District Implementation Team (DIT) Development

Coaching Support Session

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

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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

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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

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.

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Intended Outcomes

- Outline research supported practices for high-quality implementation

- Develop processes for structuring effective and efficient DIT meetings

- Prepare to facilitate activities designed to enhance the district's capacity

Agenda

1.0 Interactive Review

2.0 Prepare to Coach the DIT

3.0 Next Steps

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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

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Resources for Today

- DIT Coaching Support Session Binder
  - CSS Materials
  - Coaching Resources
- DIT Installation Training Binder

1.0 Interactive Review

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District Implementation Infrastructure
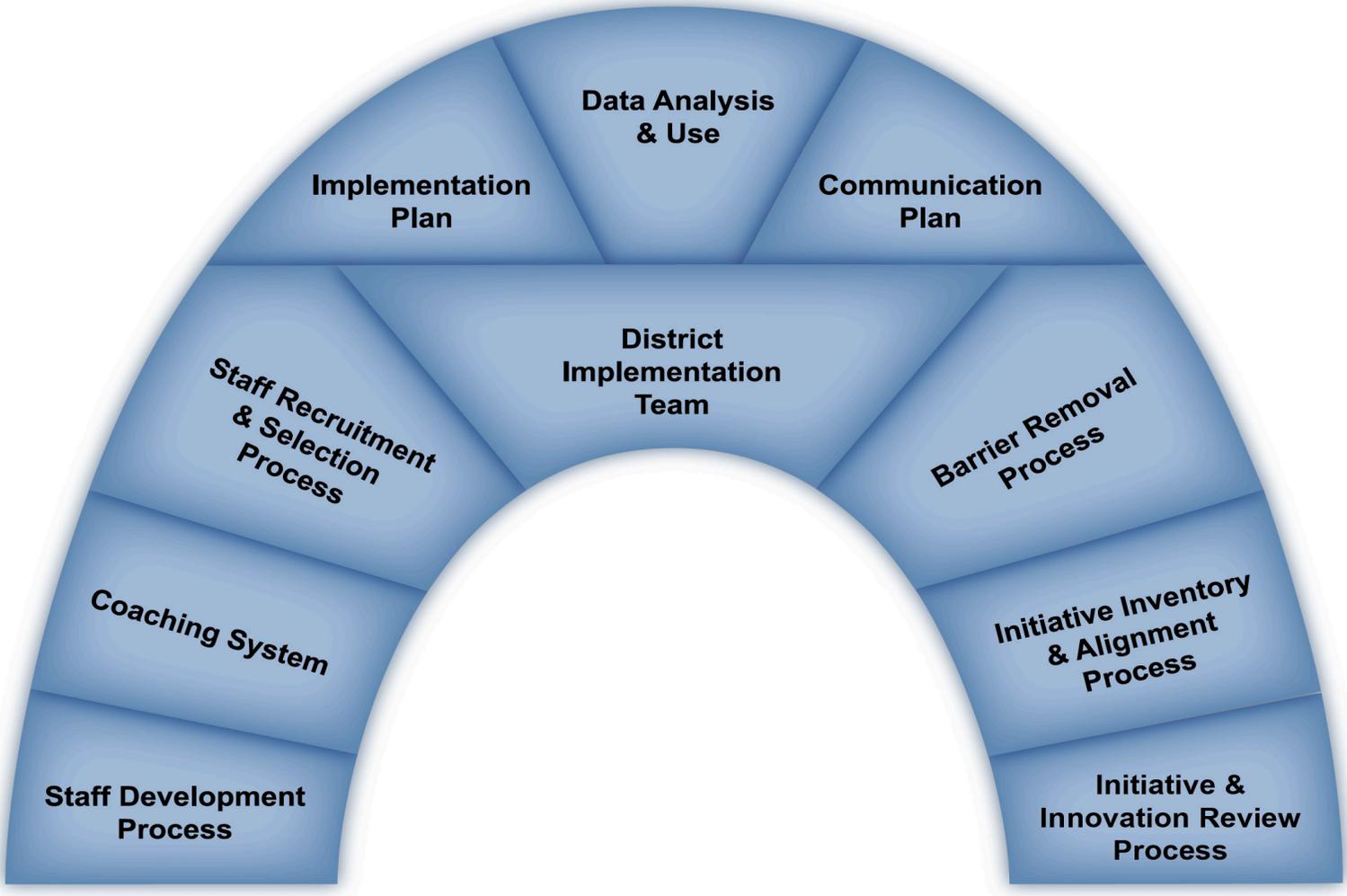
District Implementation Team (DIT)

