

Student Support Team for _____ | MINUTES

Meeting date | time Date | Time | Meeting location Location

Meeting Purpose	Regularly scheduled team review	Other attendees	End of Meeting Check-In
Coordinator	Name	<input type="checkbox"/>	a. Good use of time? Yes So-So No
Data Analyst	Name	<input type="checkbox"/>	b. Collaborative decisions? Yes So-So No
Note taker	Name	<input type="checkbox"/>	c. Adequate fidelity? Yes So-So No
Timekeeper	Name	<input type="checkbox"/>	d. Outcomes on-track? Yes So-So No
		<i>*Are there enough team members represented to make decisions?</i>	Implementation Status
			<input type="checkbox"/> Progressing <input type="checkbox"/> Not Progressing <input type="checkbox"/> Needs Revision <input type="checkbox"/> Discontinue
			Action
			<input type="checkbox"/> Continue <input type="checkbox"/> Revise Plan <input type="checkbox"/> Fade <input type="checkbox"/> New FBA

AGENDA TOPICS

Time allotted | Agenda topic

5 min	Review current progress report and compare to decision rules
10 min	Discuss fidelity and outcome trends across settings, routines, and team members
2 min	Identify current implementation status (80% agreement across team members required)
10 min	Discuss next steps (hold, revise plan, conduct new assessment)
2 min	Review or set next meeting date, time, and location
1 min	Dismiss

Action items	Person responsible	Schedule
1.	Name	Date time
2.	Name	Date time
3.	Name	Date time
4.	Name	Date time
5.	Name	Date time

DECISION RULES

Fidelity implementer	Outcome student	Actions to Consider	Reference Dates
On-track	On-track	Determine whether current benchmark or phase has been met. Actions: hold current plan or move to next benchmark if appropriate	Last formal review meeting: _____
On-track	Off-track	Use problem-solving worksheet to determine specific challenges. Actions: hold current plan and collect more data or modify plan if appropriate	Last progress report sent: _____
Off-track	Off-track	Comprehensively review plan for technical adequacy and contextual fit. Actions: hold current plan and collect more data, retrain implementers, conduct new assessment, modify plan if appropriate	Last assessment date: _____
Off-track	On-track	Determine which plan items are not being implemented to fidelity. Actions: remove unnecessary items from plan, retrain implementers if higher fidelity would increase student benefit, increase opportunities for implementers to provide feedback	Current plan start date: _____

PROBLEM-SOLVING WORKSHEET

Precise Problem Statement who, what, when, where, how often, why (function)	Goal benchmark	Fidelity implementer	Outcome student	Who implementer	By When
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A.

B.

List specific tasks in the Action items