**Tier 2/3 Systems Team Meeting Agenda –**

***With Sample Notes & [Considerations]***

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|  | **Date:** | **Time:** | **Location:** | **Facilitator:** | **Recorder:** | **Administrator:** |
| Today | *2/9/20* | *7:30 a.m.* | *Conf Room*  | *Baker* | *Ross* | *Morris* |
| Next Meeting | *3/8/20* | *7:30 a.m.* | *Conf Room* | *Baker* | *Ross* | *Morris* |
| **Team Members Present**:  | *Baker, Ross, Morris* |

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| **Today’s Agenda** |
| 1. Review Data
 | Discussion/Decision/Task | Who? | By When? |
| Review of data to determine percentage of students responding to **each** intervention (Goal: 80%)*[Reminder - Effectiveness Indicators:* * *# students participating;*
* *# students responding based on decision rules,*
* *# students making adequate progress toward goal,*
* *Average implementation fidelity rating]*
 | Tier 2 Systems Check:**Trend Data:*** # of students (what percentage) are receiving Tier 2 supports = 52 (21%)
* % of students responding = 28% of the 52

[Considerations:* *Possible problems: Inconsistent Data/Low Fidelity/Low Success Rate/Limited Capacity*
* *Possible decisions: Train Staff/Improve Fidelity/Evaluate Intervention Match/Increase Capacity]*

Tier 3 Systems Check:**Trend Data:*** # of students (what percentage) are receiving Tier 3 supports = 12 (8%)
* % of students responding = 64% of the 12 students
* % of plans meeting fidelity = 50% of the plans

[Considerations:* *Possible problems: Inconsistent Data/Low Fidelity/Low Success Rate/Limited Capacity*
* *Possible decisions: Train Staff/ Implementation Supports/Re-evaluate Function & Intervention/Access Specialist/ Increase Building Capacity ]*
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| 1. Status update to staff
 | Discussion/Decision/Task |  |  |
| Need to update staff on information from Tier 2/Tier 3 Tracking Tool | * *[Determine what data to share with* ***all staff*** *at the staff meeting]*
* *[Determine what data to share with* ***interventionists]***
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| 1. Staff development
 | Discussion/Decision/Task |  |  |
| Behavior Science presentation…when? Who? | * *[Determine staff understanding of function-based thinking.]*
* *[Plan how to deliver PD to staff.]*
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| 1. Review of students for Tier 2 interventions
 | Discussion/Decision/Task |  |  |
| *Sample Student: MN* | ***Sample Data Source:*** *New referral discussion by classroom teacher. MN supports in class included increased teaching of the classroom rules (around asking for help) followed by reinforcement by the classroom teacher. Two recent behavior referrals for disruptive behavior have occurred.****[Considerations:**** ***Student not meeting goal so*** *determine problem and next steps*
* *Possible problems: Low Fidelity/ Problem behavior incorrectly identified/ Intervention mismatched to Function of Behavior*
* *Possible decisions: Improve Fidelity /Change Intervention/ Refer to Tier 3 for formal FBA]*
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| *Sample Student: SD* | ***Sample Data Source:*** *SD has made successful progress with CICO intervention, 80-90% daily for 4 weeks.*  ***[Considerations:**** ***Student meeting goal*** *next steps: Is ready for next steps conversation.*
* *Possible decisions: Extend the plan, fade parts of the plan, graduate student]*
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| 1. Review of students for Tier 3 interventions
 | Discussion/Decision/Task |  |  |
| *Student VV* | ***Sample Data Source:*** *New referral discussion for VV because of data decision rules for CICO with add-ons (Intervention overall is strong but, VV has stays below 50% daily success for 2 weeks)****[Consideration:*** * ***Student not meeting goals****, determine problem and next steps.*
* *Possible problems: Low Fidelity, student needs more instruction/Intervention/Function mismatch, Intervention needs to be modified.*
* *Possible decisions: Meet with teacher, give the plan more time or reteach the student, change intervention, conduct more comprehensive FBA, access additional expertise.]*
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| *Student DB* | ***Sample Data Source:*** *New referral discussion for**for DB by the DB’s classroom teacher, who expressed concerns that DB is frequently “shutting down” and disengaging from activities and that a previous risk assessment has been completed after the student told a peer they considered “ending it all.”****[Consideration:*** * ***Student needs Tier 3 student-level goals and team created,*** *schedule update for student in 1 week.*
* *Establish new goals, teach any new skill, meet with the teachers and mental health coordinator.]*
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