

SWIFT MTSS Starter Kit

How to Use SWIFT MTSS Starter Kit

SWIFT MTSS Starter Kit is a set of tools that can be used by schools to implement a multi-tiered system of support, or MTSS. Within an MTSS framework, schools provide all students access to the general education curriculum, and some students additional and intensified support based on their data-based needs. Screening and progress monitoring data guide decisions so that students get early access to the academic, behavioral, and social interventions and supports they need. Effective implementation of MTSS requires schools and districts to identify available resources, set clear decisions rules for when to provide additional support, and to schedule and equitably deliver resources and support when needed. The following tools can be used to guide this process.

Resource Inventory

SWIFT MTSS begins with schools thinking creatively about how to use their existing resources for the benefit of all students. The first step in this process is to develop an inventory of all currently available resources in their school and district. The Resource Inventory tool prompts a school team to identify of a wide variety of resources used to support students, such as personnel, facilities, and curriculum. Also list are broad categories and magnitudes of student needs the school is likely to encounter. This inventory can help schools consider possible reallocation of resources to best support all students within an MTSS framework.

Master Schedule

Once a school maps out currently available resources, they may develop a draft Master Schedule that considers how to allocate time as well as the personnel and facilities listed in the Resource Inventory. When developing the schedule, schools consider such questions as how to ensure all student have access to universal curriculum, when to deliver additional and intensified support, and how to collaboratively utilize all personnel in support of all students. In an MTSS, the schedule includes time for providing additional and intensified support and indicates who will be available to deliver it. The school is prepared to adjust its Master Schedule as student needs change.

Tiered Intervention Matrix

A school prepares a Tiered Intervention Matrix for each grade level and applicable subject area for teams to reference when making initial support decisions for students. The tool provides a way for schools to plan their universally available curriculum for all students; the screening criteria to identify which students may need additional and/or intensified support; the interventions and supports to consider as best matching student needs; and progress monitoring tools and criteria for changing these supports. Their completed matrices lay out the available curriculum or interventions from the Resource Inventory to consider for students who are not meeting the benchmark in the criterion as well as for students who are exceeding the benchmark. This plan may prompt revisions in the Master Schedule.

Intervention Planning

Schools next use the Intervention Planning tool to develop intervention groups based on the data from their particular students. These plans are continuously reviewed and adjusted in light of screening and progress monitoring data, and may lead to adjustments in the Master Schedule resource allocations as student needs change.



