

## Tier 3 Student Support Meeting Process Guide

### Core Team Meeting

- Identify student for Tier 3 Intervention
- Identify action team members
- Document Action Team members and student information on *Tier 3 Student File Checklist*
- Determine who will notify action team members
- Assign action team member(s) to review student records
- Assign action team members(s) to interview staff, family, student

**Prior to next meeting:** Action Team Members are notified of their participation and date of meeting. Record review and interviews are completed (*Adapted FACTS – Part A*).

### Action Team Meeting 1

- Summarize record review & interview information (*Adapted FACTS Part A*)
- Identify specific antecedents and consequences of problem behavior in each identified context and generate a Summary Statement (*Adapted FACTS Part B*)
- Determine details for completing observations:
  - Who will conduct the observations?
  - When (dates and times)
  - Where (settings where problem behaviors occur and do not occur)
- Document necessary information on *Tier 3 Student File Checklist*
- Schedule meeting 2

**Prior to next meeting:** Observations are completed.

### Action Team Meeting 2

- Review and summarize observation information
- If Summary Statement is not confirmed
  - Determine details for additional observations and schedule next meeting
- If Summary Statement is confirmed, develop Competing Behavior Pathway and Behavior Intervention Plan (BIP).
- Document necessary information on *Tier 3 Student File Checklist*
- Schedule meeting 3

**Prior to next meeting:** Identified personnel collect fidelity of implementation and student progress monitoring data.

### Action Team Meeting 3

- Review BIP implementation plan - did everyone implement with fidelity?
- Review progress monitoring data
  - Based on data, the team will determine whether to: reteach adults and/or students; continue; modify; intensify
- Document necessary information on *Tier 3 Student File Checklist*
- Schedule next review meeting