

Stage-Based Implementation Checklist (adapted from Carta & Miller, 2018)

Directions

Refer to this checklist to make sure that your MTSS Team is fulfilling important steps of MTSS at different stages of implementation. The content was adapted from:

Carta, J., & Miller, Y. R. (2018). Multi-tiered systems of support for young children: Driving change in early education. Brookes Publishing.

Stage 1 – Forming the MTSS structure

- Form a team
- Make sure everyone understands their role
- Train all members about interventions, using data, MTSS processes
- Decide on protocols for moving through MTSS / accessing intervention
- Discuss how data will be collected, used, and stored
- Perform needs assessments
- Collect baseline data
- Identify goals for MTSS
- Decide which interventions to use
- Make sure staff is on board with MTSS
- Consider options for further training
- Decide how coaching or check-ins will work
- Decide on frequency and schedule of meetings
- Consider how MTSS processes will be maintained over time

Stage 2 – Beginning of roll-out; explaining to the whole staff

- Make sure that the entire team:
 - Understands and is using the interventions discussed
 - Understands and is following the established procedures
 - Is performing their roles correctly
- Gather feedback from members and other staff

- Check in to make sure that communication is still open
- Decide if any changes to protocol are necessary
- Decide if any changes to data collection procedures are necessary
- Decide if any changes to implementation supports are necessary
- Make sure that all of the staff has been trained and understands how MTSS works
- Make sure that there are processes in place so that everyone receives all important information
- Continue having meetings on the agreed upon schedule

Stage 3 – beginning to implement MTSS

- Outline and follow problem-solving procedures
- Consider having problem-solving meetings on a regular basis as staff adjusts to new system
- Gather feedback to see how MTSS is going
- Check in about:
 - Staff satisfaction with coaching and support
 - Difficulty and helpfulness of MTSS processes
 - Data collection procedures
 - Frequency of meetings
- Consider ongoing training efforts
- Make a plan for how to deal with turnover / future training
- Decide if there are opportunities for community partnerships
- Revisit the initial plan and decide if any changes need to be made
- Make sure systems for collecting data are working correctly

Stage 4 – full implementation of MTSS

- Continue to reflect on data regularly to guide decision making
- Make sure staff is implementing procedures with fidelity
- Consider ways that MTSS can be made more effective or easier to implement
- Continue having meetings regularly
- Review feedback regularly and see where people need more support
- Assess whether MTSS goals are being met
- Make a plan for sustaining the MTSS framework over time
- Consider new ways to create or sustain community partnerships
- Check back in on the total infrastructure of MTSS every 6 months

