

Initiative and Innovation Alignment and Review 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
- Consider strategies you might use to engage all team members in the discussion (e.g., shared google doc for brainstorming/processing information)
- Prepare to participate in Team Activity 1.1
 - Develop and review your talking points for the team activity
- Prepare to facilitate Team Activity 2.1
 - Review the SWPBIS Alignment Summary found in Appendix A of the Initiative Inventory and Alignment Process
 - Review the Example Guidelines for Tier 1 Behavior
 - Practice explaining the purpose of each and how these two examples connect to the initiative inventory and alignment process
 - Determine which sections, if any, you would have your team read, and identify key talking points to share with the group. Consider the following questions:
 - How would these resources support decision-making, readiness, and buy-in from staff?
 - Where do you see value?
 - What questions or concerns do you have?
- Prepare to facilitate Team Activity 2.2
 - Review the 2-point criteria for DCA item 6
 - Practice providing an overview and rationales for an initiative inventory and alignment process using the example. Determine if you will use any of the appendices when providing your overview.
 - Determine next steps for developing and using the inventory and alignment process for at least one area of focus. Consider the following questions:
 - Which area of focus makes the most sense to use the process for the first time? Consider what schools are already doing or getting ready to do related to MTSS.

- Who needs to be involved in the development of the process (e.g., curriculum director, executive leadership)?
- What role do existing teams (e.g., district improvement, curriculum council) play in making decisions about the use of initiatives and innovations? How might they be involved?
- What are the timelines for drafting, finalizing, and using the alignment process?
- How might the resource provided be used to support next steps?
- Would it be helpful to draft the process ahead of time to share with your team?
- Prepare to facilitate Team Activity 3.1
 - Review the 2-point criteria for DCA item 5
 - Practice providing an overview and rationales for an initiative and innovation review process using the example provided. Determine which tool you will use (e.g., practice or assessment) when providing your overview.
 - Determine next steps for developing the initiative and innovation review process for your district. Consider the following questions:
 - Who needs to be involved in the development of the process (e.g., curriculum director, executive leadership)?
 - What role do existing teams (e.g., district improvement, curriculum council) play in making decisions about the selection of initiatives and innovations? How might they be involved?
 - When might be the first opportunity to use the process?
 - Could it be used to de-select or re-select an initiative based on the results of alignment?
 - When could it be used to support the selection of new initiatives or assessments?
 - How might this process support the district in selecting strategies in MICIP?
 - How might the example provided be used to support next steps?
 - Would it be helpful to draft the process ahead of time to share with your team?
- 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 district staff and your team to complete the items below:

- Work with the DIT to draft the initiative inventory and alignment process to share with executive leadership for final approval
- Work with the DIT to draft the initiative and innovation review process to share with executive leadership for final approval
- Plan to use both processes and share the results with stakeholders, as well as explain their role in using the processes in the future
- Work with DIT to update and complete DIT installation checklist items and activities in your implementation plan during DIT meetings
- Plan to administer the DCA within the established timeline
- Consider additional technical assistance your district may want to access in the future

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