|  |  |  |
| --- | --- | --- |
| **Intervention Team Meeting Minutes**  |  |  |
|  |  |  |  |
| **Meetings** | **Date** | **Time** (begin and end) | **Intervention Team Lead**  | **Minute Taker**  | **CICO Coordinator** | **Strong Kids Coordinator**  | **Other Tier II Coordinator** | **PTR Coordinator**  |
| **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): |
| 1. |[ ]  Review Agenda (2 min.) | 5. |[ ]  New referrals to Intervention team (10 min.) | **Agenda Items for Next Meeting**  |
| 2. |[ ]  Coordinator Reports (10 min.) | 6. |[ ]  Sys. Updates & Gen. Info/Issues (5 min.) | 1. |  |
| 3. |[ ]  Problem Solving & Action Planning (10 min.) | 7. |[ ]   | 2. |  |
| 4. |[ ]  Fading and Graduation (5 min.) | 8. |[ ]   | 3. |  |

**Item 2. Coordinator Reports**

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| **Coordinators Reports**  |
| **Check in Check out** *Number of students by status:* |  |  |  |  |  |
|  # of Students in Intervention: Fidelity Measure: CICO Fidelity  |  | # Meeting Goal: Fidelity adequate? (Y/N):  | % Successful (Meeting Goal):  |  Fading: Modified CICO:  |
| **Strong Kids** *Number of students by status* # of Students in Intervention: # Meeting Goal: % Successful: %Fidelity Measure: Schedule of sessions Fidelity adequate? (Y/N):  | **Other Tier II Interventions ()** *Number of students by status* # of Students in Intervention: # Meeting Goal: % Successful: %Fidelity Measure: Fidelity adequate? (Y/N):  |
| **PTR** *Number of students by status* # of Students in Intervention: # Meeting Goal: % Successful: %Fidelity Measure: individual Fidelity adequate? (Y/N):  | **Other** *Number of students by status* # of Students in Intervention: # Meeting Goal: % Successful: Fidelity Measure: Fidelity adequate? (Y/N):  |

**Item 3. Tier II/III Intervention Problem Solving & Action Planning (for students that are not experiencing intervention success)**

*Possible problems: fidelity, intervention/function mismatch, intervention needs to be modified; Possible decisions: meet with teacher, change intervention, conduct FBA*

| **Student** | **Intervention** | **Identified Problems** **& Supporting Data** | **Response Actions****& Next Steps** | **Who?** | **By** **when?** | **Goal & Timeline** | **Follow-up** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  | [ ]  Not started[ ]  In progress[ ]  Done[ ]  Not Needed |
|  |  |  |  |  |  |  | [ ]  Not started[ ]  In progress[ ]  Done[ ]  Not Needed |
|  |  |  |  |  |  |  | [ ]  Not started[ ]  In progress[ ]  Done[ ]  Not Needed |

**Item 4. Intervention Fading & Graduation**

*Exit may occur if intervention is successful or if student will be provided with a different intervention*

| **Student** | **Intervention** | **Supporting Data** | **Fade** **or Graduate** | **Response Actions & Next Steps** | **Who?** | **By when?** | **Follow-up** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  | [ ]  **Not started**[ ]  **In progress**[ ]  **Done**[ ]  **Not Needed** |
|  |  |  |  |  |  |  | [ ]  **Not started**[ ]  **In progress**[ ]  **Done**[ ]  **Not Needed** |

**Item 5. New Referrals to Intervention Team**

*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*

| **Student** | **Grade**  | **IEP***Y/N* | **Referral** **Date** | **Referral source** **& relevant information** | **Response Actions****& Next Steps** | **Who?** | **By** **When?** | **Goal & Timeline** | **Follow-up** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  | [ ]  **Not started**[ ]  **In progress**[ ]  **Done**[ ]  **Not Needed** |
|  |  |  |  |  |  |  |  |  | [ ]  **Not started**[ ]  **In progress**[ ]  **Done**[ ]  **Not Needed** |
|  |  |  |  |  |  |  |  |  |  |

**Item 6. Systems Updates and General Information/Issues**

| Information for Team, or Issue for Team to Address | Discussion/Decision/Task (if applicable) | Who? | By When? |
| --- | --- | --- | --- |
| TFI Scores Tier II: % Tier III: % |  |  |  |
|  |  |  |  |
|  |  |  |  |

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

|  |  |
| --- | --- |
|  | Our Rating |
|  | **Yes** | **So-So** | **No** |
| 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?  |[ ] [ ] [ ]

If some of our ratings are “So-So” or “No,” what can we do to improve things?

|  |  |  |  |
| --- | --- | --- | --- |
| **Intervention Team meets every week or every two weeks** | **Member** | **Typically filled by** | **Role & Responsibilities** |
| Site Administrator | This should be the administrator who has primarily been involved in PBIS Tier I Team Meetings | Takes a lead in guiding problem solving & supports staff time for PBIS meetings. |
| PBIS District Supported Team Coach | District level staff: *(same person filling Tier I Coach role)* typicallySchool Psychologist, Counselor, or Teacher on Special Assignment | Supports the school teams that are implementing PBIS.Attends PCOE Coaches Institutes (3x per year). |
| Intervention Team Lead | Typically a Special Education teacher, Counselor, Social Worker or Teacher On Special Assignment | Monitors list of participating students and coordinates meeting schedule.Attends PCOE Coaches Institutes (3x per year). |
| Tier II Intervention Coordinator | Staff with behavior skills/ counseling/psychology background.Typically a School Psychologist, Counselor, Behavior Analyst, or Special Education Teacher. | Coordinates the logistics of Check In Check Out and other Tier II interventions at your site. Each Intervention has a coordinator.Gives feedback as to behavior interventions that may be appropriate for individual students. |
| Tier III Intervention Coordinator | Coordinates the logistics of Prevent Teach Reinforce (PTR) and/or Wraparound at your site.Gives feedback as to behavior interventions that may be appropriate for individual students. |