



**Broward County Public Schools  
MTSS/RtI Team Quality Assurance Measures  
2015 – 2016 School Year**



Quality Assurance Measures		Timeline	QAM Evidence	QAM Verification
1	Examine all relevant district and MTSS/RtI policies, manuals, procedures, processes, and documents (Policy 6000.1; 6000.4; 5006; 5.8; 5.5; Literacy Plan, Code of Conduct, PROMISE etc.)	August 21, 2015	Meeting agenda/minutes Include in monthly RtI Report	RtI Observation Anecdotal Records
2	Register for CPALMS ( <a href="http://www.cpalms.org/Public/">http://www.cpalms.org/Public/</a> ) Read and review Florida ELA and Math Standards.	August 21, 2015	Email registered account	RtI Observation Anecdotal Records
3	Ensure access to district systems (CAB, BASIS 3.0, MLP).	August 21, 2015	Systems Utilization	RtI Observation Anecdotal Records
4	Review 2015 SY QAM sheets and identify individual school needs.	August 21, 2015	Meeting agenda/minutes Include in monthly RtI Report	RtI Observation Anecdotal Records
5	Ensure RtI Core Team members and Collaborative Problem Solving Team members for 2015 - 2016 school year are identified.	August 21, 2015	CPS Team default members entered in BASIS 3.0	BASIS 3.0 Report
6	Ensure RtI Contact for the 2015 – 2016 school year is identified.	August 21, 2015	Entered in School Resource Locator	School Resource Report
7	Request a copy of the 2015 – 2016 school year CPST meeting calendar and/or be added to the school CAB conference.	August 21, 2015	Completed CPS Team Meeting Calendar	OSPA Central and SIP Plan
8	Facilitate MTSS/RtI and 4-Step Problem Solving Overview for CPS Team and instructional staff. **	August 28, 2015	Meeting agenda/minutes **Select Schools RtI Instructional Facilitator	Annual MTSS/RtI Survey RtI Observation
9	Provide policy 6000.4 One Page Summary to principal and staff.	August 28, 2015	Meeting agenda/minutes, email	RtI Observation Anecdotal Records
10	Provide principal and CPS Team MTSS/RtI Critical Component Checklist rubric	October 2, 2015	Meeting agenda/minutes, email	RtI Observation Anecdotal Records
11	Ensure staff has MTSS/RtI all manuals, tools and resources. <a href="http://www.browardprevention.org">http://www.browardprevention.org</a>	<b>Ongoing 2015 – 2016 SY</b> Initial August 21, 2015	Meeting agenda/minutes, email	Annual MTSS/RtI Survey RtI Observation
12	Share RtI Newsletter with all faculty and staff monthly.	<b>Ongoing 2015 – 2016 SY</b> 10 <sup>th</sup> of Month	School website, agenda/minutes, email, CAB conference	Annual MTSS/RtI Survey RtI Observation
13	Ensure staff utilizes BASIS 3.0 as the standardized system for all RtI documentation (Tier 1 Supplemental Strategies, Initial Meeting Notes, Tier 2 or Tier 3 AIR/BIR, and Follow-up Meeting Notes) and progress monitoring tool for Tier 1 strategies, and Tier 2/Tier 3 interventions and supports.	<b>Ongoing 2015 – 2016 SY</b> Initial October 2, 2015	BASIS 3.0 record created Meeting agenda/minutes Attend District-wide BASIS 3.0 training	BASIS 3.0 Report  Training Sign-in Sheet

