

# MTSS Implementation Plan

School:	
MTSS-B Team Members:	

Once your implementation plan is complete, identify 3 areas of focus to implement with fidelity for the school year, or remainder of the school year.

Step	Guidance for MTSS Plan Implementation	Guiding Questions	Action and Communication Plan (completed by teams)
1	<b>Build a School-Based MTSS-B Team</b> Form a strong, collaborative team that leads and sustains MTSS-B with fidelity <ul style="list-style-type: none"> <li>The building principal leads this initiative</li> <li>This resource can help you get organized!</li> </ul> <a href="#">Build an Effective MTSS B Team</a>	What do you call your team?  Who serves on your MTSS-B team, and what roles do they play?  What is your meeting schedule and structure?	
2	<b>Partner with families at every tier</b> Strengthen behavior support through consistent family engagement.	How will you communicate with families at each Tier (1, 2, 3)?  Who is responsible for initiating and maintaining communication with families?  What methods/platforms will you use (e.g., newsletters, meetings, phone calls)?	
3	<b>Track and Document Tier 1 Supports</b> Ensure Tier 1 strategies are implemented school-wide and documented clearly to guide early intervention.	How are classroom supports and behavior strategies tracked?  What systems or platforms will your team use to log Tier 1 practices?  How will staff access and contribute to shared Tier 1 documentation?	
4	<b>Establish a Process for Problem-Solving Meetings</b> Define a consistent process for referring students and reviewing interventions. <ul style="list-style-type: none"> <li>Our recent blog and free <a href="#">MTSS Referral Form</a> can help support your team!</li> </ul>	Who can initiate a behavior support referral?  What data or documentation must be submitted for the team to act?  How often does your team meet to review student progress?	
5	<b>Align Schedules to Support Interventions</b> Embed intervention time into the master schedule to ensure access without disrupting instruction.	When and how are intervention blocks built into the daily schedule?  How are staff schedules adjusted to allow for targeted support?  How do you ensure interventions are prioritized?	
6	<b>Use Behavior Data to Guide Decisions</b> Track the right data consistently and use it to inform next steps for students. <ul style="list-style-type: none"> <li><a href="#">Charlie's CICO</a></li> </ul>	What behavior data is collected at each Tier?  Who collects and analyzes this data?  How is data shared with staff and used to drive decisions?	
7	<b>Adjust Interventions Based on Progress</b> Ensure interventions are responsive to student needs by reviewing and revising plans regularly.	How often does your team review intervention progress (e.g., every 3–4 weeks)?  How do you decide to intensify, fade, or change an intervention?  What additional supports (e.g., counseling, SEL, home-school connection) are considered?	
8	<b>Maintain Consistent Documentation</b> Keep intervention records clear and accessible to support continuity and communication.	What platform or tool will you use to document Tier 2 and 3 interventions?  Will you start a new form each year or update existing records?  How is documentation shared and reviewed among staff?	