***Figure 1***

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| **PBIS Tier 2 Sub-Team Meeting Checklist**   * Tier 2 sub-team lead reviews the meeting agenda items (ensures sub-team stays on topic) * Meeting starts and ends on time (items have time limits that are followed) * Check-In on previous meeting next steps (How did we do?) * Meeting minutes are recorded * Review Tier 2 markers * Review Tier 2 characteristics * Review Tier 2 SMART goals * Review Tier 2 intervention data/reports * Discuss progress of students in current Tier 2 interventions * Discuss next steps for students who are not responding to the Tier 2 interventions * Review fidelity of implementation data of the Tier 2 interventions * Discuss incentives provided for students in Tier 2 interventions * Discuss exit plan for students who have met their goals * Review new referrals for Tier 2 interventions and place students appropriately * Discuss follow up and communication methods with the stakeholders * Develop next steps and assign members their role and an expected completion date * Set follow up meeting date (new items are added to the next meeting agenda) * Other * Other * Other | **WHO** | **WHAT** | **WHEN** |