

### **Purpose of Checklist**

The Team Initiated Problem Solving Fidelity Checklist (TIPS-FC) is a progress-monitoring tool for a team and their coach to use as a guide for planning, implementing, and sustaining best practice meeting foundations and using data for problem solving and decision-making. The TIPS-FC has 18 total items: the first 9 items are for measuring implementation of meeting foundations and items 10 through 18 are for measuring the thoroughness of the team's problem-solving processes, as exemplified by the TIPS model. Each of the 18 items is defined with an accompanying data source and scoring criteria to use as a guide for scoring the level of item implementation (full (2), partial (1), not started (0)). Completing the TIPS-FC provides the team and coach a forum for reviewing the functioning and health of the team and guides the team toward improvements in the level of implementation for both meeting foundations and problem solving. The checklist points are converted to percentage of implementation across the 9 items in each category. The results provide two scores: a Meeting Foundations Score and a Problem-Solving Score.

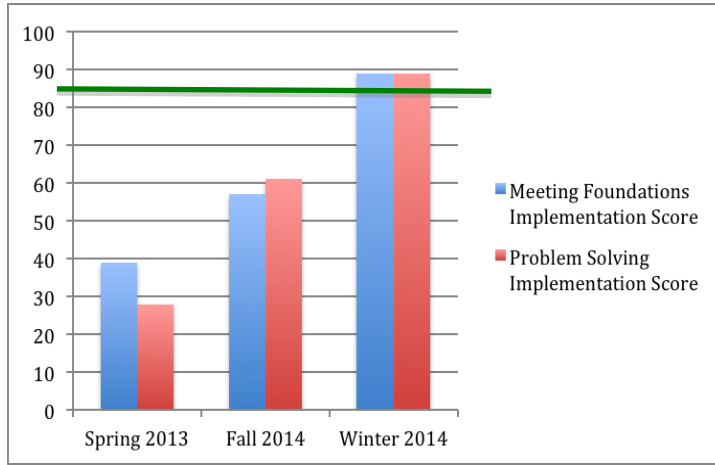
Plan 5-10 minutes the end of the meeting to complete the TIPS-FC. Ideally, the team and coach have a facilitated discussion, to complete the checklist, item-by-item, self-assessment. The team agrees on the score of a 0, 1, or 2 for each item and records the points associated with each item on the checklist. Each team completes the TIPS-FC with their coach, every three to four meetings.

### **Summarizing and Using TIPS-FC Scores**

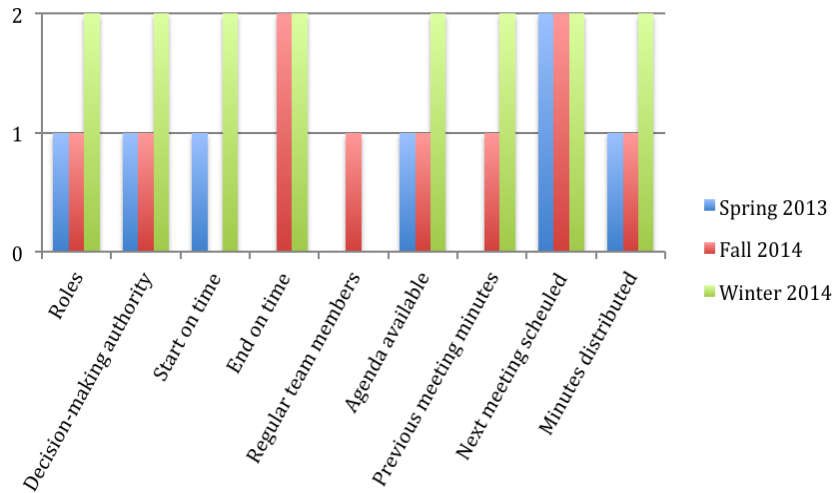
1. To get level of implementation for Meeting Foundations score:  
Total the points for items 1-9 and divide by 18 (total possible points).
2. To get the level of implementation for Problem Solving score:  
Total the points for items 10-18 and divide by 18 (total possible points).

