**Date**: ­­­­\_\_\_\_\_\_\_\_\_\_**Time**: \_\_\_\_\_\_ **to** \_\_\_\_\_\_\_

**Team Members:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- |
| **Agenda Item** | **Time** | **Notes** |
| 1. **Things that have gone well** | \_\_:\_\_\_ **–** \_\_:\_\_\_ |  |
| 1. **Follow-up items from previous meeting(s)** | \_\_:\_\_\_ **–** \_\_:\_\_\_ |  |
| 1. **Data Review**   Examples-   * SWIS Reports/Drill Down * TFI * SAS * Walkthrough * Student Health Survey * Attendance | \_\_:\_\_\_ **–** \_\_:\_\_\_ | **Problem ID**: *Based upon the data, what is the problem/opportunity? Do you need to collect additional data to verify?* |
| \_\_:\_\_\_ **–** \_\_:\_\_\_ | **Problem Analysis:** *Brainstorm possible reasons why the problem is occurring? Consider fidelity of TFI.* |
| \_\_:\_\_\_ **–** \_\_:\_\_\_ | **Plan Development and Implementation:** *(Summary only;* ***Document these steps on your Action Plan****)* |
| \_\_:\_\_\_ **–** \_\_:\_\_\_ | **Plan Evaluation and Follow-Up** *(Summary only;* ***Document these steps on your Action Plan****)* |

**Tiered Fidelity Inventory (TFI) – PBIS Action Plan**

**ABC District**

**ABC School**

**PBIS District/Site Coordinator: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PBIS School Coach: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Members in attendance MEETING DATE**: Name, Role/Title; Name, Role/Title

**Members in attendance MEETING DATE**: Name, Role/Title; Name, Role/Title

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| **Subscale and  Tier 1 Features** | | ***Score from TFI:  0, 1, 2*** | | ***Action Steps:*** | ***Who?*** | ***When?*** |
| **TEAMS** |  | |  | |  |  |
| 1.1 Team Composition |  | | 1. | |  |  |
| 1.2 Team Operating Procedures |  | | 1. | |  |  |
| **IMPLEMENTATION** |  | |  | |  |  |
| 1.3 Behavioral Expectations |  | | 1. | |  |  |
| 1.4 Teaching Expectations |  | | 1. | |  |  |
| 1.5 Problem Behavior Definitions |  | | 1. | |  |  |
| 1.6 Discipline Policies |  | | 1. | |  |  |
| 1.7 Professional Development |  | | 1. | |  |  |
| 1.8 Classroom Procedures |  | | 1. | |  |  |
| 1.9 Feedback and Acknowledgement |  | | 1. | |  |  |
| 1.10 Faculty Involvement |  | | 1. | |  |  |
| 1.11 Student/Family/ Community Involvement |  | | 1. | |  |  |
| **EVALUATION** |  | |  | |  |  |
| 1.12 Discipline Data |  | | 1. | |  |  |
| 1.13 Data-based Decision Making |  | | 1. | |  |  |
| 1.14 Fidelity Data |  | | 1. | |  |  |
| 1.15 Annual Evaluation |  | | 1. | |  |  |

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| **OTHER ACTION STEPS:** | ***Who?*** | ***When?*** |
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|  |  |  |
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**POST MEETING CHECK**

1. Was someone designated to chair/convene the meeting? Yes No
2. Was someone designated to record decisions? Yes No
3. Did you develop and review an agenda at the Yes No

beginning of the meeting?

1. Did the team follow-up on tasks from the last meeting? Yes No
2. Was data used to determine a precision statement? Yes No
3. Did the team develop a hypothesis as to why the Yes No

problem may be sustaining?

1. Was an intervention plan developed to address the identified school-wide problem? Yes No (prevention, teaching, acknowledging, consistent discipline, supervision)

1. Was the action plan updated? Yes No
2. Was there a designated person for each activity Yes No

in the action plan?

1. Did everyone have an opportunity to participate Yes No

in the discussion?

1. Was there a plan for communicating updates with stakeholders? Yes No

1. What changes would you make in how the meeting was conducted?