



District Implementation Team (DIT) Development

Setting the Team 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
- One team member will check a box to complete the activity questions on behalf of your team

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 introduces the District Implementation Team to research supported practices for high-quality implementation and provides an opportunity for the team to develop effective and efficient team meeting structures.

Intended Outcomes

- Outline research supported practices for high-quality implementation
- Develop processes for structuring effective and efficient DIT meetings

Agenda

1.0 Interactive Review

2.0 Introduction to Implementation Science

3.0 Effective Teaming Structures

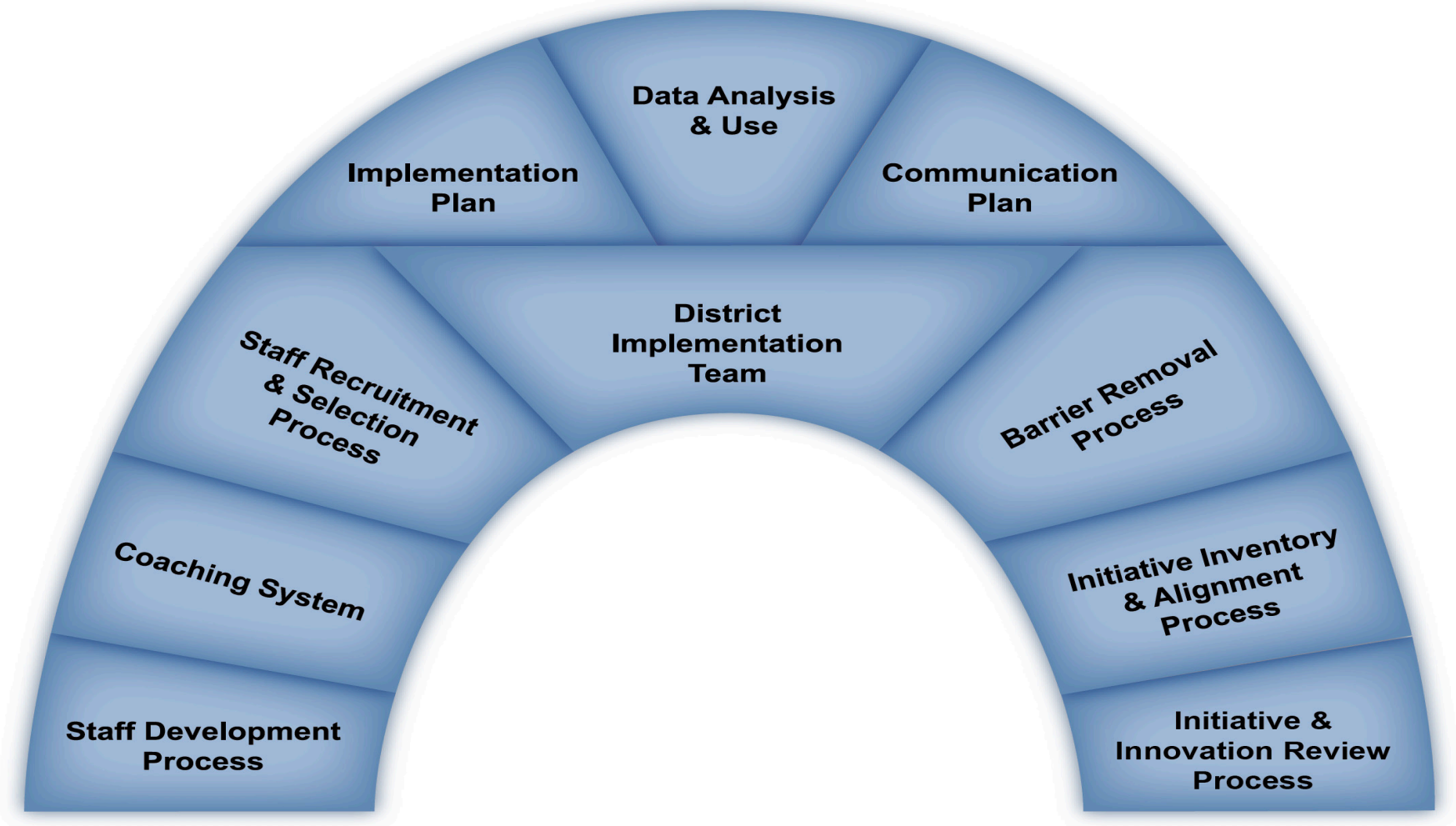
4.0 Next Steps

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

District Implementation Infrastructure



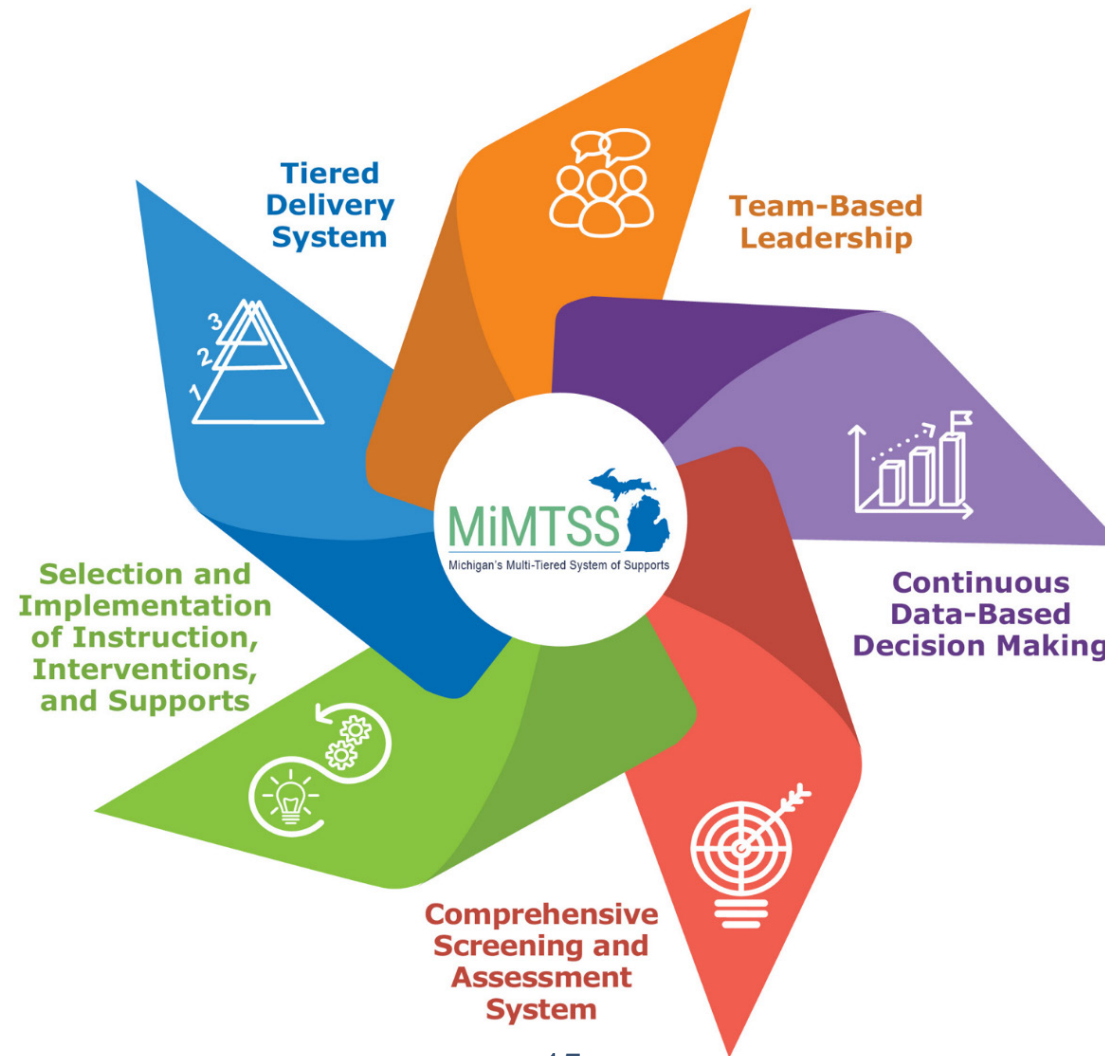
District Implementation Team (DIT)

- 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

District Capacity Assessment (DCA)

- Bi-annual self-assessment of a district's implementation infrastructure (Jan./Feb. and Aug./Sept.)
- Typically completed by a District Implementation Team
- Responses are framed around an “Effective Innovation”
- Responses to the DCA can be framed around the defined components of an MTSS framework (e.g., behavior, reading)
- Data is used for on-going action planning and improvement

MDE MTSS Practice Profile



(MDE, 2020)

District Infrastructure to Support MTSS

- DIT Installation Professional Learning Series developed by the MiMTSS TA Center is designed to help districts achieve the highest level of use for each of the components of a district infrastructure
- Development of a district implementation infrastructure ensures effective and sustained implementation of an MTSS framework

Activity 1.1

- Develop a short “elevator speech” you could share with individuals within the district in response to the following questions:
 - What is the district implementation team?
 - What does the district implementation team do?
 - What does the work of the district implementation team have to do with MTSS?
- Be prepared to share your speech with the group