- 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

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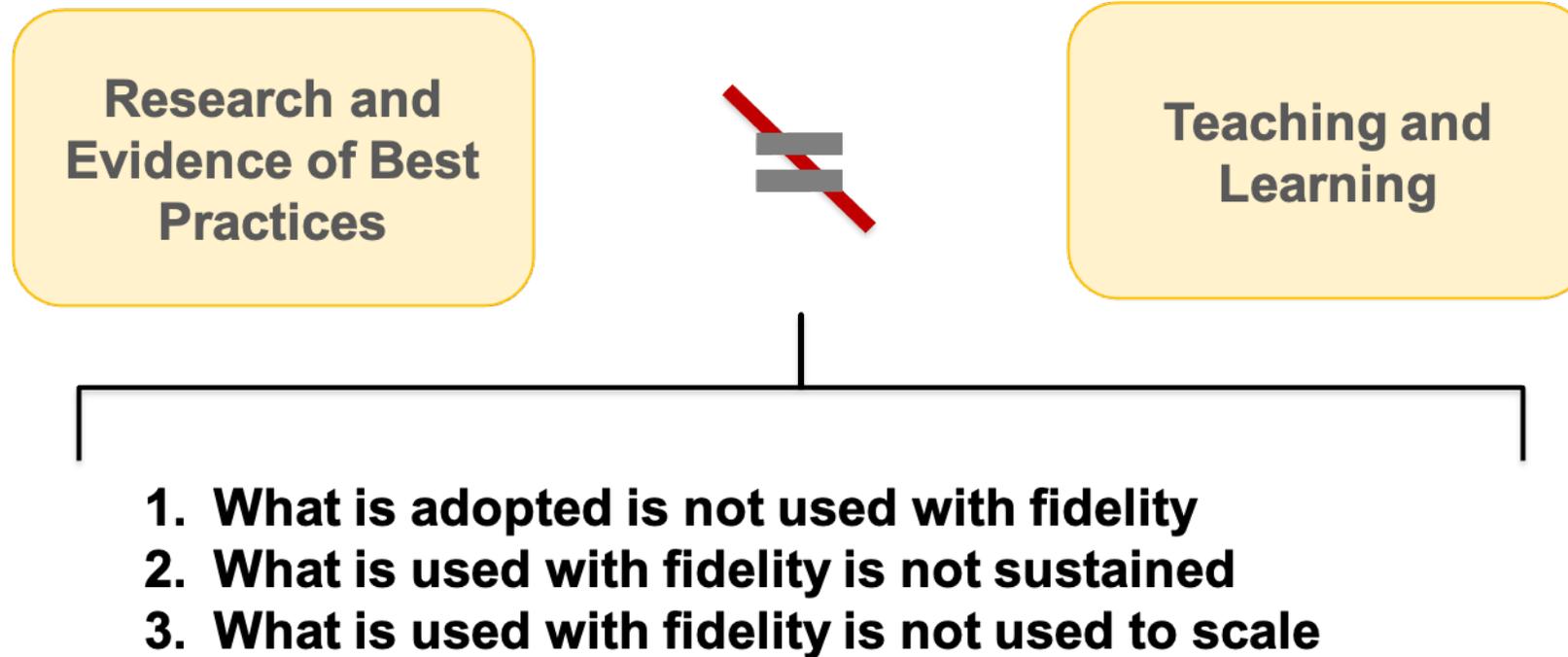
District Infrastructure to Support MTSS

