Colorado Multi-Tiered System of Supports
Office of Learning Supports

Action Planning Tool

April 2024, Version 1

Team Members Present:

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Planning date	Precise Problem Statement	Root Cause/Contributing Factors	Goal (Outcome/Target)	Review Date(s)

Fidelity data to be collected **(How will we know we implemented our plan as intended?)**	
Who will collect the data?	
When will the data be collected?	

Outcome data to be collected **(How will we know our plan has worked?)**	
Who will collect the data?	
When will the data be collected?	

Action Step	Person(s) Responsible	Resource(s) Needed	Target Date	Date Completed