Formula for Success

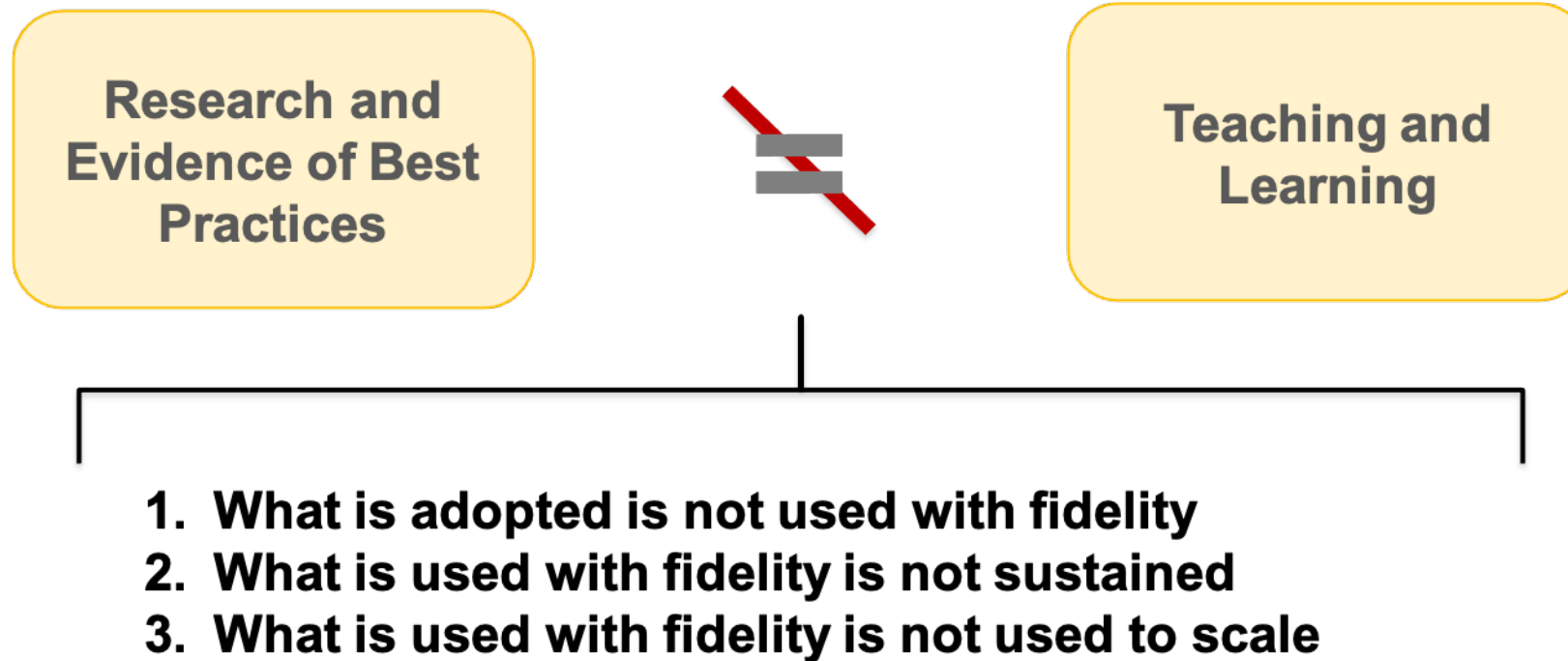
Education continues to rely on the “excellent teacher” myth rather than on the “improved system” approach.

Excellent teachers are a gift, and we should admire, learn from and support them. But the real issue is how to (a) train more “excellent teachers,” (b) give them curricula that really works, and (c) give them a system that makes it easier and more likely that excellent teaching happens by design rather than by heroic efforts to overcome the system.

(Horner, 2013)

