



Coaching Support Session for Elementary and Secondary Data Review

Fall, Winter and Spring

2021-2022 School Year

mimtsstac.org





Bell Ringer Activity

- Use the directions provided in the workbook to check your record in MiMTSS Data System
- If you cannot log into MiMTSS Data System, click “I forgot my password” to retrieve your password
- If you still cannot log into MiMTSS Data System, please notify your District Coordinator or trainer

Group Expectations

Be Responsible

- Attend to the “Come back together” signal
- Active participation...Please ask questions

Be Respectful

- Please allow others to listen
 - Please turn off cell phones
 - Please limit sidebar conversations
- Share “air time”
- Please refrain from email and internet browsing

Be Safe

- Take care of your own needs

Group Expectations - Virtual

Be Responsible

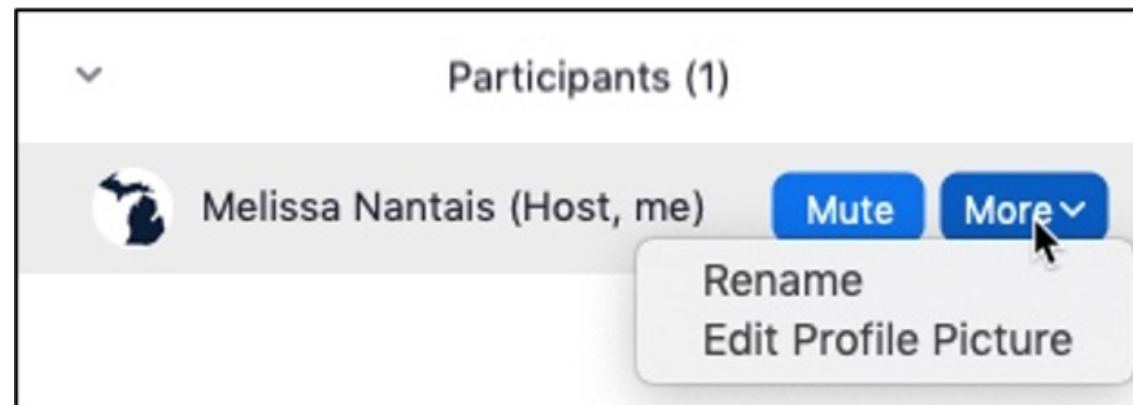
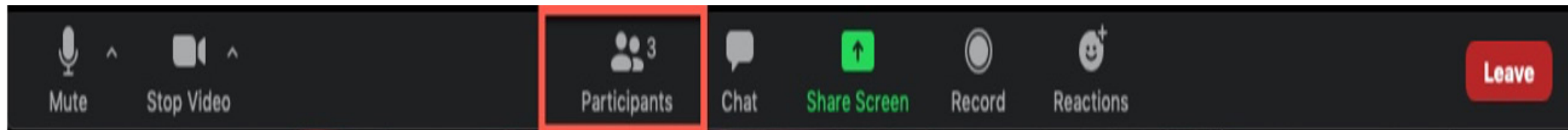
- Return from breaks on time
- Active Participation
 - Use participant features of raise hand, thumbs up, etc.
 - Type short answer or questions in chat box
 - Respond to poll questions, if provided

Be Respectful

- Limit use of chat box to essential communication
- Please refrain from email and internet browsing
- Place your phone and other devices on mute and out-of-sight

Zoom Attendance for SCECHs

- Click on Participants Icon
- Is your first and last name listed? If not, please click Rename and edit so we know who is here



Training Effectiveness

- At the end of the session, you will be asked to provide feedback on today's training
- Results will be used to make improvements to professional learning and for reporting to TA Center stakeholders
- Trainers will provide a preview of the survey and provide you with the link at the end of this session

Diversity and Equity

- One of the feedback questions you will see for all of our professional learning sessions is:
 - The session promoted and positively portrayed diversity among educators and learners (strongly agree, agree, unsure, disagree, strongly disagree, optional comments)
- We are collecting baseline data to inform improvements to our MTSS professional learning to promote equity and inclusion

