

District Capacity Assessment Administrator Professional Learning Plan

This document provides a template for District Capacity Assessment (DCA) Administrators to outline a plan to support the professional learning necessary to be successful in the DCA Administrator role.

Name: _____

Date: _____

Knowledge of the components of a district implementation infrastructure to support successful use and scale-up of effective innovations (e.g., MTSS).

If no additional learning is needed, describe how the knowledge, skills and abilities have been determined:

- Attend MiMTSS TA Center District Installation Training Sessions OR
- View the videos on the components of a district implementation infrastructure on the [MiMTSS Technical Assistance Center YouTube Channel](#) (by: _____)
- Read the District Capacity Assessment to see how the assessment operationalizes the core components of a district implementation infrastructure (by: _____)
- Review the DCA Scoring Guide with example of district products. Apply the scoring rubric to each example. If in need of additional examples, see the [MiMTSS TAC District Installation Series Training Content](#) (by: _____)

Individual(s) assigned to support the learning: _____.

DCA Administrator Certification; Understand the intent of collecting capacity data and DCA administration protocols.

If no additional learning is needed, describe how the knowledge, skills and abilities have been determined:

- Complete the [Capacity Assessment Administration Course](#) (online module available through the SISEP Active Implementation Hub); submit all required paperwork (by: _____)
- Work with your district team to ensure a second person will also be completing the certification training (by: _____)

Individual(s) assigned to support the learning: _____.

Effective organization skills

If no additional learning is needed, describe how the knowledge, skills and abilities have been determined:

- Review the DCA Administrator Installation Resources and Monthly Activities (by: _____)

Individual(s) assigned to support the learning: _____.

Effective communication skills

If no additional learning is needed, describe how the knowledge, skills and abilities have been determined:

- Review the district communication protocols (by: _____)

Individual(s) assigned to support the learning: _____.

Document the data collection decisions, timelines, and responsibilities in the district’s MTSS Assessment System document (“District Capacity Data” tab, DCA Roles, Collection, and Analysis section).

If no additional learning is needed, describe how the knowledge, skills and abilities have been determined:

- Schedule time with someone in the district to learn about the MTSS Assessment System, with particular focus on the DCA Roles, Collection, and Analysis Decisions section. If known, add any decisions into the Assessment System (by: _____)

Individual(s) assigned to support the learning: _____.

Facilitate the team administration of the DCA that adheres with the administration guidance provided in the DCA Manual.

If no additional learning is needed, describe how the knowledge, skills and abilities have been determined:

- Review the Introduction and Purpose and DCA Administration Fidelity Checklists (DCA pages 1-13) (by: _____)
- Review district products with a trained DCA Administrator and District Coordinator to support the scoring of DCA items and ensuring accurate self-assessment (by: _____)
- Watch a trained DCA Administrator facilitate the DCA, take notes, and debrief (by: _____)
- Facilitate the DCA and obtain feedback from a trained DCA Administrator (by: _____)
- Review the district’s assessment schedules and district calendar to determine dates for the DCA (by: _____)

Individual(s) assigned to support the learning: _____

Navigate the MiMTSS Data System and train District Implementation Team members how to enter DCA data in the MiMTSS Data System, interpret the District Capacity dashboard displays, and generate reports.

If no additional learning is needed, describe how the knowledge, skills and abilities have been determined:

- Practice navigating the [MiMTSS Data System](#) Data Entry for District Capacity Assessment (by: _____)
- Practice navigating the MiMTSS Data System Capacity district dashboard in [MiMTSS Data System](#) (by: _____)
- Practice running DCA Item reports in the [MiMTSS Data System](#) (by: _____)
- Watch a trained DCA Administrator train team members, take notes, and debrief (by: _____)
- Practice training team members to enter data, generate reports, and answer common questions in a mock situation and get feedback (by: _____)

Individual(s) assigned to support the learning: _____

Support action planning with DCA data

If no additional learning is needed, describe how the knowledge, skills and abilities have been determined:

- Review the Action Planning tool in the DCA manual (by: _____)
- Review the District Implementation Plan (by: _____)
- Review the MiMTSS TAC [District Implementation Team Coaching Concepts and Delivery Methods](#) (by: _____)

Individual(s) assigned to support the learning: _____

URLs Used in Document

[MiMTSS Technical Assistance Center YouTube Channel](#)

(<https://www.youtube.com/channel/UCBv-Ta-s7I62KeTgu5Hn8mA>)

[MiMTSS TAC District Installation Series Training Content](#)

(<https://mimtsstac.org/training-materials/miblsi/training-sequence#local-districts>)

[Capacity Assessment Administration Course](#)

(<https://nirn.fpg.unc.edu/resources/capacity-assessment-administration-course>)

[MiMTSS Data System](#)

(<https://mimtssdata.org/MIData/>)

[District Implementation Team Coaching Concepts and Delivery Methods](#)

(https://mimtsstac.org/sites/default/files/Documents/TeamsRoles/DistrictCoordinators/6_DIT_Coaching_Concepts%20and%20Delivery%20Methods.pdf)

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