Exploration and Readiness:
DIT Series for ISD Capacity Building

This document provides districts with key information and next steps to consider when exploring an ISD and district partnership in the "ISD Capacity to Support District Implementation of Social, Emotional and Behavioral (SEB) MTSS" professional learning series.

Overview

This series prepares ISD staff to train and coach District Implementation Teams to develop a district infrastructure needed to install, implement, and sustain an SEB MTSS framework. Identified ISD staff will support the district in installing a district infrastructure to support SEB MTSS efforts.

This technical assistance offering includes:

- A scope and sequence of professional learning
- Use of specific assessments and data systems (e.g., MiMTSS Data System, installation checklists, District Capacity Assessment (DCA))

ISD Capacity to Support District Implementation of SEB MTSS series consists of 10 sessions with MiMTSS TA Center. An identified district MTSS Coordinator attends 5 Coaching Support Sessions (3 hours each) with identified ISD staff. The District Implementation Team (DIT) attends 5 professional learning team sessions (2 hours each) with the entire team, including the coordinator and identified ISD staff. During the district coaching sessions and team sessions, MiMTSS TA Center staff deliver content specific to the district infrastructure while identified ISD staff attend to build knowledge and skills to coach the district MTSS coordinator and then replicate the series with other districts.

Commitments of district partner

- Select a district coordinator with time allocated to support the district team in developing the infrastructure needed to install, implement, and sustain SEB MTSS. (Review [District MTSS Coordinator Position Description](#))
- District Coordinator commitment:
    - 25 hours of professional learning (Coaching Support Sessions, District Implementation Team Sessions)
    - Planning time with the identified ISD staff
    - Facilitating the DIT outside of each professional learning session to develop the district infrastructure
    - Monthly check-ins with Superintendent to support contextualization of work for district
    - Check-ins with school-level coaches
- Select/Convene a District Implementation Team who will (1) attend 5 professional learning sessions (total of 10 hours) and (2) meet at least once following each professional learning session to further develop the systems and processes to support SEB MTSS. The team may consider holding an entire day with professional learning in the morning and time for the team to work in the afternoon.

Professional Learning Session Topics with a Coaching Support Session occurring prior to each one:

- District Implementation Team Readiness + District Capacity Assessment (*3-hours)
- District Implementation Team Development
- Communication
- Coaching System
- Initiative & Innovation Alignment and Review

For a deeper understanding of the content covered in each session, review the team session content found on the professional learning page of our website.

Please note: This series of learning is focused on building/refining district *Infrastructure* (systems, processes, procedures) to support implementation and sustained use of SEB MTSS. This series will *not* result in concrete school-level permanent products nor will there be learning about specific school/classroom level practices.

Assessing Need, Fit, & Capacity

In determining if this series is appropriate for your district, consider the following prompts to assess the need, fit, and capacity for the installation and use of a district implementation infrastructure for SEB MTSS:

Need/Evidence:

- What conversations have been had with district leadership and staff to determine if this is a current need? It is critical to have sponsors / champions with decision-making authority to support this work and buy-in from staff related to the need.
- What additional data do you have to support this as a need for your district?
- Review the following resources to understand the evidence and research supporting the development of a district infrastructure:
    - Implementation Science (NIRN's AI HUB)
    - MDE MTSS Practice Profile

Fit/Usability:

- Review the following resources to better understand the components of a district implementation infrastructure:
    - Installing a District Implementation Infrastructure (recorded module)
    - District Capacity Assessment (DCA)
- How will this fit with the existing work and priorities of your district? Consider completing or reviewing a district initiative inventory.

Capacity/Supports:

- MiMTSS TA Center will provide initial professional learning to identified ISD staff, district MTSS coordinators and district learning partners during the team sessions. What additional professional learning is needed for district and school staff?
- Consider district capacity to be able to support all schools and scale-up this work. Do you have a plan and/or timelines for how you might expand this work to multiple schools within your district? How might you use the district infrastructure to support schools in implementing MTSS?
- What resources (e.g., staff, time, funding) are needed to prioritize and support this work?
- One way to ensure adequate support is available to the District Coordinator and the team is to determine if the ISD staff will continue to support the district beyond installation. If so, ensure identified ISD staff can allocate the time and consider drafting a Letter of Agreement.

