

Implementation Specialist Monthly Focus

This document provides MIBLSI Implementation Specialists with an overview of the month-by-month supports to districts for installation and initial implementation of an integrated reading and behavior MTSS framework.

MIBLSI staff will engage in the activities outlined below. There will be deliberate communication between the MIBLSI Implementation Specialist, District Coordinator, District Executive Leader, and MIBLSI Data Coordinators. All supports are designed to be conducted in ways that 1) increase fidelity of implementation and 2) capacity is developed locally so that responsibilities can be gradually released to district staff. The activities are organized by the **district's** year and month of participation.

To support the completion of the following activities, Implementation Specialists will need access to the following commonly used resources:

- [DIT Installation Checklists & Outcomes by Month](#)
- [District Installation Checklists](#) in MiMTSS
- [Timelines for District and Schools\(by Stage of Implementation\)](#)
- [District and School Training Scope and Sequence](#)
- District MTSS Implementation Plan
- District Communication Plan and Protocols
- District EI Alignment, Review, and Selection Process
- District Coaching System
- District *MTSS Assessment System* (Google Doc)
- Individualized District Coaching Service Delivery Plan

The following process will be followed when there is a need to add, refine, or delete an activity:

- A comment is added to the section of the document to be changed. A detailed description of the needed change is provided, along with a rationale for the change when applicable.
- Prior to each Implementation Unit Meeting, Keriann Poquette will review the comments, make updates (including changes to MIBLSI Data Coordinator Monthly Focus), and communicate changes to MIBLSI Implementation Specialists via the pre-meeting sheet for the next IU meeting.
- All changes made to the IS Monthly Focus Document will also be communicated by Keriann Poquette/Julie Nixonto other MIBLSI teams, when applicable.
- Annually in August, any changes made to the District/School Scope and Sequence or District Installation Training

Content/Checklists will be updated in the IS Monthly Focus document by Keriann Poquette.

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Last Updated (by): Keriann Poquette 9.6.19

Year 1

Month	Coaching Focus
<p>May - June</p>	<p>Prior to formal Pre-session:</p> <ul style="list-style-type: none"> ● Schedule a pre-meeting conversation with district executive leadership to: <ul style="list-style-type: none"> ○ Review district application responses/red flags to assess the fit of partnership ○ Support decisions around who will attend pre-session and schedule the date/location ● Prepare to train district pre-session <ul style="list-style-type: none"> ○ Share the scheduled date and location of the pre-session with assigned MIBLSI AAU staff ○ Print copies of updated LOA and Acadience Reading agreements ○ Order training materials and copies of DCA ○ Schedule and/or confirm DIT and SLT training dates for the upcoming year. ○ Send a reminder prior to the pre-session to all district administration <hr/> <p>District Pre-session w/ District Administration:</p> <ul style="list-style-type: none"> ● Administer DCA ● Identify individuals for DIT Membership, including District Coordinator and Executive Leader roles ● Plan initial conversations with DIT Members to ensure mutual selection ● Plan/schedule the formative assessment for the District Coordinator and development of individualized learning plan ● Schedule a meeting with executive leadership to develop district guidelines for the District Coordinator, consider recording decisions using the format provided in the district coaching system ● Ensure district understands intended audience for each training for the upcoming school year as outlined in the district and school scope and sequence ● Ensure the letter of agreement (LOA) is signed and mailed to Candi Drake ● Ensure that Acadience data sharing agreements are signed ● Identify school cohorts (revisit in DIT 1) ● Ensure all DIT training dates are scheduled for the year and communicate to DIT & District Coordinator Consider scheduling additional make up days (see snow day guidance).

