	Action Items	Timeframe	Evidence	Champion*
1.	Utilize manuals, tools and resources. http://www.browardprevention.org/mtssrti/ http://mtss.pds-hrd.wikispaces.net/	Monthly 2016 - 2017 monitor fidelity monthly	Meeting agenda/minutes Email (One Drive/SharePoint)	RtI Case Manager Grade/Department Chair
2.	Enter the default RtI Core Team/Collaborative Problem Solving Team in BASIS 3.0. http://www.broward.k12.fl.us/dwh/	Start of the School Year update as needed	Default members entered in BASIS 3.0	RtI Contact CPS Team Members
3.	Enter RtI Point of Contact in the School Resource Locator. http://agency.browardprevention.org/	Start of the School Year update as needed	Entered in School Resource Locator	Principal Designee RtI Contact
4.	Create CPS Team meeting calendar for the 2016 – 2017 school year. Enter in School Improvement Plan (SIP).* http://www.broward.k12.fl.us/ospa/initiatives.asp?initiative_id=3	Monthly 2016 - 2017 monitor fidelity monthly	Completed CPS Team Meeting Calendar *Required two (2) per month	RtI Contact CPS Team Members
5.	Utilize BASIS 3.0 as the standardized system for documenting strategies, support, parent communication, interventions, and tiered plans. http://www.broward.k12.fl.us/dwh/	Daily 2016 - 2017 monitor fidelity monthly	BASIS 3.0 records Meeting agenda/minutes/Sign-in sheets	All Instructional and Support Staff
6.	Utilize Leaps social and emotional learning/behavioral program. https://www.goleaps.com/browardfl	Daily 2016 - 2017 monitor fidelity monthly	Meeting agenda/minutes/Sign-in sheets, Leaps reports Classroom Observation/Lesson Plans	All Instructional and Support Staff
7.	Utilize Naviance college and career program.* http://browardschools.com/naviance	Daily 2016 - 2017 monitor fidelity monthly	Naviance enrollment/activity Meeting agenda/minutes/Sign-in sheets *Secondary schools	School Counselors All Instructional and Support Staff
8.	Integrate MTSS/RtI and 4-Step Problem Solving Process framework in professional learning communities. **	Monthly 2016 - 2017 monitor fidelity monthly	Meeting agenda/minutes **Directly supported by MTSS/RtI Instructional Facilitator	All Instructional and Support Staff
9.	Engage and inform parents about MTSS/RtI. * ▪ Provide parents MTSS Family Brochure ▪ Parent Focus Brainshark and video http://app.brainshark.com/browardschools/vu?pi=zHHz5uW1Zz7tVmz0	Start of the School Year update as needed	Meeting agenda/minutes Website, Newsletters Parent Notification Letters Code of Conduct (Parent Copy) *URL in item #1	All Instructional and Support Staff
10.	Review Self-Assessment of Multi-Tiered System of Supports (SAM) Assessment. ▪ Create SAM Action Plan and upload in to the SIP ▪ Share SAM report and action plan with all stakeholders	Start of the School Year monitor fidelity quarterly	School Improvement Plan Meeting agenda/minutes Update quarterly	School Leadership Team CPS Team
11.	Review School-wide Positive Behavior Plan (SPBP) and lesson plans ▪ Share SPBP plan with all stakeholders ▪ Monitor behavior data - (BASIS Behavior Dashboard)	Start of the School Year monitor fidelity quarterly	School Improvement Plan SPBP Lesson Plans Update quarterly	School Leadership Team Discipline Committee
12.	RtI Core Team/CPS Team schedule meetings to create/review Core Action Plans (RtI, RtI:B & SEL**) based on Tier 1 school-wide data and school needs.	Monthly 2016 - 2017 monitor fidelity monthly **Deliberate Quarterly Reviews** October 31, 2016 January 17, 2017 March 27, 2017 June 9, 2017	Core Action Plan **Select schools	School Leadership Team CPS Team All Instructional and Support Staff

	Action Items	Timeframe	Evidence	Champion*
