EAB Tool:
BIT Chair Monthly Report

EAB Advice:

As Student Affairs professionals spend more time working with behavioral intervention teams (BITs) and students of concern, it has become increasingly important for camps leaders to recognize and understand this work. Unfortunately, few BIT chairs systematically track their own BIT-related activities.

The Forum has designed the template below to help BIT chairs document their work so that colleagues, administrators, and other senior leaders can better understand the time and resources involved in responding to students of concern. Some of the data can be pulled from the team's recordkeeping system. We recommend that Chairs complete this report on a monthly or bi-monthly basis. The report should be shared with BIT members, the Vice President for Student Affairs, and other relevant institutional stakeholders.

BIT Caseload	
Number of cases	
Issues referred/types of cases	
Cases broken down by student year	
Cases broken down by college/school	
Cases year-to-date this year versus cases year-to-date last year	
BIT Meetings	
Number of Regularly Scheduled Meetings	
Number of Emergency Meetings	
Average number of cases reviewed at each meeting	
Total number of cases reviewed	
Number of hours spent in official BIT meetings	
Student Meetings	
Number of meetings with students under review by the BIT	
Approximate amount of time spent in meetings with students under review by the BIT	
Common reasons for meetings	
Number of parental notifications	
Number of joint student-parent meetings	
Number of student voluntary withdrawals	
Number of student involuntary withdrawals	
Professional Development	
Team trainings attended	
General BIT professional development activities	

Notable Trends and Issues