- 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
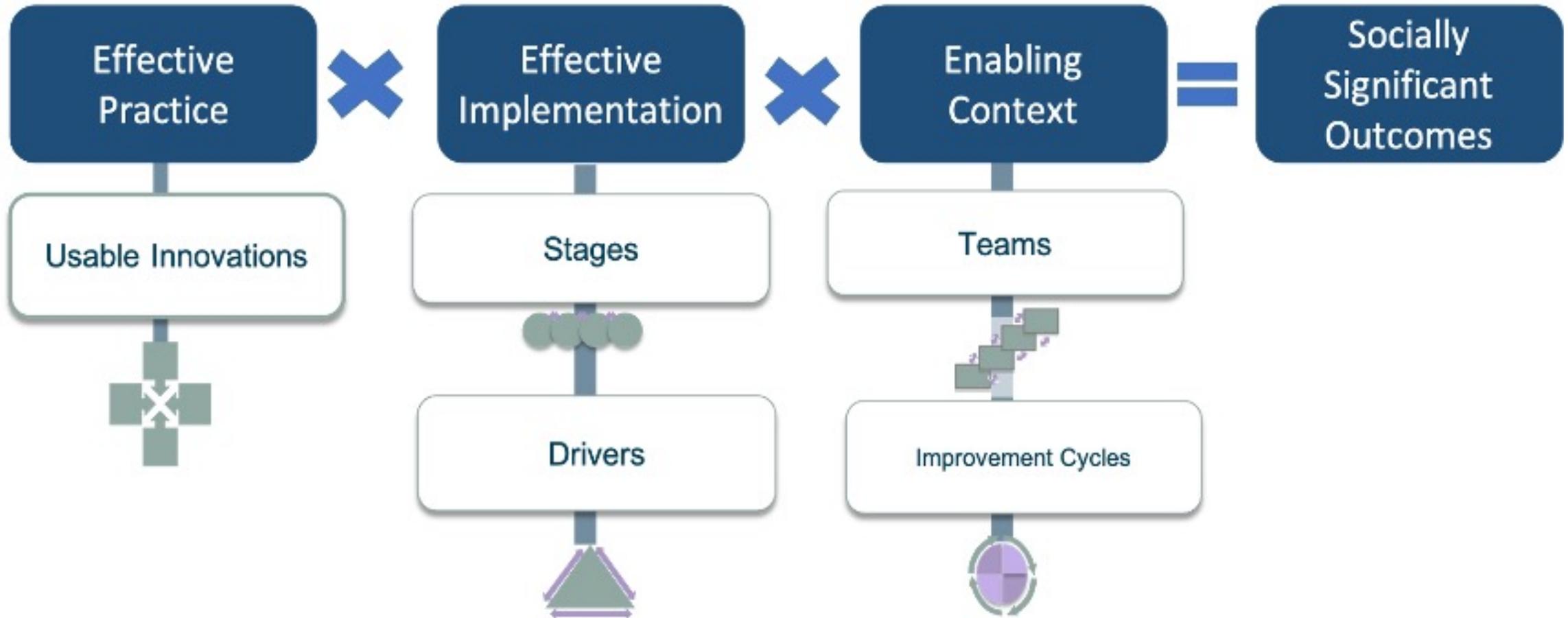
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Activity 1.1

- Develop a short "elevator speech" you could share with your DIT or other 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

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Science to Service Gap

Research and Evidence of Best Practices ≠ **Teaching and Learning**

1. What is adopted is not used with fidelity
2. What is used with fidelity is not sustained
3. What is used with fidelity is not used to scale

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Active Implementation Frameworks