Team Roles

- Facilitator: lead discussions and activities to keep the team moving forward
- Recorder: keep written documentation of key discussion points, decisions, and next steps
- Time Keeper: keep track of time and bring the team back together



Purpose

To allow protected time for School Leadership Team Coaches to gather and organize data and to prepare to support their teams through the data review process

Intended Outcomes

- Gather and organize data
- Prepare for Data Review
- Prepare to coach

Agenda

1.0 Welcome & Overview

2.0 Enter Data into MiMTSS Data System

3.0 Prepare the Data Review Worksheet

4.0 Prepare for the Data Review Day

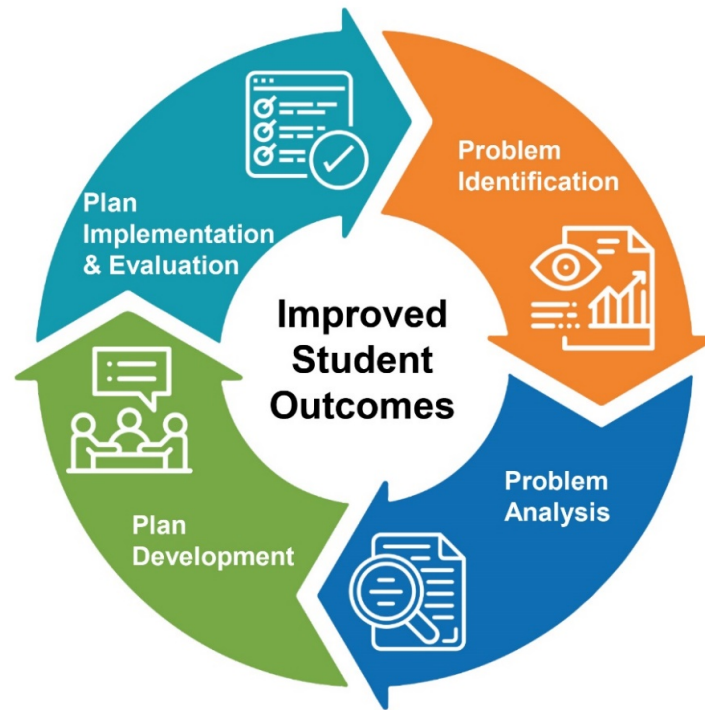
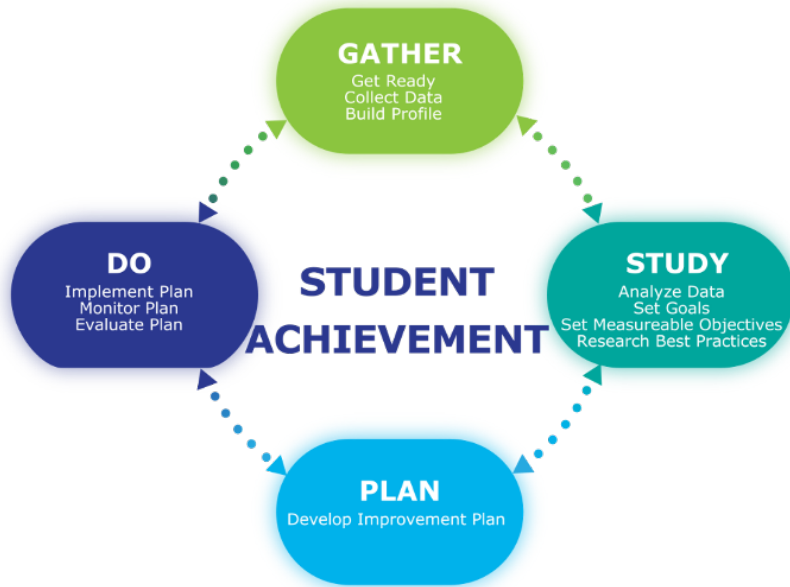
5.0 Next Steps & Evaluation

1.0 Welcome & Overview of the Data Review Process

Why Engage in Data Review?

