



District Implementation Team Orientation

Setting the DIT up for success

2021-2022

mimtsstac.org



Group Expectations

Be Responsible

- Attend to the “Come back together” signal
- Active participation...Please ask questions

Be Respectful

- Please allow others to listen
 - Please turn off cell phones
 - Please limit sidebar conversations
- Share “air time”
- Please refrain from email and internet browsing

Be Safe

- Take care of your own needs

Group Expectations - Virtual

Be Responsible

- Return from breaks on time
- Active Participation
 - Use participant features of raise hand, thumbs up, etc.
 - Type short answer or questions in chat box
 - Respond to poll questions, if provided

Be Respectful

- Limit use of chat box to essential communication
- Please refrain from email and internet browsing
- Place your phone and other devices on mute and out-of-sight

Training Effectiveness

- At the end of the session you will be asked to provide feedback on today's training
- Results will be used to make improvements to professional learning and for reporting to TA Center stakeholders
- Trainers will provide a preview of the survey and provide you with the link at the end of this session

Diversity and Equity

- One of the feedback questions you will see for all of our professional learning sessions is:
 - The session promoted and positively portrayed diversity among educators and learners (strongly agree, agree, unsure, disagree, strongly disagree, optional comments)
- We are collecting baseline data to inform improvements to our MTSS professional learning to promote equity and inclusion

Team Roles

- Facilitator: lead discussions and activities to keep the team moving forward
- Recorder: keep written documentation of key discussion points, decisions, and next steps
- Time Keeper: keep track of time and bring the team back together



Purpose

This session focuses on building fluency in the components of a district implementation infrastructure and provides District Implementation Teams with the tools and processes necessary to hold effective and efficient team meetings.

Intended Outcomes

- Define a District Implementation Infrastructure to Support MTSS
- Outline research supported practices for high-quality implementation
- Explain the role of the DIT and how it fits in with other district structures
- Develop processes for structuring effective and efficient DIT meetings

Agenda

1.0 Interactive Review

2.0 Role of the District Implementation Team

3.0 Effective Teaming Structures

4.0 Next Steps

Use of Module Learning

- Immediate use because terminology and concepts will be embedded in today's session, as well as future sessions
- Tools and resources developed today will be used and refined during monthly DIT meetings

1.0 Interactive Review

MiMTSS Intensive Technical Assistance

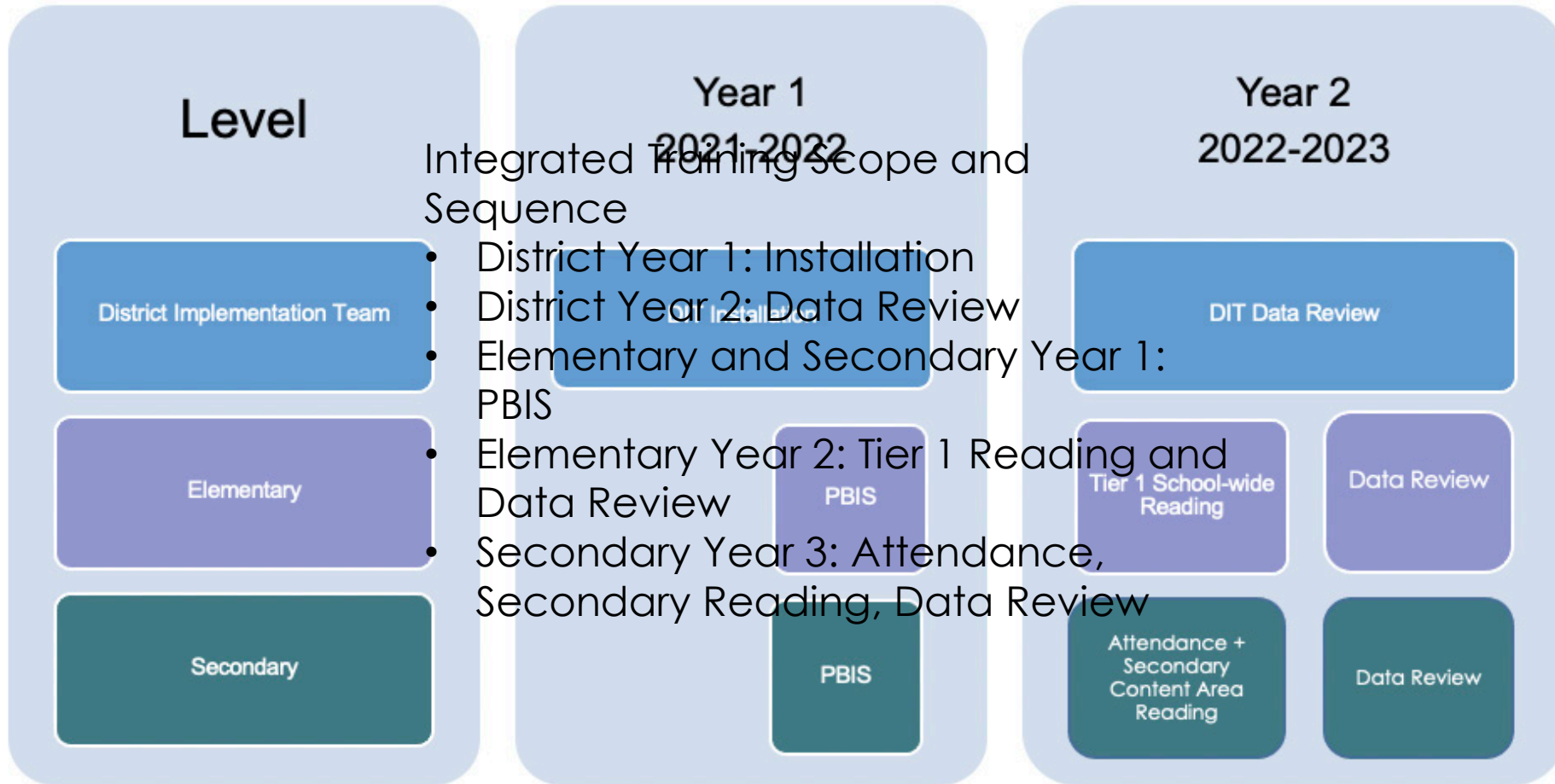
Districts apply for intensive technical assistance in:

