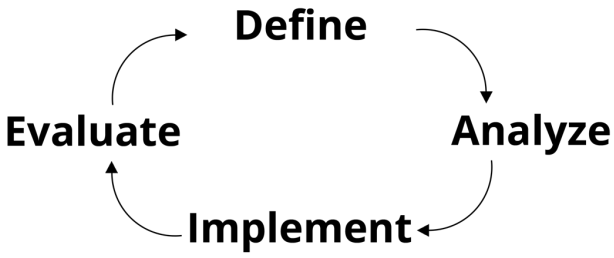
Problem-Solving Process



Steps	Questions
1. **Define** the goals and objectives to be attained.	*What do we want students to know and be able to do?* • What are the expectations for our students? How are they currently performing relative to these expectations? • How will we know students have reached the expectation for performance? • What is the priority area for focus?
2. **Analyze** reasons why the goals are not being attained.	*Why is this problem occurring?* • What specific skills are needed to close the identified performance gap? • Are current instruction and intervention aligned with student need? • How might the environment contribute to the problem? • Are evidence-based practices used with fidelity? • What additional information is needed to understand the problem?
3. **Implement** evidence–based strategies to attain the goals.	*What are we going to do?* • What will be done? • Continue current supports? Adapt? Intensify? • Who will do it? • When and where will the intervention occur? • How will the team monitor progress and fidelity? • What decision rules will be followed when evaluation data is available?
4. **Evaluate** the effectiveness of the plan.	*Is it working?* • What patterns do the data reveal? • Does progress monitoring show an acceptable rate of improvement? • Is the intervention being implemented with fidelity?