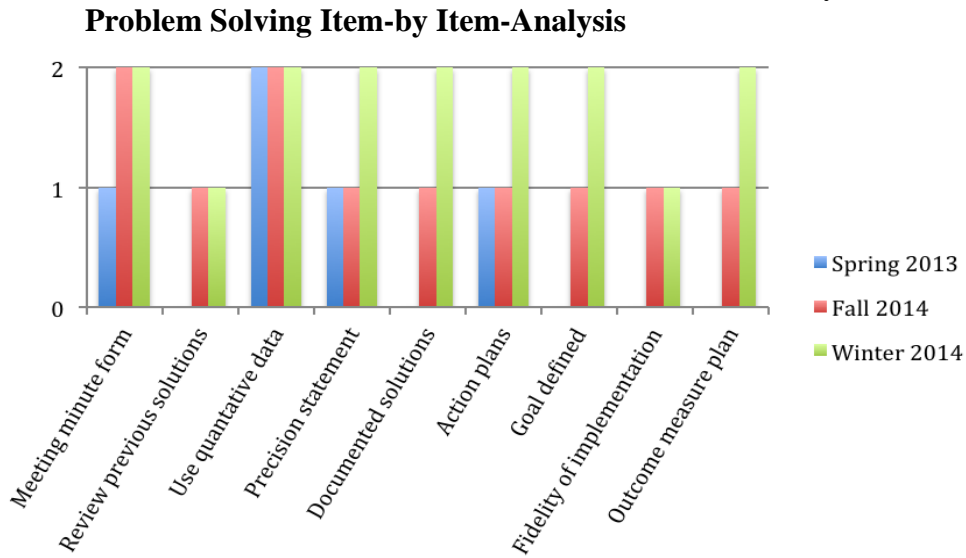
The following graphs illustrate how these data can be displayed for at-a-glance progress toward implementing Meeting Foundations and Problem Solving routines with high integrity and for item-by-item analysis for developing precision statements and action plans towards increasing the fidelity of implementation for items scoring a 0 or 1. The criteria of implementing TIPS with fidelity is 85% for Meeting Foundations and 85% for Problem Solving or an 85/85 Score.

**Meeting Foundations and Problem Solving Implementation Scores**



**Meeting Foundations Item-by-Item Analysis**





**\* Clarification of terms:**

- For item 10, the equivalent to the TIPS Meeting Minute Form includes the following features:
  1. Documentation of meeting logistics,
  2. Listed agenda items,
  3. Documentation of administrative topics, decisions made, tasks & timelines, &
  4. Documentation of problem statements, solutions/decisions/tasks, & evaluation plan.

## TIPS Fidelity Checklist (TIPS-FC)

### Using TIPS Fidelity Checklist Data

The criteria that indicate successful TIPS implementation is 85% for Meeting Foundation Implementation and 85% for TIPS Problem Solving Implementation: 85/85.

For items scoring a 0 or 1, an action plan needs to be defined with a goal of scoring a 2 for fully implemented. The coach and team complete an action plan for implementing items with fidelity. The minute taker transcribes the tasks and action plans onto the Meeting Minute Form as a general/administrative item labeled Fidelity of TIPS Implementation for further progress monitoring. Below is an extracted section from the TIPS Meeting Minute Form to illustrate an example of checklist completion to action planning.

The example below is a completed section of the teams meeting minutes for the TIPS Fidelity of Implementation agenda item

### Administrative/General Information and Issues (Section from TIPS Meeting Minutes Form)

Information for Team, or Issue for Team to Address	Discussion/Decision/Task (if applicable)	Who?	By When?
<b>Example: TIPS Fidelity of Implementation</b>	Complete Checklist every three meetings Completed TIPS Fidelity Checklist Nov 1. TIPS Meeting Foundations = 10/18= 56% TIPS Problem Solving Implementation= 11/18= 61%	PBIS Team	Nov, Feb, May
	Item 1: Get backup Minute Taker for Jan- June while ‘team member’ is on leave (BR?) (scored 1)	Administrator	Next meeting date
	Item 2: Make email distribution list for meeting minutes and send within next school day (scored 0)	Minute Taker	Tomorrow
	Item 3: Define Goal for the overall average per day per month Major ODRs (scored 1))	PBIS Team	Next meeting
	Problem solving: use TIPS steps with our data	PBIS Team	Next meeting

TIPS Fidelity Checklist (TIPS-FC)

School: \_\_\_\_\_

Coach: \_\_\_\_\_

School Team: \_\_\_\_\_

Item	Data Source	Scoring Criterion	Meeting Date			
<b>Meeting Foundations Items (1-9)</b>						
1. Primary and backup individuals are assigned to defined roles and responsibilities of Facilitator, Minute Taker, and Data Analyst.	Meeting Minutes Documentation of Roles and Responsibilities	0= No primary and backup individuals are assigned to the defined roles and responsibilities of Facilitator, Minute Taker, and Data Analyst. 1= Some primary and backup individuals are assigned to the defined roles and responsibilities of Facilitator, Minute Taker, and Data Analyst. 2= Primary and backup individuals are assigned to the defined roles and responsibilities of Facilitator, Minute Taker, and Data Analyst.				
2. Meeting participants have the authority to develop and implement problem-solving solutions.	Administrator confirmation or formal written policy	0= Meeting participants do not have the authority to develop and implement problem solving solutions. 1= Meeting participants have the authority to develop but not implement problem solving solutions. 2= Meeting participants have the authority to develop and implement problem solving solutions.				
3. Meeting started on time.	Direct Observation/ Meeting Minutes	0= Meeting started <u>more than</u> 10 minutes late. 1= Meeting started less than 10 minutes late. 2= Meeting started on time.				
4. Meeting ended on time, or members agreed to extend meeting time.	Direct Observation/ Meeting Minutes	0= Meeting ended <u>more than</u> 10 minutes over scheduled time. 1= Meeting ended 10 minutes over scheduled time. 2= Meeting ended on time or members agreed to extend meeting time.				
5. Team members attend meetings promptly and regularly.	Meeting Minutes, Team Roster, Direct Observation	0= Less than 75% of team members attend meetings promptly and regularly. 1= <u>Although</u> team members (with exception of administrator) attend meetings regularly, they are not always prompt and/or they leave early. 2= More than 75% of team members (with exception of administrator) attend meetings regularly, promptly and remain present until the meeting has concluded.				

