

DIT Development 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, 2.1, & 3.1
 - Review your talking points/notes for both team activities
- Prepare to facilitate Team Activity 3.2
 - Review the 2-point criteria for DCA items 4, 8
 - Practice providing an overview and rationales for the components of:
 - DIT Operating Procedures
 - Agenda Template
 - Pre-meeting sheet Template
 - Implementation Plan
 - Develop a plan for drafting operating procedures listed above for your team. Consider the following:
 - Who needs to be involved in the initial drafts?
 - How will DIT members provide feedback on the documents?
 - Would it be helpful to have drafts available for 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?
 - Consider strategies you might use to engage all team members in the discussion (e.g., shared google doc for brainstorming/processing information)
- 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 to complete the items below:

- Finalize DIT Operating procedures, including an agenda template and implementation plan to support efficiency and effectiveness of the team
- Work with DIT members to ensure everyone is registered in the MiMTSS Data System and has district user access
- Work with DIT to update DIT installation checklists during DIT meeting

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