

**Figure 7.4: Team Intervention Planning Protocol Observation**

Process Step	Comments
Teams come prepared to the meeting with data or student work from their common assessments.	
Teams organize their data by student and by learning target (electronically).	
Teams analyze each learning target addressed in the assessment to determine proficiency for each student.	
When examining and scoring student work, teams refer back to their criteria for proficiency (by learning target).	
Teams identify categories of misconceptions or errors demonstrated by students who are not yet proficient. Students are grouped based on common needs.	
Teams co-plan their response for students requiring intervention. Their responses employ specific instructional strategies they found effective based on the analysis of results in the team. If needed, the teams explore new strategies to use or seek support from others.	
Teams affirm the specific intervention plan including when the interventions will take place and who will deliver them (if the team shares students).	
Teams discuss how they will gather new evidence following student interventions.	