- Integrated Behavior and Reading MTSS
- Promoting Positive School Climate (PPSC)

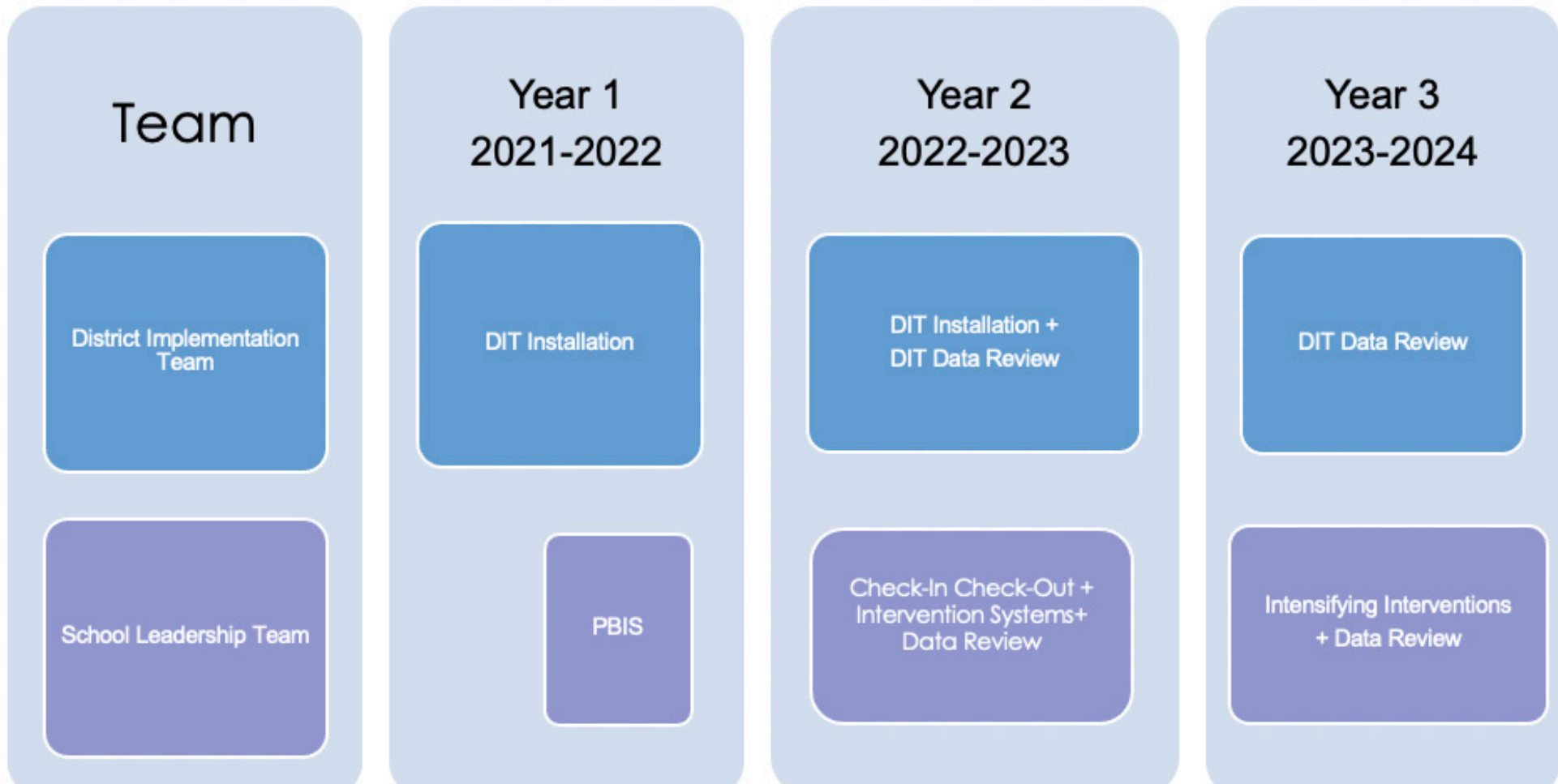
Intensive technical assistance encompasses:

