**Tier 2 Staff Handbook Organizer**

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| Feature | Materials | Documented in Notebook? |
| Guides | 1) Schoolwide Behavior Matrix2) Tier 2 Action Plan | YES NOYES NO |
| 1. Team | 1) Tier 2 team list with roles identified2) Schedule of meeting dates3) Standard Agenda Format4) Copy of Meeting Minutes | YES NO YES NO YES NOYES NO |
| 2. Identification | 1) Data Decision Rules2) Teacher Nomination Form and Procedure3) Standardized Social/Behavioral Screening Instrument4) Environmental inventory/classroom system inventory for ensuring students identified for Tier 2 support have received full access to Tier 1 | YES NO YES NOYES NO YES NO |
| 3. Function Matching | 1) System for collecting student information/data2) System to identify function3) System to match intervention with function | YES NOYES NO YES NO |
| 4. Intervention Descriptions | 1) Intervention Essential Features (provides description of each intervention available in your setting). | YES NO |
| 5. Monitor Progress | 1) Copy of Sample Progress Monitoring Tools* Check-In, Check-Out = Daily Progress Report and Example Student Graph
* Social Skills Instructional Group = Daily or Weekly Report and Example Student Graph
* Check & Connect = Monitoring Form and Completed Example
 | YES NO |
| 6. Communication Plan | 1) Documented system for communicating and receiving feedback from staff2) Documented Professional Learning plan with schedule, topics and coaching procedures outlined | YES NOYES NO |