

Initiative and Innovation Review Summary Template

This document provides a template for developing a summary of results based on the completion of an initiative and innovation review process.

Process Details

Date completed:

Review team participants:

Name of initiative, innovation, or assessment:

Summary

Need/Evidence

- Explain the district need for the initiative, innovation, or assessment [include relevant school and/or district data, population of concern]
- Explain how the initiative, innovation or assessment would or would not address the need [include evidence and/or research to demonstrate effectiveness, effectiveness for population of concern]

Fit/Usability

- Explain if the program or practice has been clearly defined [include resources and/or fidelity assessments that define the core components] AND if it has not been defined, what would be required of the district to further define core components if it were selected
- Explain how the initiative, innovation, or assessment fits within district priorities, family values, and community values [include summary of results from initiative inventory and alignment process, how use will or will not enhance school and/or district priorities]

Capacity/Supports

- Explain the staffing requirements to use the initiative, innovation, or assessment AND the availability of staff needed to support implementation
- Explain additional supports or changes that would need to be made to policies and procedures to support implementation
- Explain the resources necessary to support implementation [include costs and availability of materials, training, coaching] AND how this will or will not place undue strain upon current or additionally available resources
- Explain who is available within and /or outside of the district to support training and coaching in the use of the initiative, innovation, or assessment AND the district's capacity to ensure high-quality training and coaching is provided to all implementers

Recommendations

- Provide selection recommendations to decision-makers based on the review team's discussion, question responses, and ratings documented within the [link the completed review tool].

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