

## Initial Meeting Participant Guide

(30 minutes)

Meeting Step	Who	Time
<p><b>Before the meeting</b></p> <ul style="list-style-type: none"> <li>Compile student information and data, including graphed progress-monitoring data, relevant work samples, and other diagnostic data</li> </ul>	Referring teacher	Before meeting
<p><b>1. Introduction and purpose</b></p> <ul style="list-style-type: none"> <li>Welcome the team and referring teacher</li> <li>Explain the purpose of the meeting</li> <li>Review team meeting roles and agenda</li> </ul>	Facilitator	2 min.
<p><b>2. Describe the student and share data</b></p> <ul style="list-style-type: none"> <li>Briefly describe the student's strengths, area(s) of concern, and previously attempted interventions</li> <li>Share relevant student data (progress monitoring and diagnostic)</li> </ul>	Referring teacher	5 min.
<p><b>3. Ask clarifying questions to create hypothesis</b></p> <ul style="list-style-type: none"> <li>Ask teacher clarifying questions to better support effective and accurate data analysis and understand student challenges</li> <li>Develop a hypothesis for why the student is responding insufficiently</li> </ul>	Team	5 min.
<p><b>4. Review evidence-based strategies for intensification</b></p> <ul style="list-style-type: none"> <li>Discuss evidence-based strategies that align to the hypothesized skill deficit or function of behavior</li> <li>Record potential evidence-based strategies so that the list is visible to all team members</li> </ul>	Team	8–10 min.
<p><b>5. Prioritize and plan</b></p> <ul style="list-style-type: none"> <li>Prioritize which strategy may be most effective and should be implemented first</li> <li>Create a plan that includes the person(s) responsible for the delivery of the intervention, a timeline, clearly defined goal(s) and a method for progress monitoring, and other next steps needed</li> </ul>	Team	5–7 min.
<p><b>6. Wrap-up and next steps</b></p> <ul style="list-style-type: none"> <li>Set a date and time for a follow-up meeting to monitor the student's progress</li> <li>Discuss how and where the student's new plan will be documented and how this plan will be distributed to all necessary teachers/team members</li> <li>Discuss how the team will communicate the new plan to parents</li> </ul>	Facilitator	3 min.