**TIPS Team Member Responsibilities**

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| **Facilitator Responsibilities** |  | **Data Analyst Responsibilities** |
| 1. *Before* meeting, provides agenda items to Minute Taker
2. Starts meeting on time
3. Determines date, time, and location of next meeting
4. Manages the “flow” of meeting by adhering to the agenda
5. Prompts team members (as necessary) with the TIPS problem-solving “mantra”
	1. Do we have a problem?
	2. What is the precise nature of the problem?
	3. Why does the problem exist, and what can we do about it?
	4. For problems with existing solution actions
		1. What is the implementation status of our solution actions - Not Started? Partially implemented? Implemented with fidelity? Stopped?
		2. What will we do to improve implementation of our solution actions?
		3. Are implemented solution actions “working” (i.e., reducing the rate/frequency of the targeted problem to our Goal level)?
6. Is active participant in meeting
 |  | 1. *Before* meeting (items a-c to appear in written Data Analyst’s Report)
	1. Describes *potential new problems* with precision (What, Who, Where, When, Why)
	2. Provides data (e.g., SWIS Big 5, Custom Reports) concerning the frequency/rate of precisely-defined potential new problems
	3. Provides update on *previously-defined problems* (i.e., precise problem statement, goal & timeline, frequency/rate for most recently-completed calendar month, direction of change in rate since last report, relationship of change to goal)
	4. Distributes Data Analyst’s Report to team members
	5. Asks Facilitator to add potential new problems to agenda for meeting
2. *At* meeting
	1. Leads discussion of potential new problems
	2. Responds to team members’ questions concerning content of the Data Analyst’s Report; produces additional data on request (e.g., additional Custom Reports)
3. Is active participant in meeting
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| **Minute Taker Responsibilities** |  | **Team Member Responsibilities** |
| 1. *Before* meeting
	1. Collects agenda items from Facilitator
	2. Prepares TIPS Meeting Minutes agenda form, including content from Data Analyst’s Report, as appropriate
	3. Prints copies of the TIPS Meeting Minutes form for each team member, or is prepared to project form via LCD
2. *At* meeting, asks for clarification of tasks/decisions to be recorded on TIPS Meeting Minutes form, as necessary
3. Is active participant in meeting
4. *After* meeting, disseminates copy of completed TIPS Meeting Minutes form to all team members within 24 hours
 |  | 1. *Before* meeting, recommends agenda items to Facilitator
2. *At* meeting, responds to agenda items and
	1. Analyzes/interprets data; determines whether a new problem exists
	2. Ensures new problems are defined with precision (What, Who, Where, When, Why) and accompanied by a Goal and Timeline
	3. Discusses/selects solutions for new problems
	4. For problems with existing solution actions
		1. Reports on implementation status (Not Started? Partially implemented? Implemented with fidelity? Stopped?
		2. Suggests how implementation of solution actions could be improved
		3. Analyzes/interprets data to determine whether implemented solution actions are working (i.e., reducing the rate/frequency of the targeted problem to Goal level)?
3. Is active participant in meeting
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