- A cornerstone of implementing an integrated behavior and reading multi-tiered system of support (MTSS) framework is engaging in continuous improvement through a data-based decision-making process
- School-level data review provides the platform for schools to engage in this process multiple times per year with the goal of improving fidelity of implementation and student outcomes
- Aligns with the MTSS essential component of Continuous Data-Based Decision Making from MDE's MTSS Practice Profile

Our Process Over Time



Guiding Questions for School Data Review

Guiding Questions for Data Review	Connection to Michigan's Continuous Improvement Cycle
Are we implementing our plan? Is our plan working?	Implement, Monitor/Adjust
What was our previous need? What is our current need?	Assess Needs: Discover
What are the contributing factors? What is our challenge?	Assess Needs: Root Cause Analysis
What is our new target? What will we do to achieve that target? Who needs to know?	Plan

What is the Result of Data Review?

A **team**

- Uses **data** to develop or refine its **plan**
- Develops a **summary** of the plan to **communicate** to stakeholders
- Ensures the district/school **follows through** on the plan

In order to **improve outcomes** for students

“Deliverables” Resulting from Data Review

- Gap Statement (Precise problem statement)
- Challenge Statement (Hypothesis statement)
- Measurable Goals (S.M.A.R.T. objective)
- Updated targets and activities in the Implementation Plan
- Identified accomplishments to celebrate
- Identified barriers to lift up to the district, ISD or state-level
- Plan for communication with key stakeholders

Gap Statement (Precise Problem Statement)

- **Precise, measurable** statement of
 - where we are in comparison to
 - where we want to be
- Answers who, when, what, where, and why
- Focuses on the collective (*our* district, *our* school, *our* students)

Gap or Opportunity?

- The precision and ability to measure progress is what is most important, not the language of “gap”
- The term “gap” serves to remind us there are two parts to the statement (where we are and where we want to be)
- Possible alternative term: opportunity statement

Root Cause Analysis: Challenge Statement (Hypothesis Statement)

- Root cause analysis should culminate in a challenge statement
- Framing as an If, Then sets the team up for successful planning
- Leads to actions tied directly to desired results
- **If we address** (this contributing factor), **then we should expect to see** (this change in student outcomes)

School-Level Root Cause Analysis

- The challenge statement should directly connect back to the work of the School Leadership Team
 - Specifically, building and sustaining the behavior and reading components of an MTSS framework
- Your Tiered Fidelity Inventories provides the starting point for root cause analysis



Activity 1.1

- Use your experience with school-level data review as well as the previous slides to create a description of the purpose of data review that includes the continuous improvement process
- When prompted, share your description with a coach from another district or school

Resources to Support Coaches

- Coach's Checklist
- Coaches webpage
- Your school's Implementation Plan
- Your individualized Coaching Service Delivery Plan (developed or updated last spring)

Purpose of Coach's Checklist

- The purpose of this checklist is to help the school-level coach prepare to guide the School Leadership Team through the continuous improvement process at the upcoming Elementary or Secondary Data Review
- The checklist will guide your work during today's Coaching Support Session

Four Parts to the Coach's Checklist

- Part A: Enter Data in MiMTSS Data System
- Part B: Prepare the Data Review Worksheet
- Part C: Prepare for the Data Review Day
- Part D: Prepare to Coach

2.0 Enter Data into MiMTSS Data System

Part A on Coach's Checklist

MiMTSS Data System

- Aggregated student outcome & fidelity data are entered into MiMTSS Data System by coaches
- These data are organized to populate the school-level dashboard which provides visual displays of your school's data and hover feature for additional information
- Dashboard is used to support the continuous improvement process used during the data review

School-Level Dashboard

- The various tabs on your school-level dashboard in MiMTSS Data System contain a wealth of information your team will use during data review

