

## Tier 2/3 Team Meeting Minutes

School:

Meetings	Date	Time <small>(begin and end)</small>	Location	Facilitator	Minute Taker	Tier II Data Analyst*	Tier III Data Analyst*
Today's Meeting							
Next Meeting							

**Team Members** (Place "X" to left of name if present)


**Today's Agenda Items** (Place "X" to left of item after completed):

**Agenda Items for Subsequent Meetings**

Overall (Tier 2 & 3) Systems Update									
	Systems Implementation Fidelity <i>Data source, schedule, and summary of current level</i>	Outcome <i>Data source, schedule, and summary of current level</i>	Number (#) of students by status						
			<b>Continue</b> <i>progressing, not progressing/hold</i>	<b>New Referrals</b> <i>Starting,</i>	<b>Modify</b> <i>Needs modifying</i>	<b>Fade/Graduate</b> <i>Progressing, meets criteria</i>	<b>Discontinue Tier II</b> <i>Graduated, moved, refer to different team (Tier III)</i>		
			#	%					

**Tier 2 Problem Solving & Action Planning/ Existing Referrals**

*Possible items: fidelity, intervention/function mismatch, modifications needed, student meets criteria for fading/graduation*  
*Possible decisions: meet with teacher, change intervention, conduct FBA, fade to fewer check-in periods, exit intervention*

**Tier 2 Interventions:**

<b>Student Initials/ID</b>	<b>Grade</b>	<b>IEP Y/N</b>	<b>Precise Problem &amp; Current Levels</b> <i>Problems: Include Who, what, where, when, why, &amp; how often</i>	<b>Response Actions &amp; Next Steps</b> <i>Identify current intervention(s)</i>	<b>Who?</b>	<b>By When?</b>	<b>Goal &amp; Timeline</b>	<b>Fidelity of Implementation</b>	<b>Outcomes/Updates</b>

**Tier 2 New Referrals**

*Possible sources: SWIS data, teacher nomination, Request for Assistance form*

*Standard procedure: Referral, assessment, determination within 48 hours, parent/student notification, parent/student introduction, begin CICO*

<b>Student Initials/ID</b>	<b>Grade</b>	<b>Teacher</b>	<b>IEP Y/N</b>	<b>Referral Date</b>	<b>Referral Source &amp; Relevant Information</b>	<b>Response Actions &amp; Next Steps</b>	<b>Who?</b>	<b>By When?</b>	<b>Goal &amp; Timeline</b>	<b>Fidelity of Implementation</b>	<b>Outcomes/Updates</b>

**Tier 3 (Individual) New and Existing Referrals**

*Possible sources: Academic and Social Behavior data, teacher nomination, Request for Assistance form*

*Standard procedure: Referral, family contact, functional assessment determination, Student Support Team defined, support plan developed, implementation*

Student Initials/ID	Grade	Teacher	IEP Y/N	Referral Date	Referral Source & Relevant Information	Response Actions & Next Steps	Who?	By When?	Goal & Timeline	Fidelity of Implementation	Outcomes/ Updates

**Organization & Housekeeping Items**

Information for Team, or Issue for Team to Address	Discussion/Decision/Task (if applicable)	Who?	By When?

**Evaluation of Team Meeting (Mark your ratings with an “X”)**

1. Was today’s meeting a good use of our time?
2. In general, did we do a good job of ***tracking*** whether we are completing the tasks we agreed upon at previous meetings?
3. In general, have we done a good job of actually ***completing*** the tasks we agreed upon at previous meetings?
4. In general, are the completed tasks having the ***desired effects*** on student behavior?

Our Rating		
Yes	Somewhat	No