Preparation for ISD Continuous Data Review

Used to help prepare for the ISD Data Review sessions.

Author: Michigan's Integrated Behavior and Learning Support Initiative (MIBLSI)

Version: 1.1

Date: May 2018

Preparation and Considerations

- Be sure each team member has a Login and Password to MIDATA. Update and add any new team members to MIDATA.
- Review tabs (ISD Capacity, District Capacity, Context) in MIDATA to check for accuracy.
- Consider bringing the AIDR notes from the last data review.
- Consider what format the team will use for an MTSS Update. Old templates are available in Dropbox via the RIT Network Live Binder. No new templates are added to the website as they are not 508 accessible. Look for examples from other ISDs within the RIT Network Live Binder.
- Keep in mind that the RCA can be done during this day if that works better for your team. Data Review takes about half a day. RCA can be completed prior to data review, at the beginning of the day, or just before the "Gather" section (Activity 2.2).
- Determine ahead of time who will administer the RCA for the team. Given that MTSS-Cs have been trained to administer the DCA, and the administration protocol on the RCA and DCA are consistent, the team should consider utilizing the MTSS-C as the RCA administrator. In terms of developing long-term sustainability, the team may want to consider which RIT Members have taken the DCA short course and have successfully facilitated the DCA (stays true to the voting process, has a depth of understanding of the concepts). Also consider who has participated in past administrations of the RCA. It is important that the administrator have time to prepare to facilitate, and re-reads pages 3-10 of the RCA before each administration, including the fidelity checklist. MIBLSI will be supporting the fidelity of use of the RCA by observing administration at various sites each year. Please connect with your Implementation Specialist with any questions about RCA administration.
- The ISD MTSS-C should review the most current MTSS Implementation Plan and update progress on activities prior to the data review.

Michigan's Integrated Behavior and Learning Support Initiative (MIBLSI) is a Grant Funded Initiative (GFI), funded under the *Individuals with Disabilities Education Act* (IDEA) through the Michigan Department of Education.

- If there are any new IT members, there is a video they can watch to help orient them to the work. This could be viewed as a team on the training day. Or, this could be an assignment that the MTSS-C gives to new team members prior to the training day. If viewed prior it would be helpful to give time to process and ask questions.
- Ensure accomplishments and barriers are collected from districts and schools ahead of data review.
- Consider what needs to be printed and available paper copy versus online prior to the training (e.g. MIDATA Dashboard Guide, ISD MTSS Implementation Plan). There is already a copy of the AIDR in each workbook for this training so this does not need to be printed.
- Plan to run reports ahead of time. Determine if you will bring a paper copy or share them electronically: DCA Items report across all districts, RCA items report, SWPBIS Detail report, RTFI Detail report for Elementary & Secondary, others as needed.
- Ensure you have your Michigan Virtual University username and password available for the fidelity video in the "Study" section.

Intro to the Day

- Bell Ringer: Engage in the bell ringer, first thing. Be sure to capture any ideas that may be helpful in creating activities later on, during "Plan".
- Consider if there are specific members you may want to prompt or prepare for a specific role to fulfill that day.
- Optional Activity: If there are new team members it may be helpful for the team to review the "ISD Data Review Purpose and Outcomes" voiced over PowerPoint that is posted on the MIBLSI website and linked to the PowerPoint. This could be viewed as a team on the training day. Or, this could be an assignment that the MTSS-C gives to new team members prior to the training day. If viewed prior it would be helpful to give time to process and ask questions.

1.0 Maintaining Focus on MTSS: State and National Updates

- There are 2 placeholder slides in this section, one for State Updates, the other for National Updates. Most current updates should be added to these slides for each data review. There is a list of suggested resources in the trainer notes to provide some ideas about where to gather updates to be shared with the team during data review.

Michigan's Integrated Behavior and Learning Support Initiative (MIBLSI) is a Grant Funded Initiative (GFI), funded under the *Individuals with Disabilities Education Act* (IDEA) through the Michigan Department of Education.

2.0 Gather, Study, Plan

- Communicate that the ultimate goal of the ISD Data Review Days are to use data to inform activities to be added to the MTSS Implementation Plan to support continuous improvement.
- Hidden slide can be used if you have team members in the room that are unfamiliar with MIDATA.
- There is a set up slide. Be intentional about the way that you support your team in reviewing the data and capturing necessary information to inform activities. Adapt as needed to meet the needs of your team.
- Activity Slides 2.1, 2.2 and 2.3 prompt the team to use to the Analysis of ISD Data Report (AIDR) to guide the process. The intention is that very few notes are taken within the AIDR itself. Rather, it is used to guide the team through the process. Updated objectives & activities should be added to the Implementation Plan, notes can be captured on a data analysis summary sheet (page 6 of AIDR), and/or other team documents, such as a MTSS Update, as appropriate.
- Activity 2.2 Ensure the RCA has been completed. If not, complete it at this time.
- Activity 2.3 An update should be provided by the MTSS-C during the "Study" portion of the day related to progress on activities. Consider pre-planning some activities to be added/modified on the MTSS Implementation Plan but enter into data review open-minded so team members are an authentic part of the planning process. Consider barriers and celebrations identified by district and school teams.
- **Fall:** Activity 2.4, this content prompts consideration of frequency of fidelity assessment administration. If teams have moved into completing the SRSS or EWS the team may need to learn more about these assessments. If there are any updates to assessments (new thresholds, frequency of administration) these may need to be shared with the team also. The fidelity video is located at Michigan Virtual University's site, so it may be helpful to get that video loaded ahead of time.
- **Mid-Year:** Activity 2.4, this content prompts considerations around reach. It may be helpful to have phase conversation/exploration conversation materials handy. If the RIT is considering encouraging any local partners to apply directly with MIBLSI the MTSS-C should connect with the MIBLSI Implementation Specialist and become aware of the integrated model application timelines.
- **Mid-Year:** Given that fidelity data is often collected this time of year, this slide prompts the team about the guidance the ISD will provide to teams about the frequency of fidelity data collection given that we know it is imperative. It is also intended to promote thinking and planning around how to record decisions

Michigan's Integrated Behavior and Learning Support Initiative (MIBLSI) is a Grant Funded Initiative (GFI), funded under the *Individuals with Disabilities Education Act* (IDEA) through the Michigan Department of Education.

(perhaps in an assessment system document) to support the sustained collection of this data.

- Activity 2.5 (Fall) 2.6 (Mid-Year) Bring and prepare to prompt use of communication plan/protocols

Do

- **Fall:** Given that we know how crucial coaching is to sustained implementation, there are several slides to prompt consideration around the current coaching system that exists and ways to consider refining it.
- Add any content and activities related to concepts that each ISD might focus on based on individual needs identified through data. Consider pulling content and activities from recent RIT Network content, or DIT Installation content, available on the MIBLSI website. Consider the RCA prioritized list and concepts that might be the focus of a CSDP

Michigan's Integrated Behavior and Learning Support Initiative (MIBLSI) is a Grant Funded Initiative (GFI) funded under the *Individuals with Disabilities Education Act* (IDEA) through the Michigan Department of Education.