

# IPI and CICO

## Part 1: Implementation Phases Inventory (IPI)

### Download and completion instructions

1. Click the Download button. When prompted to Open or Save, select Save.
2. Browse to the location where you saved the file and double click the file.
3. You will see two tabs at the bottom of the Excel workbook.
4. If it is not already selected select the one labeled IPI Worksheet.
5. At the top of this worksheet is a section for demographic information to enter the school name, LSS, year trained, date of form completion and person/title of individual(s) completing the form.
6. Move to the section labeled Preparation Phases. In the **first** red highlighted column to the right of this section are places to select either a 0, 1 or 2. Complete this section then move to the Initiation Phase, Implementation Phase and Maintenance Phase sections.
7. The section immediately after the Maintenance Phases portion is provided for antidotal information for the Fall completion of the form.
8. Once the IPI Worksheet is completed for the Fall select the Graphed Results tab to see your results.
9. To save the document before emailing select File > Save As.
10. In the dialog box that appears modify the name in the File Name box to reflect your school and time of submission. Example: IPIBloomESFall2010.xls
11. Close the document.
12. Send the document through email to [jbloom@pbismaryland.org](mailto:jbloom@pbismaryland.org).
13. Fall submissions will be accepted through November 10<sup>th</sup>.
14. To complete the IPI for the Spring reopen your saved document.
15. In the top section enter the date of Spring completion.
16. Move to the section labeled Preparation Phases. In the **second** red highlighted column to the right of this section are places to select either a 0, 1 or 2. Complete this section then move to the Initiation Phase, Implementation Phase and Maintenance Phase sections.
17. The second section after the Maintenance Phases portion is provided for antidotal information for the Spring completion of the form.
18. Once the IPI Worksheet is completed for the Spring select the Graphed Results tab to see your results. If an IPI was received for the Fall both the Fall and Spring results will display in the graph.
19. In the dialog box that appears modify the name in the File Name box to reflect your school and time of submission. Example: IPIBloomESSpring2011.xls
20. Send the document through email to [jbloom@pbismaryland.org](mailto:jbloom@pbismaryland.org).
21. Spring submissions will be accepted through April 10<sup>th</sup>.

## Part 2: CICO Progress Monitoring Tool (only for identified schools)

### Download and completion instructions

1. Click the Download button. When prompted to Open or Save, select Save.
2. Browse to the location where you saved the file and double click the file.
3. You will see two tabs at the bottom of the Excel workbook.
4. If it is not already selected select the one labeled CICO Worksheet.
5. At the top of this worksheet is a section for demographic information to enter the school name, LSS, year trained, date of form completion and person/title of individual(s) completing the form.
6. Move to the section labeled Systems for CICO. In the **first** red highlighted column to the right of this section are places to select either a 0, 1 or 2. Complete this section then move to the Data Monitoring for CICO section.
7. Once the CICO Worksheet is completed for the Fall select the Graphed Results tab to see your results.
8. To save the document before emailing select File > Save As.
9. In the dialog box that appears modify the name in the File Name box to reflect your school and time of submission. Example: CICOBloomESFall2010.xls
10. Close the document.
11. Send the document through email to [jbloom@pbismaryland.org](mailto:jbloom@pbismaryland.org)
12. Fall submissions will be accepted through November 10<sup>th</sup>.
13. To complete the CICO Progress Monitoring Tool for the Spring reopen your saved document.
14. In the top section enter the date of Spring completion.
15. Move to the section labeled Systems for CICO. In the **second** red highlighted column to the right of this section are places to select either a 0, 1 or 2. Complete this section then move to the Data Monitoring for CICO section.
16. Once the CICO Worksheet is completed for the Spring select the Graphed Results tab to see your results. If a CICO Progress Monitoring Tool was received for the Fall both the Fall and Spring results will display in the graph.
17. In the dialog box that appears modify the name in the File Name box to reflect your school and time of submission. Example: IPIBloomESSpring2011.xls
18. Send the document through email to [jbloom@pbismaryland.org](mailto:jbloom@pbismaryland.org)
19. Spring submissions will be accepted through April 10<sup>th</sup>.