Considerations for the use of the *STEP* form

- Why do I use the STEP form?
  - Common data base to respond to concerns in a systematic way
  - Prevent duplication of services
  - Promote internal communication among the COP team assigned to a common building/district
  - Establish a historical record of Intervention
  - Shape practices throughout the ESD regarding the response to student concerns
  - Provide information to teams supporting students during a transition

- When might I use the STEP form?
  - As part of an internal decision among the COP team after observations in areas of concern have been completed
  - After Tier 1 and 2 supports have been discussed, considered and ideally implemented
  - Following documented interventions and progress monitoring of Tier 1 and 2 interventions
  - In the behavior context this may be a student for whom staff have conducted an FBA/CLEAR
  - This might be for a child who is repeatedly brought to Child Study and continues in the Intensive range
  - This might be for a student that is consistently failing core academic subjects
  - This might be for a student that is *red flagged* in the Early Warning System
  - In the Early Childhood realm this may be a child in a home or center that has persistent concerns despite Tier 1 and Tier 2 interventions

- Who will manage the *STEP* form?
  - Ideally the initial implementation of the form will be done in a teaming situation
  - The COP staff will identify who will be assigned the Case Manager role for the student through this process
  - Future entries into the *STEP* will be determined by the COP team members with specific disciplines possibly entering their appropriate documentation

- What might be the role of the COP Case Manager for a student?
  - Scheduling
  - Ensuring parent contacts regarding meetings, intervention, assessment, updates etc
  - Monitoring the STEP form
  - Point of contact for the teacher and other COP staff
  - Coordinating other COP or local staff involvement
  - Guiding goal setting/next steps for the COP team through action planning

Basic information about the *STEP* form

- <mark>Each time the STEP is used **Save As** under the student last name</mark>
- All boxes that accept text will expand
- Attaching documentation – <mark>(in progress)</mark>
- For each section – fill in if a relevant area of concern
- If you should encounter difficulty in completing the form or have further questions with this working document, please connect with a member of the Data and Processes work group for support

How do I complete the STEP form?

- **INITIAL DATE –** This date will always stay the same. It is the date that the form was first implemented
- **STUDENT STRENGTHS AND INTERESTS –** Each of these areas must be addressed (growth mindset)
- **MEETING LOG –** Each meeting will be listed on a new line
- **TEAM PARTICIPANTS –** Participants should be noted each time and include the determination of the Case Manager
- **NEXT STEPS –** Who will do what? By when? **Must be considered at the end of the meeting**
- **ATTENDANCE -** is always a relevant factor. Please record the attendance history
- **OBSERVATION –** Multiple observations are an important part of the Pre-STEP process and is recommended to be ongoing
- **TIER 1 AND TIER 2 SUPPORTS –** This level of intervention should begin prior to the initiation of the STEP but will also be ongoing. When the form is first initiated you may need to gather information about these interventions

- **ACHIEVEMENT AND ADDITIONAL DATA –** Initially this section should reflect what is currently known about the student as it relates to the area of concern. New information can be added as relevant
- **RESPONSE TO INTERVENTION/RATE OF PROGRESS –** This information will eventually be used by COP teams to record, monitor and analyze student rate of progress when a Response to Intervention approach to SLD eligibility is in place at both COP and local districts. **TBD**
- **POSSIBLE NEXT STEPS REMINDER –** The Case Manager should use this section to guide the team in creating an Action Plan and recording that information on the top of the STEP form
- **ADDITONAL COMMENTS OR RECOMMENDATIONS –** These are optional and may be used to clarify or address any additional thoughts. Please be sure to date