

SW-PBS Data-based Decision Making Worksheet

<i>1. Question</i>	<i>2. Data to help answer</i>	<i>3. Simplest way to get data</i>	<i>4. System to collect</i>	<i>5. Analysis</i>
	Existing: Current collection: Additional:			
Notes:				

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<p>Does our PBS intervention focusing on universal social supports decrease problem behavior?</p>	<p>Existing: Office Discipline Referral Form</p> <p>Current collection: Team notes</p> <p>Additional: more specifics on form and clearly defined categories</p>	<p>ODR form sent to office for both Majors and Minors</p> <p>ODR information entered at end of each day by secretary</p>	<p>Staff send ODR with student if major offense</p> <p>Place ODR in inbox on secretaries desk for minors</p> <p>All entered by secretary daily at end of day or first thing in the AM for late submitted minors</p>	<p>Data graphed with major summaries for each PBS team meeting</p> <p>Data graphed and presented at monthly staff meetings</p> <p>Data reviewed for a) trends over time, b) month by month comparisons, c) comparisons made to last year, and d) sorted if improvements are not observed (e.g., who, where, day)</p>
<p>Notes:</p>	<p>Revise current office discipline form</p> <p>Draft definitions of each category</p>	<p>Introduce new form and process for majors/minors to staff</p> <p>Revise form and category definitions based on feedback</p> <p>Review new process with all staff on final form</p> <p>Set up data-base for data entry (SWIS)</p>	<p>Train secretary to enter data</p> <p>If questions arise, principal or PBS team chair consulted</p> <p>Unresolved definition /procedures returned to team for review</p>	