

Multidisciplinary Team Compact and Operating Procedures

This document will assist Multidisciplinary Teams (MDTs) establish team agreements and effective team structures and can be leveraged to orient new team members.

Date Approved:

MDT Team Member(s):

Other Staff who are learning with our MDT:

Meeting Frequency:

Team Purpose: The MDT attends to, coordinates, and is accountable to students' access to intervention supports by bringing together multiple people with different expertise to benefit a student or groups of students by putting an intervention system in place and monitoring the system. The MDT plays a key role in achieving district goals by attending to, coordinating, and being accountable for student access to academic and behavioral intervention supports.

The team is responsible for the following:

- Coordinate the administration of assessments, such as placement, diagnostic, and progress monitoring, and analyze the data for the advanced tiers.
- Establish an Intervention Platform, and provide placement and grouping for students needing Tier 2 and Tier 3 intervention.
- Identify and monitor academic and behavior interventions that result in requisite student growth.
- Design Individualized Intensive Intervention Supports and ensure that they are updated to reflect adaptations to the intervention instruction.
- Provide support and coaching for intervention providers.

Decision-Making

The MDT, with the input of grade-level teachers, makes decisions regarding the following:

- Intervention Groupings
- Choosing Tier 2 and Tier 3 interventions from the District's Intervention Platform
- Determining implementation supports for interventionists delivering Tier 2 and 3 interventions
- Intervention placement assessments
- Individual progress monitoring goal setting and which progress monitoring measures that will be used for students accessing intervention supports
- Intervention exit criteria
- Intervention Schedule suggestions to give to the Building Administrator
- Individualized Intensive Intervention Plans

- Determining which grade level to pilot the intensification process before scaling up to all grade levels

Limits to Decision Making

The Multidisciplinary Team does not have the decision-making authority to determine the following:

- Staffing
- School-wide master schedule
- Classroom Tier 1 instruction and curriculum resource decisions
- Availability of experts outside of the team to make meetings
- Professional learning dates and times

Table 1. MDT Decision-Making Protocol

Decision Types	Decision-Making Protocol
Policy and/ or structural decisions (e.g., school-wide master schedule)	Principal will communicate the needs related to this category of decisions to the school leadership team and collaborate to determine a solution.
New resources allocations (e.g., time, funding, staffing)	Principal will initiate the district’s approved process for removing barriers to determine if new resources allocations can be secured.
Existing resource allocations (e.g., time, funding, staffing)	Principal collaborates with the district administrator.
Curriculum decisions outside of what is already in the Intervention Platform	Principal will initiate the district’s review process and include members of the MDT with relevant content expertise to complete the needed information.
District processes and procedures (e.g., staggered start, mandatory meetings before the contract start-time indicates)	Principal will collaborate with the district staff to speak to the superintendent.

Table 2. MDT Member Roles

Role	Ongoing Responsibilities	Who to Consider	Team Members Assigned
Interventionist	Implement Tier 2 Intervention Implement Tier 3 Intervention (IIIP) Provide Scaffolded Student Feedback Manage Behavior Collect Mastery Data	Special Education Teacher Speech and Language Pathologists Interventionist Reading Specialist	

Role	Ongoing Responsibilities	Who to Consider	Team Members Assigned
Instructional Coach for Interventions	Observe Intervention Sessions Provide Teacher Feedback Collect Fidelity Data	Student Success Administrator Guidance Counselor Literacy Coach Mentor Teacher	
Systems Coach/Team Facilitator	Schedule Meetings Enter Data Communication Collect Progress Monitoring Data	School Psychologist Classroom Teacher Interventionist Coordinator	
Expert Support	Review interventions Design instructional modifications Collect diagnostic data Provide expert guidance	School Psychologist Literacy Coach Behavior Specialist Nurse Social Worker School Counselor Therapist	

Team Agreements/Norms:

Record your team's 3-5 agreed-upon norms.

MDT Implementation Plan Decisions:

Record the MDT's decisions for:

- Person responsible for drafting the MDT Implementation Plan:
- Responsibility of other team members related to the Implementation Plan:

MDT Document Storage:

Location:

Individual(s) Responsible for Maintaining:

Michigan's MTSS Technical Assistance Center is funded by the Michigan Department of Education and the U.S. Department of Education, Office of Special Education Programs.