

Steps to Complete Universal Behavior Screening

Step	Date Completed	Completed by Whom
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		
Step 3 (Spring) – Complete a gap analysis with each school		
Step 4 (Spring) – Confirm that each school has adequate social, emotional, behavioral supports		
Step 5 (Spring) – Select a screening tool		
Step 6 (Spring) – Consult with district legal consultant about whether to use active or passive parent consent		
Step 7 (Spring) – Finalize parental consent form. Collect consent forms at the beginning of the academic year		
Step 8 (Summer) – Complete universal screening action plan with each school		
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 - Six weeks into the School Year) – Conduct the screening		
Step 12 (Immediately after Screening) – Score the screening data		
Step 13 (Immediately after Scoring) – Review school-, grade-, gender-, race-, and classroom-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 30 days after the start of the second semester. If three screenings will be conducted, complete the second screening before the winter break, and the third screening before spring break.		