



# Documentation Project

## **Compatibility Checklist**

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### **Intended Audience**

The Compatibility Checklist is used primarily by SWIS™ Facilitators to support school teams as they design a system for documenting and monitoring office discipline referrals that is SWIS™-compatible. School teams can also use the checklist as they prepare a coherent system for dealing with problem behavior in their school and for the use of SWIS™.

### **Description**

The Compatibility Checklist is an available tool for ensuring that all necessary categories are being documented on a referral form.

**Procedure for Documenting Office Discipline Referrals  
SWIS™ Compatibility Checklist**

School \_\_\_\_\_

Date \_\_\_\_\_

Compatibility Question	Date	Date
1. Does a clear distinction between problem behaviors that are staff managed versus office managed exist? Is it documented and available for staff reference?	Yes No	Yes No
2. Does a form exist that is SWIS™ compatible for SWIS™ data entry that includes the following categories?:	Yes No	Yes No
a. Student name?	Yes No	Yes No
b. Date?	Yes No	Yes No
c. Time of incident?	Yes No	Yes No
d. Student's grade level?	Yes No	Yes No
e. Referring staff member?	Yes No	Yes No
f. Location of incident?	Yes No	Yes No
g. Problem behavior?	Yes No	Yes No
h. Possible motivation?	Yes No	Yes No
i. Others involved?	Yes No	Yes No
j. Administrative decision?	Yes No	Yes No
k. Other comments?	Yes No	Yes No
l. No more than 3 extra info.	Yes No	Yes No
3. Does a set of definitions exist that clearly defines all categories on the office discipline referral form?	Yes No	Yes No
<b>Next review date:</b> _____		

**Redesign your process, form and definitions until answers to all questions are “Yes.”**

**When answers to all questions are “Yes”, readiness requirements 4 & 5 are complete.**