**Phase 4 Positive Behavioral Support (PBS) Recognition Application**

**Tier 2 – Targeted Team Systems Conversations - 2024**

This application is for Phase 4 of a multi-phase, DE-PBS recognition system. The complete recognition system includes several levels of recognition that encompass the universal, targeted and intensive levels (Tier 1, 2 and 3) of a multi-tiered system of behavioral support.

**This Phase 4 application includes three sections:**

* Section I: Products for Submission
* Section II: Reflection Prompt
* Section III: MTSS Reflection.

Please note that ALL requirements must be submitted online by the deadline. **Teams will NOT be prompted to submit missing items.** Please see the DE-PBS webpage for recognition-related documents and tools at <http://www.delawarepbs.org/recognition/applications/>

**INSTRUCTIONS:**

1. As a team, review application and document “*Phase 3 & 4 Frequently Asked Questions (FAQ)”*. Determine if Phase 4 requirements are a good match for implementation efforts this school year.
2. (NOTE) Review the application content with your District MTSS-SEB Coach(es) for final approval and endorsement. School teams are to discuss their application with district coach(es) and request endorsement for the online application. Following application submission, the DE-MTSS TA Center will follow up with district MTSS coach(es). Remember that coaches are a great resource to help in preparation and review of applications!
3. Use this Word version of the application to prepare content for the online submission. We also recommend you keep a copy of this completed Word document in your Tier 2 team files.
4. Designate point of contact for Summer 2024.
5. Designate team member to submit online application, see DE-PBS website under “Recognition”. <http://www.delawarepbs.org/recognition/applications/>
6. Complete online application and upload the required supporting documentation by **Friday, August 2nd, 2024.**
7. **NOTE:** If the school’s point of contact does not receive a confirmation of application receipt by ***August 15th, 2024***, they *must* contact project staff.

**Questions** may be directed to your DE-PBS Coach(es) or Sarah Hearn at [skhearn@udel.edu](mailto:mebling@udel.edu). You are also invited to visit the DE-PBS webpage for Tier 2 systems, data and interventions at <http://www.delawarepbs.org/test-tier-2-forms-and-tools/>

**Notification**s regarding schools receiving Phase 4 Recognition will be sent to the schools the week of September 16th, 2024.

**Phase 4 Positive Behavioral Support (PBS) Recognition Application**

**Tier 2 – Targeted Team Systems Conversations**

Please fill in the following information:

|  |  |
| --- | --- |
| **District Name** | **School Name** |
|  |  |
| **Name of staff member filling out this application for the team** | **Point of contact in Summer 2024**  **(name + email)** |
|  |  |
| **District MTSS-SEB Coach(es) providing final approval and endorsement** | |
|  | |

**I. Phase 4: Tier 2 - Targeted Team (System Conversations) - Products for Submission**

**These products will be uploaded individually as part of the application. The templates for these tools/products are located here:** <http://www.delawarepbs.org/recognition/applications/>

1) Completed ***Tier 2 section*** *of the Tiered Fidelity Inventory (TFI)* – Use TFI Excel template provided. Save the Excel file to upload as part of online application.

2) Completed Tier 2 Intervention Tracking Tool (Tabs 1 and 2) reflective of **at least two** Tier 2 interventions used during the 2023-2024 SY. Use Excel data tracking tool template provided. Save the Excel file to upload as part of online application.

3) Completed “Tier 2 Intervention Table” for **one** Tier 2 Intervention represented in the Tier 2 Intervention Tracking Tool. Use Intervention Table template provided. Save the Word file to upload as part of online application.

**II. Phase 4: Tier 2 - Targeted Team (System Conversations) –Reflection Prompt**

**Reflection Prompt:** Based on review of overall Tier 2 data from the 2023-2024 school year, what are your proposed next steps for the 2024-2025 school year?

The team may submit this reflection within the online submission survey OR use TFI Tier 2 Action Plan template provided. Save the Word file to upload as part of online application.

**III: Phase 4: Integrated MTSS Reflection**

As we expand our project’s focus to further support an integrated MTSS framework, we ask your school to think about and respond to the following questions.  Response to these questions will help the DE-MTSS Technical Assistance Center’s coaching team and your district MTSS coach.  Please note the responses in this section of questions *do not* impact the Phase Recognition review process.

As you answer the next three questions, remember that DE-MTSS is a framework designed to meet the needs of the whole child through an ***integrated***, ***multilevel prevention system*** that optimizes ***team-based leadership*** and ***data-driven decision making*** to meet the academic and nonacademic needs of all students.

1. What steps have your school and/or Tier 2 MTSS team taken this year to expand to a more integrated MTSS?
2. What next steps have your school and/or Tier 2 MTSS team included in your summer/24-25 SY action plan?
3. What technical assistance/coaching would be helpful to move your Tier 2 integrated MTSS plans forward?