

## Multidisciplinary Team (MDT) Operating Procedures

This document will assist a Multidisciplinary Team (MDT) in establishing team meeting norms and effective team structures. It can also be used to orient new team members.

**Date Approved:**

### Word Bank – MDT Roles

<b>Administrator</b>	<b>Interventionist</b>	<b>Systems Coach</b>	<b>Instructional Coach</b>
<b>Data Coordinator</b>	<b>Literacy Expertise</b>	<b>Behavior Expertise</b>	<b>Special Education Other</b>

### MDT Team Members:

*Members can fall into multiple 'MDT Role(s)'*

<b>Name</b>	<b>Title/Position</b>	<b>MDT Role(s)</b>

**Note:** Standing Team members are present for all meetings. Additional Team members may be called upon when engaging in individualized planning: parents/guardians, classroom teachers, and related service providers (e.g., occupational therapist, etc.). These members offer important expertise and perspectives but are unnecessary for all team meetings.

**Meeting Frequency:** Weekly

**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, monitoring the system, monitoring student progress, and making data-based decisions. The MDT plays a key role in achieving district goals by attending to, coordinating, and being accountable for student access to academic and behavior 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 intervention.
- Identify and monitor academic and behavior interventions that result in requisite student growth.
- Design Group and Individualized Intensive Intervention Supports at Tier 3 and ensure that they are updated to reflect adaptations to the intervention instruction.
- Provide support and coaching for interventionists.

**Team Meeting Norms:**

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

**Team Meeting Roles:**

Identify individuals who will take on the following roles:

Role	Team Member(s)
<b>Facilitator:</b> prepares the meeting agenda, distributes agenda prior to meeting, and facilitates the meeting	
<b>Note Taker:</b> keep written documentation of key discussion points, decisions, and next steps in the meeting agenda	
<b>Time Keeper:</b> monitors time and prompts the facilitator and team when allocated time for an agenda item is almost finished	
<b>Implementation Plan Recorder:</b> records action items on the implementation plan and records status updates when the team reviews action items	
<b>Active Team Members:</b> actively engaged in the meeting, participates in the discussion and decision-making, and takes on action items in the implementation plan	

**Decision-Making**

The MDT, with the input of classroom teachers, makes decisions regarding:

- Intervention Groupings
- Choosing Tier 2/Standard Treatment Protocol interventions from the District's Intervention Platform
- Determining implementation supports for interventionists
- Intervention placement assessments

- Individual progress-monitoring, goal setting, and which progress-monitoring measures will be used for students accessing intervention supports
- Intervention schedule suggestions to give to the Principal
- Inviting classroom teachers and families to meetings focused on individual students
- Developing Group and Individualized Intensive Intervention Plans
- Determining which group(s) to pilot the intensification process with before scaling up to all students in need of intervention

**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
- MDT professional learning dates and time

**Communication:**

Identify the individual(s) responsible for facilitating two-way communication between the MDT and the identified group or team. If a group or team listed in the left-hand column does not exist, do not create it for this purpose. If there is another group or team that the MDT needs two-way communication with, add that group or team to the table.

Group or Team	MDT Team Member
District Implementation Team	
School Leadership Team or School Improvement Team	
Interventionists	
Classroom Teachers	
Other	

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