**Tier 3 Staff Handbook Organizer**

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| Feature | Suggested Materials | Documented in Notebook? |
| Guides | 1) Tier 3 Action Plan | YES NO |
| 1. Team | 1) Tier 3 core team member roles and responsibilities | YES NO |
| 2) Tier 3 action team members by position/ role | YES NO |
| 3) Schedule of core team and action team meeting dates | YES NO |
| 4) Standard Agenda Format for core and action teams | YES NO |
| 5) System for distributing meeting minutes | YES NO |
| 2. Identification | 1) Data Decision Rules for Tier 3 intervention (nonresponse to Tier 2 intervention, chronic behaviors, intense behaviors) | YES NO |
| 2) Teacher Nomination Form and Procedures | YES NO |
| 3) Social/Behavioral Universal Screening (if applicable) | YES NO |
| 3. FBA/BIP Development | 1) System for notifying teachers, student, and family about their participation | YES NO |
| 2) System for collecting core FBA data | YES NO |
| 3) Adapted FACTS (or similar template for collecting data and decision-making) | YES NO |
| 4) BIP template | YES NO |
| 5) Description of orientation procedures and materials to teach staff, students, and families about their participation | YES NO |
| 6) FBA/BIP Rubric | YES NO |
| 4. Monitoring and Evaluation | 1) Methods of collecting behavioral data | YES NO |
| 2) Methods to graph behaviors | YES NO |
| 3) System for assessing and documenting fidelity of implementation | YES NO |
| 4) Plans for promoting generalization and maintenance of skills. | YES NO |
| 5. Professional Learning | 1) Documented system for communicating and receiving feedback from staff | YES NO |
| 2) Documented Professional Learning plan with schedule, topics and coaching procedures outlined. | YES NO |