Coaching Support Session for District Data Review

Fall and Winter

mimtsstac.org

Bell Ringer Activity

- Check your record in MiMTSS Data System

- If you cannot log into MiMTSS Data System, click "I forgot my password" to retrieve your password

- If you still cannot log into MiMTSS Data System, please notify your Implementation Specialist

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Group Expectations

Be Responsible
- Attend to the "Come back together" signal
- Active participation…Please ask questions

Be Respectful
- Please allow others to listen
  - Please turn off cell phones
  - Please limit sidebar conversations
- Share "air time"
- Please refrain from email and internet browsing

Be Safe
- Take care of your own needs

# Group Expectations - Virtual

Be Responsible
- Return from breaks on time
- Active Participation
  - Use participant features of raise hand, thumbs up, etc.
  - Type short answer or questions in chat box
  - Respond to poll questions, if provided

Be Respectful
- Limit use of chat box to essential communication
- Please refrain from email and internet browsing
- Place your phone and other devices on mute and out-of-sight

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Zoom Attendance for SCECHs

- Click on Participants Icon

- Is your first and last name listed? If not, please click Rename and edit so we know who is here
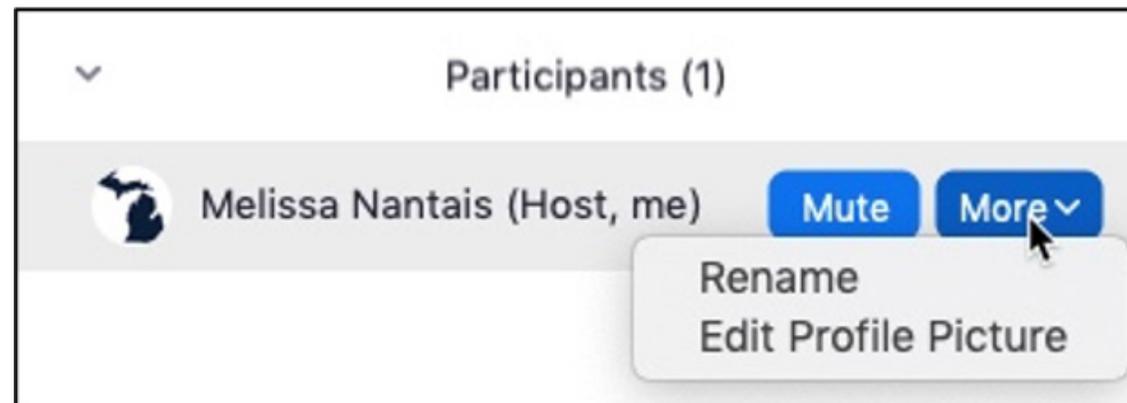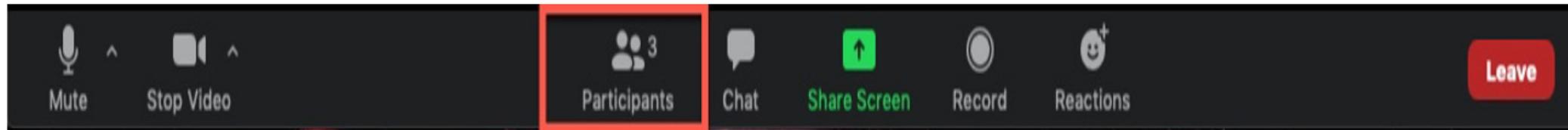
Training Effectiveness

- At the end of the session, you will be asked to provide feedback on today's training

- Results will be used to make improvements to professional learning and for reporting to TA Center stakeholders

- Trainers will provide a preview of the survey and provide you with the link at the end of this session

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Diversity and Equity

- One of the feedback questions you will see for all of our professional learning sessions is:

  - The session promoted and positively portrayed diversity among educators and learners (strongly agree, agree, unsure, disagree, strongly disagree, optional comments)

- We are collecting baseline data to inform improvements to our MTSS professional learning to promote equity and inclusion

