

Team Initiated Problem Solving (TIPS) DISTRICT Readiness Checklist

District Team:		Date Completed:	
Checklist Completed by:		Position:	

TIPS Readiness Feature	Status In progress; Complete	Actions To Do <i>(if not complete)</i>	By Who	By When
District Commitment				
1. My district views data-based decision-making as a common implementation practice for school improvement and instructional planning; the district supports the use of TIPS as a team based, data-informed, decision-making process.				
2. My district has committed time, training support, and ongoing coaching to help us implement TIPS with fidelity, initially and in the long term.				
3. My district has dedicated a coach who knows or will learn the TIPS system and will be available before, during, and after meetings to support problem solving and decision-making. <i>This person is:</i>				
4. My district team and our coach are committed to attending one full day of team training to learn the skills for applying the TIPS Model for problem solving and decision-making.				
5. My district coach is committed to attend a full day coaching training in addition to the team training listed in #8 and will provide coaching before, during and after team meetings.				
Commitment to work with SCHOOL Teams				

TIPS Readiness Feature	Status In progress; Complete	Actions To Do <i>(if not complete)</i>		By Who	By When
6. Our district will work with school teams that include a school administrator (principal or vice principal), general educator, special educator, and others as appropriate to help understand student data and make decisions.					
7. Our school teams will include an administrator with authority and availability to make decisions during meetings.					
8. Our school teams are committed to implementing TIPS Team Meeting Foundations & Problem Solving.					
Access to Data					
9. Teams have access to accurate & current data reports needed for problem solving and decision-making before and during the meeting and will bring that data to the training sessions.					
10. Teams have at least one member who is fluent in generating basic and drill-down reports from data set(s) being used before and during meetings. <i>This person is:</i>					

Notes: