***I-Connect* Implementation Checklists**

**Mentor ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Student Training**

|  |  |
| --- | --- |
| **TEACHER CHECKLIST** **\*\* steps must be completed\*\*** |  Done? |
| 1. \*\*Before meeting with student: log in to web portal, set up student account and add prompt, interval and goal. When this is completed email: gscheibel@ku.edu that it is complete and how much time it took you to set up the account.
 |  |
| 1. Introduce I-Connect by explaining it is a self-monitoring intervention: meaning the student learns to be aware of and change their own behavior.
 |  |
| 1. Provide rationale for how the intervention and the target behavior will benefit the student.
 |  |
| 1. \*\*Reviews definition of the target behavior (i.e., prompt)
 |  |
| 1. \*\*Provide an example and non-example of the target behavior
 |  |
| 1. \*\*Review the interval that will be used, including a rationale for why that interval was selected.
 |  |
| 1. \*\*Review the goal that will be used, including a rationale for why that goal was selected
 |  |
| 1. Model how to use the app by demonstrating how to:
2. log in
 |   |
| 1. navigate to the monitoring session
 |   |
| 1. start monitoring session
 |   |
| 1. monitor (yes/no)
 |   |
| 1. pause monitoring session
 |   |
| 1. stop monitoring session
 |   |
| 1. \*\*Provide student opportunity to practice monitoring accurately for 5 min.

\*\*Student should navigate to the app, log in and start monitoring session\*\*\*\*\*Be sure to provide positive and corrective feedback as appropriate\*\** If the student accurately responds to the prompt, then record +
* If the student does not respond to the prompt provide verbally/gesturally within 3 seconds of prompt appearing, then record P
* If the student responds inaccurately to the prompt (yes, when off task), pause video and monitoring and review examples/non-examples of behavior, then record X
 |  Accuracy score: Total + \_\_\_\_\_/10 = % |
|  | **:30** | **1:00** | **1:30** | **2:00** | **2:30** | **3:00** | **3:30** | **4:00** | **4:30** | **5:00** |
|  |  **+** | **+** | **+** | **+** | **+** | **+** | **+** | **+** | **+** | **+** |
|  | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** |
|  | **P** | **P** | **P** | **P** | **P** | **P** | **P** | **P** | **P** | **P** |

If student falls below 80%... Reteach examples and non-examples using instructional methods that have been beneficial to the student in the past and repeat monitoring session for 5 min:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **:30** | **1:00** | **1:30** | **2:00** | **2:30** | **3:00** | **3:30** | **4:00** | **4:30** | **5:00** |
|  **+** | **+** | **+** | **+** | **+** | **+** | **+** | **+** | **+** | **+** |
| **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** | **X** |
| **P** | **P** | **P** | **P** | **P** | **P** | **P** | **P** | **P** | **P** |

Accuracy score: Total + \_\_\_\_\_ /10 = %

1. **Student Use Log**

Use this form to keep track of the times the student uses I-Connect and to ensure the necessary supports for student success are in place.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Date:  | Date:  | Date:  | Date:  | Date:  | Date:  | Date:  | Date:  | Date:  |
| 1. Student starts monitoring session
 |  |  |  |  |  |  |  |  |  |
| 1. The device is positioned in a location that allows the student to respond to prompts within the response window.
 |  |  |  |  |  |  |  |  |  |
| 1. reviews app use or checks periodically to ensure: log in, start/stop, pause/resume.
 |  |  |  |  |  |  |  |  |  |
| 1. Student ends monitoring session
 |  |  |  |  |  |  |  |  |  |
| Notes for Mentor meeting: |  |  |  |  |  |  |  |  |  |

1. **Mentor Meeting**

Use this sheet to conduct mentor meetings to monitor student progress and record decisions to continue, adapt or end use of I-Connect.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Week 1: | Week 2: | Week 3: | Week 4: |
|  | Completed | Completed | Completed  | Completed |
| 1. Meeting occurred at regularly scheduled time
 |  |  Notes: |  |  Notes: |  | Notes: |  | Notes: |
| 1. Reviews successes from the past week
 |  |  |  |  |
| 1. Review student performance in My Charts and discuss progress towards I-Connect goal
 |  |  |  |  |
| 1. Student appears to be monitoring accurately
 |  |  |  |  |
| 1. Student reports feedback indicating the intervention is useful and beneficial
 |  |  |  |  |
| 1. Student is meeting the performance goal
 |  |  |  |  |
| 1. Actions Taken:
 |  |  |  |  |
| * 1. Review purpose/benefits of intervention
	2. Decrease/increase interval
	3. Adjust monitoring environment (seating location, proximity to peers, etc.)
	4. Reteach/review accurate monitoring
	5. Increase goal
	6. Begin fading using of I-Connect
	7. No changes needed (student is making progress, but is not ready to increase interval)
 | a | a | a | a |
| b | b | b | b |
| c | c | c | c |
| d | d | d | d |
| e | e | e | e |
| f | f | f | f |
| g | g | g | g |
| 1. Student feedback is reflected in actions taken
 |  |  |  |  |
| 1. Plan is made to meet again
 |  |  |  |  |

Other notes: