

## MTSS Problem Solving Team

The Problem-Solving Team (PST) is our school-based collaborative team that is designed to meet the diverse needs of general education students who are considered at-risk due to chronic academic and/or behavioral challenges. Team members discuss issues related to the specific needs of teachers and students and offer assistance in resolving problems. The team is composed of regular education teachers, administrators, counselors, and other individuals as needed, including Title I teachers. This team monitors the student's response within the classroom.

The purpose of PST is to provide immediate aid through a PST plan for students in the general education setting who are struggling academically or behaviorally. The PST plan provides intervention strategies that are implemented in a 4–8-week plan within the general education classroom. The plans are implemented, and progress is monitored to determine whether there is a need for referrals to other programs. After a PST plan is implemented, it is evaluated for effectiveness, and suggestions are made for future recommendations.

### Who are the key players and what are their roles?

**Principal** - Know the MTSS process and support the implementation through a vision of outcome-based service delivery and resources for successful implementation.

**MTSS Coordinator** - Gather and organize data and provide coaching for data interpretation. Monitor and organize the problem-solving process.

**General Education Teacher** - Implement instruction and interventions with fidelity, evaluate, and identify students who are at risk, and adhere to decision-making protocol adopted at the district and school level.

**Title I Teachers** - Collaborate with general education teachers to support core instruction and small group interventions and adhere to decision-making protocol adopted at the district and school level.

**Parent/Families/Guardians** - Collaborate with teachers regarding identified needs, share information about child and family as appropriate, and support student learning at home.

### **Problem Solving Team:**

1. Accepts referrals for students who are at-risk for academic, language, or behavioral success.
2. Works with the student's teacher(s) to identify possible causes of the difficulty and to define the problem.
3. Review existing data and may make recommendations for gathering additional data.
4. Develop a draft of the Personal Learning Plan

**Teachers making Problem-Solving Referral:**

1. Provide well-organized and relevant information about the student, including information about previous and current interventions using the referral form.
2. Act as equal partners with team members
3. Commits to carrying out identified recommendations, including progress monitoring.

**Other Team members:**

1. Help define the problem and identify factors contributing to the problem.
2. Provide resources or technical assistance in the classroom or other appropriate settings.
3. Act as a liaison between teacher, parent, or other school personnel or community resources where necessary
4. Provide follow-up with teachers and parents on the progress of the student.

**District Problem Solving Model:**

1. Problem Identification (What's the problem?)
2. Problem Analysis (Develop hypotheses, why is it happening?)
3. Plan Development
4. Intervention determined.
5. What assessment will be used?
6. What is the intended goal?
7. Plan Implementation
8. Plan Evaluation (Did it work?)

The Problem-Solving referral should be submitted to the MTSS Coordinator who will then schedule the problem-solving meeting. A notice will go out to team members along with a copy of the referral. Team meetings will last 15-20 minutes. Once a draft of the PLP is developed, a parent meeting will be scheduled to present the information and finalize the plan.