	<ul style="list-style-type: none"> ● Schedule monthly DIT meetings for upcoming year. Consider scheduling additional make up days (see snow day guidance). ● Schedule monthly superintendent and District Coordinator check-ins (before/after DIT meetings) for upcoming year ● Ensure all SLT training dates for cohort 1 schools are scheduled for the year and communicate to DIT & District Coordinator. Consider scheduling additional make up days (see snow day guidance). ● Plan for getting all classroom staff trained in Class-wide PBIS, consider a district PD date in April or May of year 1 ● Swap contact information/business cards with District Coordinator & Executive Leader ● Enter DCA scores into MiMTSS once partnership agreement is determined ● Confirm DIT and SLT training dates with MIBLSI AAU staff or notify of any needed changes
August	<p>Professional Learning:</p> <ul style="list-style-type: none"> ● Ensure all DIT members have training dates and share registration links with DIT members ● Ensure all SLT training dates for cohort 1 schools are scheduled for the year and communicate to DIT & District Coordinator ● Ensure district understands intended audience for each training for the upcoming school year as outlined in the district and school scope and sequence ● Send a reminder for first DIT installation training to Executive Leader and District Coordinator (include date, time, location, what to bring) <p>DIT:</p> <ul style="list-style-type: none"> ● Ensure all pre-session items are completed from May/June ● Schedule monthly DIT meeting dates for the upcoming year prior to DIT 1 if not already completed <p>Data Coordination:</p> <ul style="list-style-type: none"> ● Ensure that MiMTSS and Acadiance Reading data sharing agreements are signed ● Assign yourself as primary TA provider in MiMTSS (select District/ISD from the top of the page, enter your district/ISD name, select edit, select your name from the dropdown menu at the bottom of the page). All training events will list the Primary MIBLSI TA provider in the facilities tab to ensure trainers know who to communicate when needed. <p>District Coaching Supports:</p> <ul style="list-style-type: none"> ● Ensure access to the district coaching log during August IU staff meeting ● Prepare to train/attend DIT Installation Day 1 (Modules 1-4) ● Combine DIT Installation Module powerpoints into a single powerpoint to make transitioning between modules during training easier
September	<p>Professional Learning:</p> <ul style="list-style-type: none"> ● Ensure all DIT members have training dates and are registered for DIT Installation/CSS trainings Days 1-3

- Ensure all SLT training dates for cohort 1 schools are scheduled for the year and communicate to DIT & District Coordinator
- Ensure district understands intended audience for each training for the upcoming school year

DIT:

Installation ([DIT 1](#)):

- Develop and share an overview of MTSS with all staff
- Prompt DIT to update [Installation checklist](#) in MiMTSS, build a check into the agenda ([District Installation Timelines](#))
- Confirm DIT Membership & Roles (DIT members have adequate time to fulfill responsibilities)
- Ensure MiMTSS is updated with [DIT member information](#) and team members are assigned as [district-level users](#). Ensure executive leadership role is assigned.
- Finalize school cohorts and [add cohort designation to cohort 1 schools in MiMTSS](#) (DS.20__)
- Determine which district staff will be responsible for making assessment decisions and will meet with MIBLSI data coordinators and IS throughout the year
- Ensure that monthly DIT meetings are scheduled between trainings and for the remainder of the year
- Ensure the DIT Operational Procedures are completed and agreements have been made (see DIT installation checklist)
- Finalize agenda template ([Example Template](#)), pre-meeting sheet, DIT document organization, decision making protocols
- Identify who will draft the MTSS Implementation Plan ([Example Template](#)), determine the format, incorporate the District Improvement Plan, and get final executive approval
- Ensure DIT completes additional assignments from DIT 1
- Prompt conversation regarding the need to prioritize this work and not selecting anything new in order to make time and space across the district
- Draft list of initiatives currently being implemented in the district
- Begin conversations regarding time commitments for the work (SLT, GLT, Coach Mtgs, DIT, TFIs, DPPD with all staff)

Implementation:

- Prompt District Coordinator & DIT to use pre-meeting sheet and collaboratively develop agenda with District Coordinator
- Model use of standard agenda at monthly meetings
- Ensure professional learning on the MTSS Practice Profile is incorporated into DIT meeting agendas. Prompt communication of new learning needs to other stakeholder groups to increase visibility and value added of the work (e.g. Board).
- Provide feedback to District Coordinator based on observation of DIT meeting
- Prompt and support the completion of activities within the District Coordinator's Individualized Professional Learning Plan

DIT Supports to School:

- Outline Readiness needs for cohort 1 and schedule [PBIS Readiness activities](#) for November/December