The screenshot shows the 'MiMTSS TEST Elementary Dashboard' interface. At the top, there is a navigation bar with the Michigan Department of Education logo, the title 'Multi-Tiered System of Supports Data System - MiMTSS', and links for 'Page Help', 'System Updates', and 'Account'. Below this is a secondary navigation bar with links for 'Home', 'Districts/ISDs', 'Facilities', 'Personnel', 'Training', 'Data Entry', and 'Reporting'. The main content area is titled 'MiMTSS TEST Elementary Dashboard' and includes a 'View Dashboard for' dropdown menu and a 'Select' button. Below these are several tabs: 'Context', 'Reading Outcomes', 'Reading Skills', 'Behavior Outcomes', 'Installation Checklists', and 'Reading Fidelity - Elementary'. The 'Behavior Fidelity' tab is currently selected. This tab displays the 'ISD: MiMTSS TEST ISD' and 'District: MiMTSS TEST District' information, along with a 'Users with Access' button. It also features a 'Scheduled Professional Development' table with columns for Date, Session Type, and Title. Below this table are two icons: a 'C' for 'Coaching Support Session' and an 'S' for 'School Level Training'. Finally, there is a 'Data Coordinator Role' table with columns for the role and the person supporting the school.

MiMTSS TEST Elementary Dashboard [View Samples](#)

View Dashboard for [Select](#)

[Context](#) [Reading Outcomes](#) [Reading Skills](#) [Behavior Outcomes](#) [Installation Checklists](#) [Reading Fidelity - Elementary](#)

[Behavior Fidelity](#)

ISD: MiMTSS TEST ISD [Users with Access](#)
District: MiMTSS TEST District

Scheduled Professional Development		
Date	Session Type	Title
2/5/2020	S	Elementary Winter Data Review

C Coaching Support Session
S School Level Training

Data Coordinator Role	Person Supporting the School
MiMTSS Administrator	Andrew Hanes, Missy Nantais
Acadience Reading Mentor	Keriann Poquette
PBIS Assessment Coordinator	Melissa Nantais
R-TFI Facilitator	Kim St. Martin
SRSS Coordinator	Cheyne LeVesseur
SWIS Facilitator	Stephanie Dyer

School Leadership Team Members

Anna Harms (Coach)
Patrick Sorrelle



Activity 2.1

- If you are new to MiMTSS Data System, login with support from your District Coordinator or trainer
- Take 10 minutes to navigate through the tabs and features available on each tab
- Practice using the hover feature to see additional information



Activity 2.2

- Navigate to your school's context tab
- Review the School Leadership Team listed on this tab
- If any changes are needed, please make sure to notify your trainer or District Coordinator so the updates can be made before the upcoming data review



Activity 2.3

- Navigate to Data Entry
- Enter data into MiMTSS Data System. Use the guidance in your Coaching Guide to assist with data entry when needed.
- Use the Quick Check document to ensure you have everything entered completely and correctly

3.0 Prepare the Data Review Worksheet

Part B on Coach's Checklist

Purpose of the Data Review Worksheet

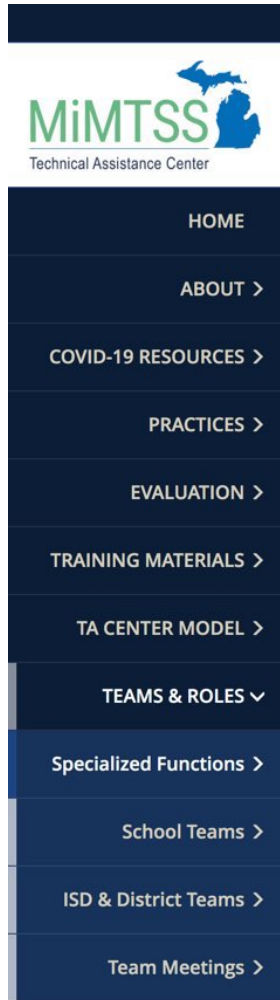
- Guides the School Leadership Team through the continuous improvement process as they study their data
- Shared document in Google Drive that allows all team members to be actively engaged
- Narrows your school's focus

Worksheet Options

As the coach, you will help your team narrow their focus by selecting the most appropriate worksheet for them to use.

