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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”)**

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| --- | --- |
|  | 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?  |  |  |  |