Purpose: The SWIS Drill Down Worksheet will provide SWIS Facilitators, coaches, school decision-making teams, and staff a guided process for drill down into SWIS data for data-based decision making. Reports within SWIS are designed to provide decision-making teams with information about the overall school social climate from a variety of perspectives as well as tools to drill down into a specific problem that the team wants to identify and address.

* **Core Reports (Dashboard)**: Core Reports provide information at the school-wide level to allow decision-making teams to quickly identify red flags for a specified date range. Core reports should be reviewed at least monthly and include:
  + Average Referrals Per Day Per Month *What trends and patterns do we see? Do we have a problem?*
  + Referrals by Location *Where are the problem behaviors most likely?*
  + Referrals by Problem Behavior *What problem behaviors are most common?*
  + Referrals by Time *When are the problems most likely?*
  + Referrals by Student *Who is engaged in the problem?*
  + Referrals by Days of Week *When are the problems most likely?*
  + Referrals by Grade *Who is engaged in the problem?*
* **Additional Reports**: SWIS Additional Reports also provide information at the school-wide level that may be used less frequently or as needed to provide “additional” perspectives to the school’s social climate.
  + Average Referrals Per Day Per Month – Multi-Year
  + Referrals by Location – Multi-Year
  + Referrals by Problem Behavior – Multi-Year
  + Referrals by Staff – *This highly confidential reports is only available to users with SWIS Admin Access*
  + Suspension / Expulsion
  + Ethnicity Reports
  + Triangle – *Proportion of students with 0-1 referrals, 2-5 referrals, or 6+ referrals*
  + Year-End Report – *Includes multiple graphs and charts to provide a comprehensive representation of referral data after completion of an entire school year*
* **Student Dashboard:** The Student Dashboard provides a comprehensive view of an identified student’s data in SWIS to assist with decisions about that student.
* **Drill Down:** The SWIS Drill Down feature provides data analysts and decision-making teams the ability to take any red flags or issues of concern and begin to add filters, one at a time, to pinpoint the context (what where, when, who, why) of a specific problem to be addressed.

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| Step 1: SWIS Core Reports: Dashboard  Review Average Referral Per Day Per Month Graph with National Data on graph | Are any months above the Median Score?  Yes  No  What are the trends or patterns on the graph?    Does our school have a concern with problem behavior?  Yes  No |
| Step 2: SWIS Core Reports: Dashboard  Review Core Reports and pick 1 red flag to start with   * Click on Drill Down * From Report Filter, add to Dataset * Click on Generate * Change Graph Type | What?  When?  Where?  Who? |
| Step 3: Additional Drill Down Filter   * From Graph Type, pick 1 Report Filter * Add Report Filter to Dataset * Click on Generate * Change Graph Type | What?  When?  Where?  Who? |
| Step 4: Additional Drill Down Filter   * From Graph Type, pick 1 Report Filter * Add Report Filter to Dataset * Click on Generate * Change Graph Type | What?  When?  Where?  Who? |
| Step 5: Additional Drill Down Filter   * From Graph Type, pick 1 Report Filter * Add Report Filter to Dataset * Click on Generate * Change Graph Type | What?  When?  Where?  Who? |
| Step 6: Motivation – *Why is the problem behavior occurring?*   * Change Graph Type to Perceived Motivation | Why? |
| Step 7: Referral Summary:   * Locate Summary box to the right of the graph | How many students are related to the identified problem:  How many referrals are related to the identified problem:  Is the problem best addressed through systems or with individual students:  Systems  Students |
| Step 8: From steps 1-7   * Create a Precise Problem Statement |  |
| Step 9: From step 8   * Where do you want to be (Goal) from your current status (Precise Problem Statement)? |  |

**Step 10: Solution Development and Action Plan**

Use the goal to guide the solution: How can we move from where we are to where we want to be?

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| **Solution Components** | **What are the action steps?** | **Who is Responsible?** | **By When?** | **How will fidelity be measured?** | **Notes/Updates** |
| **Prevention** |  |  |  |  |  |
| **Teaching** |  |  |  |  |  |
| **Recognition** |  |  |  |  |  |
| **Extinction** |  |  |  |  |  |
| **Corrective Consequence** |  |  |  |  |  |
|  | | | | | |
|  | **What data will we look at?** | **Who is responsible for gathering the data?** | **When/How often will data be gathered?** | **Where will data be shared?** | **Who will see the data?** |
| **Data Collection** |  |  |  |  |  |