

## **Using the Rtl:B Action Plan:**

**Now that you have completed Step 1 of the Problem Solving Process in determining the specific action planning items that need to be addressed for Rtl:B, you may complete Steps 2-4. You will need to transfer your Step 1 items onto the following Action Plan and complete Steps 2-4 for each problem that was identified and for each critical component area addressed. This can be done by hand or by using cut/paste on the Action Plan forms available on the Coaches' CD. *This section of Action Plan B may be most useful to your team after initial implementation on your campus has begun.***

**Part B**  
**Tier 1/Universal PBS: Specific Rtl:B Action Plan**

Critical Element	<b>Step 1:</b> What is the problem/issue/task to be addressed?	<b>Step 2:</b> Why is it occurring?	<b>Step 3:</b> What are we going to do about it?	To-Do List	Persons Responsible	Follow-Up or Completion Date	<b>Step 4:</b> How will we know when we've been successful?
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