

DIT Installation Series Preparation Routine

This document provides guidance to the District Coordinator in how to prepare to co-facilitate the District Implementation Team Installation Series with their assigned Implementation Specialist.

Preparation Routine

1. Prior to coaching support session, Coordinator will gather any documents or previous work that might overlap with what is being asked in the installation series module so the team can build upon work that aligns and has already been started.
2. Implementation Specialist and Coordinator will review the Coordinator's individualized learning plan. The Coordinator will provide a brief progress update on completed professional learning activities. Implementation Specialist will answer any immediate questions and connect new learning to the content covered in the installation series modules.
3. Implementation Specialist will provide an overview of content covered in the installation series modules, pointing out alignment to DCA items, district implementation infrastructure components and components of the MTSS Practice Profile.
4. Coordinator, Executive Leader and Implementation Specialist will consider the team's background knowledge and readiness for the module content so additional rationales and readiness work can be supplemented during the installation module learning.
5. Coordinator, Executive Leader and Implementation Specialist will practice using the tools and resources referenced in the installation module to identify how best to contextualize the information for the team.
6. Module activities are assigned to the Coordinator and Implementation Specialist to prepare to facilitate the team through when prompted to do so.
7. After the first DIT Installation Series session, Coordinator and Implementation Specialist will access the MiMTSS Data System to review the DIT's progress on installation checklist items, note any barriers impeding the team's efforts, and plan to address any items at an upcoming training session or meeting.

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