

Best Practices

- Review all resources in the Resource Center
- Introduce Closegap to students using the Day 1 Lesson Plan
- Choose a consistent, designated time for students to complete their check-in.
 - Ex: 8 am each morning; after lunch 3 days each week; every Wednesday during homeroom. Choose the frequency and time of day that works best for your building!
- Designate staff members who will check their dashboards and regularly review check-ins.
 - We recommend teachers be the first line of response to check-ins, and students who need additional support be referred to wellness staff.
 - At your school, it might make more sense for the wellness staff to take care of responding to students. Do what works for you!
 - Make sure there is a “chain of command” and a communication channel between staff to coordinate follow-ups.
 - Once you’ve followed up with a student, make sure to click the follow-up check box! Once it has been clicked, you can hover over it to see who completed the follow-up.
- Have wellness staff train and practice responses with teachers; ensure teachers feel confident and have the resources they need to follow-up with students after check-ins.
- Give students 5-15 min each week, or month, to reflect on their check-in profiles (ex: “mindfulness Mondays”)
- Give prizes to teachers who have 100% of students checking in and/or who are following up with students consistently.
- Use students’ check-in data to start a conversation with students, during IEP meetings or at parent-teacher conferences.

***Fill out the
Implementation
Worksheet as a team
before you get
started!***

