [**Download Here**](http://www.pbismn.org/documents/PBIS_StaffInvestmentMeasure.pdf)
	3. [ ]  **Online version of the PBIS Action and Commitment (ACT)** – to access the online survey, please contact Dr. Kevin Filter from Mankato State University via email at kevin.filter@mnsu.edu. You will be asked to complete a request form and a survey will then be opened for your staff to complete. After the close date of the survey, you will receive a report that you can choose to attach to your application that will address this requirement **Please allow at least 1 week** for the survey results to be sent back to you.

Provide a detailed description of the process your school/program used to generate staff commitment to implement SW-PBIS. Evidence should be presented in numeric form e.g. “80% of staff indicated a commitment to implement SW-PBIS):

1. Describe specific district-level support is in place for implementing SW-PBIS and how is this framework linked to your school and district goals and plans? Is there evidence that your school board is aware and/or supports SW-PBIS?

1. **Required if more than one school site involved in PBIS implementation.** Provide a description of your PBIS district team coordination efforts. This should also include district team member’s names and roles as required in Section II, Question 10. The role of District PBIS Assessment Coordinator & District PBIS Coordinator can be the role of one district team member.  District level teams should be representative of your district staff across the multiple building and/or programs. Key members of the District PBIS Team should also include representatives from schools implementing PBIS. District team members can participate as members of school teams in training cohorts, as long as the teams do not exceed the eight-member limit.

District Team Member One:

Name:       Email:       Phone:  PBIS District Team Role:

District Team Member Two:

Name:       Email:       Phone:  PBIS District Team Role:

District Team Member Three:

Name:       Email:       Phone:  PBIS District Team Role:

District Team Member Four:

Name:       Email:       Phone:  PBIS District Team Role:

District Team Member Five:

Name:       Email:       Phone:  PBIS District Team Role:

District Team Member Six:

Name:       Email:       Phone:  PBIS District Team Role:

District Team Member Seven:

Name:       Email:       Phone:  PBIS District Team Role:

District Team Member Eight:

Name:       Email:       Phone:  PBIS District Team Role:

# Thank you for applying!

Please include parts I, II and III of the application and attach documentation. Email the completed application (parts I, II, and III) and documentation to MDE.PBIS@state.mn.us **no later than 11:00 am CST on February 3, 2017**. Only electronic submissions in Word document format will be accepted. If you have not received confirmation of receipt of your Cohort 13 application within 3 working days please send an email to MDE.PBIS@state.mn.us. School/program administrators will be notified by **February 17, 2017** regarding selection.

1. <http://www.pbismn.org/aboutpbismn.html> [↑](#footnote-ref-2)
2. To find your NCES School ID # go to <http://nces.ed.gov/globallocator> enter your school name, then click on the name of the school in the search results. [↑](#footnote-ref-3)