Making Innovations Usable

Philosophy Values Beliefs

Fidelity Assessments → Usable Innovation ← Essential Functions

Operational Definitions
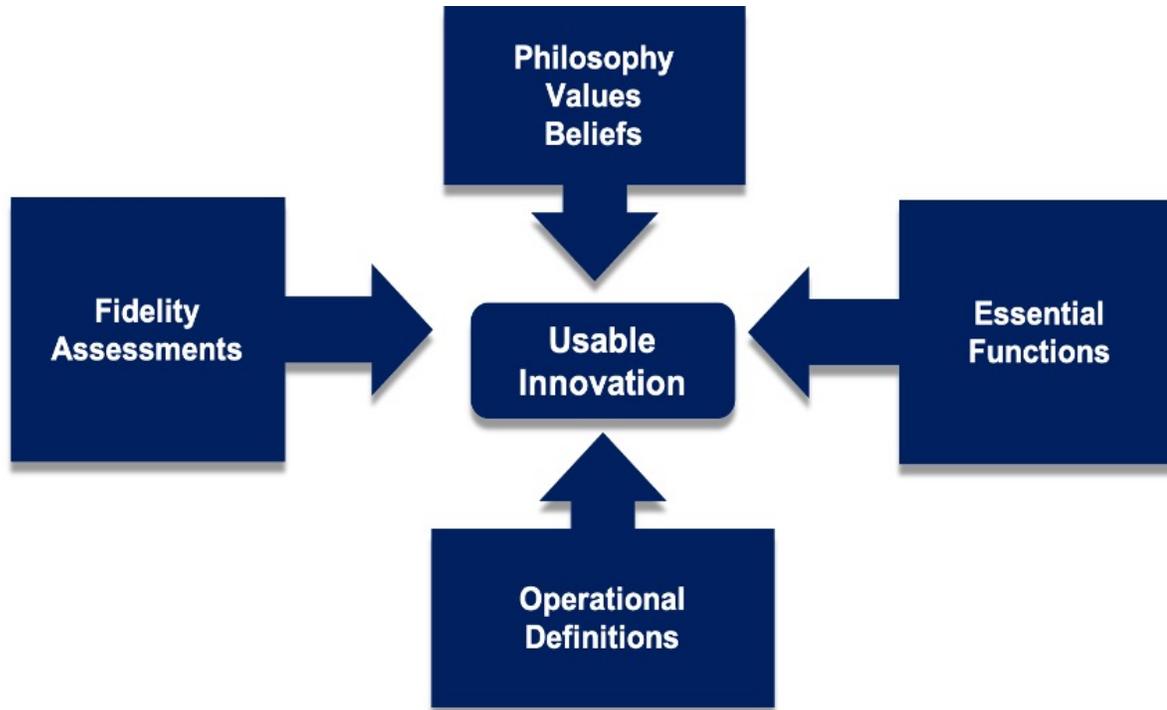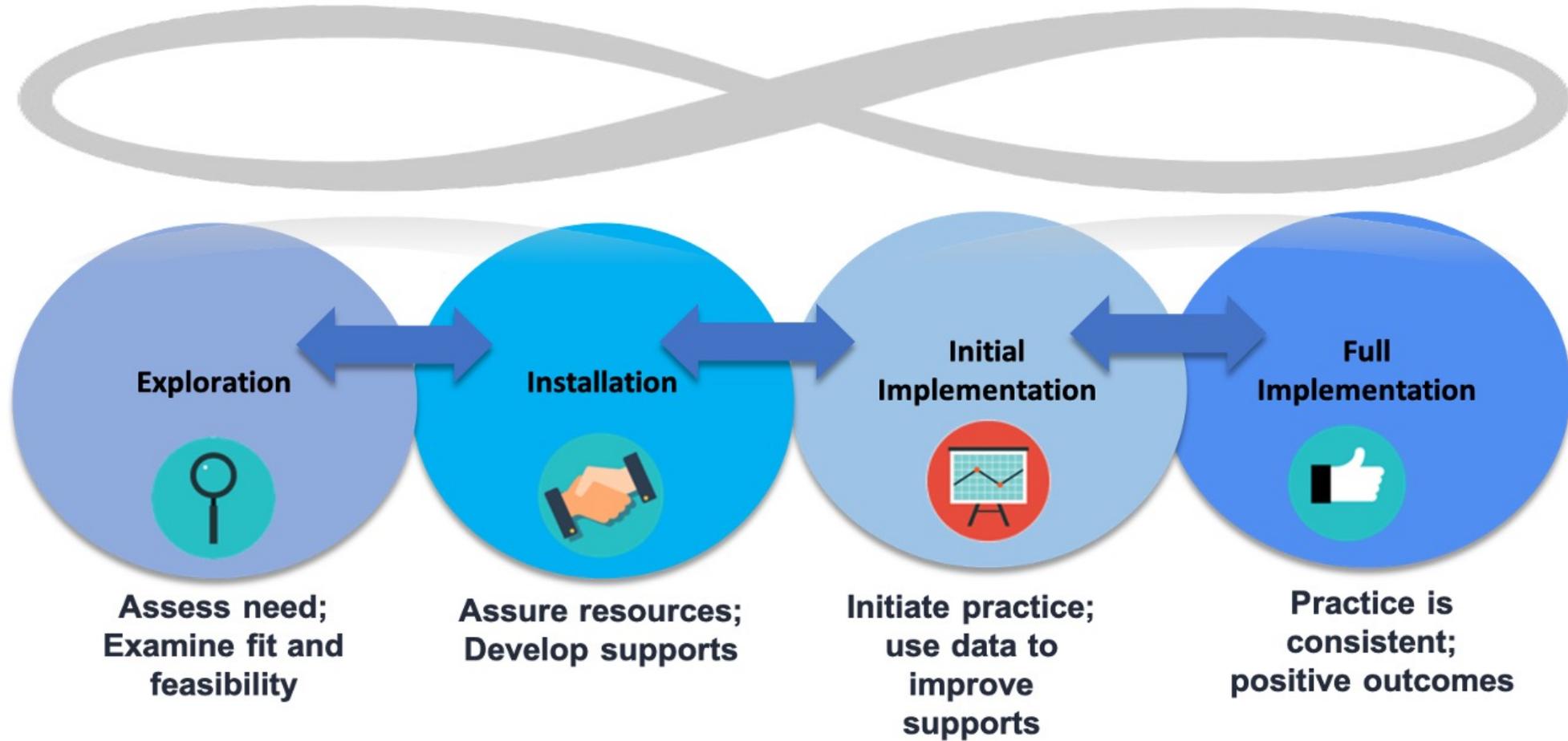
(National Implementation Research Network, 2018)

