## **Tier 3 Student Support Meeting Process Guide**

* 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

**Core Team Meeting**

**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).*

* 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

**Action Team Meeting 1**

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

* 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

**Action Team Meeting 2**

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

* 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

**Action Team Meeting 3**