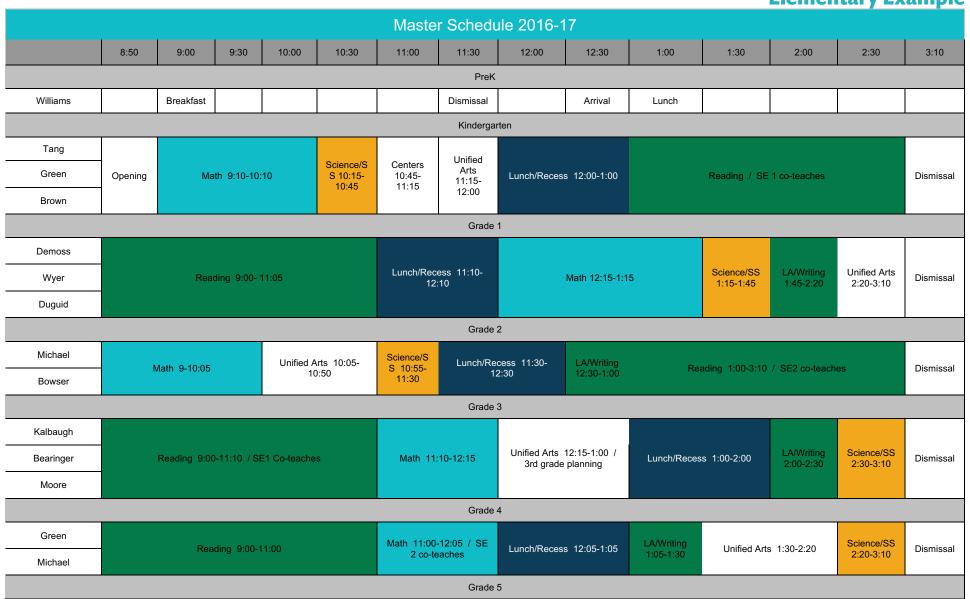
MTSS Resource Inventory

Resource	Intention	Task	Assignment	Questions
Personnel	Increase thinking about all human resources that may be accessed, regardless of current role and responsibilities	List, by position, all personnel working in the building (e.g., Teacher Algebra 1: Ms. Hardey)		
Facilities	List all rooms and spaces available in the building	Consider all of the space available to the school (e.g., Rm 351-small room next to cafeteria in basement)		
Curriculum & Interventions	Identify all available instructional resources and materials used for academic, behavior, and social emotional learning instruction	List the curricular material available for core curriculum interventions and supports for academics and behavior (e.g., core reading curriculum: Wonder series)		
Time Allocations & Requirements	Identify specified time requirements for core instruction and time currently allocated for providing additional interventions and supports.	List the current schedule for delivery of content (e.g., 120 minute daily intervention block)		
Additional Resources	Identify any supplementary resources available to support MTSS implementation.	List the additional resources available to meet student need across tiers (e.g., Boys & Girls Club's Homework Club)		
Schoolwide Data	Provide a general overview of the percentage of students who need additional support	Indicate schoolwide need as determined by data (e.g., 38% of students who may need additional reading instruction)		



MTSS Master Schedule

Elementary Example





MTSS Master Schedule

Elementary Example

												Elemen	tary Ex	ampie
						Maste	r Schedu	ıle 2016-1	17					
	8:50	9:00	9:30	10:00	10:30	11:00	11:30	12:00	12:30	1:00	1:30	2:00	2:30	3:10
Hensel	Unified Arts	9:05-9:55 /	5th grade	Dane	U 0.55 44.5			Made 44	·EE 4:00	Lunch (Dance	- 4:00 0:00	Science/SS	1.000/	Diaminosi
Eberly		planning	Ū	Reading 9:55-11:55 / SE 2 co-teaches			Math 11	Math 11:55-1:00 Lunch/Recess 1:00		s 1:00-2:00	2:00-2:40	LA/Writing	Dismissal	
Specialized Educators, Related Service Providers, Support Staff														
Sp. Educator 1	3rd Grade Reading + Intervention IEP Paperwork Lunch			Plannii	ng 3rd	3rd Kindergarten Reading + Intervention			Dismissal					
Sp. Educator 2		Planning 5th			5th Grade Reading			IEP Paperwork	Lunch	2nd Grade Reading + Intervention				Dismissal
Interventionist		4th Grade	Reading + I	Intervention		4th Grad	de Math	Lunch		ath/ Science/SS/ /riting		ng 4th	Planning 1st	Dismissal
Paraprofessional		1st	Grade Rea	ding		3rd Grad	de Math	5th Grad	de Math	Lunch	1st Grade S Wri		IA Training	Dismissal
Teacher of English Learners	Gra	ide 1	Grade 3	Gra	de 4	Grad	de 5	Lunch Grade 2 Planning Kindergarten		garten	Dismissal			
Speech/ Language Pathologist	Gra	ide 3	Grade 1	Gra	de 5	Grad	de 4	Lunch	Planning	Gra	de 2	Grade 1	IEP Paperwork	Dismissal



MTSS Master Schedule

Elementary Blank

													Helita	i y Diai
	Master Schedule (School Year)													
	Day of the Week													
	8:50	9:00	9:30	10:00	10:30	11:00	11:30	12:00	12:30	1:00	1:30	2:00	2:30	3:10
						Pre	-K							
Teacher 1														Dismissal
Teacher 2														Distilissai
						Kinder	garten							
Teacher 1														Dismissal
Teacher 2														Distriissai
						Grad	e 1							
Teacher 1														Dismissal
Teacher 2														
	Grade 2													
Teacher 1														Dismissal
Teacher 2														Distilissai
						Grad	e 3							
Teacher 1														Dismissal
Teacher 2														Distriissai
						Grad	e 4							
Teacher 1														I
Teacher 2														Dismissal
1 646.161 2							L_							
	1	1	1			Grad	e 5	ı	<u> </u>	ı	1	1		
Teacher 1														Dismissal
Teacher 2						D 1 1 10		10 10						
				Spec	cialized Educate	ors, Related Se	rvice Providers,	, and Support S	statt		l	l		
Specialized Educator														Dismissal
Support Staff														Dismissal
Related Service Provider														Dismissal

	Master Schedule (School Year)								Key			
	Day of the Week									Assigned to Other Grade		
	6th Grade									Planning		
		8:13	8:55	9:33	10:15	10:53	11:31	12:09	12:47	1:29	2:09	Staff Lunch
Room #	Teacher	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	
	Teacher 1											
	Teacher 2											
	Teacher 3											
	Teacher 4											
	Teacher 5											
	Teacher 6											
	Teacher 7											
	Teacher 8											
	Teacher 9											
	Teacher 10											
	Teacher 11											
	Teacher 12											
	Specialized Educator 1											
	Specialized Educator 2											
	Specialized Educator 3											



School/District:	□ Mathamatica			Date:	
Curricular Area: Literacy		niversal Support	emotional Learning		
What When					
	Un	iversal Screening			
Tools	Who A	Administers	When Administered		
	Additio	nal Support	Intensifie	d Support	
	to meet benchmark	when exceeding benchmark	to meet benchmark	when exceeding benchmark	
Decision Rules	If then	If then	If then	If then	
	Interv	vention and Support			
	Who A	dministers	When Administered		
Area identified for support	Additio	nal Support	Intensified Support		
	to meet benchmark	when exceeding benchmark	options to	o consider	
Skill Area					
	Pro	ogress Monitoring			
Tools		Administers	When Ad	ministered	
	Additio	nal Support	Intensifie	d Support	
	to meet benchmark	when exceeding benchmark	to meet benchmark	when exceeding benchmark	
Decision Rules	If then	If then	If then	If then	



School/District:		Grade(s):	1	Date:			
Curricular Area: 🛮 🖾 Litera	cy 🗆 Mathematics	☐ Behavior / Social Emot	ional Learning				
Universal Support							
WHAT	All students receive E	ded for vocabulary strategies ELA block based on Wonders all leveled book instruction ples and guidelines					
WHEN	1:30-3:00 ELA Block						

Universal Screening								
Tools	Who Adm	inisters	When Administered					
DIBELS MAP	Classroom Teacher with classroom during assess	_	Fall/Winter/Spring					
	Additional	Support	Intensifie	d Support				
	to meet benchmark	when exceeding benchmark	to meet benchmark	when exceeding benchmark				
Decision Rules	if DIBELS Composite and/or subtest indicator yellow and/or MAP below 40 th %ile then consider best match from interventions listed below	If DIBELS Composite indicator green AND MAP above 75 th %ile then consider best match from interventions listed below	If DIBELS Composite and/or subtest indicator red and/or MAP below 20 th %ile then consider best match from interventions listed below AND Intensified Support options	If DIBELS Composite indicator green and MAP above 90 th %ile then consider best match from interventions listed below AND Intensified Support options				