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Team Roles

- Facilitator: lead discussions and activities to keep the team moving forward

- Recorder: keep written documentation of key discussion points, decisions, and next steps

- Time Keeper: keep track of time and bring the team back together

Purpose

To allow protected time for District Implementation Team Coaches to gather and organize data and to prepare to support their teams through the data review process

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Intended Outcomes

- Gather and organize data

- Prepare for Data Review

- Prepare to coach

Agenda

1.0 Welcome & Overview

2.0 Ensure MiMTSS Data System Has Been Updated

3.0 Prepare the Data Review Worksheet

4.0 Prepare for the Data Review Day

5.0 Next Steps & Evaluation

1.0 Welcome & Overview
of the Data Review Process

Why Engage in Data Review?

- A cornerstone of implementing an integrated behavior and reading multi-tiered system of support (MTSS) framework is engaging in continuous improvement through a data-based decision-making process

- District data review provides the platform for districts to engage in this process multiple times per year with the goal of improving fidelity of implementation and student outcomes

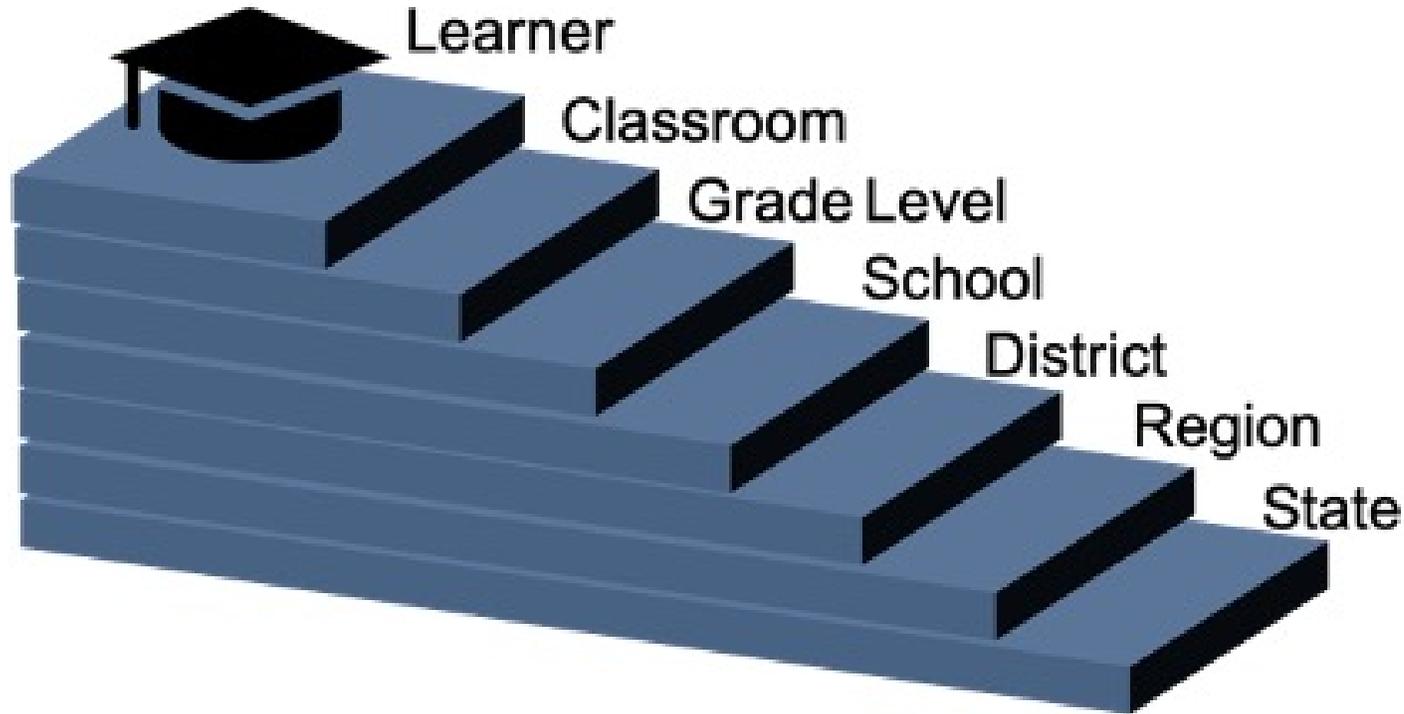- Aligns with the MTSS essential component of Continuous Data-Based Decision Making from MDE's MTSS Practice Profile
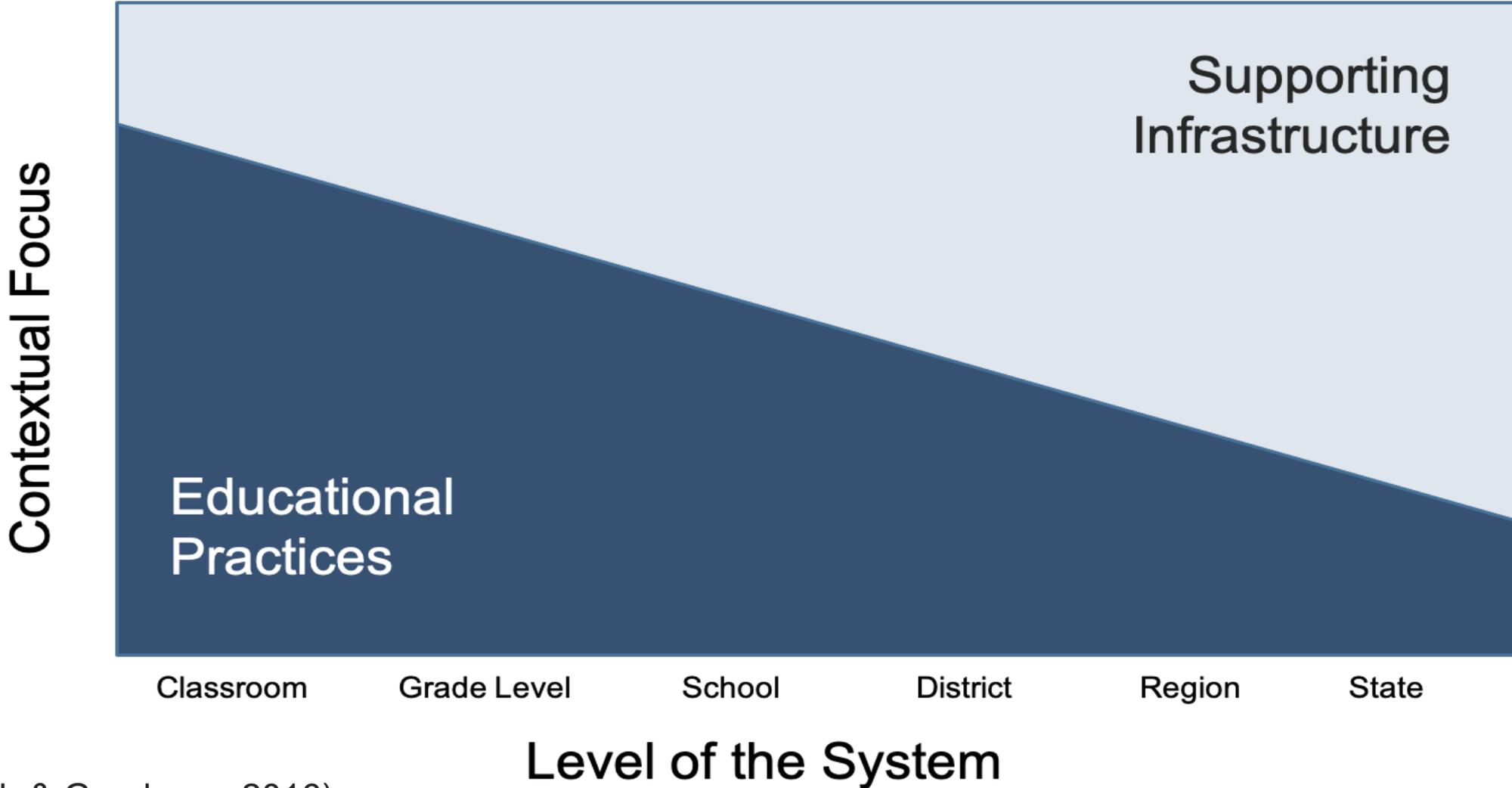
Our Process Over Time
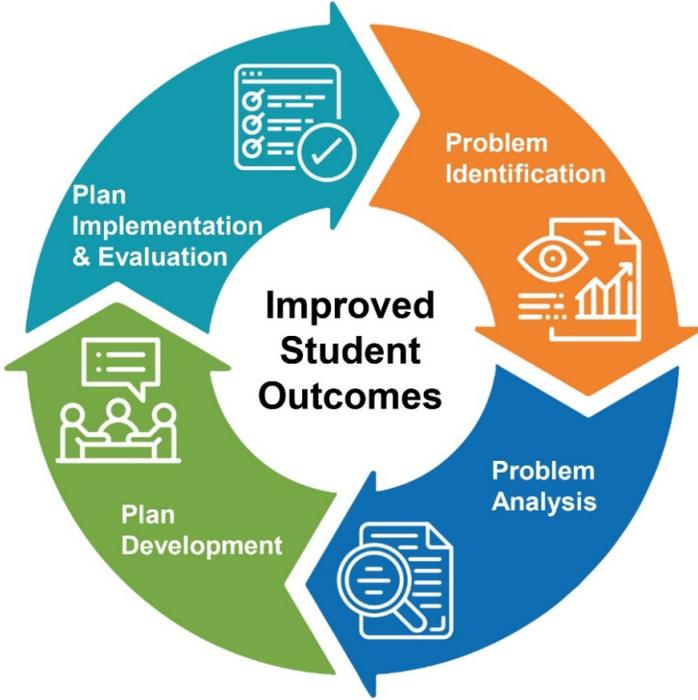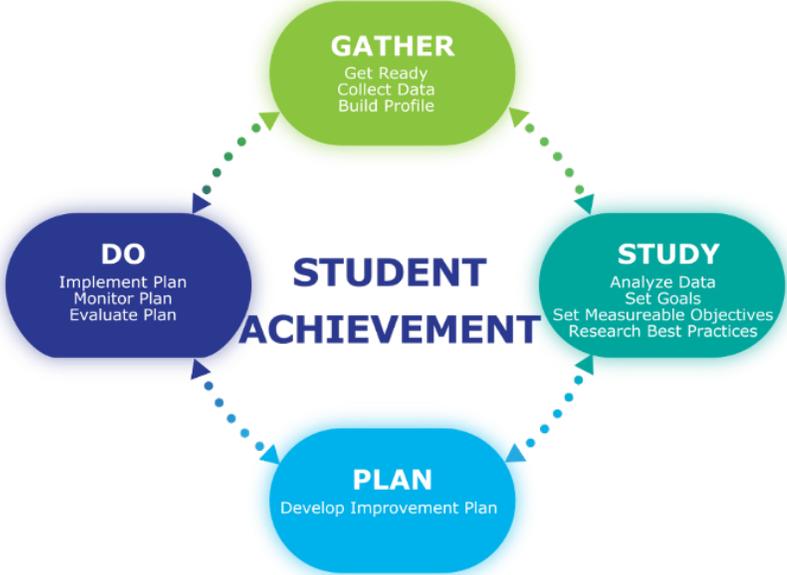
Guiding Questions for School & District Data Review