- 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

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Implementation Stages

Exploration
Assess need; Examine fit and feasibility

Installation
Assure resources; Develop supports

Initial Implementation
Initiate practice; use data to improve supports

Full Implementation
Practice is consistent; positive outcomes

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

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

Implementation Teams
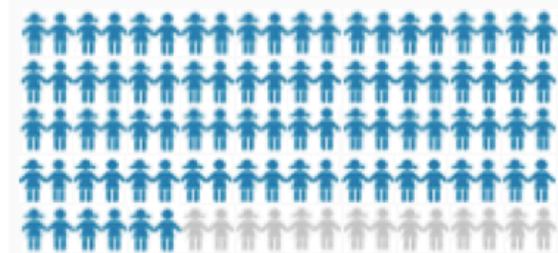

No Implementation Team
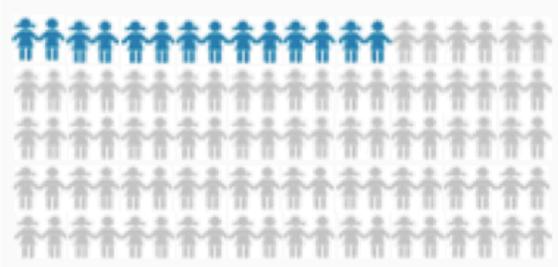
From "Letting it Happen"

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

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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

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Activity 1.2

- 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

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2.0 Prepare to Coach the DIT

Preparation Checklist

- Used to guide you in preparing for the DIT Installation Training session and upcoming DIT meeting(s)

- Provides specifics about how to prepare for facilitating team activities

- Prompts use of the DIT Installation Resource list

- Provides specifics about items and assignments to address during the next DIT meeting