- Tier 1
- Intervention Systems

Where to Find the Worksheets



School Leadership Team Coaches

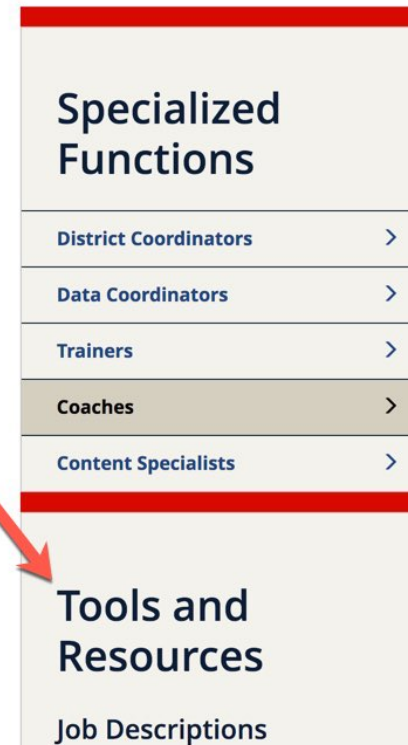
A School Leadership Team Coach facilitates School Leadership Team efforts to effectively implement and sustain the use of MTSS/SWPBIS.

Overview

The School Leadership Team Coach is responsible for ensuring that the school leadership team takes the necessary steps to implement and sustain school-wide MTSS/SWPBIS. This page provides detailed information and resources to support school systems coaches in their coaching roles. For more information on the full scope of a district coordinator's responsibilities, see School Leadership Team Coach Job Description under Tools and Resources on the right-hand side of this page.

Data Review Resources

Coaches play a critical role in supporting the School Leadership Team in their review of school-wide data within a continuous improvement process. Coaches use a Coach's Checklist to help them prepare for Elementary or Secondary Data Review. The checklist prompts the coach to carefully consider where the School Leadership Team should focus its attention (e.g., Tier 1 Behavior supports). A number of different Data Review Worksheets are available for the coach to select from to structure their team's data review. The coach uses the guidance below to assist in selecting a worksheet for their team based on their focus (Integrated MTSS or SWPBIS) and their current year within their training scope and sequence. The coach's checklists and each worksheet can be found under Tools and Resources on the right-hand side of this page.