Addressing Readiness & Next Steps

Prior to engaging in this professional learning series, take time to asses and create readiness with staff.

- Work with district leaders (e.g., superintendent, administrators) to assess need, fit, and capacity for the district to engage in this work (see questions above to guide conversation).
- Work with district leaders to select or identify a District Implementation Team and District Coordinator who will work with ISD staff to coach the DIT.
  - District Implementation Team Formation (recorded module)
  - DIT Recruitment and Selection Document
  - District Organizational and Committee Audit
  - Coaching the District Implementation Team (recorded module)
  - District Coordinator Resources
  - Staff Recruitment, Selection, and Supports (recorded module)
- Ensure identified district staff have sufficient time and access to relevant district resources (e.g., meeting spaces, data, shared drives), to attend professional learning, as well as meeting monthly to develop the systems and processes that make up district infrastructure.
- Sign letter of agreement with ISD indicating that SEB MTSS is the initiative that the district infrastructure work will be applied to first.
- Ensure clear communication about need, fit, and feasibility (i.e., capacity) has occurred, including an overview to staff of the commitments required of the partnership (e.g., professional learning, required assessments, time allocation, critical roles).

Michigan's MTSS Technical Assistance Center

URLs Used in Document

[MDE MTSS Practice Profile](https://www.michigan.gov/documents/mde/MDE_MTSS_Practice_Profile_5.0July2020_ADA_700696_7.pdf)
(https://www.michigan.gov/documents/mde/MDE_MTSS_Practice_Profile_5.0July2020_ADA_700696_7.pdf)

[Installing a District Implementation Infrastructure](https://youtu.be/KfYqxdrSVt8)
(https://youtu.be/KfYqxdrSVt8)

[District Capacity Assessment](https://nirn.fpg.unc.edu/sites/nirn.fpg.unc.edu/files/imce/documents/DCA%207.7%2010-18-19.pdf)
(https://nirn.fpg.unc.edu/sites/nirn.fpg.unc.edu/files/imce/documents/DCA 7.7 10-18-19.pdf)

[Initiative Inventory](https://mimtsstac.org/sites/default/files/Documents/MTSS_Structures/MTSS_Supports_for_MICIP_Platform/Discover/District_Initiative_and_Innovation_Inventory.pdf)
(https://mimtsstac.org/sites/default/files/Documents/MTSS_Structures/MTSS_Supports_for_MICIP_Platform/Discover/District_Initiative_and_Innovation_Inventory.pdf)

[Staff Recruitment, Selection, and Supports](https://youtu.be/pTT10UPFPR0)
(https://youtu.be/pTT10UPFPR0)

[District Implementation Team Formation](https://youtu.be/gFSeJzkUcCI)
(https://youtu.be/gFSeJzkUcCI)

[DIT Recruitment and Selection Document](https://mimtsstac.org/sites/default/files/Documents/MIBLSI_Sequence/District/DIT_Modules/DIT_Presession/Session2/1.0_DIT_Recruitment_and_Selection.pdf)
(https://mimtsstac.org/sites/default/files/Documents/MIBLSI_Sequence/District/DIT_Modules/DIT_Presession/Session2/1.0_DIT_Recruitment_and_Selection.pdf)

[District Organizational and Committee Audit](https://mimtsstac.org/sites/default/files/Documents/TargetedTA/DITReadiness/District_Organizational_Structure_and_Committee_Audit.pdf)
(https://mimtsstac.org/sites/default/files/Documents/TargetedTA/DITReadiness/District_Organizational_Structure_and_Committee_Audit.pdf)

[Coaching the District Implementation Team](https://youtu.be/lwAQxc0X6-Y)
(https://youtu.be/lwAQxc0X6-Y)

[District Coordinator Resources](https://mimtsstac.org/teams-roles/specialized-functions/district-coordinators)
(https://mimtsstac.org/teams-roles/specialized-functions/district-coordinators)