

# Ci3T Training Session Content

| Training Session (Time)   | Activities (Time estimates)   | Persons Involved  |
|---|---|---|
| Pre-Training Activities   | <ol style="list-style-type: none"> <li>1. Secure districts' permission.</li> <li>2. <b>Ci3T Trainers</b> host informational meetings with participating school faculty and staff and collect initial data to support building the Ci3T Blueprint (Schoolwide Expectations Survey for Specific Settings [SESSS], 15 min Qualtrics or other electronic survey tool or paper copies)</li> <li>3. Collect <b>Ci3T Leadership Team Members'</b> measure (Knowledge Confidence and Use Surveys- pre training and demographic survey [<i>demo survey optional</i>], 15 min Qualtrics or paper survey).</li> <li>4. Preparation of school SESSS reports (entry, analysis, and reports).</li> </ol>                | <ul style="list-style-type: none"> <li>• Ci3T Leadership Team Members</li> <li>• Ci3T Trainers</li> <li>• Ci3T Coaches</li> <li>• District Decision Makers</li> <li>• School Faculty and Staff</li> </ul> |
| Sessions 1 (2 hr) Ci3T Model Overview   | <p>Introduction</p> <ol style="list-style-type: none"> <li>1. Welcome, overview of training series (20 min)</li> <li>2. <i>Why are you here?</i> Setting a purpose; group discussion (30 min)</li> <li>3. Addressing schoolwide concerns; presentation of how Ci3T models address these concerns (60 min)</li> <li>4. Set expectations for next meetings; team work to develop model; give items to be completed prior to next session meeting (10 min)</li> </ol>  | <ul style="list-style-type: none"> <li>• Ci3T Leadership Team Members</li> <li>• Ci3T Trainers</li> <li>• Ci3T Coaches</li> <li>• District Decision Makers</li> </ul>                                     |
| Before Session 2  | <ol style="list-style-type: none"> <li>1. Show narrated voiced-over PowerPoint slide show Introductory Overview of the Ci3T Model of Prevention video (on ci3t.org) to faculty and staff to explain the Ci3T model to be developed by the school's <b>Ci3T Leadership Team</b> with faculty and staff feedback (20 min)</li> </ol> <p><b>Ci3T Leadership Team</b> members add the following to the shared folder or bring hard copy to next session:</p> <ol style="list-style-type: none"> <li>2. School or district mission statement (10 min)</li> <li>3. School's current reactive plan: reaction to rule or code of conduct violations and office discipline referral (ODR) form (10 min)</li> </ol> | <ul style="list-style-type: none"> <li>• Ci3T Leadership Team Members</li> <li>• Ci3T Coaches</li> <li>• School Faculty and Staff</li> </ul>  |
| Session 2 (6 hr) Building Primary Prevention (Tier 1) Efforts: Teaching and Reinforcing | <p>Learn about and draft:</p> <ol style="list-style-type: none"> <li>1. First half of <b>Ci3T Blueprint A Primary (Tier 1) Plan</b>; mission statement, develop purpose statement, roles and responsibilities (2 hr)</li> <li>2. Or revise the reactive plan (flowchart) and ODR form (20 min)</li> <li>3. <b>Ci3T Blueprint C Expectation Matrix</b> using the SESSS Report of summary results (30 min)</li> <li>4. Working lunch (1 hr)</li> <li>5. Procedures for Teaching and Reinforcing (3 hr)</li> </ol>   | <ul style="list-style-type: none"> <li>• Ci3T Leadership Team Members</li> <li>• Ci3T Trainers</li> <li>• Ci3T Coaches</li> <li>• District Decision Makers</li> </ul>                                     |
| Before Session 3  | <ol style="list-style-type: none"> <li>1. During the <b>Ci3T Leadership Team</b> meeting, fully draft all <b>Ci3T Blueprint A Primary (Tier 1) Plan</b> items started during session 2 (30 – 90 min)</li> <li>2. <b>Ci3T Leadership Teams</b> share the drafted <b>Ci3T Blueprint C Expectation Matrix</b> with their faculty and staff describing how the SESSS survey data were used to develop the content – ask for any suggestions and record ideas given (30 min)</li> <li>3. <b>Ci3T Leadership Teams</b> work through reactive plan – complete draft of flow chart and share with faculty for initial feedback.</li> </ol>  | <ul style="list-style-type: none"> <li>• Ci3T Leadership Team Members</li> <li>• Ci3T Coaches</li> </ul>  |