2.0 Introduction to Implementation Science

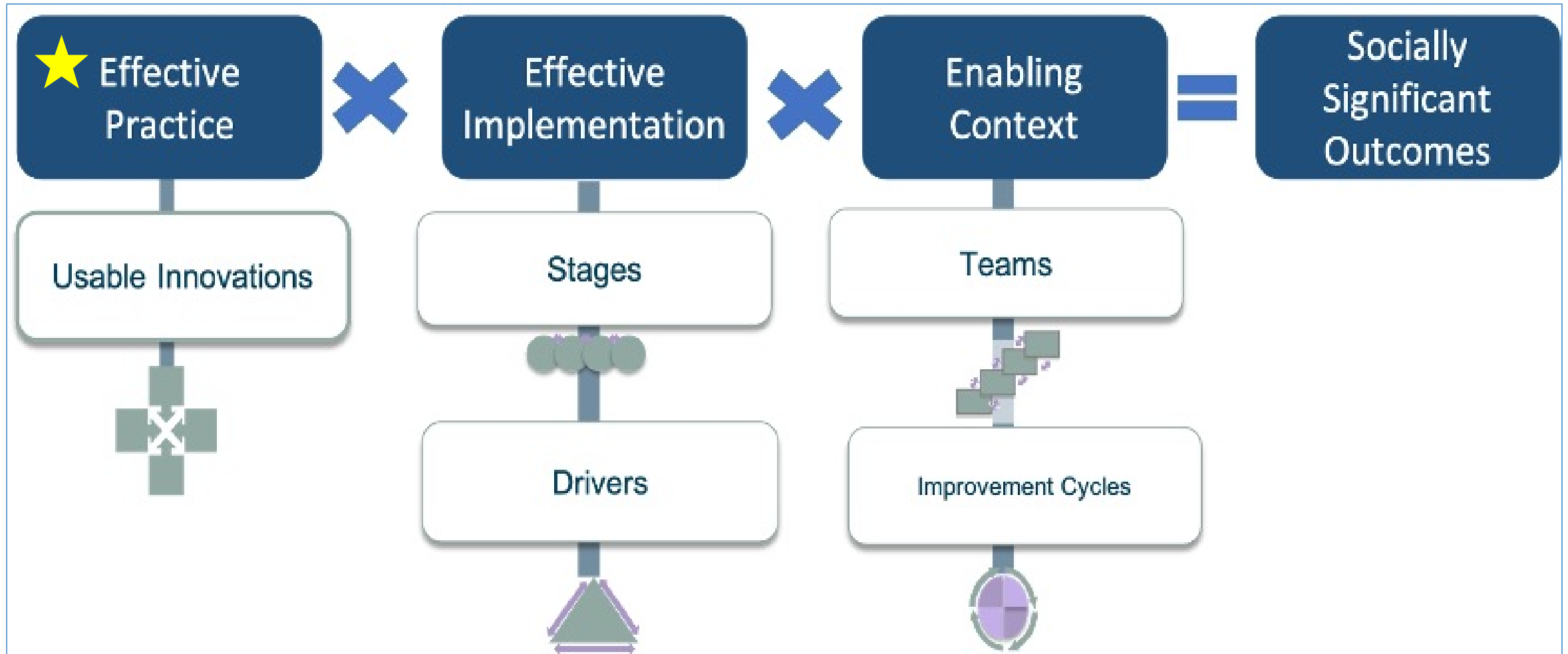
Science to Service Gap



Implementation Science

- Ways to successfully use innovations as intended and to sustain their use while scaling-up across settings to replicate improved outcomes
- Active Implementation Frameworks are the basis of implementation science
 - Effective practices that have been made usable
 - Effective implementation to support effective use of practices
 - Enabling contexts to create the environment for practices to be used well

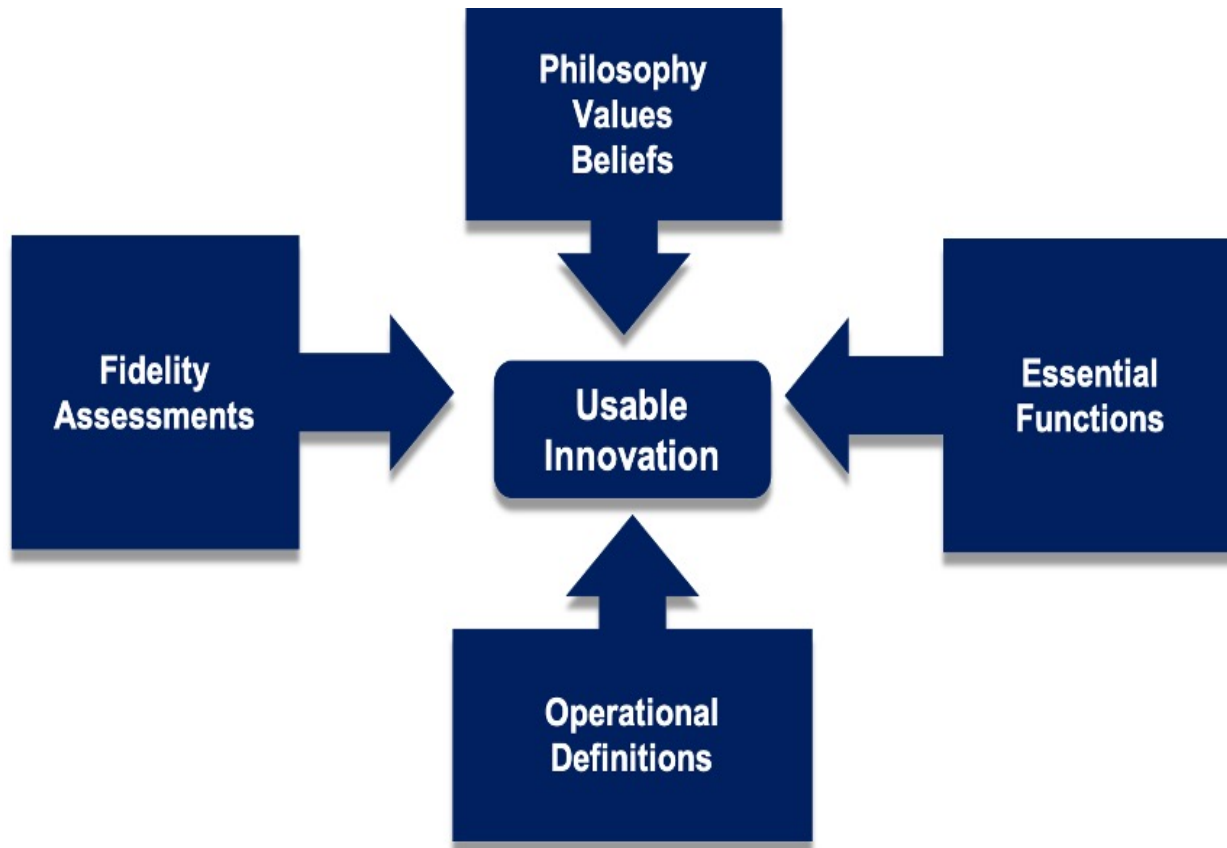
Active Implementation Frameworks



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)

Making Innovations Usable



- Four criteria need to be in place to ensure evidence-based practices are usable (e.g., teachable, learnable, doable, assessable in practice)
- Making a practice usable ensures staff can be trained and coached to use the practice as intended
- Effective implementation of effective practices leads to improved student outcomes

