

## **DIT Readiness Preparation Checklist**

This document provides guidance to the District Coordinator in how to prepare to facilitate and coach their team during District Implementation Team Installation training sessions and monthly DIT meetings.

### **Team Session**

Prior to the team DIT Installation session, complete the items below prior to prepare to coach your team:

- Send communication to DIT prior to training session with reminder and anything they need to do as a team member to prepare
- Prepare to participate in Team Activity 1.1
  - Review your talking points/notes for Team Activity 1.1
  - Consider strategies you might use to engage all team members in the discussion (e.g., shared google doc for brainstorming/processing information)
- Prepare to facilitate Team Activity 2.1
  - Work with executive leadership to determine what you need to know about membership of the DIT and District Continuous Improvement Team to be prepared to facilitate the discussion
  - Determine if the District Organizational Structure and Committee Audit will be used to support your team in discussing district teaming structures
  - Consider if it would be helpful to complete the District Organizational Structure and Committee Audit or if a visual could be drafted prior to the team session to help illustrate for the team how district structures will work together. Doing this ahead of time might make the conversation more efficient.

- Prepare to facilitate Team Activity 3.1
  - Identify the effective innovation your team will frame their responses to the DCA around (e.g., framework, program, practice)
  - Review the DCA item descriptions and data sources to determine if any existing district processes or products need to be reviewed by the team prior to administration
  - If data sources/products need to be reviewed in advance, determine how to organize and share with the team
  - Identify who you might recommend become a DCA administrator for your district
  - Ensure your district executive leader has signed the MiMTSS Data System user agreement
- Review the DIT Installation Resource List and determine if there are resources the team should access prior to the upcoming DIT meeting. Consider if it may be helpful to prompt the review of these resources at the end of the training session.

## DIT Meeting

Work with your team and other identified district staff to complete the items below:

- Confirm DIT membership and communicate membership to trainer
- Schedule regular check-ins with Executive Leadership, if not on DIT
- Schedule monthly DIT meetings between each DIT training session
- Work with identified district staff to develop a written document and/or visual that illustrates how teams will address the function of district implementation supports and continuous improvement
- Plan with DIT to share document/visual with stakeholders
- Work with DIT to identify an individual who will complete the DCA short course and facilitate the next administration of the DCA
- Work with DIT to update DIT installation checklists during DIT meeting

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