Guiding Questions for Data Review	Connection to Michigan's Continuous Improvement Cycle
Are we implementing our plan? Is our plan working?	Implement, Monitor/Adjust
What was our previous need? What is our current need?	Assess Needs: Discover
What are the contributing factors? What is our challenge?	Assess Needs: Root Cause Analysis
What is our new target? What will we do to achieve that target? Who needs to know?	Plan

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Data Analysis and Use Across the Educational Cascade

Framework for Addressing MTSS Practices and Supports

Supporting Infrastructure

Educational Practices

Contextual Focus (vertical axis)

Classroom Grade Level School District Region State

Level of the System

(McIntosh & Goodman, 2016)

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Important Distinctions: School & District

Level of the Cascade	Focus for Initial Data Discovery	Focus for Root Cause Analysis	Guiding Question for Root Cause Analysis
School	School-wide Student Outcomes	Fidelity to the School-wide MTSS Plan	What are the contributing factors **related to fidelity of MTSS implementation** that are impacting our **student outcomes**?
District	Fidelity and Student Outcomes Across Schools	District Infrastructure to Support MTSS	What are the contributing factors related to our **district infrastructure** that are impacting **fidelity of MTSS implementation AND student outcomes across schools**?

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What is the Result of Data Review?

A **team**

- Uses **data** to develop or refine its **plan**

- Develops a **summary** of the plan to **communicate** to stakeholders

- Ensures the district/school **follows through** on the plan

In order to **improve outcomes** for students

"Deliverables" Resulting from Data Review

- Gap Statement (Precise problem statement)
- Challenge Statement (Hypothesis statement)
- Measurable Goals (S.M.A.R.T. objective)
- Updated targets and activities in the Implementation Plan
- Identified accomplishments to celebrate
- Identified barriers to lift up to the district, ISD or state-level
- Plan for communication with key stakeholders

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Gap Statement (Precise Problem Statement)

- **Precise**, **measurable** statement of
  - where we are in comparison to
  - where we want to be
- Answers who, when, what, where, and why
- Focuses on the collective (*our* district*, our* school*, our* students*)*

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Gap or Opportunity?

- The precision and ability to measure progress is what is most important, not the language of "gap"

- The term "gap" serves to reminds us there are two parts to the statement (where we are and where we want to be)

- Possible alternative term: opportunity statement

Root Cause Analysis: Challenge Statement (Hypothesis Statement)

- Root cause analysis should culminate in a challenge statement
- Framing as an If, Then sets the team up for successful planning
- Leads to actions tied directly to desired results
- **If we address** (this contributing factor), **then we should expect to see** (this change in student outcomes)

School-Level Root Cause Analysis

- The challenge statement should directly connect back to the work of the School Leadership Team

  - Specifically, building and sustaining the behavior and reading components of an MTSS framework

- Your Tiered Fidelity Inventories provides the starting point for root cause analysis

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District-Level Root Cause Analysis

- The challenge statement should directly connect back to the work of the District Implementation Team

  - Specifically, building and sustaining the infrastructure to support district-wide implementation of MTSS

- Your District Capacity Assessment provides the starting point for root cause analysis

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Activity 1.1

- Use your experience with data review as well as the previous slides to create a description of the purpose of data review that includes the continuous improvement process

- When prompted, share your description with a coach from another district or school

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Resources to Support Coaches

- Coach's Checklist

- Coaches webpage

- Your district's Implementation Plan

- Your individualized Coaching Service Delivery Plan (developed or updated last spring)

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Purpose of Coach's Checklist

- The purpose of this checklist is to help the District Coordinator prepare to guide the District Implementation Team through the continuous improvement process at the upcoming District Data Review

- The checklist will guide your work during today's Coaching Support Session

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Four Parts to the Coach's Checklist

- Part A: Ensure MiMTSS Data System Has Been Updated

- Part B: Prepare the Data Review Worksheet

- Part C: Prepare for the Data Review Day

- Part D: Prepare to Coach

2.0 Ensure MiMTSS Data System Has Been Updated

Part A on Coach's Checklist

MiMTSS Data System

- Aggregated student outcome & fidelity data are entered into MiMTSS Data System by school-level coaches

- These data are organized to populate the school-level dashboard and combined to populate the district dashboard

- District dashboard is used to support the problem-solving process during the data review session