Intervention and Support								
	Who Ad	ministers	When Administered					
		MK, JD	8:30-9:15					
	•	as identified on Master dule)	(Available time as identified on master schedule)					
Area identified		al Support	Intensified Support					
for support	Additiona	when exceeding	intensined Support					
TOI Support	to meet benchmark	benchmark	options to consider					
	Wonders Tier II mini lessons First Grade PALS	Literature circles Skill specific lessons developed	Increase intervention dosage or time (frequency or duration)					
	EIR Skill specific lesson	Targeted Centers Independent or Small	Change group size					
Phonics	developed FAST ForWord	Group Project with Text of Choice Move ahead in	Provide immediate, positive corrective feedback					
		curriculum as mastery is demonstrated	Increase opportunities to respond Break tasks into segments with specific focus					
Dharania Avvaranaa	Wonders Tier II mini lesson	Literature circles Skill specific lessons	goals					
Phonemic Awareness	KPALS KEIR	developed Targeted Centers	Increase self-monitoring					
Fluency	Read Naturally Repeated Readings	Literature circles Skill specific lessons developed Targeted Centers	Increase to generalize and integrate					
Vocabulary	Early Vocabulary Connections Words Their Way	Literature circles Skill specific lessons developed Targeted Centers						
Comprehension	PALS FAST ForWord Cognitive processing strategies	Literature circles Skill specific lessons developed Targeted Centers						



Progress Monitoring								
Tools	Who Adn	ninisters	When Administered					
DIBELS subtest matched to instruction	Interventionist (Perso intervention)	n administering	DIBELS: subtest matched to instruction - 2- 4x per month					
Assessments embedded in interventions			Intervention Assessmen Weekly for additional su Daily for Intensified Sup	ıpports				
GOM, as appropriate			GOM 1x per month	ports				
Other measures when necessary			Other measures frequency identified by teacher/team					
	Additional	Support	Intensified Support					
	to meet benchmark	when exceeding benchmark	to meet benchmark	when exceeding benchmark				
Decision Rules	If intervention progress monitoring tool indicates 3 consecutive data points at or above proficiency, then exit the intervention If it indicates 3 consecutive data points not making progress, then adjust intervention or begin Intensified Support.		If intervention progress monitoring tool indicates 3 consecutive data points not making progress, then adjust Intensified Support					



School/District:			Grade(s): 1	Date:
Curricular Area:	□ Literacy		☐ Behavior / Social Emotional Learning	

	Universal Support							
WHAT	All students receive Math block based on enVision. Whole group and Small group differentiated to meet student needs Attend to UDL principles and guidelines							
WHEN	9:00-10:00							

	Universal Screening								
Tools	Who Adr	ministers	When Administered						
DIBELS MAP	Classroom Teacher wit	ssments	Fall/Winter/Spring						
	Additiona	1	Intensifie	d Support					
	to meet benchmark	when exceeding benchmark	to meet benchmark	when exceeding benchmark					
Decision Rules	If DIBELS Composite and/or subtest indicator yellow and/or MAP below 40 th %ile then consider best match from interventions listed below	If DIBELS Composite indicator green and MAP above 75 th %ile then consider best match from interventions listed below	If DIBELS Composite and/or subtest indicator red and/or MAP below the 20 th %ile then consider best match from interventions listed below AND Intensified Support options	If DIBELS Composite indicator green and MAP above 90 th %ile then consider best match from interventions listed below AND Intensified Support options					



Intervention and Support					
	Who Adr	ministers	When Administered		
	JD, AP, I		10:00-10:45		
	(Available personnel as identified on master schedule)		(Available time as identified on master schedule)		
Area identified for	Additiona	l Support	Intensified Support		
support	to meet benchmark	when exceeding benchmark	options to consider		
	enVision intervention or reteach PALS	enVision intervention Math XL	Increase intervention dosage or time (frequency or duration)		
Early Numeracy	Do the Math Skill specific lesson	Skill specific lesson Move ahead in	Change group size		
	Early Numeracy Intervention L1	curriculum	Provide immediate, positive corrective feedback		
Computation	enVision intervention or reteach	enVision intervention Math XL	Increase opportunities to respond		
	Math XL Xtra math Skill specific lesson	Skill specific lesson	Break tasks into segments with specific focus goals		
	Focus Math Intensive		Increase self-monitoring		
Problem Solving	Fusion Math Recovery	Independent or Small Group Project of Choice	Increase to generalize and integrate		



