

## Coach's Checklist to Prepare for District Fall and Winter Data Review

The purpose of this checklist is to help the district coordinator prepare to facilitate the District Implementation Team (DIT) through the continuous improvement process at the upcoming District Fall or Winter Data Review.

### Part A: Ensure information in the MiMTSS Data System is up to date (30 minutes)

- Navigate to the Context tab and ensure team membership and data coordination information are accurate
- Check the records for each DIT member to ensure that everyone on the DIT can log into the MiMTSS Data System
- Navigate to the Capacity tab to ensure the most recent DCA data have been entered
- Navigate to the Installation Checklists tab to ensure district and school-level installation checklists have been updated

### Part B: Prepare the Data Review Worksheet (1-3 hours)

- Go to the [District Coordinators webpage](#) on the MiMTSS TA Center website. Under **Data Review Resources**, review the District Data Review guidance with your Implementation Specialist (IS) and choose the most appropriate worksheet and data interpretation tool(s) for your team to use at the upcoming data review.
- Rename the selected worksheet (e.g., Happy Valley District Fall Data Review 2021”), and share with your IS.

## Implement, Monitor and Adjust

*Are we implementing our plan? Is our plan working?*

- Access resources needed for this section: a) Installation Checklists tab in the MiMTSS Data System, b) Implementation Plan, c) your Individualized Coaching Service Delivery Plan (if you have developed one) and d) your district's Barrier Removal Log
- Preview the Implement, Monitor and Adjust section of the worksheet and address coaches' prompts in blue. Use bold blue font so your team can easily see what you add to the worksheet.
- Decide if it makes sense for your team to proceed with analyzing new data.

*Note:* If you have concerns that the plan is not being implemented and/or is not working, time during data review may be better spent problem-solving the plan itself rather than looking for new areas of need. Discuss your concerns with your Implementation Specialist. If there is agreement that moving forward in the worksheet does NOT make sense for your team, then see "Guidance on Solving Implementation Problems" on the [District Coordinators webpage](#) for next steps.

## Assess Needs: Discover

*What was our previous need? What is our current need?*

**For small districts:** If your district has only one building across grades K-12 or only one building at each grade-band, you may want to take a different approach to assessing needs at the district level than what is prompted in the Data Interpretation section of the worksheet. Instead of studying the District dashboard for fidelity and outcomes across schools, focus on the work your school teams did at their most recent data review.

- Prepare a summary to share with the DIT that includes 1) the precise problem/gap statements the school(s) identified, 2) the related challenge statements (hypotheses) they developed, and 3) the specific actions they added to their implementation plan(s) to address each problem.
- Add this prompt after your summary: **Team: As you move into Root Cause Analysis, your job is not to solve the school teams' problems. The DIT's job is to consider what parts of the district infrastructure need to be strengthened to support/expedite the solutions the school teams have already identified and to prevent the problems from reoccurring for the schools.**

**For districts with more than one building at each grade-band:** If your district has more than one building at each grade-band, then you will want assess needs district-wide by looking for patterns in data across buildings. To do this:

- Preview the Assess Needs: Discover section of the worksheet and the corresponding Data Interpretation Tools on the [District Coordinators webpage](#) on the MiMTSS TA Center website.
- Decide if, when and how the Data Interpretation Tool(s) will be used by you or other team members.

*Note:* The tools are meant to be temporary scaffolds to support data interpretation until the team builds fluency with understanding various data displays and reports. There are a number of different ways these tools could be used including:

- As the coach, you could use the tool(s) to help you prepare to present to the team on the data review day.
  - Ask other team members to prepare to present data to the team in order to build their capacity to support data interpretation.
  - Assign use of the Data Interpretation Tool as pre-work for team members so everyone comes to the data review day with an understanding of the data.
- Make sure whoever is assigned to use the Data Interpretation Tools has access to the MiMTSS Data System and additional data sources referenced in the specific tools such as the district-wide item level report for the SWPBIS TFI and R-TFI.

**Hybrid approach:** Many small or medium sized districts may have a few elementary buildings but only one middle/high building. Think about how you might support the DIT in taking a hybrid approach to assessing needs where the team looks for patterns across the elementary buildings and then reviews the precise problem/gap statements that the secondary school team identified.

### **Assess Needs: Root Cause Analysis**

*What are the contributing factors? What is our challenge?*

- Preview the Assess Needs: Root Cause Analysis section of the worksheet
- Study specific reports and tools needed for this section of the work sheet so you are prepared to support your team:
  - DCA Items in Order report
  - Products such as the district communication plan, coaching system, and barrier log
  - Coaching and training data (Consider if your DIT is ready to take a closer look at the coaching and/or training system when identifying potential contributing factors for the problems they identify. Decide if you will utilize the Coaching System Data Google Sheet, Training Effectiveness Data Google Sheet, or additional data sources to dig deeper into coaching and training.)
- Think through how you will facilitate this section to keep your team focused on identifying the factors within their control that are most likely contributing to the gaps they identified.

### **Plan**

*What is our new target? What will we do to achieve that target? Who needs to know?*

- Preview the Plan section of the worksheet.
- Make sure your Implementation Plan, Communication Protocols, Barrier Removal Process, and MTSS Slide deck (or your local MTSS Update template) are hyperlinked.

### Part C: Prepare for the Data Review Day (1-2 hours)

- Share the Data Review worksheet with your team.
- Access the most current MTSS slide deck. Complete the title slide and share it with your team OR set up and share your district's own template for creating MTSS updates.
- Confirm that all team members are planning to attend the Data Review day and have access to the MiMTSS Data System.
- Determine what pre-work, if any, the team will need to complete and notify the team.
- Prepare to facilitate the Data Review day
  - Review/complete the Coach's Reflection Tool for District Data Review on the [District Coordinators webpage](#).
  - Practice navigating through the different visual displays (i.e., MiMTSS Data System, SWIS, Data Review worksheet)
  - If face-to-face consider accessing a monitor or projector to support your team with staying focused on the visual display most relevant to each step-in process.
  - If virtual, consider which displays you will present on your screen during each step in the process

### Part D: Prepare to Coach (1 hour)

Discuss with your Implementation Specialist the process for using your coaching service delivery plan to guide the support you provide your team during data review. Recognize that what your team focuses on during data review may not necessarily be the same concepts you focus on for coaching. Visit the [District Coordinators webpage](#) to get started in developing or updating your coaching plan.

#### **URLs Used in Document**

[District Coordinators](#)

(<https://mimtsstac.org/teams-roles/specialized-functions/district-coordinators>)

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