| **Desired Outcome** | **Strategy** | **Target Date** | **Resources Needed** | **Person Responsible** | **Status** | **Comments/**  **Outcome** |
| --- | --- | --- | --- | --- | --- | --- |
| **See Tier 2 Manual: Data Analysis Chapter**  Update Data Analysis Worksheet and Problem Solving Worksheet | Tier 1 team address school-wide issues.  Tier 2/3 team address targeted groups or individual students. | Complete monthly and share with staff. | Data Analysis Protocol ([Google Doc](https://docs.google.com/document/d/1Yaz2BEc_a9RbRnNVHuhvlVc8jnIraTuT8STYNgXx7as/copy)) ([PDF](https://www.koi-education.com/s/Data-Analysis-Protocol.pdf))  Data Analysis Worksheet DAW ([Google Sheet](https://docs.google.com/spreadsheets/d/1x7w7QPr4yp8OjxumwTC3iV8Bz2jxnbJMeZ2bEB0UG-Y/copy)) ([XLSX](https://www.koi-education.com/s/DAW-Speadsheet-Template-nlpy.xlsx)) ([PDF](https://www.koi-education.com/s/DAW-Data-Analysis-Worksheet-993s.pdf))  Problem Solving Worksheet PSW ([Google Doc](https://docs.google.com/document/d/13SCEduj-kyZTQUtO19Y5VIfGlidDoP7l5XI4VAOIqgY/copy)) ([PDF](https://www.koi-education.com/s/PSW-ProblemSolving-Worksheet.pdf)) |  | Pending  Ongoing  Complete |  |
| **Tier 3 Manual: Introduction Chapter**  Update Tier 3 Team Charter | All Team documents are in the Tier 1 Resources |  | Team Charter - Template  ([Google Doc](https://docs.google.com/document/d/16BN7sYCJ9fz0SAisXuuNFCftUko6yHctG_JHdf2JAb8/copy)) ([DOC](https://www.koi-education.com/s/Team-Charter-Template.doc)) |  | Pending  Ongoing  Complete |  |
| **Tier 3 Manual: Assessment Chapter**  Complete the TFI Tier 3 Support Plan Worksheet | Complete as a team and bring to next training so we can complete the TFI together. |  | [TFI Tier 3 Support Plan Worksheet](https://www.koi-education.com/s/TFI-Tier-3-Support-Plan-Worksheet.pdf)  (PDF) |  | Pending  Ongoing  Complete |  |
| **Tier 3 Manual: Behavior Tracking Tools Chapter:**  Define a target behavior with precision. |  |  |  |  | Pending  Ongoing  Complete |  |
| **Tier 3 Manual: Behavior Tracking Tools Chapter:**  Choose one of the 12 Behavior Tracking Tools based on the type of behavior. |  |  | Behavior Tracking Tools Graphic ([PDF](https://www.koi-education.com/s/BTT-Graphic-5eyr.pdf))  [Behavior Tracking Tools](https://www.koi-education.com/tier-3-resources) |  | Pending  Ongoing  Complete |  |
| **Tier 3 Manual: Behavior Tracking Tools Chapter:**  Collect baseline data until a stable or consistent trend is observed. |  |  | Behavior Graph Template ([Google Sheet](https://docs.google.com/spreadsheets/d/1SNQbTvzpswY64pr5W88bFK6sAf7_NwbHRLWoMq9wPOc/copy)) |  | Pending  Ongoing  Complete |  |
| **Tier 3 Manual: Behavior Tracking Tools Chapter:**  Implement an intervention that matches the function of the target behavior. |  |  |  |  | Pending  Ongoing  Complete |  |
| **Tier 3 Manual: Behavior Tracking Tools Chapter:**  Progress monitor the intervention. |  |  | [ProMo Spreadsheet](https://docs.google.com/spreadsheets/d/1inMYO38Q4BaSI6zWalE6n8SHt9xksFNLsqLYi8aCnp0/copy)  (Spreadsheet) |  | Pending  Ongoing  Complete |  |
| **Tier 3 Manual: Behavior Tracking Tools Chapter:**  Analyze graphic data and apply data-based decision-making guidelines. |  |  | [DBDM Guidelines](https://www.koi-education.com/s/DBDM-Guidelines-xhxs.pdf)  (PDF) |  | Pending  Ongoing  Complete |  |
| **Tier 3 Manual: Functional Behavior Assessment Chapter:**  Define a target behavior for a student who needs an FBA. |  |  |  |  | Pending  Ongoing  Complete |  |
| **Tier 3 Manual: Functional Behavior Assessment Chapter:**  Collect assessment data |  |  |  |  | Pending  Ongoing  Complete |  |
| **Tier 3 Manual: Functional Behavior Assessment Chapter:**  Use the PTR checklist to complete the FBA. |  |  | FBA Case Study and PTR Checklist ([PDF](https://www.koi-education.com/s/FBA-Case-Study-PTR-Checklist.pdf)) |  | Pending  Ongoing  Complete |  |
| **Tier 3 Manual: Functional Behavior Assessment Chapter:**  Develop a hypothesis for the target behavior and identify a replacement behavior. |  |  | Function of Behavior Graphic ([PDF](https://www.koi-education.com/s/Function-of-Behavior.pdf)) |  | Pending  Ongoing  Complete |  |
| **Tier 3 Manual: Behavior Intervention Plans Chapter:**  Create a BIP that aligns with a previously created FBA. |  |  | Behavior Interventions Plan - Template  ([Google Doc](https://docs.google.com/document/d/1wVTaXHDuiyltOqTdYIhPfKTNJrsfxWKGU0EzejPHeew/copy)) ([PDF](https://www.koi-education.com/s/BIP-Template-2022.pdf)) |  | Pending  Ongoing  Complete |  |
| **Tier 3 Manual: Behavior Intervention Plans Chapter:**  Train staff to implement the BIP with fidelity |  |  |  |  | Pending  Ongoing  Complete |  |
| **Tier 3 Manual: Behavior Intervention Plans Chapter:**  Analyze the staff fidelity and student outcomes of the BIP. |  |  |  |  | Pending  Ongoing  Complete |  |
|  |  |  |  |  | Pending  Ongoing  Complete |  |
|  |  |  |  |  | Pending  Ongoing  Complete |  |