- A multi-year professional learning series
- Professional learning for targeted audiences
- Use of specific assessments and data systems
- On-site coaching for your district team and for the initial set-up and use of the assessments and data systems

Integrated Training Scope and Sequence



PPSC Training Scope and Sequence



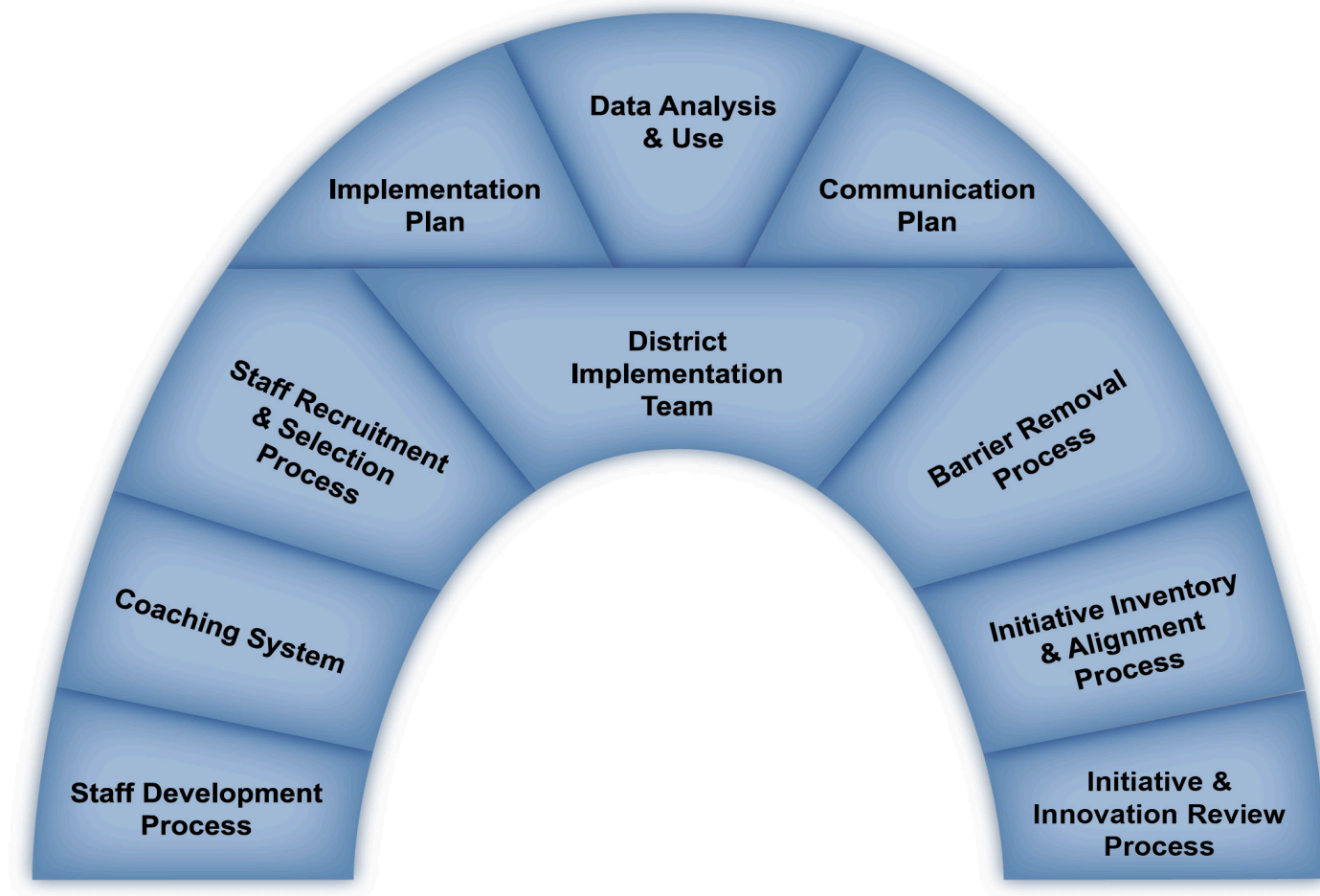
Activity 1.1

- Prior to this session, you were asked to watch the module “MiMTSS Intensive TA Partnership” and review your district’s application
- Your Implementation Specialist, Executive Leader, and Coordinator will facilitate a discussion of the following:
 - Questions about the Intensive TA partnership (e.g., why your district chose to apply, the scope and sequence, required measures, general questions)
 - District capacity to support this work and how it will fit with existing district priorities
 - Additional questions from the team

