Team-Initiated Problem Solving (TIPS): An Introduction and a Preview of Online Tools for Data Teams

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TIPS Team-Initiated Problem Solving (TIPS)

Objectives

- **Identify**
  - Identify the TIPS meeting foundations

- **Name**
  - Name the two components of the TIPS framework

- **Preview**
  - Preview new TIPS online applications
Team Initiation Problem Solving (TIPS)

**What is TIPS?**
- An evidenced-based problem-solving model established within a standard set of meeting foundations
- A series of steps anyone can use to move from identifying a problem to implementing a solution and measuring progress toward the goal

**Why Use TIPS?**
Teams using TIPS are more likely to use data to:
- Define problems with precision
- Define fewer things to do
- Solve problems leading to implementation fidelity and positive student outcomes.

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**Today’s Big Ideas**

1. TIPS is evidence based
2. There are 2 key components of the TIPS Framework: Meeting Foundations
3. There are 2 key components of the TIPS Framework: Decision Making Process
4. Produces solutions and changes in student behavior

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**Big Idea #1:**
TIPS is evidence based
TIPS Study: Todd, et al, 2009

TIPS improves team problem solving
Coaching is an important component

Newton et al., 2012: Effects of TIPS Training on Team Meeting Foundations

TIPS improved the process of team problem solving (development of solutions)
TIPS improved the likelihood that solutions were implemented.
TIPS increased the likelihood of improvement in student outcomes (both academic and behavior)
Publications

Big Idea #2: There are 2 key components of the TIPS Framework
Meeting Foundations
An Evidence-Based Decision Making Process

Meeting Foundations Elements
- Purpose of the team—All teams need a clear purpose statement that is available for review during meetings
- Set an agenda and use electronic meeting minutes
- Logistics—Meetings start and end on time, minutes distributed promptly
- Roles—5 roles on the team that set for a period of time or series of meetings
- Responsibility—Roles have defined responsibilities
- Administrative authority to implement solutions
Meeting Foundations
Characteristics of Effective Team Meetings

- Predictable
  - Start time, roles, purpose/goals, phases of meeting
  - Responsibilities linked to roles, projected meeting minutes/data
- Consistent
  - Use of meeting minutes, team agreements, use of meeting protocol & problem solving model
- Positive/Safe
  - Team agreements, use of Meeting Foundations
- Accountability
  - Fidelity of implementation
  - Student outcomes
  - Meeting Evaluation

Why do we need Meeting Foundations?

- Research shows that teams using the TIPS Meeting Foundations are more efficient and effective in their problem solving and decision making (Algozzine et al., 2016)
- Teams who establish and implement Meeting Foundations hold consistent and predictable meetings, encouraging team members to attend regularly and promptly
- Having a team purpose and goals facilitates effective decision making

Annual Team Meeting Costs for One Team

- One team of 5, meeting 45 minutes monthly
- 37.5 hours of time per year
- $1469.32 per year based on the average teacher salary ($38.39 per hour; Bureau of Labor Statistics, 2016)

- Meeting Cost Calculator
5 roles with defined responsibilities for teams using TIPS:

- Facilitator
- Data Analyst
- Team Member
- Administrator
- Minute Taker

Administrators:
- Primary role is Administrator
- Can be backup to facilitator, data analyst, minute takers

Facilitator:

**Before Meeting**
- Remind team members about upcoming meeting and related tasks
- Prepare meeting agenda

**Start Meeting**
- Call to order
- Review roles for meeting
- Review and adapt meeting agenda

**During Meeting**
- Manage time & flow of meeting
- Ensure implementation fidelity of TIPS
- Confirm next meeting date, roles, location

Minute Taker:

**Before Meeting**
- Prepare meeting minutes

**During Meeting**
- Record decisions in meeting minutes

**After Meeting**
- Clean up meeting minutes to ensure accuracy
- Post meeting minutes
Data Analyst

Before Meeting
- Prepare data summaries from previous meeting minutes
- Review data for students of concern

During Meeting
- Generate data summaries/reports as needed

Who is Responsible?

<table>
<thead>
<tr>
<th>Action</th>
<th>Person Responsible</th>
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<tbody>
<tr>
<td>Reserve Room</td>
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<tr>
<td>Recruit items for Agenda</td>
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<tr>
<td>Review data prior to the meeting</td>
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<tr>
<td>Reserve projector and computer for meeting</td>
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<tr>
<td>Keep discussion focused</td>
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<tr>
<td>Record Topics and Decisions on agenda/minutes</td>
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<tr>
<td>Ensure that problems are defined with precision</td>
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<tr>
<td>Ensure that solutions have action plans</td>
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<tr>
<td>Provide “drill down” data during discussion</td>
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<tr>
<td>End on time</td>
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<tr>
<td>Prepare minutes and send to all members</td>
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</tbody>
</table>

Big Idea #3: There are 2 key components of the TIPS Framework
Meeting Foundations
An Evidence-Based Decision Making Process
Identify Problem with Precision

- Who?
- What?
- When?
- Where?
- Why?
- Frequency?

Goal-setting

- Contextual fit
- Two key components
- What change (how much change, on what metric)
- By when

Identify Solution

- Anticipated to produce change defined by goal statement
- Matches precise problem statement
- Who
- What
- Why
- Where
- When
- Frequency
Make decision about what to do next

Use impact evaluation
- Improved
- No change or worse
- Met goal

Summative decision
- Maintain plan
- Modify plan
- Terminate plan

Big Idea #4: Produces solutions and changes in student behavior
- 16 of 19 (84%) Tier 1 teams using TIPS documented a reduction in ODRs per 100 students compared with 10 of 19 (53%) wait list teams documenting a reduction in ODRs per 100 students at and the difference was statistically significant (χ² = 4.39, df = 1, p = .04).
- 13 of 18 (72%) Tier 1 teams using TIPS documented a reduction in OSS per 100 students while only six of 18 (33%) WL teams documented a reduction in OSS per 100 students. The difference was statistically significant (χ² = 5.46, df = 1, p = .02).


TIPS MApp and TIPS Online Training Assumptions

DEMONSTRATION
Focused on Tier II Check In Check Out (CICO) Intervention
Using CICO-SWIS data & goal lines
Meeting Minute App is used
Student is focus of problem solving
Demonstration

- Obaverse for TIPS Training: https://tips.obaverse.net/
- TIPS Mapp: https://tipsmapp.pbisapps.org

Participate in TIPS EdTech Research

Looking for Tier 2 Teams to
- Receive access to the TIPS Online Training
- Receive access to TIPS Mapp: meeting minutes online application
- Stream meeting for research team to observe team meeting
- Answer survey about usability and functionality of training

Eligibility criteria:
- Have an active Tier 2 team that meets at least twice a month
- Have a PBISapps/CICO-SWIS account
- Have a recent TFI - Tier 2 or be willing to collect it
- Have a SWIS/CICO facilitator willing to work with the Tier 2 team in the district

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Locate TIPS Resources Online

www.pbis.org/training/tips
www.pbisapps.org
Team Meeting Example Videos:
www.pbis.org/training/tips/team-meeting-videos
Thank you!

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