

MTSS Follow-Up Meeting Implementation Protocol

For use during follow-up meetings after 6-8 weeks of intervention implementation.

Follow-up focus

- Review what was implemented over the last 6-8 weeks.
- Analyze student response across multiple data sources.
- Decide whether to stay, adjust, intensify, or fade support.
- Capture a concise team summary and next steps.

Quick prompts

- What do we notice?
- What evidence supports that?
- What type of error is occurring?
- Is this a skill or performance issue?
- What happens when support increases?
- What pattern do we see over time?

1. Meeting agenda

Use this agenda to structure the follow-up conversation.

- ☐ Revisit purpose & norms
- ☐ Strengths & baseline
- ☐ Fidelity check
- ☐ Data analysis & interpretation
- ☐ Strategy effectiveness
- ☐ Adjust plan
- ☐ SMART goals
- ☐ Next steps

2. Data analysis checklist

Review evidence before making a decision.

- ☐ Multiple data sources reviewed
- ☐ Progress monitoring includes 6-8 data points
- ☐ Work samples and benchmark data reviewed
- ☐ Patterns across time identified
- ☐ Error types identified
- ☐ Skill vs performance determined
- ☐ Intervention match evaluated
- ☐ Growth pattern identified

3. Decision pathway

Use the four-step review below to determine response to intervention.

- ☐ Step 1: Confirm fidelity and dosage
- ☐ Step 2: Analyze performance level and growth rate
- ☐ Step 3: Determine response to intervention
- ☐ Step 4: Apply entry / exit criteria

4. Decision rubric + summary

Capture the team's judgment and final follow-up statement.

- ☐ Performance level: At benchmark / Below / Significantly below
- ☐ Growth rate: Closing gap / Slow / None
- ☐ Response: Strong / Inconsistent / Poor
- ☐ Decision: Stay / Adjust / Intensify / Refer

Primary error type: _____

Skill vs performance: _____

Response to intervention: _____

Decision: _____

Next steps: _____