

# Care Team Workflow

A care team meeting is not a single event in Atlas K-12 - it is a loop that starts before the meeting, runs during the meeting, and closes after the meeting. Every step leaves an artifact you can print and file.

## THE LOOP

### Before: schedule

Create the meeting in Atlas. Pick a date, invite members, attach the student list. Atlas pulls each student's most recent data automatically.

### Before: prep packet

Atlas assembles a one-page Care Team summary per student. Print or push to the meeting screen. The packet updates the morning of the meeting.

### During: discuss students

Walk through each student on the list. Atlas shows the timeline, active interventions, and recent behavior or attendance events in the meeting view.

### During: review strategies

For any open intervention, rate it with the compass icons. For new concerns, search the strategy library from the same screen and attach a new strategy.

### During: assign next steps

Every decision becomes a next-step task with an owner and a due date. Tasks appear on the owner's home dashboard the next morning.

### After: rate the meeting

One question: did this meeting move the kids forward? 1 to 5 compass icons. That rating drives the system's suggestions for next week.

### After: follow-up

Atlas tracks every next-step task to completion. Overdue items surface on the coordinator dashboard. Nothing falls through the cracks.

**The rating is the engine.** Every rating you enter (on strategies, on meetings, on Compass answers) feeds the district model that runs on your server. That is how your copy of Atlas K-12 gets smarter about your students over time.