



Newton, J. S., Todd, A. W., Algozzine, K., Horner, R. H., & Algozzine, B. version 2 (2012). The Team Initiated Problem Solving (TIPS) Training Manual. Educational and Community Supports, University of Oregon, unpublished training manual.

## Problem Solving Questions

1. What is the problem?
  - Who? What? Where? When? Why?
2. How do we want the problem to change?
  - What evidence do we need to show that we have achieved our goal?
3. How are we going to solve the problem?
  - How are we going to bring about desired change?
  - Is solution appropriate for problem?
  - Is solution likely to produce desired change?
4. How will we know solution was implemented with fidelity?
  - Did we implement solution with fidelity?
5. Are we solving the problem?
  - Is desired goal being achieved?
6. Has the problem been solved?
  - Has desired goal been achieved
  - What should we do next?

## TIPS Fidelity of Implementation Checklist Overview

This 18-item checklist is a progress-monitoring tool for a team and their coach to use as a guide for planning, implementing, and sustaining best practice meeting foundations and using data for problem solving and decision-making. The first 9 items measure the implementation status of meeting foundations and items 10 through 18 measure the thoroughness of the team’s problem-solving processes, as exemplified by the TIPS model. The 9 problem-solving items for using data are considered to be the ‘core’ of TIPS implementation and they generate a “Core Implementation” sub-scale score. Each of the 18 items is defined with an accompanying data source and scoring criteria to use as a guide for scoring the level of item implementation (full (2), partial (1), not started (0)). Completing the TIPS Fidelity of Implementation Checklist provides the team and coach a forum for reviewing the functioning and health of the team and guides the team toward improvements in meeting foundations, problem solving and action planning as needed. The results provide two scores: an Overall Implementation Score and a Core Implementation Score. TIPS has been implemented with fidelity when the team scores 90% overall/90% on Problem Solving. The checklist takes about 15 minutes to complete and it is recommended to complete it 2-3 times a year until criteria is met, and then annually to guide sustainability.

Item	Scoring Criteria
<b>Meeting Foundations</b>	
1. Primary and backup individuals are assigned to defined roles and responsibilities of Facilitator, Minute Taker, and Data Analyst.	0= No primary and backup individuals are assigned to the defined roles and responsibilities of Facilitator, Minute Taker, and Data Analyst. 1= Some primary and backup individuals are assigned to the defined roles and responsibilities of Facilitator, Minute Taker, and Data Analyst. 2= Primary and backup individuals are assigned to the defined roles and responsibilities of Facilitator, Minute Taker, and Data Analyst.
2. Meeting participants have the authority to develop and implement problem-solving solutions.	0= Meeting participants do not have the authority to develop and implement problem solving solutions. 1= Meeting participants have the authority to develop but not implement problem solving solutions. 2= Meeting participants have the authority to develop and implement problem solving solutions.
3. Meeting started on time.	0= Meeting started <u>more than</u> 10 minutes late. 1= Meeting started <u>less than</u> 10 minutes late. 2= Meeting started on time.
4. Meeting ended on time, or members agreed to extend meeting time.	0= Meeting ended <u>more than</u> 10 minutes over scheduled time. 1= Meeting ended 10 minutes over scheduled time. 2= Meeting ended on time or members agreed to extend meeting time.
5. Team members attend meetings promptly and regularly.	0= Less than 75% of team members attend meetings promptly and regularly. 1= <u>Although</u> team members (with exception of administrator) attend meetings regularly, they are not always prompt and/or they leave early. 2= More than 75% of team members (with exception of administrator) attend meetings regularly, promptly and remain present until the meeting has concluded.
6. Public agenda format was used to define topics and guide meeting discussion and was available for all participants to refer to during the meeting.	0 = Public agenda format was not used to define topics and guide meeting discussion. 1= Public agenda format was not used to define topics and guide meeting discussion but agenda was available for participants to refer to during the meeting. 2= Public agenda was used to define topics and guide meeting discussion and was available for all participants to refer to during the meeting.
7. Previous meeting minutes were present and reviewed at start of the meeting.	0= Previous meeting minutes were not present or reviewed at start of the meeting. 1= Previous meeting minutes were present but not reviewed at start of the meeting. 2= Previous meeting minutes were present and reviewed at start of the meeting.
8. Next meeting was scheduled by the conclusion of the meeting.	0= Next meeting was not scheduled. 1= Next meeting was referred to but not scheduled. 2= Next meeting was scheduled.
9. Meeting Minutes are distributed to all team members within 24	0= Meeting Minutes are not distributed to all team members. 1= Meeting minutes are distributed to all team members but not within 24 hours of

Item	Scoring Criteria
hours of the conclusion of the meeting.	the meeting. 2= Meeting minutes are distributed to all team members within 24 hours of the meeting.
<b>Problem Solving Core</b>	
10. Team uses TIPS Meeting Minutes form or equivalent*.	0= Team does not use TIPS Meeting Minutes form or equivalent*. 1= Team uses part of TIPS Meeting Minutes form or equivalent*. 2= Team uses TIPS Meeting Minutes form or equivalent*.
11. Status of all previous solutions was reviewed.	0= Previous solutions were not reviewed. 1= Status of some previous solutions was reviewed. 2= Status of all previous solutions was reviewed.
12. Quantitative data were available and reviewed.	0= Quantitative data were not available or reviewed. 1= Quantitative data were available but not reviewed. 2= Quantitative data were reviewed.
13. At least one problem is defined with precision (what, where, when, by whom, why).	0= No problem is defined. 1= At least one problem is defined but lack one or more precision elements. 2 = At least one problem is defined with all precision elements.
14. All documented active problems have documented solutions.	0= Documented active problem(s) do not have documented solutions or no active problems are documented. 1 = Some documented active problems (s) have documented solutions. 2 = All documented active problems have documented solutions.
15. Full action plan (who, what, when) is documented for at least one documented solution.	0= No action plan is documented for at least one documented solution or no solution(s) are documented. 1= Partial action plan is documented for at least one documented solution. 2= Full action plan is documented for at least one documented solution.
16. Problems that have solutions defined have a goal defined.	0= Problems that have solutions defined do not have a goal defined or no solutions are documented. 1= Some problems that have solutions defined have a goal defined. 2= Problems that have solutions defined have a goal defined.
17. A fidelity of implementation measure is documented for each solution, along with a schedule for gathering those data.	0 = Fidelity measure and schedule are not defined and documented for solutions or no active problem(s)/solution(s)/goal(s) are documented. 1= Fidelity measure and schedule are defined and documented for some solutions. 2= Fidelity measure and schedule are defined and documented for all solutions.
18. A student social/academic outcome measure is documented for each problem, along with a schedule for gathering those data.	0 = Measure and regular schedule for student behavior/performance are not documented. 1= Measure and regular schedule for student behavior /performance are documented for some solutions. 2= Measure and regular schedule for student behavior/performance are documented for all solutions.

