

District Capacity Assessment Administrator Preparation

The purpose of this document is to support the preparation of new District Capacity Assessment (DCA) administrators prior to their first administration of the DCA.

Administrator Tasks

Before Administration

- Visit the [MiMTSS TA Center's District Capacity Assessment webpage](#) to learn how to obtain District Capacity Assessment Administrator Certification.
- Complete the coursework to obtain District Capacity Assessment Administrator Certification
- Identify a twice-annual administration schedule for the DCA
- Review the [District Capacity Assessment](#) and identify:
 - Questions about items and/or scoring criteria
 - Questions about data sources
- Develop a plan for administration with co-facilitators, including:
 - Who will administer each item
 - How teams will vote (e.g., fingers)
- Identify key roles in administration (e.g., notetaker)
- Complete preparation tasks

During Administration

- Review the purpose of the assessment and scoring procedures with the team
- Ensure team members are fulfilling roles
- Facilitate the team through the DCA items
- Ensure the consensus process is followed
- Ensure entry of DCA notes and scores in the MiMTSS Data System

After Administration

- Support action planning with the DCA results

URLs Used in Document

[MiMTSS TA Center's District Capacity Assessment webpage](https://mimtsstac.org/district-capacity-assessment-dca)
(<https://mimtsstac.org/district-capacity-assessment-dca>)

[District Capacity Assessment](https://implementation.fpg.unc.edu/wp-content/uploads/DCA-7.7-10-18-19.pdf)
(<https://implementation.fpg.unc.edu/wp-content/uploads/DCA-7.7-10-18-19.pdf>)

Michigan's MTSS Technical Assistance Center is funded by the Michigan Department of Education and the U.S. Department of Education, Office of Special Education Programs.