13.	RtI Core Team/CPS Team schedule meetings to create/review appropriate plans of support for students who were considered for possible retention, retained, and/or demonstrated a need for continued Tier 2 or Tier 3 support; supports/interventions do not start over at Tier 1 level for these students.	Monthly 2016 - 2017 monitor fidelity monthly	Meeting agenda/minutes Core Action Plan BASIS 3.0 Tier 1 Strategies BASIS 3.0 Tiered Plan	School Leadership Team CPS Team All Instructional and Support Staff
14.	RtI Core Team/CPS Team schedule meetings to create/review transition support plans for all students with PROMISE eligible incident(s) from the previous/current school year.	Monthly 2016 - 2017 monitor fidelity monthly	BASIS 3.0 PROMISE Transition Plan	School Leadership Team CPS Team All Instructional and Support Staff
15.	RtI Core Team/CPS Team schedule meetings to create/review appropriate plans of support for students who were referred for a comprehensive evaluation from the previous/current school year.	Monthly 2016 - 2017 monitor fidelity monthly	Meeting agenda/minutes BASIS 3.0 Tier 1 Strategies BASIS Tiered Plan Core Action Plan	School Leadership Team CPS Team All Instructional and Support Staff
16.	RtI Core Team/CPS Team schedule meetings to create/review appropriate plans of support for students in need of targeted/intensive supports: ▪ BASIS 3.0 early warning system (EWS) indicators ▪ Progress Monitoring Plan (PMP) ▪ Scored below a level three (3) on state assessment (FSA) ▪ Five (5) or more absences (unexcused/excused) ▪ Failing one (1+) or more core courses ▪ Overage students ▪ Off-track for graduation ▪ Three (3+) or more office discipline referrals ▪ Three (3+) or more suspensions (internal/external) ▪ Two (2+) or more PROMISE incidents	Monthly 2016 - 2017 monitor fidelity monthly **Deliberate Quarterly Reviews** October 31, 2016 January 17, 2017 March 27, 2017 June 9, 2017	Meeting agenda/minutes BASIS 3.0 Tier 1 Strategies BASIS 3.0 Tiered Plan BASIS 3.0 Group (FSA, Overage, retained) Core Action Plan (Supplemental standard protocol plan to support core instruction for student groups identified in BASIS 3.0)	School Leadership Team CPS Team All Instructional and Support Staff
17.	RtI Core Team/CPS Team and Instructional Staff implement and document BEST practices for students in need of targeted/intensive supports: ▪ Provide a safe and caring learning environment ▪ Complete student interest and motivation inventory/survey ▪ Complete social and emotional learning assessment (Leaps) ▪ Complete MTSS/RtI Problem-Solving Checklist ▪ Parent conference/contact – two (2) per quarter ▪ Student-Teacher/team conference – two (2) per quarter ▪ Daily/weekly check-in/check-out ▪ Weekly grades/course failure review ▪ Weekly school counselor/family counselor session ▪ Weekly Mentor meeting ▪ Evaluate transcript, update TERMS (A14) ▪ Course recovery status evaluated/course recovery provided	Daily 2016 - 2017 monitor fidelity monthly **Deliberate Quarterly Reviews** October 31, 2016 January 17, 2017 March 27, 2017 June 9, 2017	Meeting agenda/minutes BASIS 3.0 Tier 1 Strategies BASIS 3.0 Tiered Plan Core Action Plan (Supplemental standard protocol plan to support core instruction for student groups identified in BASIS 3.0) Fidelity Worksheet	School Leadership Team CPS Team All Instructional and Support Staff
18.	Complete Self-Assessment of Multi-Tiered System of Supports (SAM) and enter in USF SAM entry link.	**Annually** March - April 2017	Completed scoring sheet USF SAM Report	School Leadership Team CPS Team
19.	Complete School-wide Positive Behavior Plan (SPBP).	**Annually** April 30, 2017*	Entered in SIP *Spring Break and State Assessments	School Leadership Team Discipline Committee

Diversity, Prevention & Intervention will verify action items. Deliverables upon request. If you have questions contact adrienne.dixson@browardschools.com or 754-321-1655.
*Champion – Suggested