	Prog	gress Monitoring	9	
Tools	Who Adm	ninisters	When Administered	
DIBELS subtest matched to instruction	Interventionist (Person administering intervention)		DIBELS: subtest matched to instruction - 2- 4x per month (Concepts and Applications 1x per month)	
Assessments embedded in interventions			Intervention Assessment: Weekly for additional supports Daily for Intensified Supports	
GOM, as appropriate			GOM 1x per month	
Other measures when necessary			Other measures frequency identified by teacher/team	
	Additional Support		Intensified Support	
	to meet benchmark	when exceeding benchmark	to meet benchmark	when exceeding benchmark
Decision Rules	If intervention progress monitoring tool indicates 3 consecutive data points at or above proficiency, then exit intervention. If it indicates 3 consecutive data points not making progress, then adjust intervention or begin Intensified Support		If intervention progress monitoring tool indicates 3 consecutive data points not making progress, then adjust Intensified Support	



School/District:	Grade(s): 1
Curricular Area: 🗆 Lite	racy □ Mathematics □ Behavior / Social Emotional Learning
	Universal Support
WHAT	All students receive Schoolwide Expectation lessons Second Step - whole group Attend to UDL principles and guidelines Reinforce expectations with literature library
WHEN	Lessons: weekly, 20 min. Reinforce: monthly Review: October

	Universal Screening					
Tools	Who Adm	inisters	When Administered			
Systematic Screening for Behavior Disorders (SSBD)	Classroom Teacher with staff support during assessment		Fall/Winter/Spring			
	Additional	Support	Intensifie	d Support		
	to meet benchmark benchmark		to meet benchmark	when exceeding benchmark		
Decision Rules	If Students pass Gate 2 on SSBD then consider function of behavior and best match from interventions listed below		If a behavior plan exists or is needed then consider function of behavior and best match from interventions listed below AND Intensified Support options			



Intervention and Support					
	Who Adm	ninisters	When Administered		
	AP, J		2:00-2:30		
	(Available personnel as schedu		(Available time as identified on master schedule)		
Area identified for	Additional	· ·	Intensified Support		
support	to meet benchmark	when exceeding benchmark	options to consider		
Safety	Second Step mini lessons Reteach Behavioral Contract Social Skills Club	Safety Patrol Leadership Club	Increase intervention dosage or time (frequency or duration) Change group size		
	Home/Community Support Counseling		Provide immediate, positive corrective feedback		
	Second Step mini lessons	Peer model Student	Increase opportunities to respond		
Respectful	Reteach Friendship Circles Behavioral Contract	Ambassador Leadership Club	Break tasks into segments with specific focus goals		
11000001101	Social Skills Club Home/Community		Increase self-monitoring		
	Support Counseling		Increase to generalize and integrate		
Responsible	CICO Behavioral Contract Study Skills/Guidance period Home/Community	Study Buddy Leadership Club	Consider assessing function (FBA) Create BIP and/or Wraparound plan		
	Support Counseling				



Progress Monitoring					
Tools	Who Administers		When Administered		
Behavior Observation/ Teacher and Student Self- Assessment/	Interventionist (Person administering intervention)		Behavioral Contract and CICO data collected daily		
Assessments embedded in interventions			Behavior observations and assessments: Daily or weekly depending on intensity of support		
	Additional Support		Intensified Support		
	to meet benchmark	when exceeding benchmark	to meet benchmark	when exceeding benchmark	
Decision Rules	If predetermined goal is not met, consider making an adjustment to the intervention If predetermined goal has been met, consider decreasing or eliminating the intervention		If intervention progress monitoring tool indicates 3 consecutive data points not making progress, then adjust Intensified Support		



