

Figure 8. Data Team Meeting Protocol

**Data Decision Making (DDM) Team Record Form**

Date: \_\_\_\_\_

School: \_\_\_\_\_

Data Reviewed (circle one):      Fall      Winter    Spring

Grades Reviewed:    K      1      2      3      4      5

Meeting Attendees	Position

Please print the following data prior to the meeting:

1. School comparative performance for oral reading fluency and maze comprehension (FALL: Grades 2-5, WINTER/SPRING: Grades 1-5)
  - a. COMPOSITE: AIMSweb Aggregate Growth (preferred) or Pennsylvania
  - b. TARGETS: DIBELS Benchmarks
2. Early Literacy achievement percentages (K-2 only)
3. Grade level histograms
4. Instructional recommendations by grade level for scheduling and review quality of data
  - a. Early Literacy for grades K-2 (includes R-CBM)
  - b. Reading CBM and Maze for grades 3-5

**Data Decision Making (DDM) Team Record Form (Page 2)**

1. **DATA REVIEW:** Complete the chart below using the Early Literacy skills achievement percentages and grade level histograms. Circle the greatest areas of concern.

Grade	Measure	Intensive (Deficient) GOAL: < 5-10%	Strategic (Emerging) GOAL: 15-20%	Benchmark (Established) GOAL: > 75%
Kindergarten	ISF			
	LNF			
	PSF			
	NWF			
Grade 1	LNF			
	PSF			
	NWF			
	ORF			
Grade 2	NWF			
	ORF			
	Maze			
Grade 3	ORF			
	Maze			
Grade 4	ORF			
	Maze			
Grade 5	ORF			
	Maze			
AVG % TOTALS				

Key: ISF: Initial Sounds Fluency, LNF: Letter Naming Fluency, PSF: Phoneme Segmentation Fluency, NWF: Nonsense word fluency, ORF: Oral Reading Fluency

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2. **GOAL SETTING:** Create a measurable goal, or goals, at each grade level to achieve by next review

3. **BARRIERS:** Summarize the team's areas of concern.

4. **BRAINSTORMING:** Brainstorm strategies, supports, materials, training, or services needed to achieve goal (s) for 5-10 minutes. List all suggestions below.

Analyze each suggestion above. Consider those that are evidence-based, practical, and feasible within the given time frame. Circle those that meet these criteria.

**Data Decision Making (DDM) Team Record Form (Page 4)**

**5. IMPLEMENTATION PLAN:** From the list above, select the strategies, supports, materials, training, or services the team will implement and complete the chart below.

Strategy, support, materials, training, or service	Location	Additional resources needed (materials, staff, time, etc.)	Date of Implementation	Person (s) Responsible and Role	Comments

The Implementation Plan should be reviewed monthly until next benchmark period. The DDM Team may chose to make changes to the Implementation Plan during these meetings.

Review date: \_\_\_\_\_

Review date: \_\_\_\_\_

Review date: \_\_\_\_\_

Figure 9. Grade Level Team Meeting Record Form

**Project MP<sup>3</sup>**

**Grade Level Meeting Progress Monitoring Data-Based Decision Form**

<b>Student</b>	<b>Tier</b>	<b>Progress</b>	<b>Decision</b>	<b>Comment</b>
	<input type="checkbox"/> Strategic <input type="checkbox"/> Intensive	<input type="checkbox"/> Above Target <input type="checkbox"/> Near Target <input type="checkbox"/> Below Target	<input type="checkbox"/> Continue <input type="checkbox"/> Raise Goal <input type="checkbox"/> Instructional Change/Modification	
	<input type="checkbox"/> Strategic <input type="checkbox"/> Intensive	<input type="checkbox"/> Above Target <input type="checkbox"/> Near Target <input type="checkbox"/> Below Target	<input type="checkbox"/> Continue <input type="checkbox"/> Raise Goal <input type="checkbox"/> Instructional Change/Modification	
	<input type="checkbox"/> Strategic <input type="checkbox"/> Intensive	<input type="checkbox"/> Above Target <input type="checkbox"/> Near Target <input type="checkbox"/> Below Target	<input type="checkbox"/> Continue <input type="checkbox"/> Raise Goal <input type="checkbox"/> Instructional Change/Modification	
	<input type="checkbox"/> Strategic <input type="checkbox"/> Intensive	<input type="checkbox"/> Above Target <input type="checkbox"/> Near Target <input type="checkbox"/> Below Target	<input type="checkbox"/> Continue <input type="checkbox"/> Raise Goal <input type="checkbox"/> Instructional Change/Modification	
	<input type="checkbox"/> Strategic <input type="checkbox"/> Intensive	<input type="checkbox"/> Above Target <input type="checkbox"/> Near Target <input type="checkbox"/> Below Target	<input type="checkbox"/> Continue <input type="checkbox"/> Raise Goal <input type="checkbox"/> Instructional Change/Modification	
	<input type="checkbox"/> Strategic <input type="checkbox"/> Intensive	<input type="checkbox"/> Above Target <input type="checkbox"/> Near Target <input type="checkbox"/> Below Target	<input type="checkbox"/> Continue <input type="checkbox"/> Raise Goal <input type="checkbox"/> Instructional Change/Modification	
	<input type="checkbox"/> Strategic <input type="checkbox"/> Intensive	<input type="checkbox"/> Above Target <input type="checkbox"/> Near Target <input type="checkbox"/> Below Target	<input type="checkbox"/> Continue <input type="checkbox"/> Raise Goal <input type="checkbox"/> Instructional Change/Modification	