samegoal

SST Meeting Summary

During the SST meeting, review available resources and document any interventions that will be implemented.

Steps *To document an SST meeting:*

1. Create one **SST Meeting Summary** to document all of a student's interventions.
2. Enter in the **Meeting Date**, **Start Date**, and **End/Review Date**.
3. Summarize relevant data.
4. Document past interventions. Some intervention information can be pulled from the Referral by clicking **Insert past interventions from referral**, but you'll need to indicate the intervention tier and add any goals.
5. Create an Action Plan and add new interventions. Click **add Intervention** and provide the necessary information.
6. Add any additional information/considerations.
7. If this will be the final SST Meeting Summary and you are not doing a separate follow-up, click **add Follow up** and enter in an effective date for discontinuation.
8. Have all meeting participants sign the document.
9. Mark the document complete.

When the document is completed, the student will be enrolled in the SST program. If this is not the final SST, a follow-up deadline will be calculated for 15 calendar days after the end date. If you indicated that this is the final SST, the student will be unenrolled from the program as of the effective date.