Terminology and Concepts

1. District Implementation Infrastructure
2. District Capacity Assessment (DCA)
3. Multi-Tiered Systems of Support (MTSS)
4. Implementation Science

District Implementation Infrastructure Components



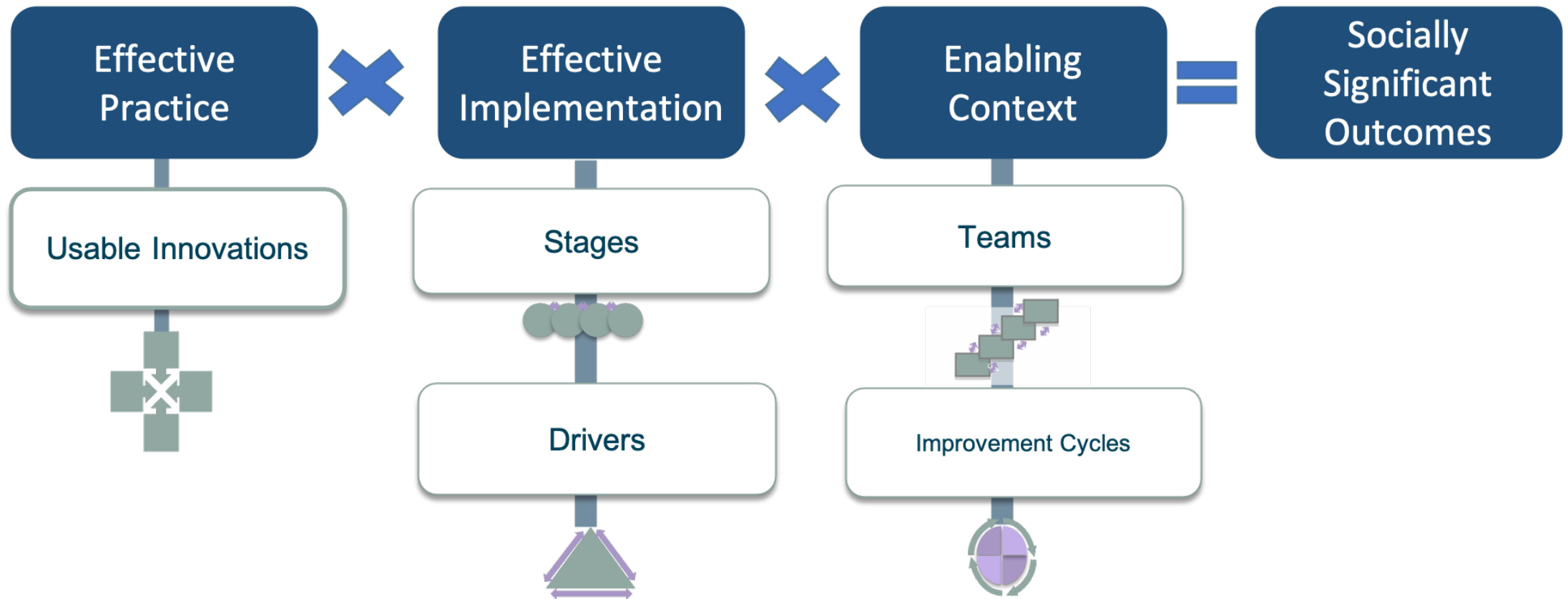
DCA and MDE MTSS Practice Profile

- District Capacity Assessment (DCA)
 - DIT installation professional learning is designed to help districts install the components of a district implementation infrastructure
 - Level of use of infrastructure components is assessed through the DCA
 - Responses to the DCA are framed around an “Effective Innovation” (EI)
- MDE MTSS Practice Profile
 - Development of a district implementation infrastructure addresses key actions identified in each of the essential components of MTSS

Effective Innovation (EI)

