

## TIPS Team Readiness Checklist

TIPS Readiness Feature	Status In progress complete	Tasks	By Who	By When
<b>Team includes the right people</b>				
1. Team has representation needed for meeting their purpose				
2. Team includes an administrator with authority to make decisions & who is at meetings when decisions need to be made				
<b>Team has access to current and accurate data</b>				
3. Team has access to the data needed for problem solving and decision making before and during the meeting				
4. School staff use a consistent process & procedures for documenting & entering data				
5. Team member is fluent in generating basic and custom reports from data set(s) being used				
<b>Team Commitment</b>				
6. Team is committed to implementing TIPS Meeting Foundations				
7. Team & coach are committed to attending one full day or two half day team trainings to learn the skills for applying the TIPS Model for problem solving & decision making				
8. Team is committed to using the TIPS model through the school year and to attending an annual TIPS booster				
<b>Coaching Commitment</b>				
9. Team has access to a coach who knows the TIPS system & who is available before, during, & after meetings to support problem-solving & decision making				
10. Coach is committed to attend team training and provide coaching before, during and after the meetings				