

Record of Problem Solving and Progress Monitoring (RPSPM)

Which students get discussed?

At each Service Team meeting, teachers will discuss 3-5 of students who may benefit from Tier 2 and/or Tier 3 interventions based on universal screening data. Over the course of ~6 weeks, the Service Team will be able to discuss all students needing Tier 2 or Tier 3 interventions. The Facilitator will develop the agenda and provide it to Service Team members 2-3 days before the meeting. Teachers should bring additional data sources that may be relevant to the discussion of the students on the agenda for a given meeting.

How to use this tool?

This tool is a way to record the conversation for cycles of problem solving. The facilitator should use the questions on the left to guide the problem-solving conversation. The note-taker should record notes on the right. The timekeeper help the team adhere to the time limit indicated on the left.

STUDENT NAME: _____

GRADE: _____

Time	Note-taker:	CYCLE 1				
		Meeting Date: _____				
2 min	What's going well with the student?	Student's Strengths: _____				
	What is the student's profile? ELL, IEP, etc.	ELD Level _____ IEP area(s) _____ Other _____				
2 min	What does the data tell us? Universal screener _____ What are the scores (DIBELS ORF, ODRs, BIMAS, etc.)	Data about Area of Concern: (define problem in specific, observable and measurable terms)				
2 min	How is Tier 1 (Core) going? (Note student/teacher absences, interruptions to Core, fidelity, etc.)	Core/Tier 1: _____				
4 min	What level of intervention does the student need?	Check one: _____ Tier 2 (3x/week in ratio of 1:6) _____ Tier 3 (4-5x/week in ratio of 1:3)				
	What intervention (e.g., Read Naturally, Lexia, Soar, Sight Word Sort, more guided reading, Checkin/Checkout, social skills groups, FBA, individual counseling) will be delivered and by whom? Objective Required to discontinue intervention?	Action Plan: (describe the intervention and who will implement it) Goal for Progress Monitoring: _____				
	Who will progress monitor, with what (e.g., DIBELS, EASY CBM, BIMAS) and how often?	PM by: _____ PM tool: _____ PM frequency: weekly biweekly (circle)				
1 min	What is the timeframe for the intervention cycle? (6-8weeks)	Start date: _____ Review date: _____				
	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
Fidelity						
Call/note home						

Time	Note-taker:		CYCLE 2			
			Meeting Date:			
2 min	What does the data tell us? Do the scores (DIBELS ORF, ODRs, BIMAS etc.) indicate that the student has responded to the intervention?		Response to Intervention Data about Area of Concern:			
2 min	How is Tier 1 (Core) going? (Note student/teacher absences, interruptions to Core, fidelity, etc.)		Core/Tier 1:			
4 min	Does the student still need intervention? If so, what level of intervention does the student need?		Check one: _____ Tier 2 (___ x/week in ratio of 1:6) _____ Tier 3 (___ x/week in ratio of 1:3)			
	What intervention (e.g., Read Naturally, Lexia, Soar, Sight Word Sort, more guided reading, Checkin/Checkout, social skills groups, FBA, individual counseling) will be delivered and by whom? Objective Required to discontinue intervention?		Action Plan: (describe the intervention and who will implement it) Goal for Progress Monitoring: _____			
	Who will progress monitor, with what (e.g., DIBELS, BIMAS) and how often?		PM by: _____ PM tool: _____ PM frequency: weekly biweekly (circle)			
1 min	What is the timeframe for the intervention cycle? (6-8weeks) Objective Required to discontinue intervention?		Start date: _____ Review date: _____			
	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
Fidelity						
Call/note home						
Time	Note-taker:		CYCLE 3			
			Meeting Date:			
2 min	What does the data tell us? Do the scores (DIBELS ORF, ODRs, etc.) indicate that the student has responded to the intervention?		Response to Intervention Data about Area of Concern:			
2 min	How is Tier 1 (Core) going? (Note student/teacher absences, interruptions to Core, fidelity, etc.)		Core/Tier 1:			
4 min	Does the student still need intervention? If so, what level of intervention does the student need?		Check one: _____ Tier 2 (3x/week in ratio of 1:6) _____ Tier 3 (4-5x/week in ratio of 1:3)			
	What intervention (e.g., Read		Action Plan: (describe the intervention and who will			

	Naturally, Lexia, Soar, Sight Word Sort, more guided reading, Checkin/Checkout, social skills groups, FBA, individual counseling) will be delivered and by whom? Objective Required to discontinue intervention?	implement it) Goal for Progress Monitoring: _____				
	Who will progress monitor, with what (e.g., DIBELS, BIMAS, Easy CBM) and how often?	PM by: _____ PM tool: _____ PM frequency: weekly biweekly (circle)				
1 min	What is the time frame for the intervention cycle? (6-8weeks) Objective Required to discontinue intervention?	Start date: _____ Review date: _____				
	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6
Fidelity						
Call/note home						