

Intervention Team Meeting Minutes					School:				
Meetings	Date	Time (begin and end)	Intervention Team Lead	Minute Taker	CICO Coordinator	Social Skills Group	Other Tier II Coordinator		
Today's Meeting									
Next Meeting									
Team Members (Place "X" to left of name if present)									
☒						☐		☒	
☒						☐		☐	
Today's Agenda Items (Place "X" to left of item after completed):									
1.	☐	Review Agenda (min.)	5.	☐	New referrals to Intervention team (min.)	Agenda Items for Next Meeting			
2.	☐	Coordinator Reports (min.)	6.	☐	Sys. Updates & Gen. Info/Issues (min.)	1.	Review Tier II/III TFI		
3.	☐	Problem Solving & Action Planning (min.)	7.	☐		2.			
4.	☐	Fading and Graduation (min.)	8.	☐		3.			

Item 2. Coordinator Reports

Coordinators Reports				
Check in		Check out		
<i>Number of students by status:</i>				
# of Students in Intervention:	# Meeting Goal:	% Successful (Meeting Goal):	Fading:	Modified CICO:
Fidelity Measure:	Fidelity adequate? (Y/N):			
Social Skills Group <i>Number of students by status</i>		Other Tier II Interventions <i>Number of students by status</i>		
# of Students in Intervention:	# Meeting Goal:	% Successful:	# of Students in Intervention:	# Meeting Goal:
Fidelity Measure:	Fidelity adequate? (Y/N):		Fidelity Measure:	Fidelity adequate? (Y/N):
Other <i>Number of students by status</i>		Other <i>Number of students by status</i>		
# of Students in Intervention:	# Meeting Goal:	% Successful:	# of Students in Intervention:	# Meeting Goal:
Fidelity Measure:	Fidelity adequate? (Y/N):		Fidelity Measure:	Fidelity adequate? (Y/N):

Item 3. Tier II/III Intervention Problem Solving & Action Planning (for students that are not experiencing intervention success)

Possible problems: fidelity, intervention/function mismatch, intervention needs to be modified; Possible decisions: meet with teacher, change intervention, conduct FBA

Student	Intervention	Identified Problems & Supporting Data	Response Actions & Next Steps	Who?	By when?	Goal & Timeline	Follow-up
							☐ Not started ☐ In progress ☐ Done ☐ Not Needed
							☐ Not started ☐ In progress ☐ Done ☐ Not Needed

Item 4. Intervention Fading & Graduation

Intervention Team Form adapted from TIPS II Meeting Minutes Form, Todd, et al. (2014)

Exit may occur if intervention is successful or if student will be provided with a different intervention

Student	Intervention	Supporting Data	Fade or Graduate	Response Actions & Next Steps	Who?	By when?	Follow-up
							☐ Not started ☐ In progress ☐ Done ☐ Not Needed
							☐ Not started ☐ In progress ☐ Done ☐ Not Needed

Item 5. New Referrals to Intervention Team

Possible sources: SWIS data, teacher nomination, Request for Assistance form

Standard procedure: Referral, assessment, determination within 48 hours, parent/student notification, parent/student introduction, begin CICO

Student	Grade	IEP Y/N	Referral Date	Referral source & relevant information	Response Actions & Next Steps	Who?	By When?	Goal & Timeline	Follow-up
									☐ Not started ☐ In progress ☐ Done ☐ Not Needed
									☐ Not started ☐ In progress ☐ Done ☐ Not Needed

Item 6. Systems Updates and General Information/Issues

Information for Team, or Issue for Team to Address	Discussion/Decision/Task (if applicable)	Who?	By When?
TFI Scores Tier II: Tier III:			

Evaluation of Team Meeting (Mark your ratings with an "X")

	Our Rating		
	Yes	So-So	No
1. Was today's meeting a good use of our time?	☒	☐	☐
2. In general, did we do a good job of tracking whether we are completing the tasks we agreed upon at previous meetings?	☒	☐	☐
3. In general, have we done a good job of actually completing the tasks we agreed upon at previous meetings?	☒	☐	☐