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| <p>Session 3 (2 hr)<br/>Building Primary Prevention (Tier 1) Efforts: Monitoring</p> | <p>Learn about and draft:</p> <ol style="list-style-type: none"> <li>1. Procedures for Monitoring [screeners, using data sources together – second half of plan] (90 min)</li> <li>2. Participants will begin to draft the assessment schedule by listing data collected currently and decide on a screener (30 min)</li> </ol> <p>Student team members:</p> <ol style="list-style-type: none"> <li>3. Introductions and icebreaker activities, Ci3T overview (25 min)</li> <li>4. Develop a reinforcement menu and full expectation matrix (1.5 hr)</li> </ol>  | <ul style="list-style-type: none"> <li>• Ci3T Leadership Team Members (including students)</li> <li>• Ci3T Trainers</li> <li>• Ci3T Coaches</li> <li>• District Decision Makers</li> </ul> |
| <p>Before Session 4</p>  | <ol style="list-style-type: none"> <li>1. <b>Ci3T Leadership Teams</b> identify data currently collected and complete the <b>Ci3T Blueprint D Assessment Schedule</b>: record when data are collected and reviewed and who will be responsible for bringing it to team meetings (30 – 60 min)</li> <li>2. Share screener(s) chosen with the faculty and staff and information related to decision making (purpose, use, information for decision making) (30 min)</li> <li>3. <b>Ci3T Leadership Team</b> members and <b>Ci3T Coaches</b> have informal conversations or small group meetings with faculty and staff to gather a list of secondary (Tier 2) and tertiary (Tier 3) supports that already exist in the building and generate new ideas of needed supports (30 – 60 min, may fluctuate greatly depending on how meetings are structured, at <b>Ci3T Leadership Team</b>'s discretion)</li> <li>4. <b>Ci3T Trainer</b> summarize student created material from Session 3 into <b>Ci3T Student Session 3 Responses Template.pptx</b> (Ci3T Trainer Resources) for dissemination</li> </ol>  | <ul style="list-style-type: none"> <li>• Ci3T Leadership Team Members</li> <li>• Ci3T Coaches</li> <li>• School Faculty and Staff</li> </ul>   |
| <p>Sessions 4 (6 hrs)<br/>Building Secondary Prevention (Tier 2) Efforts</p>         | <ol style="list-style-type: none"> <li>1. <b>Ci3T Leadership Teams</b> review student created material from Session 3 and revise drafted <b>Ci3T Blueprint C Expectation Matrix</b> and reinforcement menu (30 min)</li> <li>2. <b>Ci3T Leadership Teams</b> review and revise the assessment schedule (30 min)</li> <li>3. <b>Ci3T Leadership Teams</b> review the social validity survey used to gather initial faculty and staff feedback on the drafted <b>Ci3T Blueprint A Primary (Tier 1) Plan</b>. The Primary Intervention Rating Scale (PIRS) is distributed to faculty and staff between session 4 and session 5 (time?)</li> <li>4. <b>Ci3T Leadership Teams</b> review and complete draft of Procedures for Monitoring in <b>Ci3T Blueprint A Primary (Tier 1) Plan</b> (1.5 hr)</li> <li>5. Working lunch (1 hr)</li> <li>5. Learn about Secondary (Tier 2) Prevention Efforts: teacher-directed interventions, student-focused interventions, and using data to determine needs (1 hr)</li> <li>6. <b>Ci3T Leadership Teams</b> divide into two groups to: (group 1) begin drafting <b>Ci3T Blueprint E Secondary (Tier 2) Intervention Grids</b> and (group 2) create a presentation of the <b>Ci3T Blueprint A Primary (Tier 1) Plan</b> including the <b>Ci3T Blueprint C Expectation Matrix</b> to be shared with faculty (2 hr)</li> </ol> | <ul style="list-style-type: none"> <li>• Ci3T Leadership Team Members</li> <li>• Ci3T Trainers</li> <li>• Ci3T Coaches</li> <li>• District Decision Makers</li> </ul>                      |
| <p>Before Session 5</p>  | <ol style="list-style-type: none"> <li>1. <b>Ci3T Leadership Teams</b> share presentation they created with faculty and staff (30 – 60 min)</li> <li>2. Faculty and staff complete PIRS survey (10 min)</li> <li>3. <b>Ci3T Trainers</b> pick up hard copy surveys or download PIRS data from Qualtrics or other electronic survey tool, enter data, analyze data, and create reports for session 5 (time will vary if using hard copies; Qualtrics = 1 hr)</li> </ol>   | <ul style="list-style-type: none"> <li>• Ci3T Leadership Team Members</li> <li>• Ci3T Trainers</li> <li>• Ci3T Coaches</li> <li>• District Decision Makers</li> </ul>                      |

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|---|---|--|
