

Intensive Intervention Meeting Participant Guide

Meeting Step	Who	Time
<p>Before the meeting</p> <ul style="list-style-type: none"> Compile student information and data, including graphed progress monitoring data, relevant work samples, and other diagnostic data 	Referring teacher	Before meeting
<p>1. Introduce the meeting and review its purpose</p> <ul style="list-style-type: none"> Welcome the team and referring teacher Explain the purpose of the meeting Review team meeting roles and agenda 	Facilitator	2 min.
<p>2. Describe the student and share data</p> <ul style="list-style-type: none"> Briefly describe the student’s strengths, area(s) of concern, and previously attempted interventions Share relevant student data (progress monitoring and diagnostic) and draft hypothesis 	Referring teacher	5 min.
<p>3. Ask clarifying questions to create a hypothesis</p> <ul style="list-style-type: none"> Ask teacher clarifying questions to better support effective and accurate data analysis and understand student challenges Review the Clarifying Questions to Create a Hypothesis to Guide Intervention Changes: Question Bank, if needed. Refine the hypothesis for why the student is responding insufficiently 	Team	5 min.
<p>4. Review evidence-based strategies for intensification</p> <ul style="list-style-type: none"> Discuss evidence-based strategies that align to the hypothesis Review, Intervention Intensification Strategy Checklist, if needed Record potential evidence-based strategies so that the list is visible to all team members 	Team	8–10 min.
<p>5. Prioritize and plan</p> <ul style="list-style-type: none"> Prioritize which strategy may be most effective and should be implemented first 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 	Team	5–7 min.
<p>6. Wrap up and establish next steps</p> <ul style="list-style-type: none"> 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 Discuss how the team will communicate the new plan to parents Set a date and time for a follow-up meeting to monitor the student’s progress 	Facilitator	3 min.