

MTSS Collaboration Process Steps

1. Identify Stakeholders: Students, Parents, administrators, DHS/Social Workers, former or current alternative educators, director, parole officer, etc.
2. Gather needed information and examples of MTSS:
 - a. [OSDE Presentation](#)
 - b. [OSDE Sample 1](#)
 - c. [OSDE Sample 2](#)
 - d. [Blank Form](#) or access to excel/Sheets to build yourself
 - e. [Alternative Academy MTSS Sample](#)
 - f. Student Survey - email me for access to copy dana.martin@guymontigers.com
3. Create a team of stakeholders who do not have the same perspective nor position as you. (If all on a committee think like you, there is not a need for a committee.) Get as many of the stakeholders committed to the meetings as possible.
4. Give MTSS committee members homework ahead of meeting to go through and be familiar with all of the links in #2 in order to not waste time in the meeting.
5. Disperse and collect student survey data. This is critical and saves time because you no longer have to guess what motivates them but rather now you know. Use it each year as each set of kids are different.
6. Meeting 1: Go over student survey data:
 - a. Set up a 1-hour meeting with the collaborative teams. Be diligent on time and respectful of the members' time by staying on track.
 - b. Go through the pie charts and line graphs created from results of your students survey data. End meeting with Ah-Ha (didn't know), Uh-Oh (doing that have a negative effect), and Say-What? (confused as why.)
 - c. Homework for next meeting: Based on the data, take the samples and highlight or circle what we already do or have access to in the district and then add things you already do that are not listed on the samples.
7. Meeting 2 (1 hour only): Create your Alternative Education MTSS form.
 - a. Do not copy someone else's chart just to meet a requirement, instead take this time to create a working document tailored to your school. We found the alternative education program cannot use the same as the main building.
 - b. Start with a blank form or create one in Excel/Sheets.
 - c. Look at each page from homework, discuss each with the team, decide together what to add to your chart and where it should go..
 - d. At the end of the hour, schedule a third meeting if needed or polish this document for submission.