



RTI Team Protocol

Step 1: Assess Referring Teacher Concerns

Time: 5 Minutes

Goals

- The case manager reviews information from the referral form.
- The facilitator asks the referring teacher to briefly discuss the major concerns.

Sample Questions

- Is there any additional information you would like to provide the team along with what we have read on the referral form?
- How is this student's problem interfering with the student's performance in literacy?

The RTI Team is ready to move on to the next step when...

- Team members have a good knowledge of teacher concerns.

Step 2: Inventory Student Strengths

Time: 5 Minutes

Goals

- Discuss the student's strengths, as well as any incentives that motivate the student. This information will help the team identify approaches and rewards that will engage the student in the intervention to the highest degree (e.g., selecting intervention texts that align with student interests or identifying a chart system to track progress in WRC per minute).

Sample Questions

- Please tell us a few of the student's strengths that might be helpful in designing interventions for him/her.
- What rewards or incentives have you used successfully with this child that might be motivational when connected with an intervention?
- What are the classroom experiences that the child seems to enjoy most?
- What topics are of interest to the student?

The RTI Team is ready to move on to the next step when...

- The Team has identified personal strengths, talents, and/or rewards that are likely to motivate the student if integrated into an intervention plan.

Step 3: Review Data

Time: 5 Minutes

Goals

- Review background or baseline data to better understand the student's abilities and needs
- Determine the student's current level of performance in the areas of literacy

Sample Questions

- What information has been collected to document the current level of performance?
- Are there factors such as absence or tardiness that might be impacting achievement?
- What past data is available to give us a broader picture of the student's performance in previous years/months?

The RTI Team is ready to move on to the next step when...

- The team has discussed all important data.

Step 4: Select Target Teacher Concerns

Time: 5-10 Minutes

Goals

- Define the top 1-2 teacher concerns in easily observable, measurable terms.
- Identify underlying skill/strategy deficits related to these 1-2 concerns
- Decide what underlying reasons best explain the student's difficulties.

Sample Questions

- From the list of concerns that you have shared with our team, what are the top 1-2 problems that you would like us to concentrate on today?
- What can you tell us about the current skill/strategy levels, general level of motivation, and student response to instruction related to these skills/strategies?
- What do you think are the top causes for the student's struggle with this skill/strategy?

The RTI Team is ready to move on to the next step when...

- The team has selected 1-2 primary teacher concerns.
- Everyone on the team can visualize the target concerns because they are stated in specific, observable, measurable terms.
- The referring teacher and team members agree on possible underlying causes for the student's issues.

Step 5: Set Outcome Goals and Methods for PM

Time: 5 Minutes

Goals

- For each of the target concerns, set ambitious but realistic goals for improvement likely to be achieved in 4-8 instructional weeks.
- Select methods to monitor progress during the intervention.

Sample Questions

- Given the student's current performance, what gains do we expect to make in 4-8 weeks if the intervention we design is successful?
- What is a realistic rate of progress for this student in oral reading fluency?
- Have we picked progress monitoring methods that are most efficient for monitoring the student's goal(s)?
- How frequently should we PM?
- Is the monitoring method we selected sensitive to short-term student growth?

The RTI Team is ready to move on to the next step when...

- The recorder has completed the appropriate sections on the Tier II Goal-Setting Worksheet.
- The referring teacher agrees that the outcome goals are appropriate for this case.

Step 6: Design and Intervention Plan

Time: 15-20 Minutes

Goals

- Select at least one intervention that addresses each of the targeted referral concerns.
- Spell out the details of the intervention as a series of specific steps so that the intervention provider (teacher, paraprofessional, etc.) can implement it correctly including the following:
 - When and where the intervention will take place
 - What materials are necessary
 - Instructions for provider
- Review the plan with the referring teacher to be sure it is acceptable.

Sample Questions

- What evidence-based interventions seem most appropriate for this student?
- What aspect of this intervention is likely to improve this student's performance?
- How will we evaluate whether the intervention is successful?

The RTI Team is ready to move on to the next step when...

- The referring teacher and team members agree that the intervention:
 - Directly addresses the targeted concerns

- Is judged to be acceptable and achievable
- Is realistic based on available resources
- Appears likely to help achieve the student goal(s) in the expected time frame
- Can be measured for success in the given time frame

Step 7: Plan to Share Outcomes with Parents

Time: 5 Minutes

Goals

- Identify a method for communicating meeting outcomes with parents.

Sample Questions

- Who will contact the parents after this meeting to share our plan?
- What specific details should be shared with the parents?

The RTI Team is ready to move on to the next step when...

- A team member or referring teacher has been identified to communicate with parents.

Step 8: Review the Intervention and PM Plan

Time: 5 Minutes

Goals

- Review the main points of the intervention plan.
- Schedule a time for the Case Manager to touch base with the referring teacher to:
 - Review the intervention plan
 - Offer any needed assistance
 - Ensure that the plan is being implemented

Sample Questions

- Does everyone have clarity around the plan and follow-up?