

## Technology Facilitator's (TF) Initial Meeting Checklist

**Purpose:** For the discipline data management workgroup and the technology coordinator to development or customization of a discipline referral tracking data base using the school district data management system

**Who Should Attend:** Technology Facilitator, data management system workgroup chair, coach, other workgroup members as needed/available.

Item	Completed	Not Completed	Technical Assistance Required
Have copies of the ODR, Flow Chart, Behavioral Definitions, and sample excel template available for the meeting			
Explain the purpose, mission, and goals of the SW PBS program and team			
Review the new ODR with the TF and specify the type of information the team would like to input into the district data management system:  Date, time, Location Offense Action Taken			
Review the type of information the team would like to obtain from the data management system each month:  Aggregate summary of:  _____ referrals by location _____ referrals by time _____ referrals by behavior _____ referrals by distributed by student			

Item	Completed	Not Completed	Technical Assistance Required
<p>Determine:</p> <p>Is the district data management system customizable to allow the inputting of key discipline data?</p> <p>Who is responsible for making the changes/customizing the system?</p> <p>How will the team be able to access discipline referral data on a monthly basis?</p> <p>Can the data be exported into an excel template?</p> <p>Will the new ODR require modification to be consistent with the inputting requirements of the district data management system?</p>			
<p>Schedule a follow-up contact date (meeting/phone conference/e-mail) to verify modifications</p>			
<p>Test the new data entry procedures to ensure that:</p> <ul style="list-style-type: none"> <li>-all data can be entered easily:</li> <li>-all necessary graphs can be generated on a monthly basis</li> </ul> <p>(schedule an appointment with the TF for training on the new procedures if needed)</p>			
Tasks	Person Responsible		Date to Be Completed