

BUILDING RTI CAPACITY

How To Use the 3-Tier Reading Model Action Plan Tool

Purpose

The Action Plan is a tool designed to assist schools and teams in identifying the essential steps necessary to implement or enhance the components of a 3-Tier Reading Model as an example of Response to Intervention. The tool provides a way for instructional leaders to document: (a) current status of each component and critical sub-components, (b) areas in need of improvement for each component, (c) action to be taken to address identified needs and person(s) responsible, and (d) date the action is to be completed.

Instructions

The following steps should be taken to complete the 3-Tier Action Plan and be able to transform the plan into a useful planning tool.

1. The campus planning or leadership team responsible for monitoring the implementation of all reading instruction, including assessment, core instruction, and any supplemental or additional support provided to students will be involved in the development of the Action Plan.
2. The team should focus on all components of Tier I (core instruction) before proceeding to the information for Tier II or Tier III.
3. For each sub-component, the team should rate the “Current status” using the following, simple rating system. While assigning ratings, refer to the questions for each component to make a more accurate determination of the status. Consider student data to determine most accurate rating.
 - a. **Best** – refers to the highest level of quality possible and is accomplishing the goal of the component to the greatest degree.
 - b. **OK** – refers to an average or acceptable level of quality. Using this rating implies that the sub-component can be improved with some assistance, support, or attention. This implies that there is room for improvement, but the sub-component exists and is somewhat effective in its current state.
 - c. **NI** – refers to “Needs improvement” at a level greater than that implied in an OK rating. This implies that the sub-component does not exist or is not very effective for accomplishing the intended goal in its current state.
4. The team should then repeat the rating process for all of the sub-components of Tier II and Tier III.
5. Identify the “NI” areas as a focus for initial attention and development.
6. For each “NI” rating, identify the specific area to improve and develop the action plan. Complete this process for Tier I first, followed by Tier II and Tier III.
7. While developing the action plan and determining a reasonable timeline, consider developing a plan for a 3-month period and then revisit for the remaining items. You may need to prioritize the areas to improve relative to your timeline and resources.
8. Revisit the action plan every month to document accomplishments and address other needs.