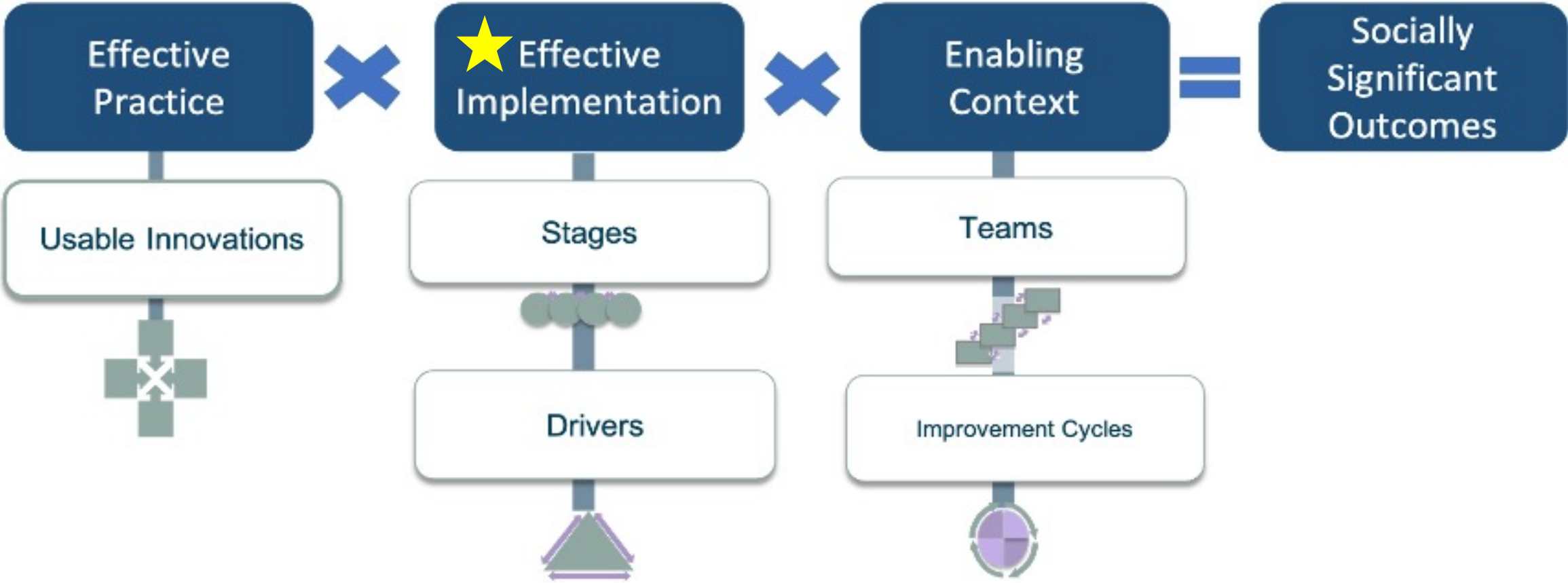
(National Implementation Research Network, 2018)

Usable Innovation Current Reality

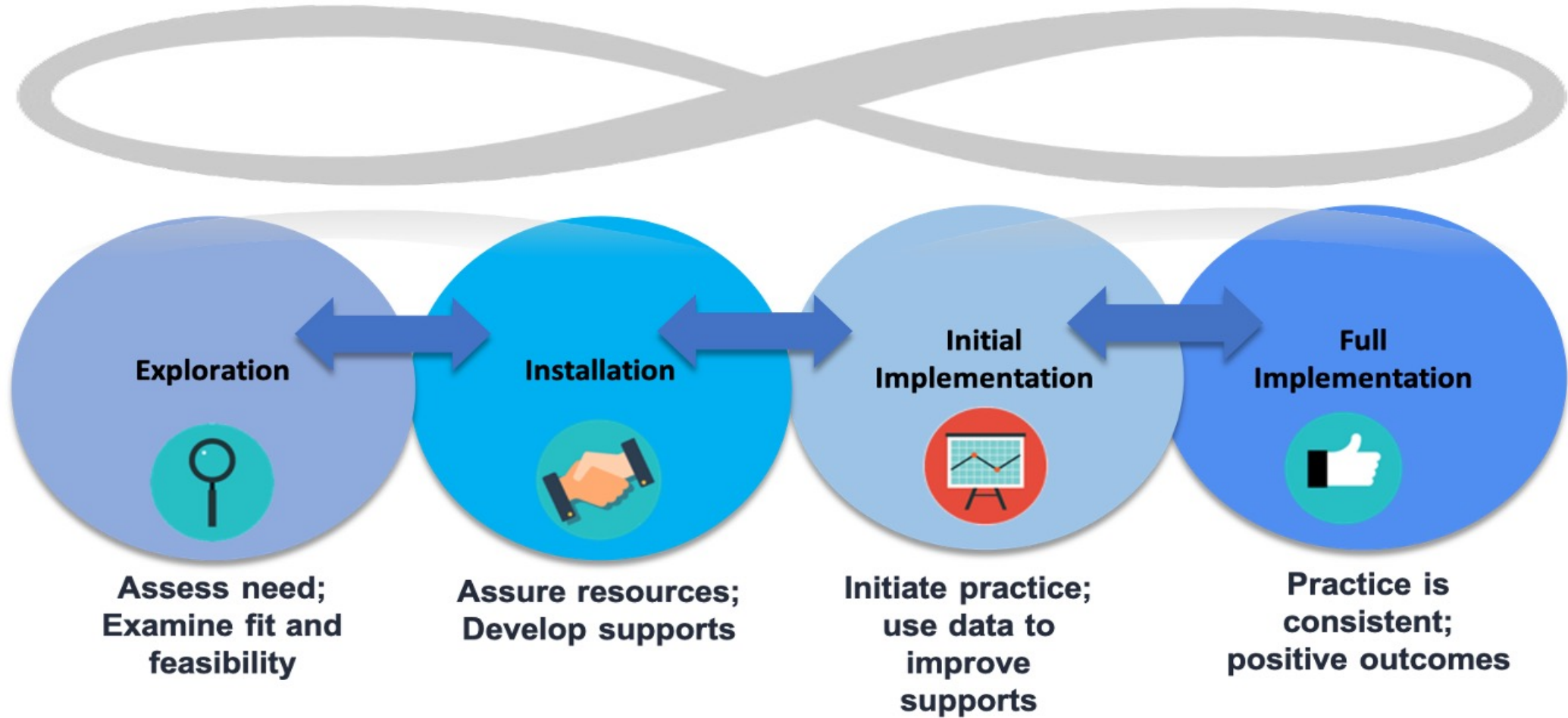
- Approximately 5-15% of effective innovations across disciplines (e.g., education, criminal justice) meet the “usable” criteria
- This current reality can help explain why it is difficult to use innovations as intended, sustain their use, and scale-up the use across settings
- Good news! MTSS has been made usable through the development of the MDE MTSS Practice Profile.

