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| **COMPONENT** | **PRODUCTS/DOCUMENTS** | **PROCESSES** | **PERSONNEL** | **TRAINING** |
| Team | * Team roles & responsibilities * Meeting agenda(s)   + Systems meeting   + Problem solving meeting * Meeting norms, rules, etc. | * Create meeting schedule for year | * Systems team * Problem solving team | * Tier II team training * Booster training * Coaching |
| Identification of Students | * Data decision rules * Nomination form (request for assistance) * Process flow chart (continues below)   + All sources of identifying students   + Determining eligibility thru data decision rules * Screening tool (optional) | * Nomination process   + Location of forms   + Who can nominate   + How nominations are submitted   + What data need to accompany nomination * Process for using a screening tool in classroom | * Data manager * Intervention Coordinator * Administrator * Teachers * Systems team | * Staff PD on nomination process, including data collection * Staff PD on use of screening tool |
| Match Intervention to Function of Behavior | * Process flow chart (continued)   + Determine function of behavior   + Select appropriate intervention * Matrix: interventions vs. function of behavior * Antecedent-Behavior-Consequence (ABC) observation and data collection form * ABC worksheet to determine function | * Antecedent-Behavior-Consequence (ABC) data collection and problem-solving process to determine function of behavior | * Behavior specialist * Referring teacher(s) * Problem solving team | * Staff PD on function of behavior and use of ABC data collection worksheet |
| Progress Monitoring | * Daily progress report (DPR) for students in interventions * Data tool or system * Meeting organizer | * Process for students to receive feedback throughout day from adults   + Receive DPR   + Get feedback   + Turn in DPR * Review progress data and organize for meetings (intervention coordinator) | * Prob Solv team * Intervention Coordinator * Intervention facilitators * Students * Teachers | * Training for students and teachers on using the DPR * Training for Intervention Coordinator and facilitators on use of data tool |
| Communication | * Home/school   + Permission to participate in interventions   + Daily progress, signature * Team/teacher   + Reverse request for assistance   + Student progress | * Will be different for each intervention | * Students * Parents * Teachers * Prob Solv team |  |
| Fidelity Evaluation | * TFI for Tier II * Tier II progress monitoring tool | * Schedule for doing TFI * Schedule for monitoring the effectiveness of Tier II and each intervention | * Systems team |  |
| Effective Professional Development | * Training materials – written, video, etc.   + Tier II – overview   + Tier II interventions   + Staff orientation to their role(s) in interventions | * Create schedules for training staff | * Systems team * School staff | * Tier II introduction * Introduction to each intervention * All staff PD mentioned above |