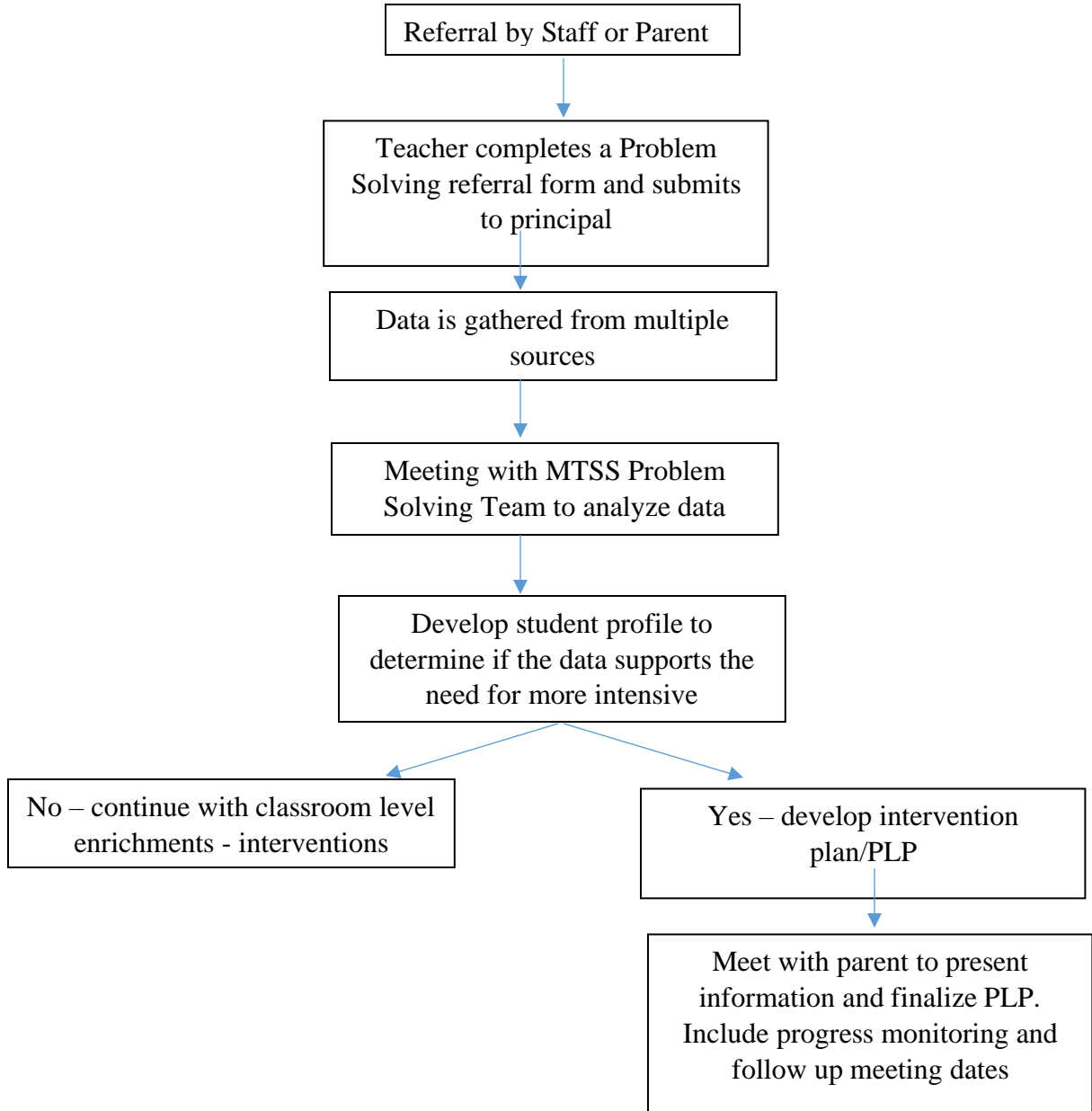


## Problem Solving Team Referrals & Personal Learning Plans



## **MTSS Problem Solving Team**

MTSS Problem Solving Teams provide support using a specific problem solving process to students who may be in need of support. The collaborative problem solving approach is based on the premise that student needs are best dealt with by educators, support staff and families working together as a team. The team values ongoing communication, cooperation and creative problem solving.

### **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. Reviews existing data and may make recommendations for gathering additional data
4. Develops a draft of the Personal Learning Plan
5. Includes grade level teachers, special education teachers, school psychologists, school counselor, school social worker, previous year teacher, principal and specialists, as needed

### **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. Assume case management as needed for referred students
5. 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
  - a. Intervention determined
  - b. What assessment will be used?
  - c. What is the intended goal?
4. Plan Implementation
5. Plan Evaluation (Did it work?)

The Problem Solving referral should be submitted to the principal 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.