

## Problem Solving Meeting Feedback Form

School: \_\_\_\_\_

Reviewer: \_\_\_\_\_

Date: \_\_\_\_\_

Type of Meeting: initial    follow-up    Level: \_\_\_\_\_

Team members present: \_\_\_\_\_

Start time: \_\_\_\_\_    Stop time: \_\_\_\_\_    Total time: \_\_\_\_\_

Component	YES	NO	Comments
<b>PROBLEM IDENTIFICATION/ ANALYSIS</b>			
Behavior was defined in observable/measurable terms			
Data collected and summarized for meeting - <i>R-records reviewed (e.g., previous p-s information, cum review if initial case, permanent products, etc.)</i> - <i>I- interview teacher, parent, student (I would note in the comments section how the data was collected--IPF form, etc.)</i> - <i>O-observation (e.g., observed during reading, gathered behavioral data, etc.)</i> - <i>T-test CBM survey level assessment data, math tests, etc.</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Data collected is relevant to problem			
Data was presented in a useful format (e.g., CBM grade norms, clear graphs)			
Discrepancy statement presented was based on data that was collected			
Decision that problem is skill or performance based was explicit			
The hypothesis selected was validated with data - <i>R-records reviewed (e.g., previous p-s information, cum review if initial case, permanent products, etc.)</i> - <i>I- interview teacher, parent, student (I would note in the comments section how the data was collected--IPF form, etc.)</i> - <i>O-observation (e.g., observed during reading, gathered behavioral data, etc.)</i> - <i>T-test CBM survey level assessment data, math tests, etc.</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
The hypothesis selected was alterable.			
<b>PLAN DEVELOPMENT</b>			
Was the goal... - written in observable, measurable terms? - include a time frame and criteria? - connected to data collected?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Intervention Plan included: - proactive strategies? - teaching strategies - motivational strategies?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Progress Monitoring Plan was developed (who, what, where, when)			
A decision-making rule was selected for use (e.g., 3 days, or trend analysis)			
<b>PLAN IMPLEMENTATION</b>			
Progress monitoring data collected as intended			
Progress monitoring data were graphed			
Support was provided to assure implementation with integrity			
<b>PLAN EVALUATION</b>			
Progress was formatively evaluated using agreed upon decision-making rule			
Evaluation questions explicitly asked and answered - <i>Student making progress towards goal?</i> - <i>Student decreasing discrepancy?</i> - <i>Plan maintained in gen. ed. setting?</i>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Team decision was agreed upon and made explicit			