

## Tier III Student Action Team Meeting Minutes

Student:

Meetings	Date	Time (begin and end)	Location	Facilitator	Minute Taker	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):											
1.		Review Agenda (? min.)	6.		Communication of Progress (? min.)	<b>Agenda Items for Next Meeting</b> 1. _____ 2. _____ 3. _____					
2.		Student Progress Report (? min.)	7.		Sys. Updates & Gen. Info/Issues (? min.)						
3.		Problem Solving & Action Planning (? min.)	8.								
4.		Fading and Exit (? min.)	9.								

## Student Progress Report

Date Range:

Possible Data Days:

Individual Goal Data							
Measure	Current Goal	Days Goal Met	Days Not Met	Success/Progress (specific period or expectation)	Challenges (specific period or expectation)	Summary	
Implementation Fidelity							
(Outcome 1)							
(Outcome 2)							
(Outcome 3)							
CICO Point Data							
CICO Start Date	Days with data	Goal	Avg. Daily Points	Success/Progress (specific period or expectation)	Challenges (specific period or expectation)	Summary (specific period or expectation)	
				Period #/Expectation	Period #/Expectation	Notes/Plan Changes	
Referral Data							
Within Date Range		Year to Date					
Majors	Minors	Majors	Minors	Referrals by Problem Behavior		Referrals by Time	Referrals by Motivation

### Problem Solving & Action Planning

*All decisions should align with the individual student support team's decision rules and recommendations.*

Identified Problems & Supporting Data <i>Based on Student Support Team decision rules</i>	Response Actions & Next Steps	Who?	By when?	Goal & Timeline	Fidelity of Imp.	Outcomes/Updates

### Fading & Exit/Graduation Planning

*All decisions should align with the individual student support team's decision rules and recommendations.*

Benchmark Targets	Data/Decision Rule <i>Based on student data</i>	Fade/Exit Strategy	Response Actions & Next Steps	Who?	By when?
Benchmark 1					
Benchmark 2					
Graduation					

### Communication of Progress

*Identify information to provide both within the team and across additional stakeholders (e.g., home, teachers, administrator, coordinating team, district coach)*

Stakeholder	Specific Communication Content	Who will send?	By When?

### System Updates & General Information/Issues

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're completing the tasks we agreed on at previous meetings?
3. In general, have we done a good job of actually ***completing*** the tasks we agreed on at previous meetings?
4. In general, are the completed tasks having the ***desired effects*** on student behavior?

Our Rating		
Yes	So-So	No

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

Support Plan Fidelity Check (Mark your ratings with an “X”)

1. Is the student’s support plan current and based on a *functional behavior assessment* less than 1 year old?
2. Does the *student support team* include all relevant stakeholders needed to ensure that the plan is contextually and culturally appropriate?
3. Does the plan indicate *goals* that are clear, realistic, and measurable?
4. Does the student support plan include *efficient and effective strategies* to support student in meeting identified goals (prevention, teaching, reinforcement, extinction, consequences, safety)?
5. Does the student support plan include a clear evaluation plan for collecting and monitoring BOTH implementation fidelity and student outcome data?
6. Does the student support team have clear decision rules to guide decisions about the status of the current support plan (progressing, not progressing, needs revision, discontinued)?

Our Rating		
Yes	So-So	No

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