

SRBI SELF-ASSESSMENT TECHNICAL ASSISTANCE (TA) PROVIDER PROTOCOL

The following steps are for the **spring 2015 Post-SRBI Self-Assessment for Cohort 2/Phase III schools**. If you have questions or concerns about the process, please contact Michelle LeBrun-Griffin. If you have questions or trouble with online access, please contact Rebecca (rwalker@glenmartinassociates.com) or Kristina (klee@glenmartinassociates.com) at GMA (518-486-8885).

Please note: All links are case sensitive.

PRIOR TO DATA REVIEW

1) Check your school's response rate at any time.

- ☛ Click on the appropriate Data Report Link in the table below (or paste the link into your browser) to see how many members of your team have completed the self-assessment. When you're ready to download your school's data report, click on the Word, Excel, or PDF icon on the top of your screen.

| District | School | Data Report Link |
|------------|------------------|--|
| District A | #1 Middle School | bit.ly/C2PostSRBI/1 |
| District B | School 2 | bit.ly/C2PostSRBI/2 |
| District C | School 3 | bit.ly/C2PostSRBI/3 |
| District C | School 4 | bit.ly/C2PostSRBI/4 |
| District D | School 5 | bit.ly/C2PostSRBI/5 |
| District E | School 6 | bit.ly/C2PostSRBI/6 |
| District F | School 7 | bit.ly/C2PostSRBI/7 |
| District G | School 8 | bit.ly/C2PostSRBI/8 |
| District H | School 9 | bit.ly/C2PostSRBI/9 |
| District I | School 10 | bit.ly/C2PostSRBI/10 |
| District J | School 11 | bit.ly/C2PostSRBI/11 |
| District K | School 12 | bit.ly/C2PostSRBI/12 |
| District L | School 13 | bit.ly/C2PostSRBI/13 |
| District M | School 14 | bit.ly/C2PostSRBI/14 |
| District M | School 15 | bit.ly/C2PostSRBI/15 |
| District M | School 16 | bit.ly/C2PostSRBI/16 |
| District M | School 17 | bit.ly/C2PostSRBI/17 |
| District N | School 18 | bit.ly/C2PostSRBI/18 |
| District O | School 19 | bit.ly/C2PostSRBI/19 |
| District P | School 20 | bit.ly/C2PostSRBI/20 |
| District Q | School 21 | bit.ly/C2PostSRBI/21 |
| District R | School 22 | bit.ly/C2PostSRBI/22 |
| District S | School 23 | bit.ly/C2PostSRBI/23 |
| District S | School 24 | bit.ly/C2PostSRBI/24 |
| District S | School 25 | bit.ly/C2PostSRBI/25 |

← Click this one!

Note: Data reports will refresh each morning at roughly 8 a.m.

2) Remind your school's team members to complete the SRBI Self-Assessment by 5p.m., Friday, May 15th, 2015.

- ☛ If necessary, email a reminder with a link to access the online tool: bit.ly/C2PostSRBI.

THE DAY OF YOUR DATA REVIEW SESSION

3) Bring a copy of your school's data report (from step 1) to review each of the SRBI indicators under the Self-Assessment's four sections with your school team.

- ☞ Facilitate a conversation about the evidences listed in the 'As Evidenced By' column, as well as the ratings team members assigned to the indicators.

AFTER YOUR DATA REVIEW

4) Complete the Post-SRBI Self-Assessment Team Consensus Form no later than Monday, June 15th, 2015:

- ☞ Go to: bit.ly/C2PostSRBIConsensus.
- ☞ Select the date of your visit and your school.
- ☞ For each indicator:
 - Select the consensus level of implementation (0, 1, 2 or 3).
 - Enter any additional evidence that arose during your conversations with your school team.
 - Select if the indicator is a high (H), medium (M), or low (L) priority for the team.
- ☞ Once completed, click on the submit button. If you would like to save a PDF of your submitted answers, you will be prompted to do so then.
- ☞ If you don't finish, you can use the Save and Continue feature at the bottom of the online survey.

5) Check your school's folder on the G-drive for your school's customized SRBI Self-Assessment summary report.

- ☞ SRBI Self-Assessment summary reports for all schools will be prepared by GMA and saved in each school's respective Program Evaluation Folder by Wednesday, July 8th, 2015. SRBI summary reports for schools that do not have a Team Consensus Form submitted by the July 8th deadline will be completed after that time.

Thank you!