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Activity 2.1

- 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
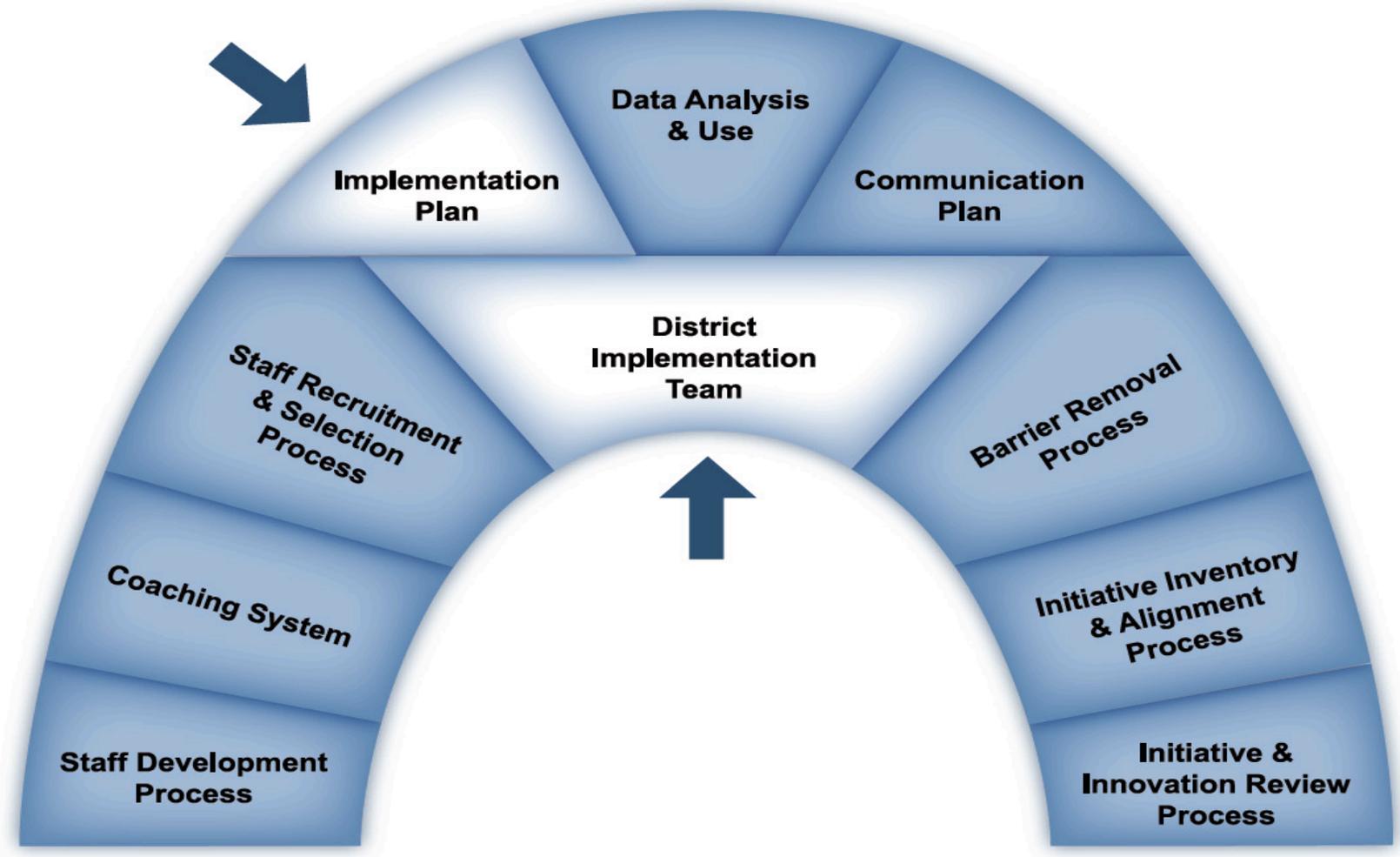
Making Connections

- 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

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Example Operating Procedures

District Implementation Team (DIT)
Operating Procedures

This document will assist District Implementation Teams in establishing effective team structures and can be leveraged for orienting new members to the team.

Date:

District Coordinator(s):

DIT Team Member(s):

Meeting schedule (date, time, location): (list schedule below)

Team Purpose: (adjust to reflect team wording if necessary) The District Implementation Team meets to focus on the following:

- Build and maintain a district implementation infrastructure to support schools in use of Effective Innovations (EIs)
- Engage in data analysis and problem-solving to support implementation
- Create action plans based on data and needs generated follow team meetings
- Ensure communication amongst the different groups/ teams across the district
- Ensure meaningful participation from multiple and diverse stakeholder groups

Decision-Making Protocol: Determine how decisions will be made by the District Implementation team during DIT meetings. Consider the common levels of decision-making authority for each type of decision that the team may need to make.

