

5 SIGNS YOUR MTSS NEEDS A BETTER SYSTEM

A Self-Assessment Checklist for K-12 Leaders

Your MTSS framework is solid — but execution falls apart when data lives in spreadsheets, progress monitoring happens inconsistently, and teams spend more time preparing for meetings than making decisions.

This checklist helps you identify strengths, pinpoint gaps, and track your growth over time. Score each item honestly. Revisit quarterly to see how far you've come.



HOW TO USE THIS CHECKLIST

- 01 Rate each item:** Score 0 (Not in Place), 1 (Partially in Place), or 2 (Fully in Place) — be honest about where your district is right now.
- 02 Complete all 5 sections:** Add up section scores (each out of 8) to calculate your total MTSS Health Score out of 40.
- 03 Revisit quarterly:** Use the Progress Tracking table at the end to record your score each check-in and celebrate growth over time.
- 04 Act on Quick Wins:** Each section includes immediate action steps you can take without a full system overhaul.

0 Not in Place

1 Partially in Place

2 Fully in Place

Fillable form: click 0, 1 or 2 for each item. Section and total scores calculate automatically.

01

SIGN 1

INCONSISTENT OR MISSING DATA PRACTICES

If your data isn't collected, analyzed, and shared consistently across tiers, your MTSS lacks the evidence base it needs.

CHECKLIST ITEM	0	1	2
Universal screenings are administered on schedule (fall, winter, spring) with results accessible to all intervention teams	☐	☐	☐
Progress monitoring data is collected consistently and reviewed at regular intervals — not just when a meeting is coming up	☐	☐	☐
Screening, behavior, attendance, and intervention data are analyzed together — not in separate systems or spreadsheets	☐	☐	☐
Data is used to adjust instruction and interventions in real time, not just reported after the fact	☐	☐	☐
SECTION SCORE			0 / 8

QUICK WINS

- ▶ Establish a screening calendar with non-negotiable administration windows
- ▶ Designate a “data lead” for each building to ensure consistent collection
- ▶ Consolidate data sources into a single view so teams can analyze trends — not hunt for files

02

SIGN 2

DISCONNECTED TIERS AND FRAGMENTED INSTRUCTION

When Tier 1 curriculum, Tier 2 interventions, and Tier 3 supports aren't connected to a common framework, students receive fragmented support.

CHECKLIST ITEM	0	1	2
All tiers use the same core instructional framework and shared definitions of Tier 1, 2, and 3	☐	☐	☐
Interventions are matched to diagnostic data — not selected based on availability or habit	☐	☐	☐
Tier 1 patterns (not just individual students) are reviewed during data meetings to inform curriculum decisions	☐	☐	☐
Academic, behavioral, and SEL data are considered together when making tier placement decisions	☐	☐	☐
SECTION SCORE			0 / 8

QUICK WINS

- ▶ Create a one-page tier definitions document and distribute to all staff
- ▶ Require that every intervention recommendation includes the data point that triggered it
- ▶ Add a standing “Tier 1 Patterns” agenda item to all data team meetings

03

SIGN 3

STAFF CAPACITY AND BUY-IN GAPS

If teachers report confusion, low confidence, or see MTSS as “one more thing,” the system may lack the professional learning, coaching, or clarity it needs.

CHECKLIST ITEM	0	1	2
Staff have received job-embedded coaching and professional learning specific to MTSS — not just a one-time PD session	☐	☐	☐
Teachers understand the MTSS vision and can articulate their role in it	☐	☐	☐
MTSS meetings are productive and action-oriented — staff don't dread them	☐	☐	☐
There is a documented professional learning plan for MTSS that is revisited and updated annually	☐	☐	☐
SECTION SCORE			0 / 8

QUICK WINS

- ▶ Survey staff on their MTSS confidence level and use results to target professional development
- ▶ Shift meeting agendas from “updates” to “decisions” to increase perceived value
- ▶ Celebrate quick wins publicly to build momentum and reduce “initiative fatigue”

04

SIGN 4

LEADERSHIP AND COMMUNICATION STRUCTURES

Without a strong MTSS leadership team, clear processes, and regular communication, implementation stalls — and buildings operate in silos.

CHECKLIST ITEM	0	1	2
There is a designated MTSS leadership team with representation from administration, instruction, special education, and student services	☐	☐	☐
Regular, structured meetings occur to review MTSS progress, solve problems, and align across buildings	☐	☐	☐
A shared communication plan ensures stakeholders (staff, families, board) understand MTSS goals and progress	☐	☐	☐
District leadership can see implementation fidelity across all buildings without chasing down individual principals	☐	☐	☐
SECTION SCORE			0 / 8

QUICK WINS

- ▶ Formalize your MTSS leadership team with a charter, meeting cadence, and decision-making authority
- ▶ Create a one-page “MTSS at a Glance” update for monthly distribution to stakeholders
- ▶ Implement cross-building fidelity check-ins so implementation doesn't become building-by-building guesswork

STUDENT OUTCOMES ARE NOT IMPROVING

If progress monitoring shows no improvement in academic or behavioral outcomes despite interventions, the system — not the students — needs attention.

CHECKLIST ITEM	0	1	2
There are measurable, schoolwide trends in student growth that are tracked and reported at least quarterly	☐	☐	☐
Interventions are adjusted based on data when progress monitoring shows they aren't working and not continued out of habit	☐	☐	☐
Documentation of interventions is complete enough to support referral decisions (time, intensity, dosage, outcomes)	☐	☐	☐
Intervention decisions are based on measured outcomes — not memory, anecdote, or gut feeling	☐	☐	☐
SECTION SCORE			0 / 8

QUICK WINS

- ▶ Set clear decision rules: “If a student shows no growth after X weeks, the team reviews and adjusts”
- ▶ Require all intervention logs to include start date, frequency, duration, and progress data
- ▶ Review intervention effectiveness at the program level — not just student by student

YOUR MTSS HEALTH SCORE

Add up your 5 section scores to find your total:

TOTAL

0 / 40

INTERPRETATION GUIDE

32-40

Strong Foundation
Your MTSS has solid systems in place. Focus on refinement, sustainability, and scaling best practices across buildings.

22-31

Building Momentum
Core elements are taking shape, but gaps in consistency, data use, or communication are holding you back. Targeted improvements will make a meaningful difference.

12-21

Critical Gaps
Your MTSS framework may be sound, but your system isn't keeping up. Data fragmentation, staff confusion, or leadership alignment issues are likely slowing student outcomes.

0-11

System Reset Needed
It's time to rethink the system behind your MTSS. The framework isn't the problem — the tools, processes, and visibility supporting it are.

PROGRESS TRACKING

CHECK-IN #	DATE	SCORE (/40)	PRIORITY FOCUS AREA(S) / NOTES
1 — Baseline			
2 — Q2 Check-In			
3 — Q3 Check-In			
4 — Year-End			

Revisit this checklist each quarter to track your growth and identify your next priority actions.

YOUR FRAMEWORK IS STRONG. MAKE SURE YOUR SYSTEM MATCHES IT.

Districts across the country use MTSSEdge to move from fragmented spreadsheets to one connected system — managing screening, interventions, progress monitoring, meetings, and reporting all in one place.

See what that looks like for your district.

▶ **WATCH THE 3-MINUTE OVERVIEW**

REQUEST MORE INFORMATION



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