

## Completing the Solution Development Process for PBIS meetings

STEP 1: Prior to a meeting- usually 2 to 3 days the data specialist provides us with data (saves time in your meeting when people can come into the meeting and say “I examined the data and this is what I saw...”)

- Big 7- year to date data (average referrals per day per month, referrals by problem behavior, referrals by location, referrals by time, student, day of week, grade)
- Current month’s Big 7 data to date
- Last month’s data (relevant to discussion of previous solution development efforts)

Examine this data prior to the meeting...What do you see? What are the trends? Brainstorm the “whys” and come to the meeting with this information as well as some possible problems/solutions to address in the meeting and some things you may want to dig a little deeper into for the meeting. What can we do about the issues we see?

STEP 2: Take a minute and look at the Big 7 data for the year to date as a group...what do you see? What are some hypotheses you might come up with based off of this data?

STEP 3: Take a minute to look at the current month’s data provided. Compare and/or contrast this with the yearly data you see. As a group discuss what you see in this data...jot down your thoughts, perceived problems and potential ideas for solutions.

STEP 4: The Data Drill down....what might be some areas you want to drill down in to see what’s going on this month based off of what you see in this data?

- By location (What are your top two, how does this differ from last month or last year if you are looking at this)
- Grade level (8<sup>th</sup>)
- By problem behavior (What are your top two?)
- By time (is there a peak time?)
- By motivation (why are the students doing this?)

STEP 5: Develop your precision statement. Develop your goal...and complete your solution development form.