

## Educational Wraparound: Steps to Success

### Phase 1: Team Development

Step	Activities	Date Completed
1	Previous interventions are recorded on <b>Student Action Plan and Progress Update, pages 1 &amp; 2.</b> <b>Summary of Assessment Data is completed, page 3.</b> Attach any <b>Functional Behavioral Assessment (FBA)/Behavior Intervention Plan (BIP).</b>	
2	<b>Meet with building administrator(s) and with student's teacher(s)</b> to review basics of Wraparound, importance of the creation of a team to support the student and clarify family's need for support from administration/teacher.	
3	Wraparound facilitator meets with student's family in person (may take place over the course of multiple meetings, if needed). <ul style="list-style-type: none"> <li>• Facilitator explains Wraparound process (including confidentiality and voluntary nature) and <b>obtain consent.</b></li> <li>• Facilitator gathers perspectives from family on strengths and needs of the student and family, using <b>Coffee Chats.</b> <i>Helpful Resources: Sample Questions for Strength Assessment – Family; Wraparound Coffee Chats Guiding Questions; Strengths Needs Profile to document results.</i></li> </ul>	
4(a)	<ul style="list-style-type: none"> <li>• Wraparound Facilitator completes the <b>Home School Community Tool (HSCT)</b> with the caregiver/parent in an interview.</li> <li>• Facilitator guides family/student in <b>selecting a team</b> based on identified needs.</li> </ul>	
4(b)	<ul style="list-style-type: none"> <li>• Wraparound Facilitator documents parent consent using the <b>Tier 3 Informed Consent.</b></li> <li>• <b>Log documentation of consent in Infinite Campus (IC) under Rtl Contacts.</b></li> <li>• <b>Enter Tier 3 Behavior Educational Wraparound plan in IC. Determine progress monitoring of Phase One</b></li> </ul>	
4(c)	Wraparound facilitator completes <b>Education Information Tool</b> in interview with teacher/appropriate school staff.	

Step	Activities	Date Completed
5	Wraparound facilitator completes the following sections of the <b>Student Action Plan and Progress Update:</b> <ul style="list-style-type: none"> <li>• Strengths</li> <li>• Safety/Crisis Plan (if needed)</li> <li>• Big Needs Statements</li> </ul> Review these items with the parent/family before the first meeting to ensure that this represents family voice. Facilitator creates ground rules and first meeting agenda with family.	
6	Wraparound facilitator arranges first meeting, selecting a time/place that is comfortable for family.	

**Transition Protocol: If you become aware that a student transfers to a different school in MPS for any reason follow the Transition Protocol that can be found on the Teams page for PBIS on mConnect.**

## Phase 2: Initial Team Meeting and Plan Development

**Date:** \_\_\_\_\_

Step	Activities
1	<b>Initial Wraparound Meeting: Parent/Guardian must participate in the initial Wraparound meeting in some capacity (i.e., in person or phone conference).</b> Team determines progress monitoring for Phase 2 and 3. <ol style="list-style-type: none"> <li>a) Facilitator introduces ground rules which have been developed with the family. Using the <b>Student Action Plan and Progress Update:</b></li> <li>b) Team completes sign-in sheet.</li> <li>c) Facilitator reviews student strengths and adds others, if more are identified by team.</li> <li>d) Facilitator reviews Big Needs, and the team prioritizes these.</li> <li>e) Team develops a Mission Statement. This addresses the most important, overall quality of life needs of the student and family. Check for family voice.</li> <li>f) Team uses the Section 6: Wraparound Plan to generate strategies to meet the student's</li> <li>g) needs, and identify members who are responsible for each strategy. Check for family</li> </ol>
2	Wraparound facilitator: <ul style="list-style-type: none"> <li>• Schedules next team meeting.</li> <li>• Distributes <b>Section 6 Wraparound Plan</b> to each team member.</li> </ul>

### Phase 3: Plan Implementation and Refinement

Step	Activities	Date Completed
1	Team continues to meet, review progress, and modify strategies as needed. Items from <b>Student Action Plan and Progress Update</b> are reviewed at each meeting.	
2	Team continues to monitor progress in Infinite Campus (IC).	
3	Facilitator provides a copy <b>Section 6 Wraparound Plan</b> to all team members at the end of the meeting. Meet with school administration to discuss case (i.e. expectations, supports, progress monitoring).	

### Phase 4: Plan Completion and Transition

Step	Activities	Date Completed
1	Team meets and discusses “unwrapping” and transitioning to lower level interventions.	
2	Team discusses access to future services and provides parent(s) with a list of contact information for team members.	
3	Facilitator provides a copy of the completed plan to all team members at the end of the meeting.	
4	Tier 3 plan is ended in IC. <b>Student Action Plan</b> is uploaded in IC.	