

I&RS Steps – Quick Guide

1. Identify a Concern and make an I&RS Referral

- Notice a student struggling academically, behaviorally, or emotionally.
- Communicate with parent(s)- make sure to discuss what is working and areas of concern. Let the parent know that you are referring the child to the I&RS Team.
- Reach out to I&RS Coordinator and a case manager will be assigned
- I&RS Coordinator will send parent letter and questionnaire to parent/guardian
- Health Office will send the parent(s) a School Health Form that will be completed and returned
- Case manager and classroom teacher will complete the Tier 1 Intervention checklist and use PRIM for research based interventions (Manual can be found in the CST Office)
- Document strategies (data and work samples) and duration of each intervention for 6 weeks on the I&RS Tier I and Intervention Checklist

2. Team Review

- After 6 week documentation period, Case manager will submit strategies and documentation regarding student to team.
- If student is unsuccessful, principal will schedule a meeting of the I&RS Team (administration, teachers, health office, school social worker, speech pathologist, and referring teacher
- If the student is successful, Case manager will complete the I&RS Action Plan and provide a copy to the referring teacher and team. Student will continue to utilize interventions, as needed

3. Initial Team Meeting

- At the I&RS meeting the case manager will present the student progress data to the team.
- The I&RS team will review the referral and all of the submitted data
- The team decides whether to:
 - Increase the intensity or frequency of interventions, in collaboration with the referring teacher
 - Modify interventions in collaboration with the referring teacher
- Document new or modified interventions for a 6 week period

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4. Team Meeting Follow-up

- If student is successful, Case manager will complete the I&RS Action Plan and provide a copy to the referring teacher and team. Student will continue to utilize interventions as needed
- If the student is unsuccessful, the principal will schedule a meeting of the I&RS Team (administration, teachers, health office, school social worker, speech pathologist, referring teacher, and parent.
- If the student **does not respond**, the team may refer the student to the Child Study Team

Throughout the entire process be sure to:

- Keep parents informed at every step
- Invite family input on what's working and what might help at home.
- Document communications with parents
- Record all interventions, dates, progress data, and meeting notes.
- Accurate documentation is required under NJ regulations (N.J.A.C. 6A:16-8).