



Collaborative Team Process Checklist for Response to Intervention

Adapted from: Mann & Muscott (2004)

School: _____ Team: _____ Date: _____

STATUS: In place Partially in place Not in place	TASK
	1. Team membership is representative and member commitment is established.
	2. Team members discuss and agree with RTI principles and policies.
	3. Meeting schedule has been determined (dates and times).
	4. The team develops a mission statement that aligns RTI with school improvement and clarifies the role of the team.
	5. Team determines annual measurable goals for RTI implementation and reviews them periodically.
	6. Norms for expected meeting behavior have been agreed to, recorded and adopted (develop list or meeting matrix).
	7. Norms and mission are posted at meetings and are regularly referred to as guiding documents for meeting process.
	8. Team meeting agendas are established. Job of preparing agenda is assigned.
	9. Meeting roles have been defined (e.g. facilitator, note-keeper, time-keeper, etc.).
	10. Roles have been assigned or system for rotating roles has been adopted.
	11. Process for reaching a team decision (e.g. consensus, majority vote) has been defined and adopted.
	12. A decision and action planning log is used to record decisions made at meetings. The log includes tasks to be completed by whom and by when. The log or action planning sheet may replace traditional minutes.
	13. The decision and action planning log is distributed to all participants after the team meeting is held, and is reviewed as first agenda item at next team meeting.
	14. A file for notes, handouts and materials used by team is established (if team addresses confidential information, assure that file is in secure location).
	15. Action plan has been developed to address items of priority that are not in place or are partially in place.

This is a two-sided form. Please complete both sides.

Action Item	What needs to be done	Who will do what	When to be done by

September 7, 2011

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