

MTSS Trainer Professional Learning Checklist: Days 1 and 2

The *MDE MTSS Trainer Professional Learning Checklist* was designed to be completed by the trainer to determine adherence to the professional learning along with other data sources of the *MTSS Professional Learning Observation Checklist* and *MTSS Professional Learning Event Evaluation*. It can also be used to provide ongoing feedback and coaching to individuals who provide professional learning. Furthermore, it can be used as a guidance document when designing or revising professional learning. The tool represents a compilation of research-identified indicators that should be present in high quality professional learning. Professional learning with a maximum of one item missed per domain on the checklist can be considered high adherence with other supporting data sources.

CONTEXTUAL INFORMATION

Date: _____ Trainer: _____ Location: _____
 MTSS Modules: _____

I, the provider of the training,	Completed (check if Yes)	Notes:
Introduction		
1. Ensured the professional learning session started and ended on time		
2. Provided professional learning goals/objectives/outcomes		
Demonstration		
3. Defined vocabulary and/or operationalized concepts to build common understanding		
4. Provided examples of the content in use		
5. Included the empirical research foundation of the content (e.g., citations, verbal references to research literature, key researchers)		
6. Modeled or illustrated activities when appropriate		
Engagement		
7. Included opportunities for participants to practice and/or rehearse new skills		
8. Provided specific and appropriate feedback to participants as needed		
Evaluation/Reflection		
9. Engages participants in assessment of their acquisition of knowledge and skills		
10. Detailed follow-up activities that require participants to apply their learning in a new setting or context		
Key Experiences		
11. Reviewed essential components of the MDE's MTSS (Day 1)		
12. Engaged participants in using data from DCA & Initiative Inventory (Day 1)		
13. Facilitated participants in evaluating their district team's formation and functioning (Day 1)		
14. Opportunity to plan for supporting the function and formation of building implementation teams (Day 1)		
15. Opportunity to create MTSS communication plan (Day 1)		
16. Engaged participants in an evaluation of an alignment process (Day 2)		
17. Opportunity to reflect on selection process used for identified EI (Day 2)		
18. Opportunity to create a comprehensive screening and assessment system (Day 2)		
Trainer Reflections		
19. Potential areas identified for continued support or coaching		

