**Data-Based Decision-Making Worksheet**

Start by examining the school wide system

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| Look | Think | Act |
| Take a look at the number of ODRs received per individual student | What do the data tell us? | What should the focus of attention/action be? |
| Look at the # of students with one or more ODRs | \_\_\_\_\_\_\_ /\_\_\_\_\_\_\_ = 40% or more  # of students who Total # of students  received one or in the building  more ODRs  40% or more  If less than 40% | School wide System  Further review of the data is needed at this point |
| Look  Next, take a look at what’s happening in the classroom | Think | Act |
| Take a look at the total number of ODRs coming from the classroom | What do the data tell us? | What should the focus of attention/action be? |
| **\_\_\_** ODRs came from the classroom  Now drill down and look at individual classroom data  How many referrals from…   * Classroom A? * Classroom B? * Classroom C?   And so on… | / = %  # of ODRs from Total # of ODRs  the classroom across all settings  60% or more  How many classrooms equal 10% of the classrooms in the building? (e.g., 10% of 15 classrooms = 1.5, round up to 2 classrooms)  X 10% = \_\_\_\_\_\_\_\_    # of classrooms ( rounded up)  Identify the classrooms that are in the top 10% of ODRS  / = %    # of ODRs from Total # of ODRs  from classroom in the building  If 50% or more | Classroom System  Focus your attention on  targeted classrooms |
| Look  Next, take a look at what’s happening in  non-classroom settings | Think | Act |
| Take a look at the number of ODRS coming from non-classroom settings | What do the data tell us? | What should the focus of attention/action be? |
| **Lunchroom?**  **Lobby?**  **Playground?**  **Bus?**    Take a look at the total  number of STUDENTS referred  from non-classroom settings | \_\_\_\_\_\_\_ /\_\_\_\_\_\_\_ = 35% or more  # of ODRs from Total # of ODRs  a specific non- across all settings  classroom setting  If 35% or more      \_\_\_\_\_\_\_ / \_\_\_\_\_\_\_ = \_\_\_\_\_\_\_%  # of STUDENTS Total # of STUDENTS  referred from referred across all settings  non-classroom  setting  If more than 15% | Non-Classroom System  Non-Classroom System |

Finally, take a look at what’s happening with individual students

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| Look | Think | Act |
| Take a look at student ODR data | What do the data tell us? | What should the focus of attention/action be? |
| Take a look at the number of ODRs per student  Take a look at individual student data | If less than 20% of students receive between 2 and 5 ODRs.  If less than 10% of students receive more than 6 ODRs  OR  Less than 10% of students continue the same rate of referrals after receiving targeted group support  OR  A small number of students are destabilizing the overall functioning of the school | Targeted Group Interventions (e.g., check-in/check-out, social skills group)  Focus on Individual Systems with Action Team Structure (e.g., mentoring, IEP planning, etc.) |