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District-Level Dashboard

The tabs on your district-level dashboard in MiMTSS Data System contain a wealth of information your team will use during data review

Activity 2.1

- If you are new to MiMTSS Data System, login with support from your Implementation Specialist

- Take 10 minutes to navigate through the tabs and features available on each tab

- Practice using the hover feature to see additional information

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Activity 2.2

- Log into MiMTSS Data System

- Navigate to your district's **Context tab** and ensure team membership and data coordination information are accurate

- If any changes are needed, please make the updates to the team membership in MiMTSS Data System

- Check the records for each DIT member to ensure everyone on the DIT can log into MiMTSS Data System prior to the upcoming Data Review

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Activity 2.3

- Navigate to **Capacity tab** to ensure the most recent DCA data have been entered

- Navigate to the **Installation Checklists tab** to make sure district and school-level installation checklists have been updated

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3.0 Prepare the Data Review Worksheet

Part B on Coach's Checklist

Purpose of the Data Review Worksheet

- Guides the District Implementation Team through the four-step continuous improvement process as they study their data

- Shared document in Google Drive that allows all team members to be actively engaged

- Narrows your district's focus

Worksheet Options

As the coach, you will help your team narrow their focus by selecting the most appropriate worksheet for them to use.

- Tier 1
- Advanced Tiers

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Where to Find the Worksheets

Activity 3.1

- Go to the District Coordinators webpage on the MiMTSS TA Center website (mimtsstac.org)

- Review the data review worksheet selection criteria with your Implementation Specialist and choose the most appropriate worksheet for your team to use at the upcoming data review.

- Rename the selected worksheet (e.g., Happy Valley Elementary Fall Data Review 2020"), and share with your Implementation Specialist

Navigating the Worksheet

- Use the Outline in the left panel to help you navigate to different spots in the document

- Click on the text and it will move you to that portion of the document

Coach and Team Prompts

- Bold blue font indicates text you add as the coach

- Your team will use bold purple font for new information they add

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Activity 3.2

- Use your Coach's Checklist Part B as your guide for preparing the worksheet

Providing a Rationale

- Coaches often need to provide rationales to their team for why they are making a specific recommendation or decision

- A good rationale should:
    - Be brief
    - Relevant to the concerns and values of the school
    - Stay on topic

4.0 Prepare for the Data Review Day

Part C on Coach's Checklist

Activity 4.1

- Use your Coach's Checklist Part C as your guide for preparing for the Data Review Day

Keeping the District Capacity Assessment in Mind

- If your DIT recently completed the District Capacity Assessment, the team may already have ideas about next steps for strengthening the district's infrastructure to support MTSS

- We will start the data review day by revisiting these ideas so they are fresh in the team's minds as they study fidelity and student outcome data across their schools

- By the end of the data review day, we want the DIT to know *which* next steps for strengthening their district's infrastructure are likely to yield the greatest benefits to their schools

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MTSS Update

- You may choose to complete a standard MTSS Update using our template or your district's own template

- You may also want to consider when and with whom your team plans to share out its annual evaluation of MTSS implementation efforts

5.0 Next Steps and Evaluation

Most Important Outcome of Data Review

- The most critical product that should result from the upcoming data review is an updated implementation plan for your district

- The activities in this plan should be tied to the data your team reviews

- The plan should provide specifics of who will be responsible for each activity identified and a timeline for completion

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Preparing to Coach

- Once you have prepared for the upcoming Data Review, it is time to think about coaching

- See Part D on your Coach's Checklist for next steps

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Assignment

- Make copies of your Coach's Checklist to share with your Implementation Specialist

- Make sure you have shared the data review worksheet with your District Implementation Team

- Determine what else you need to complete prior to data review

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Closing Review

- Gathered and organized data

- Prepared for Data Review

- Prepared to Coach

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SESSION EVALUATION

- Trainers, add the session evaluation link from the MiMTSS Data System
- When you get to this slide in training, go to the link and provide a preview of the questions and how to complete the feedback.