|   |   | <ul style="list-style-type: none"> <li>• School Faculty and Staff</li> </ul>   |
| Session 5 (2 hr)<br>Building Tertiary Prevention (Tier 3) Efforts | <ol style="list-style-type: none"> <li>1. <b>Ci3T Leadership Teams</b> and <b>Ci3T Coaches</b> review PIRS Reports for feedback and revise plan accordingly, prepare email of changes made and clarifications of changes not made in response (1 hr)</li> <li>2. Learn about Tertiary (Tier 3) Prevention (30 min)</li> <li>3. <b>Ci3T Leadership Teams</b>, with <b>Ci3T Coaches</b>, begins to draft the <b>Ci3T Blueprint F Tertiary (Tier 3) Intervention Grid</b> (30 min)</li> </ol> <p>Student team members:</p> <ol style="list-style-type: none"> <li>4. Create posters, bookmarks, tickets, and postcards (1.5 hr)</li> <li>5. Activity to list current supports available at school (30 min)</li> </ol>  | <ul style="list-style-type: none"> <li>• Ci3T Leadership Team Members (including students)</li> <li>• Ci3T Trainers</li> <li>• Ci3T Coaches</li> <li>• District Decision Makers</li> </ul> |
| Before Session 6  | <ol style="list-style-type: none"> <li>1. <b>Ci3T Leadership Teams</b> and <b>Ci3T Coaches</b> review revisions made to the <b>Ci3T Blueprint A Primary (Tier 1) Plan</b> based on the PIRS feedback. A brief presentation with faculty and staff planned with time for faculty and staff to complete Ci3T Feedback Form (15 – 30 min)</li> <li>2. <b>Ci3T Trainers</b> pick up hard copy surveys or download from Qualtrics of other survey tool the <b>Ci3T Feedback Form</b> data – enter data, analyze data and create reports for session 6.</li> <li>3. <b>Ci3T Trainer</b> summarize student data from Session 5 into <b>Ci3T Student Session 5 Materials Created Template.pptx</b> (Ci3T Trainer Resources) for dissemination.</li> </ol>   | <ul style="list-style-type: none"> <li>• Ci3T Leadership Team Members</li> <li>• Ci3T Trainers</li> <li>• Ci3T Coaches</li> <li>• School Faculty and Staff</li> </ul>                      |
| Session 6 (6 hr)<br>Preparing for Implementation                  | <ol style="list-style-type: none"> <li>1. Review of Ci3T</li> <li>2. Teams complete <b>Ci3T Blueprint E Secondary (Tier 2) Intervention Grid</b> and <b>Ci3T Blueprint F Tertiary (Tier 3) Intervention Grid</b> (2 hr)</li> <li>3. <b>Ci3T Leadership Teams</b>, with <b>Ci3T Coaches</b>, revise <b>Ci3T Blueprint A Primary (Tier 1) Plan</b> from faculty feedback using the <b>Ci3T Feedback Form Report</b> and polish all materials (1.5 hr)</li> <li>4. Working lunch (1 hr)</li> <li>5. <b>Ci3T Leadership Teams</b> review student created materials from Session 5 to inform implementation material creation (15 min)</li> <li>6. <b>Ci3T Leadership Teams</b> and <b>Ci3T Coaches</b> start to plan faculty presentation [teaching the plan to faculty] and first day of school activities [teaching/ introducing the plan to students] and choose and begin drafting materials needed for implementation [prepared by <b>Ci3T Leadership Teams</b>, <b>Ci3T Coaches</b>, and others from school site over the summer before implementation] (3 hr)</li> </ol> | <ul style="list-style-type: none"> <li>• Ci3T Leadership Team Members</li> <li>• Ci3T Trainers</li> <li>• Ci3T Coaches</li> <li>• District Decision Makers</li> </ul>                      |
| After Session 6   | <ol style="list-style-type: none"> <li>1. <b>Ci3T Leadership Teams</b>, with <b>Ci3T Coaches</b>, finalize all plans. (30 min)</li> <li>2. <b>Ci3T Leadership Teams</b>, with <b>Ci3T Coaches</b>, complete the <b>Ci3T Implementation Manual</b> (2 hr)</li> <li>3. <b>District Decision Makers</b> and <b>Ci3T Coaches</b> review <b>Ci3T Implementation Manuals</b> and offer feedback (1 hr per manual)</li> <li>4. <b>Ci3T Trainers</b> and <b>Ci3T Coaches</b> set summer meetings with <b>Ci3T Leadership Teams</b> to finalize implementation details and roll out activities (30 min – 2 hr)</li> <li>5. <b>Ci3T Leadership Teams</b>, with <b>Ci3T Coaches</b>, finalize first day of school activities and information sharing with parents and community (1 – 2 hr)</li> <li>6. <b>Ci3T Team Members</b> and <b>Ci3T Coaches</b> access district supports and resources as needed</li> </ol>  | <ul style="list-style-type: none"> <li>• Ci3T Leadership Team Members</li> <li>• Ci3T Trainers</li> <li>• Ci3T Coaches</li> <li>• District Decision Makers</li> </ul>                      |