**Phase 3 Positive Behavioral Support (PBS) Recognition Application**

**Tier 2 - Targeted Team (Problem Solving Conversations)**

This application is for Phase 3 of a multi-phase, DE-PBS recognition system. The complete recognition system includes several levels of recognition that encompass all three tiers (universal, targeted and intensive) of the school-wide triangle.

This application includes four sections: Program Components, Products for Submission, Reflection Prompt, and Application Endorsements. Please note that ALL requirements must be submitted by the deadline. **Teams will NOT be prompted to submit missing items.**

**INSTRUCTIONS:**

1. Complete ALL fields on this application.

2. Complete and attach the required supporting documentation indicated on this application. Supporting documentation may be emailed or the hard copy may be mailed. For either method, applications are due by **Friday, June 30, 2017.**

**NOTE: If a school does not receive a confirmation of application receipt by *July 14, 2017*, they *must* contact project staff.**

**For an Electronic Submission via Email:**

If you chose to email your application, **all materials must be attached in one email**. Separate emails, except for the required signature page (section), will be considered incomplete. The required signatures (section 3) may be faxed or scanned and emailed to Sandi Bradford at:

 Email: sandi@udel.edu

 Fax: 302-831-4690

**For a Hard Copy Submission by Mail:**

Send hard copy submissions to the following staff:

Sandi Bradford

Center for Disabilities Studies

 461 Wyoming Road

 Newark, DE 19716

 N420

3. Inform your PBS District Coach(es) of your application. Remember that coaches are a great resource to help in preparation and review of applications!!

4. Notification regarding the receipt of the Phase 4 Recognition award will be sent to schools the week of September 11, 2017.

5. Questions may be directed to your PBS Coach(es) or Melissa Ebling at mebling@udel.edu . You are also invited to visit the PBS website at [www.delawarepbs.org](http://www.delawarepbs.org) for additional information and resources related to the recognition application process.

**DE-PBS Recognition Application for Phase 3:**

**Tier 2 - Targeted Team (Problem Solving Conversations)**

Please fill in the following information:

|  |  |
| --- | --- |
| **District** | **School Name** |
|  |  |

**I. Phase 3: Tier 2 - Targeted Team (Problem Solving Conversations) - Program Components**

Please review the items below. Check off the components that were in place in the school during the 2016-2017 academic year. Please note: You **do not** need to submit all of the items, however as part of our review process we may randomly request documentation from schools.

|  |  |
| --- | --- |
| [ ]  Tier 2 Problem Solving Team Leader identified and trained | [ ]  Prescheduled Problem Solving Team conversations occur at least monthly |
| [ ]  T2 behavioral interventions are selected for students based on the function of their behavior and skills needed to support (skill building vs. relationship building) | [ ]  Staff receives information on Tier 2 supports available and how to access targeted team for support |
| [ ]  Process created to coordinate with School-wide PBS team  | [ ]  Graduation/intervention exit criteria set for each intervention and includes plan for post-intervention support.  | [ ]  Progress Monitoring System in place that includes timely entering of data for **specific student** data tracking |
| [ ]  **Administrator Initials: \_\_\_\_\_\_\_\_\_\_\_** [ ]  **Team Leader(s) Initials: \_\_\_\_\_\_\_\_\_\_\_\_** |

**II. Phase 3: Tier 2 - Targeted Team (Problem Solving Conversations) - Products for Submission**

[ ]  1) Summary of decision rules used to identify students who are in Tier 2 (*e.g.*

 *ODRs per student, attendance, grades),* and process/forms created for requesting assistance from Tier 2 problem solving team by teachers and families.

[ ]  2) List of Tier 2: **Problem solving** team members with roles; identify team leader

(e.g. Sally Smith – IST Coordinator).

[ ]  3) Tier 2 team meeting schedule(focused on **problem-solving conversations**)for

 2016-2017 SY.

[ ]  4) Describe how parents are informed about participation and progress for their

child.

**III. Phase 3: Tier 2 - Targeted Team (Problem Solving Conversations) - Reflection Prompt**

**Teams** are asked to reflect upon the following prompt. A comprehensive written response is REQUIRED; please be sure to address **each** component.

* *Note: The reflection should not be for a Tier 3 intervention.*
* *Note: If a team is re-applying for Phase 3, an intervention different from the one used in previous applications should be selected.*

Pick **one** Tier 2 intervention and examine it from a **problem-solving** perspective. Include the following components:

* Provide a **detailed description** of one Tier 2 intervention established in your school.

For this one intervention, explain:

* How students **enter** the intervention
* How students **graduate** from the intervention
* How the team **monitors** student data
* How staff is **trained** in the intervention
* Example of **student data** (please choose **one student** and include the intervention data *including* pre and post-intervention data).

**IV. Application Endorsements**

Please review and **sign** this application prior to submission illustrating that the information is accurate to the best of your knowledge. Applications will not be reviewed without these endorsements.

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **Signature** |
| School Administrator |  |  |
| Tier 2 Targeted Team Leader(s) |  |  |
| Other Team Members (optional) |  |  |