

Communication and Barrier Removal Preparation Checklist

This document provides guidance to the District Coordinator in how to prepare to facilitate and coach their team during District Implementation Team Installation training sessions and monthly DIT meetings.

Team Session

Prior to the team DIT Installation session, complete the items below prior to prepare to coach your team:

- Send communication to DIT prior to training session with reminder and directions for anything they need to do as a team member to prepare
- Consider strategies you might use to engage all team members in the discussion (e.g., shared google doc for brainstorming/processing information)
- Prepare to facilitate Team Activity 1.1
 - Review the 2-point criteria for DCA items 10 & 12
 - Practice providing an overview and rationales for a District Communication Plan and protocols using the example provided
 - Determine next steps for developing the district communication plan and protocols. Consider the following questions:
 - Which groups and teams need to be included in your plan? At minimum, consider the groups listed in the example. What would these groups be called for your district?
 - Who needs to be involved in developing the communication protocols for each group?
 - What are the timelines for drafting and finalizing the communication plan and protocols?
 - How will your DIT ensure it gets used? Would additional templates, roles or prompts be helpful?
 - How might you use the example provided to support next steps? Consider drafting the start of the plan and protocols to share with your team.

- Prepare to facilitate Team Activity 1.2
 - Review the 2-point criteria for DCA item 11
 - Practice providing an overview and rationales for a barrier removal process using the example provided
 - Determine next steps for developing the district's barrier removal process.
Consider the following questions:
 - Who needs to be involved in development of the barrier removal process? Consider who can support identification of decision makers.
 - What is the timeline for drafting and finalizing the barrier removal process?
 - How will your DIT ensure it gets used? How might a barrier log be prompted and used?
 - How might you use the example provided to support next steps? Consider drafting a process to share with your team.
- Review the DIT Installation Resource List and determine if there are resources the team should access prior to the upcoming DIT meeting. Consider if it may be helpful to prompt the review of these resources at the end of the training session.

DIT Meeting

Work with your district staff and your team to complete the items below:

- Work with the DIT to draft the district coaching system to share with executive leadership for final approval.
- Work with DIT to update DIT installation checklists and complete activities in your implementation plan during DIT meeting.

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