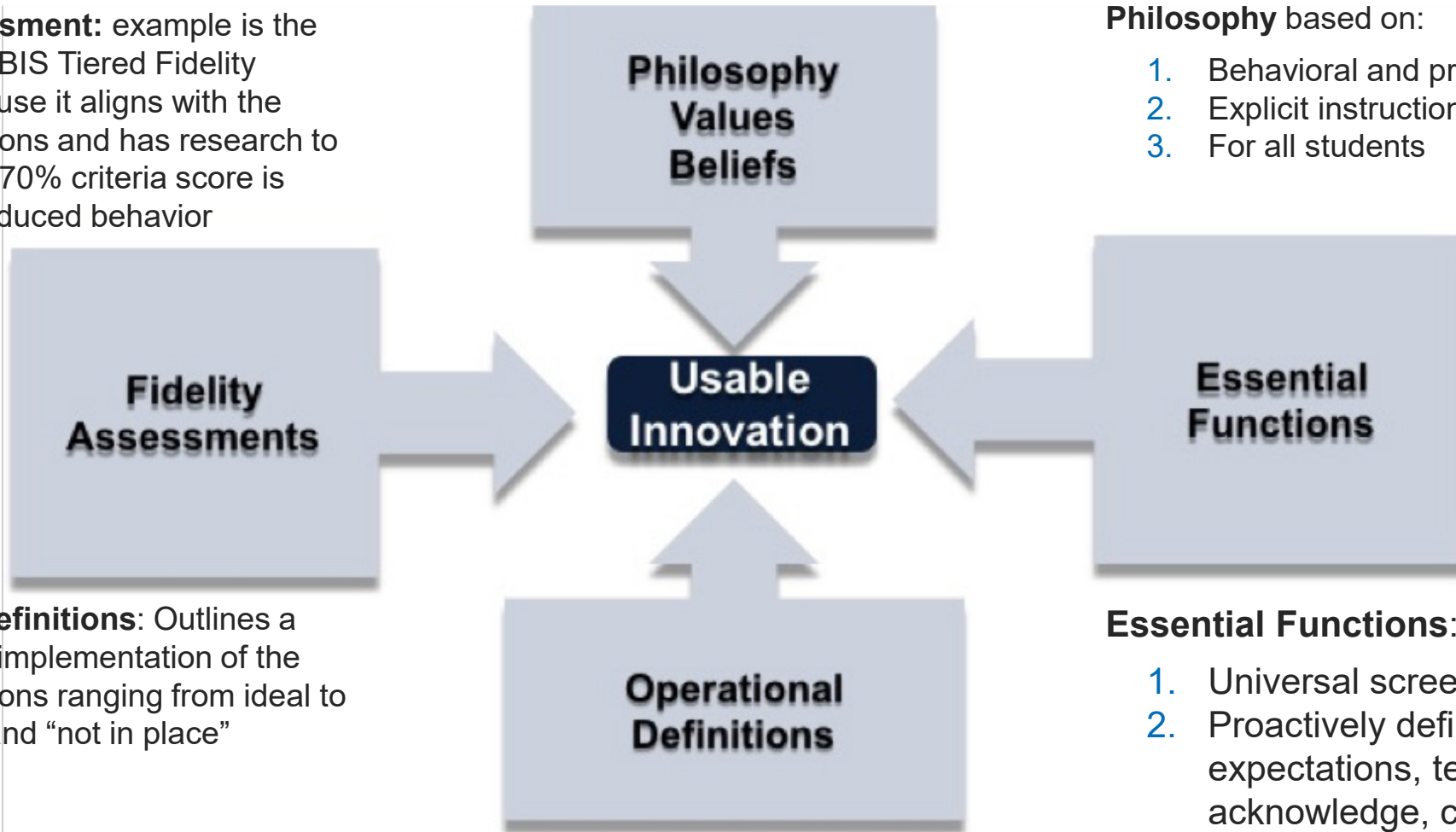
- A set of defined practices used in schools to achieve outcomes that have been empirically proven to produce desired results
- Examples of Effective Innovations:
 - School-wide Positive Behavior Interventions and Supports (SWPBIS)
 - School-wide Reading Model (elementary)
 - School-wide Content Area Reading Model (secondary)

Active Implementation Frameworks



PBIS Usable Innovation

Fidelity Assessment: example is the School-Wide PBIS Tiered Fidelity Inventory because it aligns with the essential functions and has research to demonstrate a 70% criteria score is predictive of reduced behavior incidences



Philosophy based on:

1. Behavioral and prevention science
2. Explicit instruction
3. For all students

Operational Definitions: Outlines a progression of implementation of the essential functions ranging from ideal to unacceptable and “not in place”

Essential Functions:

1. Universal screening
2. Proactively define behavioral expectations, teach, monitor, acknowledge, correct, use data



Activity 1.2

- Your Implementation Specialist will lead you through an Interactive Review of terms and concepts related to installation of a District Implementation Infrastructure
- After completing the review, your Implementation Specialist will share out the answers

2.0 Role of the District Implementation Team

Existing District Organizational Structures

- A school district is comprised of the following structures each with its own function:
 1. Board of Education
 2. Executive Leadership (includes Superintendent)
 3. Administrative Team
- Each of these structures is necessary to support the development of a district implementation infrastructure and implementation of MTSS.