(Fixsen, D., Blase, K., Metz, A., & Van Dyke, M. (2013) ; Moncher & Prinz, 1991;Gresham, et al., 1993; Dane & Schneider, 1998; Durlak & DuPre, 2008)

Effective Implementation

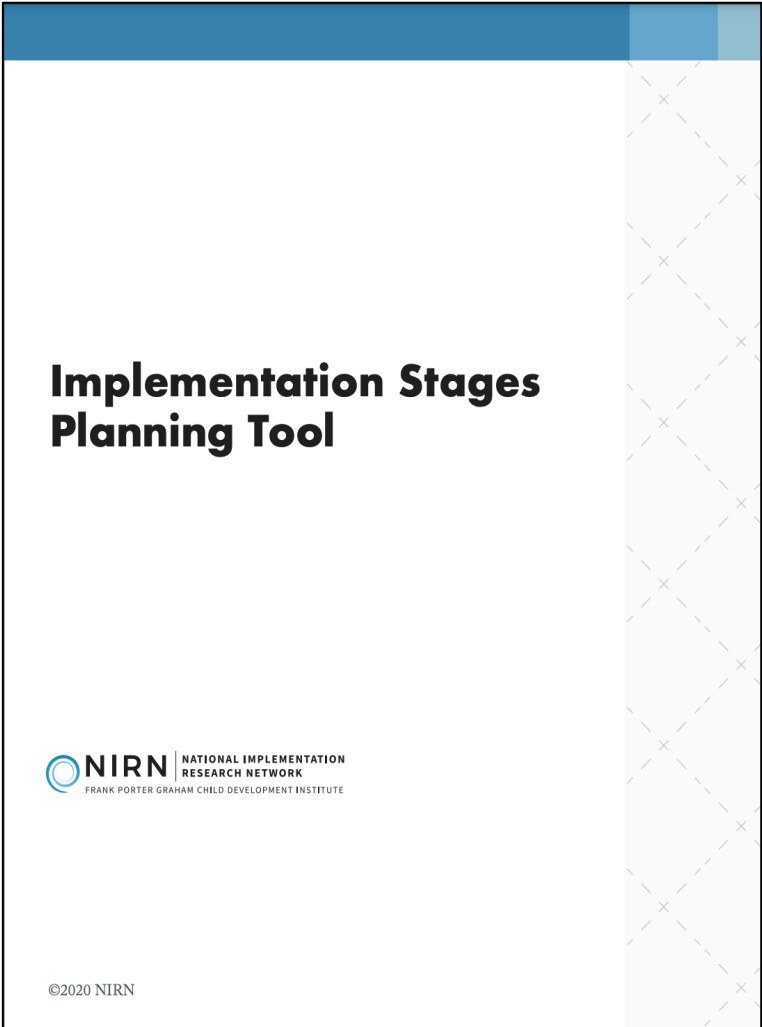


Implementation Stages



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

Stage-based Planning



Implementation Stages Planning Tool

IMPLEMENTATION STAGES CHECKLIST

Assess your team's progress within important stage-based activities for your current stage of implementation. Once you have done so, review progress within previous or subsequent stages to identify improvements and/or planning needs. Tools and resources are linked within the different stage-based activities. Additional resources can be found at <https://nirn.fpg.unc.edu/ai-hub>.