Common Levels of Decision-Making:

- An (individual) or (group/team) with greater authority than this group's
- A (single administrator)
- An (administrator), taking the team's input
- A (team) through vote

Table 1. DIT Decision-Making Protocol

Decision Type	Decision-Making Protocol
Policy and/ or structural decisions	
New resources allocations (e.g., time, funding, staffing)	
Existing resource allocations (e.g., time, funding, staffing)	
Curriculum decisions	
District processes and procedures	

Example Agenda Template

District Implementation Team Meeting Agenda & Notes

Date:

Time:

Location:

Participants:

Roles & Responsibilities

- Facilitator:
- Recorder (notes action items in different color for easy review):
- Timekeeper:
- Data Analyst:

Team Meeting Norms:

Record your team's 3-5 agreed upon norms

Standing Agenda Topics

Review Agenda and Action Items (10 minutes)

Desired Outcome: All team members review the plan for the day and have an opportunity to follow-up on the status of any action items.

- Review Agenda, Roles and Norms
- Review Status of Action Items from previous implementation team meetings [link District Implementation Plan]

Decisions and Important Details:

-

Example Pre-Meeting Sheet

DIT Pre-Meeting Sheet

	insert team member name	insert team member name	insert team member name	insert team member name
Professional Learning Preparation				
Implementation Challenges				
Data Collection and Use				
Communication From				
Communication To				
Deepening Knowledge				
Initiative Alignment and / or Review				

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Example Implementation Plan

District Implementation Plan

This document provides a template for a District Implementation Team (DIT) to use for the development of an implementation plan to ensure the district has the capacity to support successful use and sustainability of MTSS across schools.

Measurable Goals

The measurable goals in this template are a starting point for districts. The District Implementation Team may wish to further refine each goal area by adding interim and target measures in alignment with the Michigan Continuous Improvement Process (MICIP).

Scale Goal

Table 1. Scale Goal and Status Update

SMART Goal	Date and Status
By _____, 100% of K-12 schools will have completed the installation work for _____.	

Capacity Goals

Table 1. Capacity Goals and Status Update

Capacity Goal	Date and Status
By _____, 100% of initial installation tasks will be completed as measured by District Installation Checklists in the MiMTSS Data System.	
By _____, the district will implement a District Implementation Infrastructure to support the use of MTSS as measured by a total score of 80% or higher on the District Capacity Assessment.	

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Activity 2.2

- Prepare to facilitate Team Activity 3.2
  - Review the 2-point criteria for DCA Items 4 & 8
  - Discuss how the development of operating procedures and an implementation plan address these items
  - Using the content examples, take turns providing an overview of each resource and rationales for why it will be beneficial to your team
  - Take notes on key talking points to use during Team Activity 3.2
- Be prepared to share out any "take aways" or questions with the group

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Activity 2.3

- Determine the next steps for drafting DIT operating procedures, agenda / pre-meeting sheet template, and a district implementation plan for your team
  - Who needs to be involved in the initial drafts?
  - How and when will DIT members provide feedback on the documents?
  - Would it be helpful to have drafts available during the team session to use when providing the overview?
  - What are the timelines for drafting and finalizing documents so they can be used during DIT meetings?

- Be prepared to share your next steps with the group

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3.0 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

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Activity 3.1

- Throughout the training series, your team will need to access and use the MiMTSS Data System.

- Your trainer will provide a brief demonstration of the MiMTSS Data System

- Following the demonstration, take a moment to register, login, and practice accessing data entry for DIT Installation Checklists

Assignments

Complete the items on the DIT DevelopmentPreparation Checklist, including:

- Develop a plan for drafting DIT Operating Procedures and resources

- Register for MiMTSS Data System and practice navigating data entry

- Review the DIT Installation Resource List and determine if there are resources the team should access prior to the upcoming DIT meeting

- Plan and practice for facilitating team activities

- Develop the DIT Meeting agenda based on activities in the installation checklist and implementation plan

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.

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