Example

School/District: _		Grade(s):	9-12	Date:
Curricular Area:	\square Literacy \square Mathematics	⊠ Behavior / Social Emo	otional Learn	ing
	Un	niversal Support		
WHAT	(https://www.facingh Direct instruction of s <i>Enhancements:</i> Re-teaching of schoo	red teaching strategies to renistory.org/resource-library/schoolwide expectations for olwide expectations for non-schoolwide discipline referra	teaching-strate non-classroom classroom set	tegies) across all classes. m settings tings for 9 th graders
WHEN		aching strategies incorporate ions: Annually, 1 st month of s		

Universal Screening					
Tools	Who Adm	inisters	When Administered		
-Strengths & Difficulties Questionnaire (internalizing & externalizing behaviors)	coordinates day of screening, scoring and dissemination		1 st month & 5 th month of school		
-EWS Profile	SITeam Data Manager		Ongoing		
	Additional Support		Intensified Support		
	to meet benchmark	when exceeding benchmark	to meet benchmark	when exceeding benchmark	
Decision Rules	If S & D > 4 OR Office Discipline > 3 ODRs OR missing 10% or more of instructional time then consider function of behavior and best match from interventions listed below				

	Intervention and Support					
	Who Adm	inisters	When Administered			
	Multiple CICO Facilitators; 1 CICO Coordinator supports intervention overall		Daily			
Area identified for	Additional	Support	Intensified Support			
support	to meet benchmark	when exceeding benchmark	options to consider			
	Check-in Check-out with internalizing focus		Increase intervention dosage or time (frequency or duration)			
Internalizing behaviors	School-based Facilitated Support Groups		Change group size			
	Social skills small group		Provide immediate, positive corrective feedback			
	Check-in Check-out with externalizing focus					
Externalizing behaviors	School-based Facilitated Support		Increase opportunities to respond			
	Groups Social skills small group		Break tasks into segments with specific focus goals			
Self Awareness	School-based Facilitated Support Groups		Increase self-monitoring			
	Social skills small group		Increase to generalize and integrate			
Self Management	School-based Facilitated Support Groups					
	Executive Functioning Group					

	Interve	ention and Support	
	Who Adm	ninisters	When Administered
	Multiple CICO Fac Coordinator supports	*	Daily
Area identified for	Additional	Support	Intensified Support
support	to meet benchmark	when exceeding benchmark	options to consider
	Social skills small group		
Social Awareness	Diversity Club Social skills small group		
Relationship Skills	Youth Friends mentoring Social skills small group		
Responsible Decision Making	School-based Facilitated Support Groups Social skills small group		
Emergencies	Problem solving process		

	Progress Monitoring					
Tools	Who Adn	ninisters	When Administered			
Daily progress report Intervention monitoring	CICO Facilitators Student and/or Interventionist		Daily/weekly			
	Additional	Support	Intensified	Support		
	to meet benchmark	when exceeding benchmark	to meet benchmark	when exceeding benchmark		
Decision Rules	CICO: If student does not reach 2 weeks of 80%, layer on an additional intervention. If indicator of progress indicates intervention may no longer be necessary & student reports confidence with strategy, consider exiting intervention. If indicator of progress indicates intervention is not sufficient to address the concern, then adjust intervention or begin Intensified Supports. CICO: After 6 weeks on intervention and 2 consecutive weeks with 80% average student is exited from intervention.		CICO: If DPR points don't meet 80% over 2 wks, engage in problem solving process OR If indicator of progress indicates intervention is not sufficient to address the concern, then adjust Intensified Supports.	Deficilitation		



Example

School/District:	(Grade(s):	9-12	Date:
Curricular Area: 🛛 Lit	teracy \square Mathematics \square Behavior /	[/] Social Emc	tional Lear	ning
	Universal Supp	ort		
WHAT	Use of explicit vocabulary instruction	routine used	d across all c	lasses
	Increase use of extended discussion	protocols acr	oss all classe	es
WHEN	Vocabulary routine and extended dis across all classes	cussion prote	ocols applied	d when appropriate