	<ul style="list-style-type: none"> ● Plan readiness activities for cohort 2 (e.g. building background knowledge, overviews, off-site visits) ● Schedule meetings with District Coordinator and cohort 1 principals to complete the school committee audit (Example template) and preview PBIS readiness activities ● Select or confirm selection of cohort 1 school leadership teams by end of November ● Schedule SLT Orientation Meeting for December, prior to Tier 1 PBIS Day 1 <p>Data Coordination:</p> <ul style="list-style-type: none"> ● Model use of <i>MTSS Assessment</i> Document by recording MiMTSS user info. with DIT observing ● Schedule DCA administration for Jan/Feb ● Work with MIBLSI DCs to coordinate activities in the DC Monthly Focus Document, including: <ul style="list-style-type: none"> ○ <i>MTSS Assessment System</i>: Anna will create and share a new district <i>MTSS Assessment System</i> Google Doc with the IS. ISs will share with assigned MIBLSI DCs. IS and DCs will work together to document district assessment decisions in the <i>MTSS Assessment System</i> as decisions are made. ○ Determine when MIBLSI DCs will be introduced to DIT members ○ Share DIT membership/contact info. with MIBLSI DC ○ Determine when and how the assessment system will be shared with the District Coordinator/DIT <ul style="list-style-type: none"> ● Review timelines for identification of district data coordinator roles ● Prompt the identification of multiple data coordinators to address sustainability and turnover ○ Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team <p>District Coaching Supports:</p> <ul style="list-style-type: none"> ● Update district coaching log ● Prepare to train/attend DIT Installation Day 2 (Modules 5-6) ● Combine DIT Installation Module powerpoints into a single powerpoint to make transitioning between modules during training easier
<p>October</p>	<p>Professional Learning:</p> <ul style="list-style-type: none"> ● Review MIBLSI regional hub snow day policy (events or training sessions are only cancelled when the training or event facility is closed. If an event is canceled due to inclement weather, MIBLSI will attempt to reschedule). Consider using this guidance to set up a plan in the event there is a snow day. <p>DIT:</p> <p>Installation (DIT 2):</p> <ul style="list-style-type: none"> ● Prompt DIT to update Installation checklist in MiMTSS (District Installation Timelines) ● Finalize communication plan and all communication protocols (IS, Exec., Admin., Coaches, SLT, ISD) ● Finalize process for addressing barriers ● Finalize communication effectiveness survey and assign date to administer

- Prompt executive approval of communication plan, protocols, barrier removal process
- Prompt communication plan, protocols, and barrier removal process to be shared with stakeholders
- Support completion of Coaching System (definitions, conditions warranting, roles & responsibilities, etc.)
- Prompt Executive Leader and District Coordinator to ensure executive leadership approval of coaching system documents
- Prompt/support the use of the 2-part selection process to determine who will function as school coaches, including completion of a formative assessment
- Prompt/support the development of individualized professional learning plans for school coaches based on the results of the formative assessment
- Schedule, prompt/co-facilitate with District Coordinator (or other identified person) coaches orientation meeting prior to SLT orientation meeting (Consider: if coaches are coming from the ISD, schedule a meeting with ISD and district staff involved to develop an understanding about what the roles and responsibilities are of the coach and what supports will look like)
- Ensure DIT completes additional assignments from DIT 2
- Continue conversations regarding time commitments for the work (DIT, Coach Mtgs, SLT, TFIs, GLTs, DPPD with all staff)

Implementation:

- Prompt District Coordinator & DIT in use of pre-meeting sheet and collaboratively develop agenda with District Coordinator
- Model use of standard agenda at monthly meetings
- Ensure professional learning on the MTSS Practice Profile is incorporated into DIT meeting agendas. Prompt communication of new learning needs to other stakeholder groups to increase visibility and value added of the work (e.g. Board).
- Provide feedback to District Coordinator based on observation of DIT meeting, including use of communication protocols/barrier removal process
- Prompt and support the completion of activities within the District Coordinator's Individualized Professional Learning Plan
- Ensure you have a plan to begin drafting the Implementation Plan with at least one member of the DIT by December
- Build fluency in PBIS at monthly DIT meetings. (Resources: Concepts in SWPBIS TFI, PBIS Installation Checklist, [SWIS Questions](#), [School Climate Survey Questions](#))

DIT Supports to Schools:

- Confirm PBIS Readiness activities for cohort 1 in November/December
- Plan readiness activities for cohort 2 (e.g. building background knowledge, overviews, off-site visits)
- Complete the school committee audit with cohort 1 schools
- Select or confirm selection of cohort 1 school leadership teams by end of November
- Schedule SLT Orientation Meeting for December, prior to Tier 1 PBIS Day 1

Data Coordination:

- Work with MIBLSI DCs to coordinate activities in the [DC Monthly Focus Document](#), including:
 - Schedule monthly check-ins between MIBLSI DCs/IS to coordinate the work (MiMTSS DCs/IS Check-in Agenda)

