Problem Solving Team Process Planning

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<th>District:</th>
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<td>Building:</td>
<td>Team Contact:</td>
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**Team Attributes:**

1. What is the name of the team designed to help general education teachers and parents solve problems identified for students?

2. Are there other teams established in the building with similar functions? If so, list each team and describe the differences of purpose between teams. Clarify the unique purpose of this team.

3. List the members of this team. Specify General Education or Special Education, Grade Level represented if applicable, and Permanent or Flexible (as needed) membership of applicable. If your building will have more than one team that serves the same function, list this information for the second team on the back of this sheet, and specify how students will be assigned to each team.
4. Which building administrator will be a member of this team?

5. How will the following team roles be assigned?

   - Facilitator: 
   - Note Taker: 
   - Timekeeper: 

6. When and where will the team meet? Will subs be needed?
7. What forms will be used to document the process? What is the plan for ensuring that forms used are organized in a manner that supports the problem solving process?

8. How will the team incorporate parental involvement and support for interventions?

**Team Activities:**

9. Describe the procedure for referrals to the team

10. Describe the tasks that will occur after referral and before first team meeting if any

11. Describe the action items for the first team meeting
12. Describe the tasks that will occur after the first team meeting and before the next team meeting

13. Describe the action items for the second team meeting

14. Describe the tasks that will occur after the second team meeting and before the next team meeting

15. Describe the action items for the third team meeting. (If more meetings than this, continue descriptions on the back of this page)
16. How will the team ensure that interventions are being implemented as designed?

17. Describe the plan to share this information with other building staff members. What process will be used to ensure buy-in?

18. What additional training and support is needed to promote successful implementation of this plan?