

Figure 6.8: Behavior Intervention Team Meeting Tool

Behavior Intervention Team Meeting Tool				
Date: _____				
Team Members: _____				
Purpose: Review progress and current data, and problem solve for students at Tiers 2 and 3 scheduled for review or placed on agenda due to immediate need.				
Agenda:				
<ul style="list-style-type: none"> • Review norms. • Review progress-monitoring data. • Determine changes to be made. • Review data for students referred for problem solving. • Determine action plan for those students. • Review list of students due for progress monitoring at next meeting. • Create action items for any new members to invite to next meeting, data to collect, student observations, and so on. 				
Step 1: Review to determine progress and make changes for students currently being served with intensive behavior interventions.				
Monitor Progress				
Student	Current Goals	Data	Progress Notes	Next Steps
	Review students' current goals and targeted behaviors.	List all data reviewed.	Areas of Improvement <ul style="list-style-type: none"> • What is working well and why? Areas of Difficulty <ul style="list-style-type: none"> • When and where are problematic behaviors occurring? • What are times of day or class periods for problem behaviors? • What are antecedents or triggers observed for problem behaviors? 	List each action item and details such as the person responsible, timelines, follow up, and so on. If the team determines the current action plan isn't working, use the following problem-solving process to determine next steps.

Step 2: Problem Solving—Use a problem-solving process, such as the following, for students who do not currently have action plans or for those whose action plans are not working.

Identify the Problem and Why It Is Occurring

Student	Current Data Review and list all pertinent data regarding academic, behavior, health, and home issues.	Problematic Behavior Identify and prioritize the problematic behaviors.	Determine Why <ul style="list-style-type: none"> When and where are problematic behaviors occurring? What times of day or class periods do the problem behaviors occur? What are antecedents or triggers observed for problem behaviors? What are academic, health, and home issues to consider?

Brainstorm Solutions

Current Interventions and Supports Discuss any interventions, services, or supports the student is currently receiving in or out of school.	What Is and Isn't Working Areas of Improvement <ul style="list-style-type: none"> What is working well and why? Areas of Difficulty <ul style="list-style-type: none"> When and where are problem behaviors occurring? What are times of day or class periods for problem behaviors? What are antecedents or triggers observed for problem behaviors? 	Possible Solutions Discuss possible strategies, interventions, and supports.

Action Plan and Follow-Up

Action	Details Who, When, Where	Progress Monitoring Data to collect, frequency of collection, and person responsible	Date for Follow-Up