EXPLORATION STAGE ACTIVITIES	In Continuous Improvement	In Progress	Not Yet Initiated
E1. Grow relationships with stakeholders with a variety of diverse perspectives and inclusive of voices not traditionally prioritized.	(Choose one)	<input type="checkbox"/>	<input type="checkbox"/>
E2. Develop an <u>Implementation Team representative of the staff, organization and community that are the participants in and recipients of needed changes.</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E3. Cultivate <u>Sponsors/Champions that have the authority and cultural capital to promote change.</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E4. Assess and create readiness for team, staff, and organization.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E5. Identify changes needed, existing assets, and <u>potential root causes.</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E6. Scan or assess what is currently in place to address the change needed (<u>Initiative Inventory</u>).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E7. Identify and learn about other potential practices or programs to address the change needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E8. Assess fit and feasibility of options to address the change needed. Consider need, fit, evidence, usability, capacity, and supports (<u>Hexagon Tool</u>).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E9. Using fit and feasibility assessment results, identify the option to implement, or choose to reassess need and potential options, or choose not to proceed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E10. Develop <u>communication processes and messages.</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E11. Determine what actions will be needed to optimize readiness and develop staff capacity, as well as organization and systems changes needed for the identified option.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

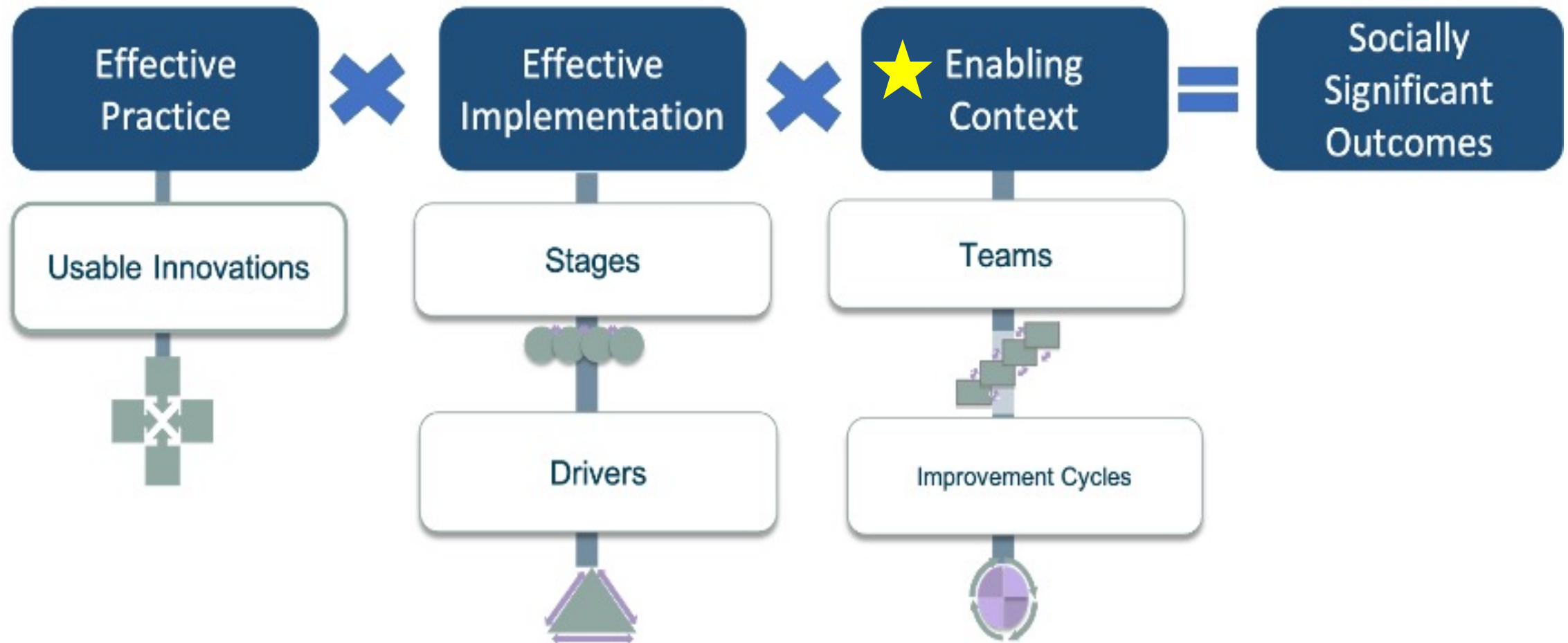
Notes:

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Implementation Drivers

- Key components of capacity and infrastructure that influence a program's success and “drive” the work forward
 1. Leadership
 2. Organization (infrastructure)
 3. Competency
- When integrated and used collectively, drivers ensure high-fidelity and sustainable program implementation
- Implementation drivers are assessed by the DCA

Enabling Context



Implementation Teams

**No
Implementation Team**

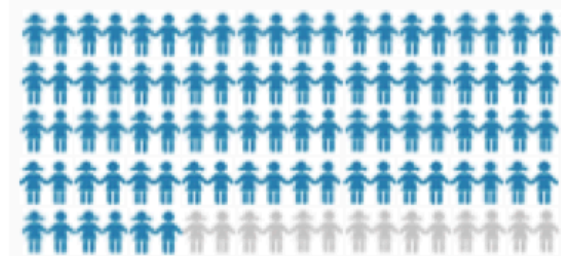


From “Letting it Happen”

14% of sites were at full implementation in 17 years

Only 10% of reforms were used with fidelity after 5 years of funding (Aladjern & Borman, 2006)

**Expert
Implementation Team**



To “Making it Happen”

80% of sites were at full implementation in 3 years



Improvement Cycles



- Continuous use of data to improve implementation
- Michigan Continuous Improvement Process is an example of a 5-step process framed around improvement cycles