DIT Description

- Oversees the development and use of a district implementation infrastructure to support schools in their use of effective innovations
 - Shapes district processes and procedures for selection and use of EIs
 - Engages in district data analysis to support implementation
 - Ensures communication amongst groups / teams across the district
 - Ensures meaningful participation from multiple and diverse stakeholders
- Functional size
- Membership includes Executive Leader and District Coordinator

Key Roles

District Coordinator

- Facilitate DIT meetings
- Draft, monitor, prompt use of district processes and procedures (e.g., implementation plan, communication plan)
- Facilitate analysis of district data
- Facilitate coaches' meetings and support school leadership team coaches

Executive Leader

- Attend DIT meetings
- Ensure political support and visibility for district processes and procedures
- Allocate resources to support implementation
- Support barrier removal

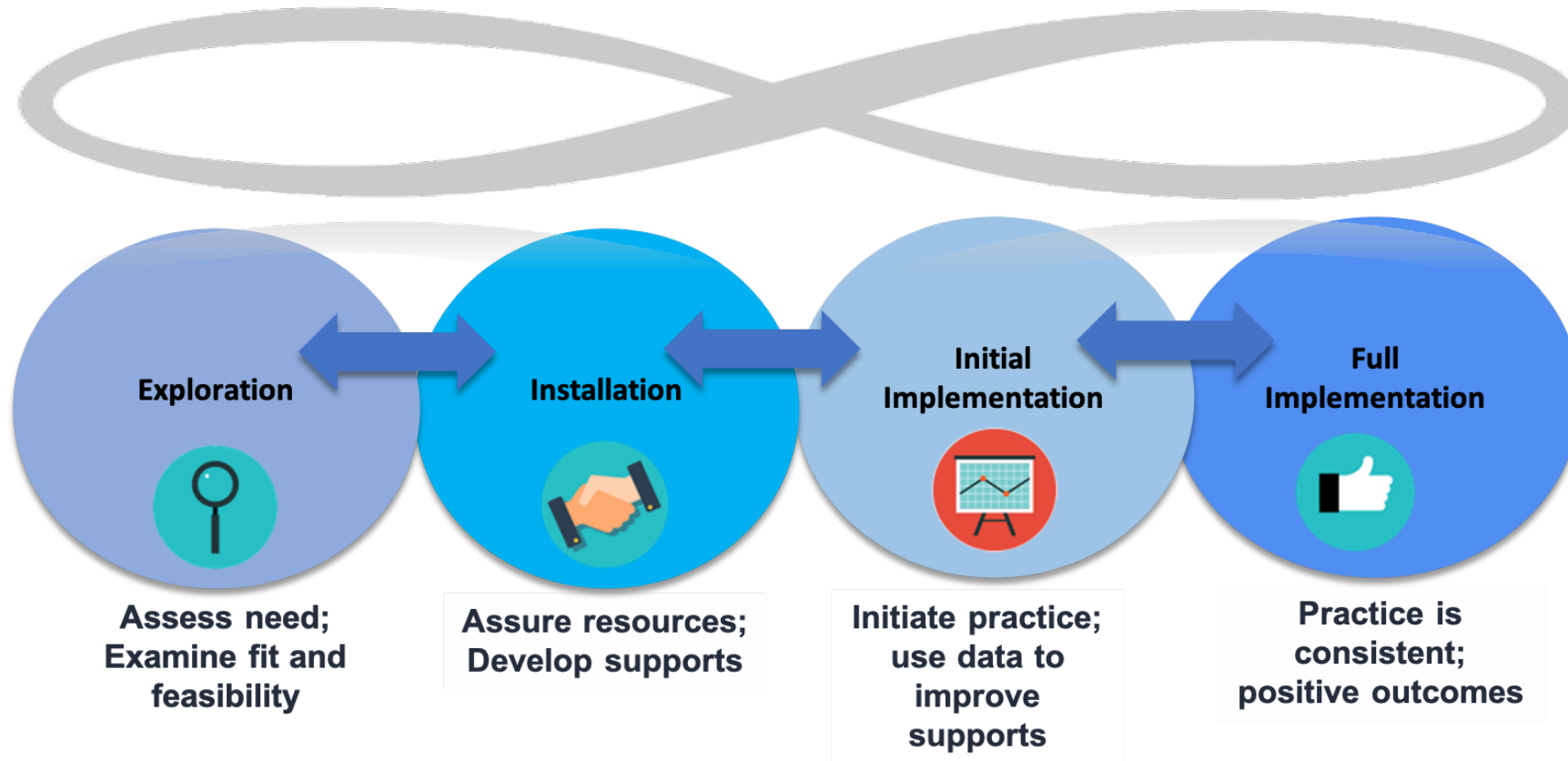


Activity 2.1

- Your Executive Leader and Coordinator will facilitate a review of the District Organizational Structure and Committee Audit
 - What are the existing structures and teams in your district?
 - Who are the individuals that are a part of each?
 - How might these groups work together to support implementation of MTSS?
 - How will the District Implementation Team work with these existing structures?

