IPBS Meeting Template

Coordinator: _____**Recorder:**_____

Time Keeper: _____ **Date:** ____/____/_____

ATTENDING	Name	X		Name	X
Admin.			Tier 2 Coordinator		
Beh Specialist			Beh Specialist		

I. REVIEW AGENDA: Determine whether changes are needed (2 minutes)

II. REVIEW TASKS FROM PREVIOUS MEETING: Document status of tasks (10 minutes)

Action	Who	When	Status
			Not started In progress Done Not Needed
			Not started In progress Done Not Needed
			Not started In progress Done Not Needed
			Not started In progress Done Not Needed

III. TIER 2 – TARGETED INTERVENTION SUMMARY (15 minutes → **3 minutes or less/student)

    a.   Students on each targeted intervention (***Tier 2 Coordinator***)
        i.   ___#___ students on CICO & ___#___ students meeting goals (80% of pts; 80% of days)
        ii.   ___#___ students on other Tier 2 interventions & ___#___ students meeting goals

    b.   Students not meeting goals, determine problem and next steps **_(3 minutes or less/student)_
        i.   <u>Possible problems</u>: Low Fidelity/ Intervention needs to be Modified / Intervention mismatched to Function of Behavior
        ii.   <u>Possible decisions</u>: Improve Fidelity / Change Intervention (Tweak) / Preliminary FBA to match to Intervention / Refer to Tier 3

    c.   Tier 2 Systems Check
        i.   <u>Possible problems</u>: Inconsistent Data/Low Fidelity/Low Success Rate/Limited Capacity
        ii.   <u>Possible decisions</u>: Train Staff/Improve Fidelity/Evaluate Interventions / Increase Capacity

Student/System	Problem	Decision/Action	Who	When

Adapted by C. Borgmeier (2014) from B. Stiller (2008)

IV. TIER 3 – INTENSIVE INTERVENTION SUMMARY *(15 minutes → **3 minutes or less/student)*
   a. Students receiving Tier 3 intervention **(assigned *Behavior Specialist/Case Manager*)**
      i.   #   students on intensive interventions &   #   students meeting goals

   b. Students not meeting goals, determine problem and next steps
      i. <u>Possible problems</u>: Low Fidelity, Intervention/Function mismatch, Intervention needs to be modified
      ii. <u>Possible decisions</u>: Meet with teacher, change intervention, conduct formal FBA

   c. Tier 3 Systems Check
      i. <u>Possible problems</u>: Inconsistent Data/Low Fidelity/Low Success Rate/Limited Capacity
      ii. <u>Possible decisions</u>: Train Staff/Contextual Fit & Implementation Supports/Re-evaluate Function & Intervention/Access Specialist/ Increase Building Capacity (Basic FBA 2 BSP)

Student/System	Problem	Decision/Action	Who	When

V. NEW REFERRALS TO IPBS *(10 minutes → **2 minutes or less/student)*
   a. Possible Referral sources:
      i. Discipline Referral Data (decision rule?)
      ii. Request for Assistance
      iii. Behavior Goals added to IEP

Student	Referral source	Decision					Who	When
		Continue Monitoring	Begin Tier 2 intervention	Basic FBA	Academic assessment	Formal FBA		
		Continue Monitoring	Begin Tier 2 intervention	Basic FBA	Academic assessment	Formal FBA		
		Continue Monitoring	Begin Tier 2 intervention	Basic FBA	Academic assessment	Formal FBA		
		Continue Monitoring	Begin Tier 2 intervention	Basic FBA	Academic assessment	Formal FBA		

VI. EVALUATION OF MEETING

Our Rating (Mark w "X")

	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*** & **completing** the tasks we agreed on at previous meetings?			
3. In general, are we efficient & intervention focused in our discussion of students?			
4. Are the completed tasks having the ***desired effects*** on student behavior?			

If some of our ratings are "So-So" or "No," what can we do to improve things?

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