What are you "planning" to impact? (individually)
What would you like to see "in place"? What is the desired outcome?
Note if it is a PERSONAL (P) action step or a SYSTEM (S) action step.

30 Days	P or S	60 Days	P or S	90 Days	P or S

Multi-Tiered System of Supports (MTSS) Data-Based Action Plan Template

School/District Agency:	*Planning Date:*
Staff Member:	*1st Progress Review Date:*
	2nd Progress Review Date:
	Evaluation Date:

	Strengths:	Concerns:	Data Source(s):
1. DEFINE: Identify the problem using data.			

STANDARD(S) addressed:	Problem Statement (with specific and measurable language):

2. ANALYZE: State Root Cause; include relevant data and protocol used for Root Cause Analysis (RCA):

3. IMPLEMENT: State Prioritized Measurable Outcome for the PLAN.	**Responsibilities** "Who Will Do It?"	**Resources** Funding, Time, People, Materials	**Timeline** By When Day/Month	**Data Tool** Measure to Be Used	**Target(s) or Criteria** Benchmark(s)
Prioritized Measurable Action Step #1					
Prioritized Measurable Action Step #2					
Prioritized Measurable Action Step #3					
Prioritized Measurable Action Step #4					

4. EVALUATE: Effectiveness of Data Points > **Outcome?_____** Action Step #1?_____ Action Step #2?_____ Action Step #3?_____ Action Step #4?_____

Was the plan implemented as described?	YES		NO		Comments:
Were there sufficient data?	YES		NO		Comments:
Was the specific measurable outcome reached?	YES		NO		Comments:
Were the essential knowledge/skills demonstrated?	YES		NO		Comments:
Were resources appropriately allocated?	YES		NO		Comments:

DECISION - Next Steps: