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| **TIPS Meeting Minutes Form** | | | | | | **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. |  |  | 6. |  |  | **Agenda Items for Next Meeting** | |
| 2. |  |  | 7. |  |  | 1. |  |
| 3. |  |  | 8. |  |  | 2. |  |
| 4. |  |  | 9. |  |  | 3. |  |
| 5. |  |  | 10. |  |  | 4. |  |

**Previously Defined Problems**

| **Precise Problem Statement**  **(What, When, Where, Who, Why, How Often)** | **Solution Actions**  **(Prevent, Teach, Reward, Correct, Extinguish, Safety)** | **Who?** | **By When?** | **Goal & Timeline** | **Fidelity of Imp.** | **Effectiveness of Solution** |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | Not started  Partial imp.  Imp. w/fidelity  Stopped | Worse  No Change  Imp. but not to Goal  Imp. & Goal met  Current rate/level per school day = \_\_\_\_\_\_\_ |

**Administrative/General Information and Issues**

| Information for Team, or Issue for Team to Address | Discussion/Decision/Task (if applicable) | Who? | By When? |
| --- | --- | --- | --- |
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**New Problems**

| **Precise Problem Statement**  **(What, When, Where, Who, Why, How Often)** | **Solution Actions**  **(Prevent, Teach, Reward, Correct, Extinguish, Safety)** | **Who?** | **By When?** | **Goal & Timeline** | **Fidelity of Imp. Measure**  **(What/How/When/Who to measure/report)** | **Effectiveness**  **of Solution**  **(What/How/When to assess/report)** |
| --- | --- | --- | --- | --- | --- | --- |
| Current Levels: |  |  |  |  |  |  |

**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’re completing the tasks we agreed on at previous meetings? |  |  |  |
| 3. In general, have we done a good job of actually ***completing*** the tasks we agreed on at previous meetings? |  |  |  |
| 4. In general, 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?

**TIPS Fidelity Checklist (TIPS-FC)**

Directions: Use the TFC items below as a progress-monitoring tool for planning, implementing, and sustaining best practice meeting foundations and data based problem solving. The first 9 items on the left measure the status of meeting foundations, while items 10 through 18 on the left measure the thoroughness of the team’s problem-solving processes, as exemplified by the TIPS model. Each item is scored on a 0 to 2 scale with 0 = not started; 1 = partial; and 2 = full implementation. A criterion for partial implementation is provided on this shortened version. If a team exceeds the criteria, they should score a “2” for the item. If they do not meet the criteria described as a “1” a score of 0 should be entered. Please refer to your full TIPS Fidelity Checklist (TIPS-FC) for more detailed scoring. Once scored, sum the two areas as separate score areas (Meeting Foundations and Problem Solving) and then sum these for an overall TIPS-FC score. TIPS has been implemented with fidelity when the team scores 85% on Problem Solving AND 85% on Problem Solving.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Meeting Foundations | | |  | Problem Solving | | |
| Item | Criteria for Median Score of 1 | Score | Item | Criteria for Median Score of 1 | Score |
| 1. Primary and backup individuals are assigned to defined roles and responsibilities of Facilitator, Minute Taker, and Data Analyst. | 1= Some primary and backup individuals are assigned to the defined roles and responsibilities of Facilitator, Minute Taker, and Data Analyst. |  | *10. Team uses TIPS Meeting Minutes form or equivalent\*.* | *1= Team uses part of TIPS Meeting Minutes form or equivalent\*.* |  |
| 1. Meeting participants have the authority to develop and implement problem-solving solutions. | 1= Meeting participants have the authority to develop but not implement problem solving solutions. |  | 11. Status of all previous solutions was reviewed. | 1= Status of some previous solutions was reviewed. |  |
| 1. Meeting started on time. | 1 = Meeting stated less than 10 minutes late. |  | 12. Quantitative data were available and reviewed. | 1= Quantitative data were available but not reviewed. |  |
| 1. Meeting ended on time, or members agreed to extend meeting time. | 1 = Meeting ended 10 minutes over scheduled time. |  | 13. A least one problem was defined with precision (what, where, when, by who, why, how often). | 1= At least one problem is defined but lack one or more precision elements. |  |
| 1. Team members attend meetings promptly and regularly. | 1 = Although team members (with exception of administrator) attend meetings regularly, they are not always prompt and/or they leave early. |  | 14. All documented active problems have documented solutions. | 1 = Some documented active problems (s) have documented solutions. |  |
| 1. Public agenda format was used to define topics and guide meeting discussion and was available for all participants to refer to during the meeting. | 1= Public agenda format was not used to define topics and guide meeting discussion but agenda was available for participants to refer to during the meeting. |  | 15. A full action plan (who, what, when) is documented/used for at least one documented solution. | 1= Partial action plan is documented for at least one documented solution. |  |
| 1. Previous meeting minutes were present and available during meeting. | 1= Previous meeting minutes were present but not reviewed at start of the meeting. |  | 16. Problems that have solutions defined have a goal defined. | 1= Some problems that have solutions defined have a goal defined. |  |
| 1. Next meeting was scheduled by the conclusion of the meeting. | 1= Next meeting was referred to but not scheduled. |  | 17. A fidelity of implementation measure is documented/used for each solution, along with a schedule for gathering those data. | 1= Fidelity measure and schedule are defined and documented for some solutions. |  |
| 1. Meeting Minutes are distributed to all team members within 24 hours of the conclusion of the meeting. | 1= Meeting minutes are distributed to all team members but not within 24-36 hours of the meeting. |  | 18. A student social/academic outcome measure is documented for each problem, along with a schedule for gathering those data. | 1= Measure and regular schedule for student behavior /performance are documented for some solutions. |  |
| **Meeting Foundations Total Score** | |  | **Problem Solving Total Score** | |  |
| **Percentage** (out of 18) | |  | **Percentage** (out of 18) | |  |