samegoal

Follow-Up

There are three options for completing an SST follow-up:

- Creating a new SST Meeting Summary
- Amending the existing SST Meeting Summary
- Filling out an SST Team Meeting Follow-Up

Create a new SST Meeting Summary

The follow-up deadline can be satisfied by creating a new **SST Meeting Summary**. If you create a new SST Meeting Summary, when the document is completed, the follow-up deadline will be pushed back to 15 calendar days after the **End/Review Date** set in the new Meeting Summary.

Amend the SST Meeting Summary

Steps *To amend an SST Meeting Summary:*

1. In your completed **SST Meeting Summary**, click on the lock icon and select **Amend**.
2. At the bottom of the Cover page, click **add Amendment**.
3. Fill out the amendment table with updated information/dates.
    - **Meeting**: indicate whether there was a meeting
    - **Amendment**: the date the amendment is taking place
    - **Effective**: new start date
    - **Description of Changes**: summarize any changes being made
    - **New End/Review Date**: updated end/review date
4. Update the document as necessary.
5. If a meeting was held, add a new signatures section and have all meeting participants sign.
6. When you are finished, re-mark the document complete.

When the document is completed, a new follow-up deadline will be calculated for 15 calendar days after the **New End/Review Date**.

SST Team Meeting Follow-Up

You may chose to create an **SST Team Meeting Follow-Up** in order to help review the student's progress and determine next steps.

Steps *To complete a follow-up:*

1. Create an **SST Team Meeting Follow-Up**.
2. Enter the date that the follow-up is taking place in the **Follow-Up Date** field.
3. In the **Progress** section, make a decision about the student progress for each intervention. Are they:
    - Under target progression
    - Mostly aligned with target progression
    - Above target progression
4. Provide a summary in the **Results/Recommendations** field.
5. Based on the student's progress, decide the next step.
    - If they no longer need interventions, they can return to Tier 1.
    - If they require the same level of intervention, they continue with their current tier.
    - If they need additional support, they can receive more intense interventions.
6. In the **SST Follow-Up Discussion/Decisions** section, summarize all decisions made. Be sure to check the **Child no longer requires any SST interventions at this time (exit SST tracking)** box or the **Child should be referred for special education or Section 504 evaluation (exit SST tracking)** box if either apply.
7. Have all meeting participants sign and date.
8. Complete the document.
    - If either of the **(exit SST tracking)** boxes were checked, the student will be unenrolled from the program.

If the determination was made that the student needs additional interventions, you will need to create a new SST Meeting Summary or amend the existing SST Meeting Summary.