Questions to Consider When Assessing Effectiveness and   
Efficiency of Tier 3 Core/Action Team Meetings

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| **Was today’s meeting a good use of our time? Did we:** | **YES** | **SO-SO** | **NO** |
| Start on time? |  |  |  |
| Utilize a standard meeting agenda format? |  |  |  |
| Adhere to our agenda? |  |  |  |
| Take minutes? |  |  |  |
| Make decisions based on established data decision rules? |  |  |  |
| Stay on topic and avoid discussing extraneous information about student, home life, and other topics? |  |  |  |
| Adhere to our norms? |  |  |  |
| End on time? |  |  |  |
| Other: |  |  |  |

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| **In general, did we do a good job of tracking whether we’re completing the tasks we agreed on at previous meetings?**  **Did we:** | **YES** | **SO-SO** | **NO** |
| Review our action plan and make necessary updates? (Core Team) |  |  |  |
| Review status of specific tasks assigned at previous meetings? |  |  |  |
| Document status of tasks/timelines/responsibilities in meeting minutes? |  |  |  |
| Other: |  |  |  |

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| **In general, have we done a good job of actually completing the tasks we agreed on at previous meetings? Did we:** | **YES** | **SO-SO** | **NO** |
| Review our action plan and make necessary updates? (Core Team) |  |  |  |
| Complete specific tasks within the timelines assigned at previous meetings? |  |  |  |
| Fulfill the responsibilities of our individual roles within the team? |  |  |  |
| Document completion of tasks in meeting minutes? |  |  |  |
| Other: |  |  |  |

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| **Systems Check: In general, are the completed tasks having the desired effects on student behavior?** | **YES** | **NO** |
| Is a team conducting the FBA and developing the BIP? (Action Team) |  |  |
| Is a family member a part of the student’s Action Team? |  |  |
| Are we monitoring fidelity of BIP implementation? (Action Team) |  |  |
| Is there any professional learning to provide to staff? |  |  |
| Are there additional items to include in our *Tier 3 Staff Handbook*? |  |  |
| Is there a system for updating staff? |  |  |
| Is there a system for sharing Tier 3 intervention data with staff? |  |  |
| Is there a system for sharing individual student data with family members as well as teachers implementing Tier 3 intervention? |  |  |
| Other: |  |  |

*Adapted from Newton, Todd, Horner, Algozzine & Algozzine (2010)*