# Problem Solving Meeting Guide

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| Meeting Date:       Teacher:       Child:       Birth date:       |
| Team Members:                                     |
| Tier 1 Status:       |

## Problem Solving Process

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| Brief Problem Description: *(program, classroom or student level)*       |
| Precise Problem Statement: *What? When? Where? Who? Why?*      | Function: Obtain / Avoid?      |
| Current Levels: *How often is the behavior occurring?*      | Performance vs Skill Deficit?      |
| Intervention Plan: Description of intervention / individualizationConsider: I) How desired behavior will be a) taught b) practiced 3) prompted 4) reinforced 5) faded & II) parent communication      |
| Progress Monitoring Strategy: *What data will be collected and how often?*      | Implementation Monitoring Strategy: *Is the intervention implemented as planned?*       |
| Review Date:       Outcome:       Next Steps:       |