Activity 2.1

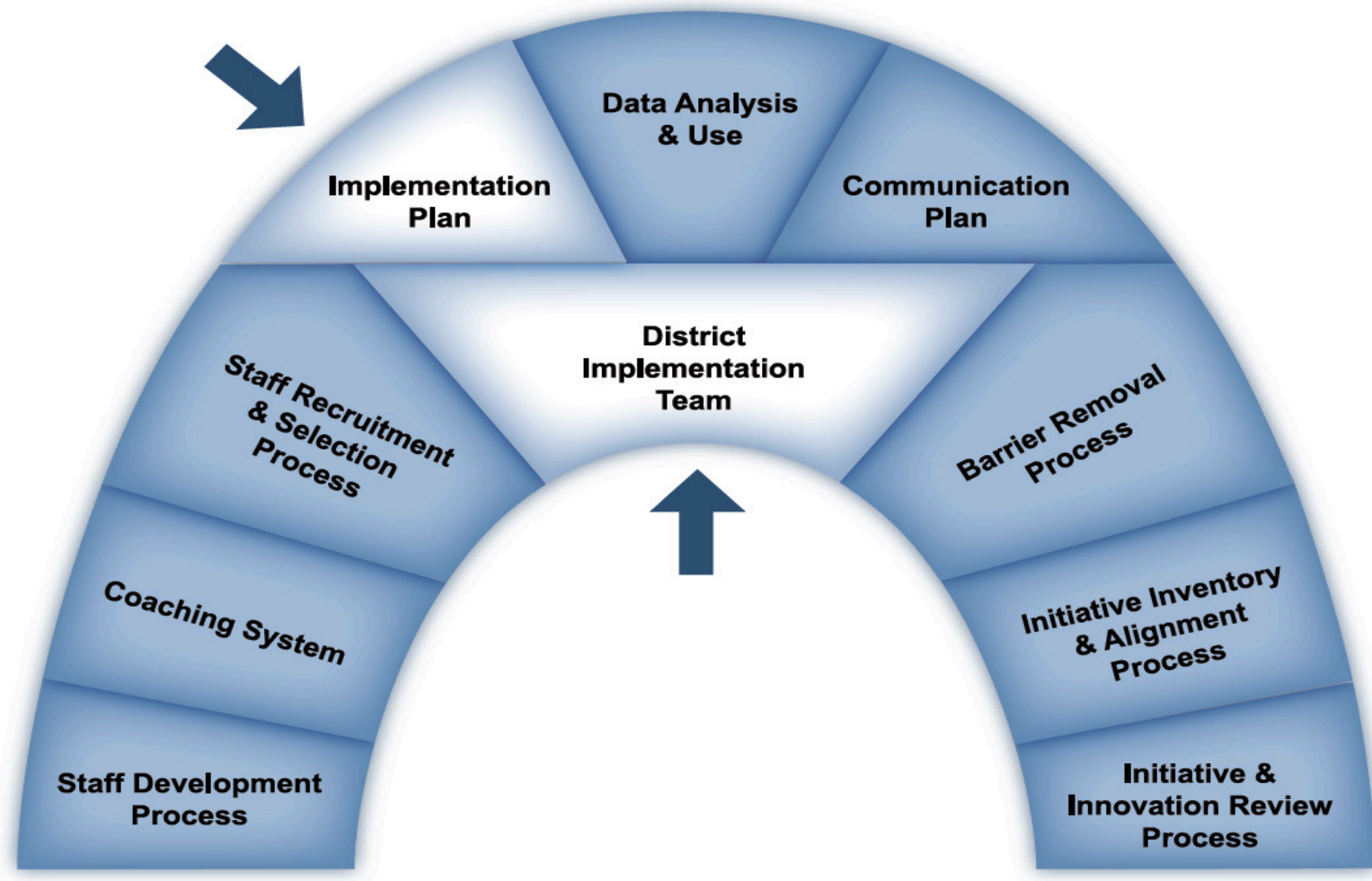
- It's time for an interactive review!
- We will review the newly learned terms and concepts related to the installation of a district implementation infrastructure
- Before we do, take 2 minutes to review the key terminology and your notes for the previous to sections
- After completing the review, your trainer will share out the answers

3.0 Effective Teaming Structures

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 group

District Implementation Infrastructure Components



Making Connections

- 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 Essential Components:
 - Team-Based Leadership

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

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 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)

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

- Narrower 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
- Relevant components integrated into MICIP (Michigan's Integrated Continuous Improvement Process)
- Includes goals and activities to:
 - Support scale-up of MTSS across schools
 - Improve the district's capacity to support MTSS
 - Ensure fidelity and improved outcomes for MTSS across schools



Activity 3.2

- Your Coordinator will provide an overview of next steps for developing 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 ask questions and plan to provide feedback on documents and decisions

4.0 Next Steps

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

Installation Checklists

- During installation, your team will have access to DIT Installation Checklists to guide your work
- Following each training, a checklist will be provided to help move installation of a district implementation infrastructure forward
- Incomplete installation checklist items should also be transferred to your team's implementation plan to ensure individuals and timelines are assigned to each task



Assignments

- Register for MiMTSS Data System and ensure your Coordinator assigns you district-level access
- Develop DIT Operating Procedures and Resources
- Complete activities in your implementation plan during and between monthly meetings
- 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.