

Coach's Checklist to Prepare for District Beginning of Year Data Review

The purpose of this checklist is to help the district coordinator prepare to facilitate the District Implementation Team through the continuous improvement process at the upcoming District Beginning of Year Data Review.

Part A: Get Organized (45 minutes)

Review the list of potential activities below with your Implementation Specialist (IS). Consult with your IS to see if there are any other activities not listed that should be prioritized at this time. Highlight the three most important activities to accomplish in the next 45 minutes. Check the boxes when complete.

- Locate and organize important working documents (e.g., your team's Implementation Plan, communication protocols, barrier removal process, any other procedural documents your team developed this past year that they will need to easily access this year).
- Confirm DIT membership and monthly meeting schedule. Make sure DIT members have correct access level and information in the MiMTSS Data System (e.g., email address, roles assigned).
- Review and update the district's professional development training calendar. Make sure training information is accurate on the Context tab in the MiMTSS Data System.
- Review the district's assessment schedule for the year and make sure time has been set aside for data collection duties and any necessary trainings related to data collection (e.g., Acadience refresher sessions, Swift at SWIS, SRSS Coordinator training). Make sure Data Coordinator roles are up-to-date on the Context tab in the MiMTSS Data System.
- Review and update your Coaching Service Delivery Plan.
- Other:
- Other:

Part B: Check on Spring Data (30 minutes)

- Review your District Dashboard in the MiMTSS Data System to determine if any end-of-year data is missing or appears inaccurate.
 - On the Reading/Engagement tab, select Previous School Year, and examine the End of Year Engagement row.
 - On the Behavior Outcomes tab, locate the Average Referrals per Day per Month table and examine the column for last school year.
- Take steps to address missing or inaccurate data (e.g., send emails to data coordinators and/or school level coaches).
- Consider what additional data sources might need to be collected and analyzed to determine the effectiveness of supports for students who accessed instruction remotely (e.g., participation records, assessment results from online learning platforms).

Part C: Prepare for DCA administration and Data Review (90 minutes)

- Locate your team’s worksheet from District Mid-Year Continuous Data Review
- Preview the PowerPoint slides with your IS. Make sure to access the “Trainer Only” copy to review hidden slides with prompts to help you prepare.
- If planning to administer the District Capacity Assessment via a video conferencing platform, please review [Tips for Remote Administration of Capacity Assessments](https://nirn.fpg.unc.edu/resources/tips-remote-administration-capacity-assessments).

URLs Used in Document

[Tips for Remote Administration of Capacity Assessments](https://nirn.fpg.unc.edu/resources/tips-remote-administration-capacity-assessments)

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