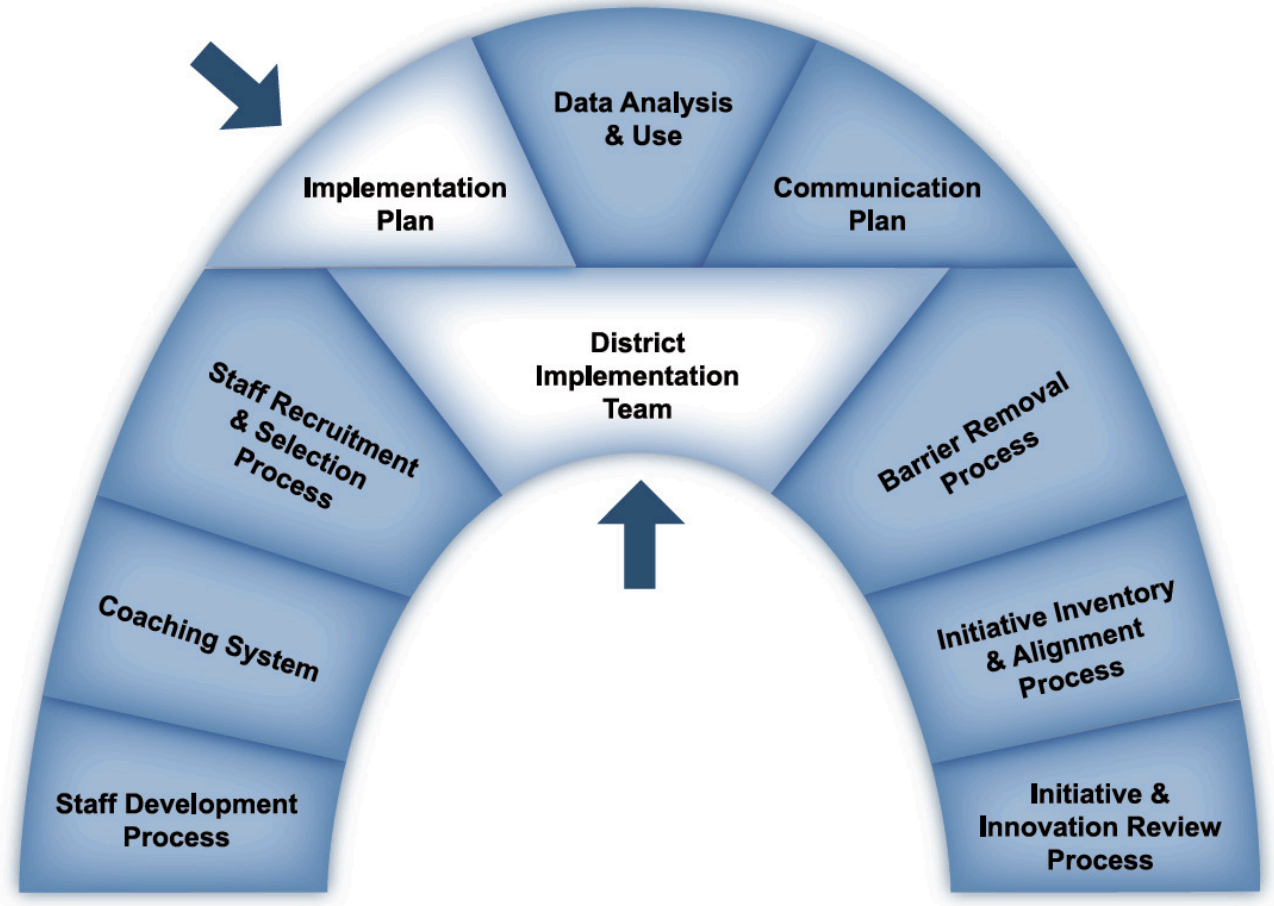
3.0 Effective Teaming Structures

Installation



(Fixsen, Naoom, Blase, Friedman, & Wallace, 2005)

District Implementation Infrastructure



Making Connections

- MDE MTSS Practice Profile Essential Components:
 - Team-Based Leadership
- District Capacity Assessment
 - Item 4: DIT uses an effective team meeting process
 - Item 8: DIT has an implementation plan for the EI

(MDE MTSS Practice Profile, 2020; District Capacity Assessment, 2019)

Impact on Student Outcomes

- Organized and effective Implementation Teams make a big difference for achieving socially significant student outcomes
- Without implementation teams, individual staff are left to figure out implementation of best practices on their own
- Effective implementation teams ensure purposeful implementation occurs and are the group of staff that “Make it happen”

