

## Team Initiated Problem Solving (TIPS) Readiness for Training Checklist

State/District/Team: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Checklist Completed by: \_\_\_\_\_

TIPS Readiness Feature	Status In process; Complete	Tasks	By Who	By When
<b>District Commitment</b>				
1. Districts view TIPS as a common practice for implementing data based decision-making (e.g., included in School Improvement Plans and district professional development planning).				
2. Districts have committed resources to implement TIPS with fidelity, initially and long term (e.g., allocation of time for school team training, for coaching and for on-going training).				
3. Districts have dedicated FTE for teams to have access to a coach who knows the TIPS system and is available before, during, and after meetings to support problem solving and decision-making.				
4. District coaches are committed to attend a full day coaching training in addition to the team training listed in #8 and provide coaching before, during and after team meetings.				
<b>Team Commitment</b>				
5. Teams have representation needed for meeting their purpose.				
6. Teams include an administrator with authority and availability to make decisions during meetings.				
7. Teams are committed to implementing TIPS Meeting Foundations & Problem Solving.				
8. Teams and coaches are committed to attending one full day (or two half days) team training to learn the skills for applying the TIPS Model for problem solving and decision-making.				
<b>Access to Data</b>				
9. Teams have access to accurate & current data reports needed for problem solving and decision-making before and during the meeting.				
10. Teams have at least one member who is fluent in generating basic and drill-down reports from data set(s) being used before and during meetings.				

**Notes:**