

TIPS Team Implementation Fidelity Checklist

School: _____

District: _____

- Complete this checklist as a team four times in the year.
- An external observer (scheduled with district coach) should complete one of first three meeting observations.
- Submit this form to district coach after each observation.
- Team reinforcement provided upon receipt of completed checklist at end of year (with data from four observations).

Score for each item: 2 = implemented, 1 = In Progress, 0 = Not Implemented, or T = Team training needed

Item	Data Source & Criterion	Meeting Date			
1. Roles & responsibilities were defined	Facilitator, Minute Taker, Data Analyst identified and available. Documented on Roles and Responsibilities Matrix				
2. Purpose of meeting was clear	Written purpose statement Team Information Form				
3. Meeting was started on time	Direct observation/meeting minutes Meeting starts within 10 minutes of scheduled time				
4. Meeting ended on time, or we agreed to extend meeting time	Direct observation/meeting minutes Meeting ends within 10 minutes of scheduled time				
5. At least 75% of team members (including an administrator) were present for the meeting	Meeting minutes, team roster, direct observation Number of regular members attending meeting, of total				
6. Public agenda format was used to define topics and guide meeting discussion	Written agenda for current meeting (items on board, paper, computer)				
7. Previous meeting minutes were reviewed at start of the meeting	Direct observation Team reviewed solution status from previous meeting				

Adapted by Utah Personnel Development Center from: Newton, J. S., Todd, A. W., Algozzine, K., Horner, R. H., & Algozzine, B. (2009). The Team Initiated Problem Solving (TIPS) Training Manual Educational and Community Supports, University of Oregon, unpublished training manual.

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8. Status of previous solutions were reviewed	Direct observation Team reviewed solution status from previous meeting				
9. Quantitative data were reviewed	Direct Observation Team reviewed numbers/charts during problem solving				
10. Problems were defined with precision (what, where, when, by whom, why)	Documentation on Meeting Minutes All five elements are defined				
11. Problem solving resulted in defined solutions	Solutions to implement are documented				
12. If at least one solution was developed, an action plan was defined for the solution	Who is doing what by when is documented for at least one identified solution				
13. Measure & schedule were defined to monitor fidelity of solution implementation	Documented on Meeting Minutes Fidelity of implementation monitored on a regular cycle				
14. Measure & schedule were defined to monitor outcomes of solution implementation	Document on Meeting Minutes Student behavior/performance monitored on a regular cycle				
15. Next meeting was scheduled	Documented on Meeting Minutes				
16. Plan exists for distributing meeting minutes to all team members	All team members receive meeting minutes within 24 hours of the meeting				
Total Points		___/32	___/32	___/32	___/32
% Implemented					

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