**Tier 2 Readiness Action Planning Guide**

Using the key elements and criteria in the tables above, rate each of the following questions for your organization. Develop action plan items to address any missing key elements for each question that scores a 0 or 1.

**0= No key elements in place 1= Some key elements in place 2= All key elements in place**

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| --- | --- | --- | --- | --- | --- | --- |
| **Question** | **Score** | **Score Evidenced by** | **Action Plan** | | | |
| **Action** | **Who** | **When** | **Resources Needed** |
| 1. Are Tier 1 agency-wide data consistently collected, reviewed, and used for decision-making? |  |  |  |  |  |  |
| 1. Are there coaches providing performance feedback to each staff member regularly (ideally daily or weekly)? |  |  |  |  |  |  |
| 1. Is a plan in place to make all agency staff aware of Tier 2 implementation and to align this with existing practices? |  |  |  |  |  |  |
| 1. Has a Tier 2 Team been identified to attend training, guide and coordinate implementation? |  |  |  |  |  |  |
| 1. Does the agency-wide data system support Tier 2 information (are common problems and why they are happening tracked)? |  |  |  |  |  |  |
| 1. Is a plan in place to identify possible Tier 2 intervention/s for implementation? |  |  |  |  |  |  |