14	Confirm all <u>PENDING CUE</u> Referrals have an Initial Meeting Note and other RtI forms as determined.	<b>Ongoing 2015 – 2015 SY</b> Initial October 2, 2015	BASIS 3.0 RtI Pending Cue updated	BASIS 3.0 Report
15	Engage RtI Core Team engage in a discussion to identify transition support plan status and needs for all students with three or more (3+) PROMISE eligible incident and create appropriate BASIS 3.0 records.	<b>Ongoing 2015 – 2015 SY</b> Initial October 2, 2015	BASIS 3.0 record created Include in monthly RtI Report	Annual MTSS/RtI Survey RtI Observation BASIS 3.0 Report
16	Ensure parents have access to Broward’s MTSS Family Brochure and access to the Parent Focus Brainshark. (Brochure and Brainshark can be found at <a href="http://www.browardprevention.org">http://www.browardprevention.org</a> )	September 25, 2015	PTA/SAC meeting agenda/minutes	Annual MTSS/RtI Survey RtI Observation
17	Ensure a CPS Referral, Initial Meeting Note and appropriate Tier 2 or Tier 3 academic and/or behavior intervention record is developed for students who were considered for possible retention, retained and/or demonstrated a need for continued Tier 2 or Tier 3 interventions. Interventions do not start over at Tier 1 level for these students.	October 2, 2015	Meeting agenda/minutes; Schedule/plan for interventions BASIS 3.0 record created Include in monthly RtI Report	BASIS 3.0 Report
18	Inform principal/administrative designee of school-wide training in CHAMPS. (SPBP Points)	October 30, 2015	Email, meeting agenda/minutes	RtI Observation Anecdotal Records
19	Provide CHAMPS Train-the-Trainer professional development.	October 30, 2015	Agenda, sign-in sheet, completed pre/post test	CHAMPS training report
20	Ensure Principal signs in and watches SPBP Brainshark.	January 30, 2016	Email, meeting agenda/minutes	Brainshark report
21	Inform principal and staff of MTSS/RtI impact and progress. Acknowledge and celebrate successes and communicate plan to address areas of growth.	<b>Quarterly</b> October 23, 2015 January 08, 2016 March 25, 2016 June 9, 2016	Email, presentations, pictures, social media, meeting agenda/minutes	RtI Observation Anecdotal Records
22	Ensure RtI Core Team engages in a discussion regarding the status and outcome of students who were referred for a comprehensive evaluation. (SLD/LI/EBD)	<b>Quarterly</b> October 23, 2015 January 08, 2016 March 25, 2016 June 9, 2016	Meeting agenda/minutes Include in monthly RtI Report Share with administration and staff	Annual MTSS/RtI Survey BASIS 3.0 Report RtI Observation
23	Ensure RtI Core Team engage in a discussion to identify the following <ul style="list-style-type: none"> <li>o <b>students requiring a Progress Monitoring Plan (PMP)</b></li> <li>o <b>high at-risk indicators (academic, behavioral, social)</b></li> <li>o <b>overage for grade</b></li> <li>o <b>failing one or more core courses</b></li> <li>o <b>off-track for graduation</b></li> <li>o <b>three or more suspension incidents</b></li> <li>o <b>number of office discipline referrals</b></li> </ul> determine needs, create appropriate BASIS 3.0 records and follow-up.	<b>Quarterly</b> October 23, 2015 January 08, 2016 March 25, 2016 June 9, 2016	BASIS 3.0 record created Include in monthly RtI Report Share with administration and staff	Annual MTSS/RtI Survey RtI Observation BASIS 3.0 Report
24	Lead review of the School-wide Positive Behavior Plan (SPBP) and discipline data; make adjustments/modifications based upon data analysis. Ensure it is shared with all faculty and staff.	<b>Quarterly</b> October 23, 2015 January 08, 2016 March 25, 2016 April 30, 2016	School Positive Behavior Plan updates, agenda/minutes Share with administration and staff	RtI Observation SIP

25	Lead review of the Attendance Plan and data; make adjustments/modifications to plan based upon data analysis. Ensure it is shared with all faculty and staff.	<b>Quarterly</b> October 23, 2015 January 08, 2016 March 25, 2016 June 9, 2016	Attendance Plan updates, agenda/minutes Share with administration and staff	RtI Observation
26	Administer Critical Component Checklist (CCC) implementation of fidelity instrument.	<b>Semi-Annually</b> November 1 – December 20 April 1 – May 31, 2016	Completed CCC	CCC Results Report
27	Share CCC Results report with principal and staff.	<b>Semi-Annually</b> February 5, 2016 Fall 2016	Meeting agenda/minutes Include in monthly RtI Report Share with administration and staff	RtI Observation Anecdotal Records
28	Administer Observation Checklist (Tier 1 and 2/PS tier 3) implementation of fidelity instrument.	<b>Annually</b> October 1 – January 31, 2016	Completed Observation Checklist	Observation Checklist Report
29	Share Observation Checklist Results report with principal and staff.	<b>Annually</b> Marc 18, 2016	Meeting agenda/minutes Include in monthly RtI Report Share with administration and staff	RtI Observation Anecdotal Records
30	Ensure completion of School-wide Positive Behavior Plan (SPBP) in the SIP.	<b>Annually</b> April 30, 2016	Entered in SIP	SPBP Completion Report
31	Ensure completion of RtI Needs Assessment.	<b>Annually</b> September 30, 2015	Ensure completion of RtI Needs Assessment.	Needs Assessment Report
32	Share RtI Needs Assessment data and plan of action with principal and staff.	<b>Annually</b> November 20, 2015	Principal/Administrative Designee Signature	RtI Observation
33	Complete Self-Assessment of Multi-Tiered System of Supports (SAM). **	<b>Annually</b> Nov. 2015 – Dec. 2015	Completed scoring sheet ** Select Schools	SAM Report
34	Share SAM report and create plan of action with principal and staff.	<b>Annually</b> February 12, 2016	Principal/Administrative Designee Signature	RtI Observation
35	Complete Coaching Evaluation Survey. **	<b>Annually</b> June 12, 2016	Completed evaluation sheet ** Select Schools	Coaching Evaluation Report
36	Complete MTSS/RtI Annual Survey.	<b>Annually</b> June 12, 2016	Completed MTSS/RtI Survey	MTSS/RtI Survey Report

All QAM deliverables due at MTSS/RtI Team meetings. If you have questions contact Adrienne Dixson, Specialist, Response to Intervention CAB or 754-321-1655.