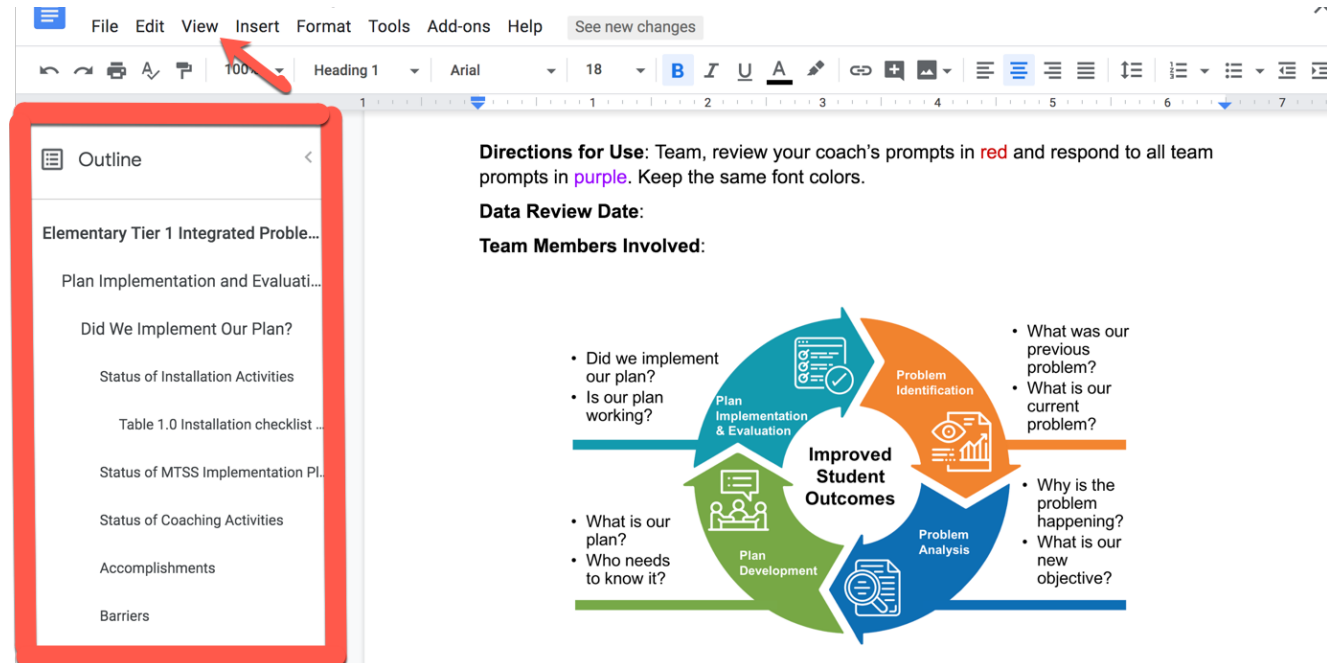




Activity 3.1

- Go to the School Leadership Team Coaches webpage on the MiMTSS TA Center website (mimtsstac.org)
- Review the data review worksheet selection criteria with your District Coordinator and choose the most appropriate worksheet for your team to use at the upcoming data review.
- Rename the selected worksheet (e.g., Happy Valley Elementary Fall Data Review 2020”), and share with your District Coordinator

Navigating the Worksheet



- Use the Outline in the left panel to help you navigate to different spots in the document
- Click on the text and it will move you to that portion of the document

Coach and Team Prompts

Directions for Use: Team, review your coach's prompts in **red** and respond to all team prompts in **purple**. Keep the same font colors.

Data Review Date:

Team Members Involved:

Improved Student Outcomes

- Problem Identification**
 - What was our previous problem?
 - What is our current problem?
- Problem Analysis**
 - Why is the problem happening?
 - What is our new objective?
- Plan Development**
 - What is our plan?
 - Who needs to know it?
- Plan Implementation & Evaluation**
 - Did we implement our plan?
 - Is our plan working?

- Bold blue font indicates text you add as the coach
- Your team will use bold purple font for new information they add



Activity 3.2

- Use your Coach's Checklist Part B as your guide for preparing the worksheet
- After completing each step in the worksheet and the corresponding Pause and Reflect prompts in the checklist . . .
 - Take two deep breaths and stretch your arms and legs
 - Then find a fellow coach, District Coordinator or trainer to share your reflections
 - Practice providing rationales to each other for important points you need to communicate to your team

Providing a Rationale

- Coaches often need to provide rationales to their team for why they are making a specific recommendation or decision
- A good rationale should:
 - Be brief
 - Relevant to the concerns and values of the school
 - Stay on topic

4.0 Prepare for the Data Review Day

Part C on Coach's Checklist



Activity 4.1

- Use your Coach's Checklist Part C as your guide for preparing for the Data Review Day

MTSS Update

- You may choose to complete a standard MTSS Update using our template or your district's own template
- You may also want to consider when and with whom your team plans to share out its annual evaluation of MTSS implementation efforts

5.0 Next Steps and Evaluation

Most Important Outcome of Data Review

- The most critical product that should result from the upcoming data review is an updated implementation plan for your school
- The activities in this plan should be tied to the data your team reviews
- The plan should provide specifics of who will be responsible for each activity identified and a timeline for completion

Preparing to Coach

- Once you have prepared for the upcoming Data Review, it is time to think about coaching
- See Part D on your Coach's Checklist for next steps



Assignment

- Make copies of your Coach's Checklist to share with your District Coordinator and trainer
- Make sure you have shared the data review worksheet with your District Coordinator and the School Leadership Team
- Determine what else you need to complete prior to data review

Closing Review

- Gathered and organized data
- Prepared for Data Review
- Prepared to Coach

SESSION EVALUATION

- Trainers, add the session evaluation link from the MiMTSS Data System
- When you get to this slide in training, go to the link and provide a preview of the questions and how to complete the feedback.