TIPS Fidelity Checklist (TIPS-FC)

Item	Data Source	Scoring Criterion	Meeting Date			
<b>Meeting Foundations Items (1-9)</b>						
6. Public agenda format was used to define topics and guide meeting discussion and was available for all participants to refer to during the meeting.	Written agenda for current meeting (items on board, paper, or computer)	0 = Public agenda format was not used to define topics and guide meeting discussion. 1= Public agenda format was not used to define topics and guide meeting discussion but agenda was available for participants to refer to during the meeting. 2= Public agenda was used to define topics and guide meeting discussion and was available for all participants to refer to during the meeting.				
7. Previous meeting minutes were present and reviewed at start of the meeting.	Direct Observation of Meeting Minutes	0= Previous meeting minutes were not present or reviewed at start of the meeting. 1= Previous meeting minutes were present but not reviewed at start of the meeting. 2= Previous meeting minutes were present and reviewed at start of the meeting.				
8. Next meeting was scheduled by the conclusion of the meeting.	Documentation on Meeting Minutes	0= Next meeting was not scheduled. 1= Next meeting was referred to but not scheduled. 2= Next meeting was scheduled.				
9. Meeting Minutes are distributed to all team members within 24 hours of the end of the meeting.	Team Member Report	0= Meeting Minutes are not distributed to all team members. 1= Meeting minutes are distributed to all team members but not within 24 hours of the meeting. 2= Meeting minutes are distributed to all team members within 24 hours of the meeting.				
<b>Problem-Solving Items (10-18)</b>						
10. Team uses TIPS Meeting Minutes form or equivalent*.	Direct Observation of Meeting Minutes form	0= Team does not use TIPS Meeting Minutes form or equivalent*. 1= Team uses part of TIPS Meeting Minutes form or equivalent*. 2= Team uses TIPS Meeting Minutes form or equivalent*.				
11. Status of all previous solutions was reviewed.	Direct Observation of Solutions Reviewed	0= Previous solutions were not reviewed. 1= Status of some previous solutions was reviewed. 2= Status of all previous solutions was reviewed.				

TIPS Fidelity Checklist (TIPS-FC)

Item	Data Source	Scoring Criterion	Meeting Date			
<b>Problem-Solving Items (10-18) Continued</b>						
12. Quantitative data were available and reviewed.	Direct Observation of Spreadsheets, Charts, and/or Graphs with counts, percentages, rates, scores, grades	0= Quantitative data were not available or reviewed. 1= Quantitative data were available but not reviewed. 2= Quantitative data were reviewed.				
13. At least one problem is defined with precision (what, where, when, by whom, why, how often).	Documentation of precision for at least one defined problem on Meeting Minutes	0= No problem is defined. 1= At least one problem is defined but lack one or more precision elements. 2= At least one problem is defined with all precision elements.				
14. All documented active problems have documented solutions.	Documentation on Meeting Minutes	0= Documented active problem(s) do not have documented solutions or no active problems are documented. 1= Some documented active problems (s) have documented solutions. 2= All documented active problems have documented solutions.				
15. Full action plan (who, what, by when) is documented/used for at least one documented solution.	Documentation on Meeting Minutes of a full action plan for at least one documented solution	0= No action plan is documented for at least one documented solution or no solution(s) are documented. 1= Partial action plan is documented for at least one documented solution. 2= Full action plan is documented for at least one documented solution.				
16. Problems that have solutions defined have a goal defined.	Documentation on Meeting Minutes	0= Problems that have solutions defined do not have a goal defined or no solutions are documented. 1= Some problems that have solutions defined have a goal defined. 2= Problems that have solutions defined have a goal defined.				
17. A fidelity of implementation measure is documented/used for each solution, along with a schedule for gathering those data.	Documentation on Meeting Minutes	0 = Fidelity measure and schedule are not defined and documented for solutions or no active problem(s)/solution(s)/goal(s) are documented. 1= Fidelity measure and schedule are defined and documented for some solutions. 2= Fidelity measure and schedule are defined and documented for all solutions.				

TIPS Fidelity Checklist (TIPS-FC)

Item	Data Source	Scoring Criterion	Meeting Date			
<b>Problem-Solving Items (10-18) Continued</b>						
18. A student social/academic outcome measure is documented/ used for each problem, along with a schedule for gathering those data.	Documentation on Meeting Minutes	0= Measure and regular schedule for student behavior/performance are not documented. 1= Measure and regular schedule for student behavior/performance are documented for some solutions. 2= Measure and regular schedule for student behavior/performance are documented for all solutions.				
<b>Meeting Foundations Score (Items 1-9)</b> (Total points divided by 18 total possible points)						
<b>Problem Solving Score (Items 10-18)</b> (Total points divided by 18 total possible points)						