

MTSS Implementation Checklist & Tier Decision Guide

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Pre-Implementation Foundation

Team Structure

- Identify MTSS leadership team members
- Assign tier-level coordinators
- Establish meeting schedule (weekly/bi-weekly)
- Define roles: data manager, intervention specialist, family liaison
- Create communication protocols between tiers

Data Systems Setup

- Select universal screening tool (academic & behavioral)
 - Establish baseline data collection procedures
 - Set up progress monitoring schedules
 - Configure data management platform (e.g., Classroom Pulse)
 - Train staff on data entry and interpretation
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Tier 1: Universal Supports (All Students)

Implementation Checklist

- Evidence-based core curriculum in place
- Schoolwide PBIS expectations defined and taught
- Classroom management systems established
- Universal screening completed 3x/year
- Environmental supports optimized (schedules, transitions, visuals)

Data Requirements

- Office discipline referrals (ODRs) tracked
- Attendance data monitored
- Academic benchmark data collected
- Classroom behavior data (frequency counts)
- Fidelity checks on Tier 1 practices

Decision Rules for Tier 2

Move to Tier 2 when student shows: - Below 25th percentile on universal screener - 2-5 ODRs in a grading period - Non-response to Tier 1 for 4-6 weeks - Chronic absenteeism (>10% of days) - Teacher concern with documented interventions tried

Tier 2: Targeted Intervention (15-20% of Students)

Implementation Checklist

- Standard protocol interventions selected
- Small group instruction scheduled (3-5 students)
- Check-in/Check-out (CICO) system established
- Social skills groups organized
- Brief FBA conducted for behavior concerns

- Intervention fidelity monitoring in place

Data Requirements

- Daily progress monitoring (CICO points, behavior ratings)
- Weekly data review by intervention team
- Pre/post intervention measures
- Attendance at intervention sessions
- Function-based intervention matching

FBA Integration at Tier 2

- Indirect assessment completed (interviews, checklists)
- Direct observation (ABC data, scatterplot)
- Hypothesis statement developed
- Function identified (attention, escape, tangible, sensory)
- Function-matched intervention selected

Decision Rules for Tier 3

Move to Tier 3 when student shows: - Non-response to 2+ Tier 2 interventions (8-12 weeks each) - Gap widening despite intervention - 6+ ODRs in grading period - Safety concerns present - Behavior significantly impacts learning

Tier 3: Intensive Individualized Support (3-5% of Students)

Implementation Checklist

- Comprehensive FBA completed
- Individualized BIP developed
- Person-centered planning meeting held
- Wraparound supports coordinated (family, community)
- Crisis/safety plan in place if needed
- Intensive progress monitoring (daily)

Comprehensive FBA Components

- Record review completed
- Parent/caregiver interview
- Teacher interview
- Student interview (if appropriate)
- Systematic direct observation (minimum 3-5 sessions)
- Functional analysis (if warranted)
- Written FBA report with recommendations

BIP Essential Elements

- Operationally defined target behavior
- Summary of FBA findings and function
- Prevention strategies (antecedent modifications)
- Teaching strategies (replacement behaviors)
- Reinforcement strategies (consequence modifications)
- Crisis intervention procedures
- Fidelity monitoring plan
- Data collection procedures
- Review schedule (minimum monthly)

Data Requirements

- Daily behavior data (frequency, duration, intensity)
 - BIP fidelity checks (weekly minimum)
 - Progress toward replacement behavior goals
 - Generalization data across settings
 - Social validity measures
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Tier Movement Decision Matrix

Indicator	Stay at Current Tier	Move Up a Tier	Move Down a Tier
Response to Intervention	Adequate progress	Little/no progress after 8+ weeks	Sustained success 4-6 weeks
Data Trend	Positive or stable	Negative or flat	Consistent positive
Gap Analysis	Gap closing	Gap widening	At/near benchmark
Fidelity	High (80%+)	-	High with lower tier
Functional Concerns	None	Present	Resolved

Progress Monitoring Schedule

Tier	Frequency	Tools	Review Meeting
Tier 1	3x/year (screening)	CBM, SRSS, ODR review	Monthly grade-level
Tier 2	Weekly-Biweekly	Daily points, behavior ratings	Bi-weekly team
Tier 3	Daily	Direct observation, BIP data	Weekly team

Documentation Requirements

For Each Student

- Tier placement documented with rationale
- Intervention plan with start date
- Data collection method specified
- Fidelity monitoring schedule
- Parent notification/consent (as required)
- Progress review dates scheduled
- Decision rules for tier movement

For Compliance

- FBA timeline requirements met (state-specific)
 - Parent consent obtained before FBA
 - BIP connected to IEP goals (if applicable)
 - Team meeting minutes documented
 - Data-based decisions recorded
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Quick Reference: Red Flags Requiring Immediate Action

[!] **Escalate Immediately If:** - Physical aggression causing injury - Self-injurious behavior - Threats of harm to self or others - Property destruction creating safety hazard - Elopement/running away - Severe escalation in frequency/intensity

Technology Integration Checklist

- Data collection app/platform selected
 - All staff trained on data entry
 - Real-time reporting configured
 - Alerts set for concerning patterns
 - Family portal access provided
 - Integration with SIS (if applicable)
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Try Classroom Pulse free at classroompulse.io

Streamline your MTSS data collection with real-time behavior tracking, automated progress reports, and FBA/BIP tools designed for busy educators.

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