Universal Screening					
Tools	Who Administers		When Administered		
Gated process: NWEA MAP - ORF - MAZE	MAP proctor and SITeam members		Fall		
ORF/MAZE	Designated SITeam member		Reviewed monthly		
EWS profile					
	Additional Support		Intensified Support		
	to meet benchmark	when exceeding benchmark	to meet benchmark	when exceeding benchmark	
Decision Rules	If < 40 th %ile on MAP AND < 140 WRC OR < 95 th accuracy OR <80% on Maze OR Failure in one or more courses OR <2.0 GPA then consider best match from interventions listed below		If < 20 th %ile on MAP AND < 140 WRC and < 95 th accuracy AND <80% on Maze then consider best match from interventions listed below AND Intensified Support options		

Intervention and Support					
	Who Administers		When Administered		
	Available personnel as indicated on master schedule		During ELA block/Enhancement period o combination		
Area identified for	Additional Support		Intensified Support		
support	to meet benchmark	when exceeding benchmark	options to consider		
Phonics and Fluency	REWARDS Expeditions		Increase intervention dosage or time (frequency or duration)		
	Corrective Reading		Change group size		
Comprehension	Explicit strategy instruction and application lessons Expeditions		Provide immediate, positive corrective feedback		
	Reading Apprenticeship		Increase opportunities to respond		
Vocabulary	Explicit vocabulary instruction and application lessons		- Break tasks into segments with specific focus goals		
	Expeditions		Increase self-monitoring		
			Increase to generalize and integrate		

	Prog	9			
Tools	Who Administers		When Administered		
Assessments embedded in interventions	Person teaching intervention group		Daily/weekly		
Other measures when necessary					
	Additional	Support	Intensified Support		
	to meet benchmark	when exceeding benchmark	to meet benchmark	when exceeding benchmark	
Decision Rules	If embedded assessments indicate intervention may no longer be necessary and the student reports confidence with the strategy - consider exiting intervention. If embedded assessments indicate intervention is not sufficient to address the concern, then adjust intervention or begin Intensified Supports.		If embedded assessments indicate intervention is not sufficient to address the concern, then adjust Intensified Supports.		



MTSS Intervention Planning Tool

School/District:	Grade(s): _	Date: _		
Curricular Area: 🗆 Literacy 🗆 Mathematics 🗆 Behavior / Social Emotional Learning				
Area of Need	Student Group & <i>Intervention</i>	Intervention Provider	Time	Location

- Area of Need and Student Groups & Intervention are identified by screening, progress monitoring, or previous assessment; available interventions are located on the Tiered Intervention Matrix.
- N/A means Not Applicable means no current needs identified by data.
- Intervention Providers, Time, and Location are the available personnel, time, and space located on the Resource Inventory and Master Schedule.



MTSS Intervention Planning Tool

Example

School/District: _	Grade(s): _	<u>1</u> Date:	•
Curricular Area:	□ Literacy □ Mathematics □	Behavior / Social Emotional Learning	

Area of Need	Student Group & Intervention	Intervention Provider	Time	Location
Phonics	Wonders Tier II mini lessons Joe, Tiffany, Chris, Clifton, Mark	Cl	8:30-9:00	1 st grade classroom
	Fast ForWord Mike	АР	8:30-9:00	Computer Lab
Phonemic Awareness	KPALS Jack, Leah, Greg	MK	8:30-9:15	Library
Vocabulary	Early Vocabulary Connections Maria	JD	8:30-9:00	Library

- Area of Need and Student Groups & Intervention are identified by screening, progress monitoring, or previous assessment; available interventions are located on the Tiered Intervention Matrix.
- N/A means Not Applicable means no current needs identified by data.
- Intervention Providers, Time, and Location are the available personnel, time, and space located on the Resource Inventory and Master Schedule.