**Steps to Complete Universal Behavior Screening**

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| Step | Date  Completed | Completed by Whom |
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| **Step 1 (Winter)** –Determine criteria for schools to participate in the universal behavior screening. Select schools to participate. |  |  |
| **Step 2 (Spring)** –Complete resource map with each school |  |  |
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| **Step 3 (Spring)** –Complete agap analysis with each school |  |  |
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| **Step 4 (Spring)** –Confirm that each school has adequate social, emotional, behavioral supports |  |  |
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| **Step 5 (Spring)** –Select a screening tool |  |  |
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| **Step 6 (Spring)** –Consult with district legal consultant about whether to use active or passive parent consent |  |  |
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| **Step 7 (Spring)** –Finalize parental consent form. Collect consent forms at the beginning of the academic year |  |  |
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| **Step 8 (Summer)** –Complete universal screening action plan with each school |  |  |
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| **Step 9 (Start of the School Year)** –Introduce school’s social, emotional, behavioral learning initiative to the school community |  |  |
| **Step 10 (At least 30 days before first screening date)**–Train teachers on how to collect universal screening data. The process for data collection will vary based on respondent (i.e., student, parent, or teacher) |  |  |
| **Step 11 (First Screen – At least 30 school days after the start of the school year)** – Conduct the screening |  |  |
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| **Step 12 (Immediately after Screening)** –Score the screening data |  |  |
| **Step 13 (Immediately after Scoring)** –Review school-, grade-, classroom-, gender-, and race- level data and make decisions about whether and how to improve Tier 1 supports |  |  |
| **Step 14 (Immediately after Scoring)** –Review student-level data and make decisions about whether to provide Tier 2 or Tier 3 supports. |  |  |
| **Step 15 (Spring)** – Complete second/third screenings. If two screenings will be conducted, complete the second screening at least 30 days after the start of the second semester. If three screenings will be conducted, complete the second screening before the December winter break, and the third screening before spring break. |  |  |
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