**Phase 4 Positive Behavioral Support (PBS) Recognition Application**

**Tier 2 – Targeted Team (Systems Conversations)**

This application is for Phase 4 of a multi-phase, DE-PBS recognition system. The complete recognition system includes several levels of recognition that encompass all three tiers (universal, targeted and intensive) of the school-wide triangle.

This application includes four sections: Program Components, Products for Submission, Reflection Prompt, and Application Endorsements. Please note that ALL requirements must be submitted by the deadline. **Teams will NOT be prompted to submit missing items.**

**INSTRUCTIONS:**

1. Complete ALL fields on this application.

2. Complete and attach the required supporting documentation indicated on this application. Supporting documentation may be emailed or the hard copy may be mailed. For either method, applications are due by **Friday, June 30, 2017.**

**NOTE: If a school does not receive a confirmation of application receipt by *July 14, 2017*, they *must* contact project staff.**

**For an Electronic Submission via Email:**

If you chose to email your application, **all materials must be attached in one email**. Separate emails, except for the required signature page (section), will be considered incomplete. The required signatures (section 3) may be faxed or scanned and emailed to Sandi Bradford at:

 Email: sandi@udel.edu

 Fax: 302-831-4690

**For a Hard Copy Submission by Mail:**

Send hard copy submissions to the following staff:

Sandi Bradford

Center for Disabilities Studies

 461 Wyoming Road

 Newark, DE 19716

 N420

3. Inform your PBS District Coach(es) of your application. Remember that coaches are a great resource to help in preparation and review of applications!!

4. Notification regarding the receipt of the Phase 4 Recognition award will be sent to schools the week of September 11, 2017.

5. Questions may be directed to your PBS Coach(es) or Melissa Ebling at mebling@udel.edu. You are also invited to visit the PBS website at [www.delawarepbs.org](http://www.delawarepbs.org) for additional information and resources related to the recognition application process.

**DE-PBS Recognition Application for Phase 4:**

**Tier 2 - Targeted Team (System Conversations)**

Please fill in the following information:

|  |  |
| --- | --- |
| **District** | **School Name** |
|  |  |

**I. Phase 4: Tier 2 - Targeted Team (System Conversations) - Program Components**

Please review the items below. Check off the components that were in place in the school during the 2016-2017 academic year. Please note: You **do not** need to submit all of the items, however as part of our review process we may randomly request documentation from schools.

|  |  |  |
| --- | --- | --- |
| [ ]  Behavioral interventions are selected based on school-wide need  | [ ]  A written process is in place to train staff in Tier 2 interventions and systems | [ ]  Progress Monitoring System in place that includes timely entering of data for **overall intervention** data tracking (think systems) |
| [ ]  Behavioral interventions are reviewed for overall effectiveness | [ ]  Process created to coordinate with Tier 1 School-wide PBS team and Tier 3 Individual Support Team and staff | [ ]  Stakeholders (e.g. district, parents/community) are informed about overall intervention(s) success |
| [ ]  **Administrator Initials: \_\_\_\_\_\_\_\_\_\_\_** [ ]  **Team Leader(s) Initials: \_\_\_\_\_\_\_\_\_\_\_\_** |

**II. Phase 4: Tier 2 - Targeted Team (System Conversations) - Products for Submission**

[ ]  1) Summary of decision rules used to identify overall intervention effectiveness (*e.g.*

 *70% of students responding to an intervention)*

[ ]  2) List of Tier 2 intervention coordinator(s) for each Tier 2 intervention available.

[ ]  3) Tier 2 team meeting schedule (focused on **systems** **conversations**) for

 2016-2017 SY.

[ ]  4) Describe ***two*** separate interventions: at least one skill-building intervention ***and***

one relationship building intervention available to students with need that can be put into place within **one** week.

**III. Phase 4: Tier 2 - Targeted Team (System Conversations) - Reflection Prompt**

**Teams** are asked to reflect upon the following prompt. A comprehensive written response is REQUIRED; please be sure to address each component.

Pick **one** Tier 2 intervention and examine it from a **systems** perspective. Include the following components:

* Provide the **name** and a brief **description** of the intervention
* Describe the process for **how** this intervention was selected.

Explain:

* + What behavioral need/function is fulfilled by this intervention (e.g., relationship-building – adult attention; skill-building – avoid difficult tasks, etc…)
	+ Which data sources were used to determine that this was an area of need for your school
	+ Which factors were considered in choosing this *specific* intervention/determining its quality (e.g., evidence-base, feasibility, system for feedback, etc…)
* Describe how staff implementing this intervention are **trained**
* Identify the decision rules for determining whether or not this intervention is effective ***overall*** (i.e., not for an individual student, but whether or not the intervention is meeting the needs of most students receiving it)
* Describe how **fidelity** of intervention implementation is considered or monitored in your Tier 2 systems process
* Provide a copy of your **overall data** for all students participating in this intervention (Tier 2 Intervention Tracking Tool)
* Provide a **summary** of the overall effectiveness of this intervention based on the data.

**IV. Application Endorsements**

Please review and **sign** this application prior to submission illustrating that the information is accurate to the best of your knowledge. Applications will not be reviewed without these endorsements.

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **Signature** |
| School Administrator |  |  |
| Tier 2 Targeted Team Leader(s) |  |  |
| Other Team Members (optional) |  |  |