

## Coach's Checklist to Prepare for Elementary and Secondary Data Review

The purpose of this checklist is to help the School Leadership Team (SLT) coach prepare to facilitate the team through the continuous improvement process at the upcoming Elementary or Secondary Data Review.

### Part A: Enter Data into MiMTSS Data System (1 hour)

- Log in to MiMTSS Data System and navigate to your school's context tab. Review the School Leadership Team listed on this tab and notify your district coordinator or implementation specialist if updates are needed.
- Navigate to Data Entry. Click on each relevant data source and use Page Help (top right corner of the screen) to enter data into MiMTSS Data System.

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

- Go to the [School Leadership Team Coaches](#) webpage on the MiMTSS TA Center website. Review the worksheet selection criteria with your district coordinator and choose the most appropriate worksheet for your team to use at the upcoming data review.
- If your team will only be focusing on the behavior components of MTSS, delete the reading sections throughout the worksheet.
- Rename the selected worksheet (e.g., Happy Valley Elementary Fall Data Review 2020"), and share with your District Coordinator.

### Implement, Monitor and Adjust

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

- Access resources needed for this section: a) Installation Checklists in MiMTSS Data System, b) Your school's Implementation Plan, and c) your Individualized Coaching Service Delivery Plan (if you have developed one).
- Preview the Implement, Monitor and Adjust section of the worksheet and address coach's 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 coordinator and/or trainer. 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 [School Leadership Team Coaches](#) webpage for next steps.

## **Assess Needs: Discover**

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

- Preview the Assess Needs: Discover section of the worksheet and the corresponding Data Interpretation Tools on the [School Leadership Team Coaches](#) 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 your Acadience Reading Mentor, SWIS facilitator and/or EWS Coordinator to use the Data Interpretation Tool(s) 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:
  - SWIS Major Referral Patterns report (Tier 1 Behavior)
  - Acadience Reading Status report, breakdown by demographics (Tier 1 Reading, Elementary)
  - EWI Excel Tool, School Drill Down table (Tier 1 Reading/Engagement, Secondary)
  - M-STEP results by grade level from previous spring (Tier 1 Reading/Engagement Elementary and Secondary)
  - SWIS Students with 2-5 major ODRs report (Intervention Systems, Behavior)
  - SWIS Triangle Data report (Intervention Systems, Behavior)

## 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 worksheet so you are prepared to support your team (e.g., SWPBIS TFI Items report, [PBIS Cultural Responsiveness Field Guide](#), Section II: TFI Cultural Responsiveness, R-TFI Items report with notes, Intervention Access and Effectiveness Monitoring Tool).
- 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 Data Review (90 minutes)

- 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 Elementary and Secondary Data Review on the [School Leadership Team Coaches](#) 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 coordinator 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 [School Leadership Team Coaches](#) webpage to get started in developing or updating your coaching plan.

**URLs Used in Document**

[School Leadership Team Coaches](https://mimtsstac.org/teams-roles/specialized-functions/school-leadership-team-coaches)

(<https://mimtsstac.org/teams-roles/specialized-functions/school-leadership-team-coaches>)

[PBIS Cultural Responsiveness Field Guide](https://www.pbis.org/Common/Cms/files/pbisresources/PBIS%20Cultural%20Responsiveness%20Field%20Guide.pdf)

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