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| **Tier 2 (CICO) Coordination Team Meeting Minutes (*Sample*)** | | | | | **School:** |  | | |
|  | | | | | | | | |
| **Meetings** | **Date** | **Time** (begin and end) | **Location** | **Facilitator** | | | **Minute Taker** | **Data Analyst** | |
| **Today’s Meeting** |  |  |  |  | | |  |  | |
| **Next Meeting** |  |  |  |  | | |  |  | |

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| **Team Members** (Place “X” to left of name if present) | | | | | | | | | | | |
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| **Today’s Agenda Items** (Place “X” to left of item after completed): | | | | | | | |
| 1. |  | Review Agenda and Suggested Times (? min.) | 5. |  | CICO System Problem Solving & Action Planning (? min.) | **Agenda Items for Next Meeting** | |
| 2. |  | Celebrations | 6. |  | Evaluation of Team Meeting (? min.) | 1. |  |
| 3. |  | CICO Intervention Summary (? min.) | 7. |  |  | 2. |  |
| 4. |  | Decision Rules and Sources for New referrals to CICO team (? min.) | 8. |  |  | 3. |  |

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| **CICO Intervention Summary (Completed by CICO Coordinator/Data Analyst)** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Tier 2 Implementation Fidelity Check -** Tiered Fidelity Inventory (TFI) – Tier 2 section | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date of last assessment: | |  | | | Tier 2 Implementation | | | | |  | | % | | *Next Check:* | | | Tier 2 Date |  | | | |  | | | | |
| **Population Data:** | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total School Population as of Oct 1: | | | | | | | | |  | # | | |  | | | | | | |  | | |  | | | |
| Total # students currently receiving Tier 2 CICO supports | | | | | | | | |  | # | | | Percentage of students currently receiving Tier 2 CICO supports: | | | | | | |  | | | % | | | |
|  | | | | | | |  | | | | | | | | | | |  | | | | | | | | |
| **CICO Progress Monitoring:** | | | | | | |  | | | | | | | | | | |  | | | | | | | | |
| Data-Based Decision Rule for  “responding” to CICO: | | | | |  | | | | | | | | | | | | |  | | | | | | | | |
| *Number/Percent of students by status since last review:* | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Students Meeting Goal | | # | % | | | Students Not Meeting Goal | | | | # | | | | % | Students Fading to self-management | | | | | # | | | % |  |

**Decision Rules and Source for New Referrals to CICO (Completed by CICO Coordinator)**

*Possible sources: SWIS data (minor and major), Request for Assistance form. Other (family or student nomination)*

*Standard procedure: Referral, assessment, determination within 48-72 hours (insert your timeframe), parent/student notification, parent/student introduction, begin CICO. Where are referrals being generated (how many from SWIS Data, RFA, Other-Family/Student Nomination)?*

| **Referral Source** | **Decision Rule (2 ODRs within a 2 month period; 6 classroom-managed incidents, …)** |
| --- | --- |
| SWIS Data |  |
| Request for Assistance |  |
| Other: |  |

**CICO System Problem Solving & Action Planning *(See Guiding Questions on Problem Solving and Action Planning Resource)***

*Possible problems: fidelity, delay in identifying students or starting CICO, low % responding, etc.*

*Possible decisions: meet with teacher, meet with facilitator(s), modify decision-rule(s), etc.*

| Information for Team, or Issue for Team to Address | Discussion/Decision/Task (if applicable) | Who? | By When? |
| --- | --- | --- | --- |
| \_\_ students are being supported through CICO.  \_\_% are responding (\_\_ students),  \_\_ students are making progress (upward trend) and we will continue to progress monitor until goal is met (80% points earned over 4 consecutive weeks),  \_\_ students have met their goal (80% points earned over 4 consecutive weeks), and  \_\_ students are not responding. |  |  |  |
| Continue |  |  |  |
| Fade/Graduate |  |  |  |
| Intensify/modify |  |  |  |
| Continue to not respond **after** modifications have been implemented |  |  |  |

**Evaluation of Team Meeting (Mark your ratings with an “X”)**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Our Rating | | |
|  | **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*** whether we are completing the tasks we agreed upon at previous meetings? |  |  |  |
| 3. In general, have we done a good job of actually ***completing*** the tasks we agreed upon at previous meetings? |  |  |  |
| 4. In general, are the completed tasks having the ***desired effects*** on student behavior? |  |  |  |