

District Process to Address Implementation Challenges

The purpose of this document is to outline the steps a District Implementation Team could take to address implementation challenges preventing the implementation of MTSS from moving forward.

District Process to Address Implementation Challenges

Implementation challenges are obstacles that prevent schools from moving forward with implementing MTSS. One of the functions of a District Implementation Team (DIT) is to help identify and address these challenges. This document outlines the **<insert district name>** Process to Address Implementation Challenges and outlines the steps that will be taken from the point at which the challenge is communicated to the DIT to the point that it has been confirmed that the challenge has been removed.

Steps to Address Implementation Challenges

Step 1: Add Challenge to Agenda and Implementation Challenges Log

- An “Implementation Challenges” agenda topic is added to the following meeting agendas:
 - **<list teams/meeting spaces>**
- The Implementation Challenges Log is linked to the meeting agendas identified above.
- When an implementation challenge is identified, a Google Form is submitted, and information in the form automatically transfers to the District Implementation Challenges Log.

Step 2: DIT Review of Challenges Log

- The Implementation Challenges Log is reviewed and updated at monthly DIT meetings.
- When a new challenge is identified, the DIT reviews the information provided and engages in the steps detailed below to populate the remainder of the challenge log.

Step 3: Assign Personnel to Address Implementation Challenge

- The DIT uses the table in the District Personnel to Address Implementation Challenges to identify the individual or group with the appropriate decision-making authority to remove the challenge.
- If the individual/group with decision-making authority is not on the DIT, the DIT will assign a designee from the team to communicate with that individual/group until the challenge is resolved.

- The designee will provide monthly updates to the DIT on the challenge's status.

Step 4: Identify Steps to Remove the Challenge

- Individuals/groups assigned in Step 3 identify the steps and timelines to address the challenge and record these in the log.
- Identified steps are included in a list format.

Step 5: Monitor Progress and Provide Updates

- During monthly meetings, the DIT reviews information in the Implementation Challenges Log.
- DIT members assigned to support the removal of challenges provide the team with updates on the status of activities to resolve the challenges, as well as timelines.
- If the challenge has not been removed, there is an opportunity to determine if additional steps must be taken.

Step 6: Communication Around Challenge Removal

- When the challenge is resolved, this information is confirmed and recorded in the log.
- The DIT designee assigned to support the removal of challenges communicates the challenge removal to the individual/group that originally reported the challenge.
- One month following the removal of the challenge, the individual/group that originally reported the challenge to the DIT will be asked if the challenge has been addressed sufficiently.
- Feedback is documented in the challenges log. If additional planning is necessary, include this information in the challenges log, also.
- Once a challenge has been removed, this will be indicated in the challenges log (e.g., a checkbox indicating "busted" in a column, color-coded to indicate it has been removed).

District Personnel to Address Implementation Challenges

The tables below contain the names and/or positions of individuals with appropriate levels of decision-making authority to remove challenges. Decision types may be added, collapsed, or adjusted over time. DIT members should use the information below to accurately identify who is best equipped to address a particular implementation challenge.

Funding

Table 1: Record the names of individuals identified to provide input and make decisions for each area.

Decision Types	Individuals/Teams Providing Input	Person with Decision Making Authority
Title I questions related to appropriate use of funds		
Approval for use of any type of funds (excluding IDEA)		
Requests for flexible use of state or federal funds (requiring MDE approval)		

Special Education

Table 2: Record the names of individuals identified to provide input and make decisions for each area.

Decision Types	Individuals/Teams Providing Input	Person with Decision Making Authority
Learning Support Services (LSS)		

Curriculum, Instruction, and Assessment

Table 3: Record the names of individuals identified to provide input and make decisions for each area.

Decision Types	Individuals/Teams Providing Input	Person with Decision Making Authority
Secondary curriculum and instruction		
Science and Social Studies Curriculum and Instruction (PreK-12 th Grade)		
Literacy and Math Curriculum (PreK-4 th Grade)		
PK-12 Assessment		

Student Behavior

Table 4: Record the names of individuals identified to provide input and make decisions for each area.

Decision Types	Individuals/Teams Providing Input	Person with Decision Making Authority
Behavior Interventions and Code for Student Conduct		

Human Resources

Table 5: Record the names of individuals identified to provide input and make decisions for each area.

Decision Types	Individuals/Teams Providing Input	Person with Decision Making Authority
Personnel issues concerning general education staff		
Personnel issues concerning special education staff		

Technology

Table 6: Record the names of individuals identified to provide input and make decisions for each area.

Decision Types	Individuals/Teams Providing Input	Person with Decision Making Authority
Access to supports for district approved technology		

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