(National Implementation Research Network, AI HUB)

Activity 3.1

- Quick Write: Take 3 minutes to respond to the following questions
 - List at least 3 things that need to be in place for efficient and effective teaming to occur
 - In your previous experiences with teams, were these components in place?
 - If components were in place, how did these components improve the functioning of the team?
 - If components were not in place, how might they have increased the effectiveness and efficiency of the team?
- Be prepared to share with the team

DIT Operating Procedures

- Standard ways of work to ensure efficient and effective meetings
 - Established meeting schedule
 - Defined meeting roles and norms
 - Decision-making protocols
 - Decisions for storing and organizing team minutes and documents
 - Pre-meeting and agenda / meeting minute template
 - Implementation plan template and decisions

DIT Operating Procedures (cont.)

- Your Coordinator has developed a draft of an operating procedures packet, as well as agenda, pre-meeting, and implementation plan templates
- Once finalized, operating procedures and meeting templates need to be reviewed and updated on a regular basis to ensure team meetings are efficient and effective

DIT Meeting Agenda Template

- Use of a standardized agenda template guides the development of monthly meeting agendas
- This ensures critical topics are regularly addressed and sufficient time is allocated
- Meeting minutes are documented for future reference

Standard Agenda Topics

- Other district implementation teams have found there are standard agenda topics that need to be discussed at most meetings, regardless of the time of year
- They have also found some agenda topics and items are only relevant based on need or time of year (e.g., professional learning, considering selecting a new effective innovation)

DIT Agenda Topics

Standing Agenda Topics

- Review agenda and previous action items
- Implementation Challenges
- Data Collection and Use
- Communication From / To
- Meeting Wrap-Up

Additional Agenda Topics

- Professional learning preparation
- Deepening team knowledge
- Effective innovation review / selection, de-selection process and alignment process

Agenda Topics vs. Agenda Items

Agenda Topics

- Broader areas of focus that allow for more specific things related to one another to be grouped together
- Tend to remain constant across meetings
- Seem to be easier for team members to remember

Agenda Items

- More narrow in scope
- Provide more specificity
- Frequently change from one meeting to another

Organizing DIT Meeting Agenda Items

- A Pre-Meeting Sheet includes the range of DIT meeting agenda topics and space for team members to add agenda items for topics
- Makes it easier for the Coordinator to organize meeting agenda items from one meeting to the next
- Many teams develop agreements about how the pre-meeting sheet will be prompted and used by DIT members to share in creation of the agenda

Implementation Plan

- Support for an effective innovation requires planning at the district and school levels
- A district implementation plan will need to be developed and monitored on a regular basis
- People will be identified to integrate relevant implementation plan components into MICIP (Michigan's Integrated Continuous Improvement Process)

Implementation Plan (cont.)

- The District Implementation Plan will include goals and activities to:
 - Support scale-up of MTSS across schools
 - Improve the district's capacity (knowledge, skills, and abilities) to support the effective innovation (either the integrated behavior and reading MTSS framework or the behavioral components of an MTSS framework)
 - Ensure fidelity and improved outcomes for MTSS components
- The District Coordinator is typically designated to work with DIT members to monitor and update the plan and ensure assigned activities are completed within given timelines



Activity 3.2

- Your Implementation Specialist and District Coordinator will provide an overview of drafts of the following documents
 - DIT Operating Procedures Packet
 - Agenda template
 - Pre-meeting sheet template
 - District Implementation Plan
- Following the overview, there will be an opportunity for team members to provide feedback and work to finalize documents and decisions

MiMTSS Data System

- MiMTSS TA Center's primary system used for housing data and training event information, as well as for grant reporting
- A single and SIMPLE point of data entry (school-level) that aggregates data up to the district, ISD, and state levels
- A place to enter and analyze capacity and fidelity data that are not hosted in any other data system
- Dashboards are designed to effectively display data and aligned with the data review process

Activity 3.3

- As a member of the DIT, you will need to update your contact information in the MiMTSS Data System records
- Your Implementation Specialist and Coordinator will
 - Assist you in navigating the Data System and updating your records
 - Provide an overview of the MiMTSS Data System District Dashboard and District Installation Checklists
 - Model how to update DIT installation checklists
- Following today's session, you will be assigned district-level access which will allow you to view the district dashboard and enter district data as needed

4.0 Next Steps

Next Steps

- Finalize your DIT Operating Procedures, including agenda and implementation plan templates
- Ensure all team members are assigned district-level access to the MiMTSS Data System
- Update DIT Installation Checklists prior to or during your monthly DIT meeting until they are at 100% completion

SESSION EVALUATION

- Trainers, add the session evaluation link from the MiMTSS Data System
- When you get to this slide in training, go to the link and provide a preview of the questions and how to complete the feedback.