Team-Initiated Problem Solving II (TIPS II) Model

Identify Problem with Precision

Establish Solution Goal(s)

Discuss and Plan Solution(s) with Contextual Fit

Implement Solution(s) with High Integrity

Monitor Impact of Solution(s) and Compare with Goal

Evaluate Problem and Redirect

Collect and Use Data

Meeting Foundations

Team-Initiated Problem Solving (TIPS)

Rob Horner, Steve Newton, & Anne Todd
University of Oregon
Bob Algozzine, Kate Algozzine, Dale Cusumano
University of North Carolina at Charlotte

TIPS Meeting Minutes form for:

Meetings and Roles	Date	Time	Location	Facilitator	Minute Taker	Data Analyst
Today's Meeting						
Next Meeting						

Team Members (Place "X" to left of name if present)

☐		☐		☐		☐		☐	
☐		☐		☐		☐		☐	
☐		☐		☐		☐		☐	

Today's Agenda Items (Place "X" to left of item after completed):

1. ☐		6. ☐		**Agenda Items for Next Meeting**
2. ☐		7. ☐		1.
3. ☐		8. ☐		2.
4. ☐		9. ☐		3.
5. ☐		10. ☐		4.

Previously-Defined Problems

Precise Problem Statement (What, When, Where, Who, Why)	Solution Actions (Prevent, Teach, Reward, Correct, Extinguish, Safety)	Who?	By When?	Goal & Timeline	Fidelity of Imp.	Effectiveness of Solution
					☐ Not started ☐ Partial imp. ☐ Imp. w/fidelity ☐ Stopped	☐ Worse ☐ No Change ☐ Imp. but not to Goal ☐ Imp. & Goal met Current rate/level per school day = _____

Administrative/General Information and Issues

Information for Team, or Issue for Team to Address	Discussion/Decision/Task (if applicable)	Who?	By When?

New Problems

Precise Problem Statement (What, When, Where, Who, Why)	Solution Actions (Prevent, Teach, Reward, Correct, Extinguish, Safety)	Who?	By When?	Goal & Timeline	Fidelity of Imp. Measure (What/How/When/ Who to measure/report)	Effectiveness of Solution (What/How/When to assess/report)
					_____	_____

TIPS II Training Manual, 2014. Meeting Minute Form

					(What)	(Type – Teacher Rating?)	(Data Source?)
Current Level: _____ per _____ (Rate/Frequency) (Day/month)					_____ (By when)	_____ (Gathered by) _____ (How Often)	_____ (How Often)
E X A M P L E	*Precise Problem Statement Example:* *3rd and 4th grade students are displaying inappropriate language in the cafeteria during lunch hours (11:30-13:45) in order to gain adult and peer attention* *Current Level: 1.2 referrals per day*	*Solution Example:* *Re-teach cafeteria expectations* *Remind students of Bonus Bucks for good choices in the cafeteria* *Allow students with no referrals to have 5 minutes of social time after return to classroom following lunch*	Grade level teachers Grade level teachers Grade level teachers	1/5 1/5 1/5	*Goal Example:* *0.5 or less referrals per day by 2/8*	*Fidelity Example:* *Teacher checklist – yes/no - "Are we teacher expectations?" "Are we reminding of Bonus Bucks?" and "Were students with no referrals allowed social time?* *Will be posted by admin weekly. Want 80% saying, "yes" overall.*	*Effectiveness Example:* *SWIS Drill Down report for precise problem run monthly before team meeting by Data Analyst.*

Evaluation of Team Meeting (Mark your ratings with an "X")

Our Rating		
Yes	So-So	No

1. Was today's meeting a good use of our time?
2. In general, did we do a good job of **_tracking_** whether we're completing the tasks we agreed on at previous meetings?
3. In general, have we done a good job of actually **_completing_** the tasks we agreed on at previous meetings?
4. In general, are the completed tasks having the **_desired effects_** on student behavior?

If some of our ratings are "So-So" or "No," what can we do to improve things?

TIPS Fidelity Checklist (TFC)

Directions: Use the TFC items below as a progress-monitoring tool for planning, implementing, and sustaining best practice meeting foundations and data based problem solving. The first 9 items on the left measure the status of meeting foundations, while items 10 through 18 on the left measure the thoroughness of the team's problem-solving processes, as exemplified by the TIPS model. Each item is scored on a 0 to 2 scale with 0 = not started; 1 = partial; and 2 = full implementation. A criterion for partial implementation is provided on this shortened version. If a team exceeds the criteria, they should score a "2" for the item. If they do not meet the criteria described as a "1" a score of 0 should be entered. Please refer to your full TIPS Fidelity Checklist (TFC) for more detailed scoring. Once scored, sum the two areas as separate score areas (Meeting Foundations and Problem Solving) and then sum these for an overall TFC score. TIPS has been implemented with fidelity when the team scores 90% on Problem Solving AND 90% on Problem Solving.

Meeting Foundations			Problem Solving		
Item	Criteria for Median Score of 1	Score	Item	Criteria for Median Score of 1	Score
1. Primary and backup individuals are assigned to defined roles and responsibilities of Facilitator, Minute Taker, and Data Analyst.	1= Some primary and backup individuals are assigned to the defined roles and responsibilities of Facilitator, Minute Taker, and Data Analyst.		*10. Team uses TIPS Meeting Minutes form or equivalent*.*	*1= Team uses part of TIPS Meeting Minutes form or equivalent*.*	
2. Meeting participants have the authority to develop and implement problem-solving solutions.	1= Meeting participants have the authority to develop but not implement problem solving solutions.		11. Status of all previous solutions was reviewed.	1= Status of some previous solutions was reviewed.	
3. Meeting started on time.	1 = Meeting stated less than 10 minutes late.		12. Quantitative data were available and reviewed.	1= Quantitative data were available but not reviewed.	
4. Meeting ended on time, or members agreed to extend meeting time.	1 = Meeting ended 10 minutes over scheduled time.		13. A least one problem was defined with precision (what, where, when, by who, why).	1= At least one problem is defined but lack one or more precision elements.	
5. Team members attend meetings promptly and regularly.	1 = Although team members (with exception of administrator) attend meetings regularly, they are not always prompt and/or they leave early.		14. All documented active problems have documented solutions.	1 = Some documented active problems (s) have documented solutions.	
6. Public agenda format was used to define topics and guide meeting discussion and was available for all participants to refer to during the meeting.	1= Public agenda format was not used to define topics and guide meeting discussion but agenda was available for participants to refer to during the meeting.		15. A full action plan (who, what, when) is documented for at least one documented solution.	1= Partial action plan is documented for at least one documented solution.	
7. Previous meeting minutes were present and reviewed at start of the meeting.	1= Previous meeting minutes were present but not reviewed at start of the meeting.		16. Problems hat have solutions defined have a goal defined.	1= Some problems that have solutions defined have a goal defined.	
8. Next meeting was scheduled by the conclusion of the meeting.	1= Next meeting was referred to but not scheduled.		17. A fidelity of implementation measure is documented for each solution, along with a schedule for gathering those data.	1= Fidelity measure and schedule are defined and documented for some solutions.	
9. Meeting Minutes are distributed to all team members within 24 hours of the conclusion of the meeting.	1= Meeting minutes are distributed to all team members but not within 24-36 hours of the meeting.		18. A student social/academic outcome measure is documented for each problem, along with a schedule for gathering those data.	1= Measure and regular schedule for student behavior /performance are documented for some solutions.	
Meeting Foundations Total Score				**Problem Solving Total Score**	
Percentage (out of 18)				**Percentage** (out of 18)	

Version 2014 04-25