	<ul style="list-style-type: none"> ○ Determine when MIBLSI DCs will be introduced to DIT members ○ Review internal communication protocols for PBIS Data Coordination. (MiMTSS DC/IS Communication Protocol) ○ Work with MiMTSS PBIS DC prior to or during DIT 3 to: <ul style="list-style-type: none"> ■ Determine how communication will flow between the district and MiMTSS DC (e.g. direct to schools, always copying IS and MTSS-C). Decisions will be made with district staff during DIT 3 and included in the DIT to MiMTSS TAC communication protocol ■ <u>Identify District PBIS Assessment Coordinator(s)</u> (multiple coordinators to address sustainability) by November to complete PBIS Assessment Coordinator Certification by January ■ <u>Identify District SWPBIS TFI Facilitator(s)</u> (multiple staff to address sustainability) by November to complete SWPBIS TFI Facilitator Certification by February ■ Schedule SWPBIS TFIs with each SLT and with identified District SWPBIS TFI Facilitator(s) observing between PBIS Day 2 and Day 3 ■ Make additional district decisions regarding SWPBIS TFI outlined in the MTSS Assessment System ○ Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team <p>District Coaching Supports:</p> <ul style="list-style-type: none"> ● Update district coaching log ● Prepare to train/attend DIT Installation Day 3 (Modules 7-8) ● Combine DIT Installation Module powerpoints into a single powerpoint to make transitioning between modules during training easier
<p>November</p>	<p>Professional Learning:</p> <ul style="list-style-type: none"> ● Review MIBLSI regional hub snow day policy (events or training sessions are only cancelled when the training or event facility is closed. If an event is canceled due to inclement weather, MIBLSI will attempt to reschedule). Consider using this guidance to set up a plan in the event there is a snow day <p>DIT:</p> <p>Installation (DIT 3):</p> <ul style="list-style-type: none"> ● Prior to DIT 3: Review the initiative inventory for possible EI's to run through the EI Alignment and/or selection process with District Coordinator(s) ● Prompt DIT to update Installation checklist in MiMTSS (District Installation Timelines) ● Finalize EI Alignment process and determine how to share with staff ● Finalize EI Review & Selection process, consider adding a standing agenda item for EI Review & Selection to monthly agenda. Determine how to share process with staff ● Prompt executive approval for EI Alignment, Review & Selection Process ● Practice using the EI Alignment process with at least one reading or behavior EI (Initiative Inventory-DIT 1)

- Complete/share PBIS EI Alignment Summary prior to PBIS Day 1 with principals and/or coaches to support buy-in
- Practice using the EI Review and Selection Process with at least one reading or behavior EI (Initiative Inventory-DIT 1)
- Ensure DIT completes additional assignments from DIT 3
- Continue conversations regarding time commitments for the work (DIT, Coach Mtgs, SLT, TFIs, GLTs, DPPD with all staff)

Implementation:

- Prompt District Coordinator & DIT in use of pre-meeting sheet and collaboratively develop agenda with District Coordinator
- Ensure professional learning on the MTSS Practice Profile is incorporated into DIT meeting agendas. Prompt communication of new learning needs to other stakeholder groups to increase visibility and value added of the work (e.g. Board).
- Model use of standard agenda at monthly meetings
- Begin drafting the Implementation Plan with at least one member of the DIT by December
- Share draft of Implementation Plan with team members for review and feedback
- Ensure implementation plan is shared with executive leadership for approval
- Build fluency in PBIS at monthly DIT meetings. (Resources: Concepts in SWPBIS TFI, PBIS Installation Checklist, [SWIS Questions](#), [School Climate Survey Questions](#))
- Provide feedback to District Coordinator based on observation of DIT meeting, including use of communication protocols/barrier removal process
- Prompt and support the completion of activities within the District Coordinator's Individualized Professional Learning Plan

DIT Supports to Schools:

- Confirm selection of cohort 1 school leadership teams by end of November
- Prompt District Coordinator to ensure SLT members have training dates and registration information for the year
- Plan for SLT Orientation Meeting in December, prior to Tier 1 PBIS Day 1
- Ensure Cohort 1 SLTs are registered for Jan. and Feb. trainings
- Conduct PBIS Readiness activities with cohort 1 in November/December
- Plan readiness activities for cohort 2

Data Coordination:

- Meet with MIBLSI DCs to coordinate activities in the [DC Monthly Focus Document](#), including:
 - Confirm Tier 1 PBIS Training dates, including Swift at SWIS training. A single Swift at SWIS training should be scheduled for all districts in a training HUB. Work with all MIBLSI PBIS DCs assigned to the HUB to schedule the training.
 - Determine when MIBLSI DCs will be introduced to SLT members
 - Provide contact information for SLTs to MIBLSI DCs

	<ul style="list-style-type: none"> ○ Schedule meeting in December with the MIBLSI PBIS DC, District Coordinator, and DIT to provide an overview and make district decisions regarding SWIS ○ Confirm with MiMTSS PBIS DC the January DIT meeting date to finalize district decisions regarding use of SWIS and work with the DIT to <u>identify District SWIS Facilitators</u> ○ Discuss any <u>red flag indicators</u> that a partnership is off track and bring to the attention of the core team <p>District Coaching Supports:</p> <ul style="list-style-type: none"> ● Update district coaching log
<p>December</p>	<p>Professional Learning:</p> <ul style="list-style-type: none"> ● Review MIBLSI regional hub snow day policy (events or training sessions are only cancelled when the training or event facility is closed. If an event is canceled due to inclement weather, MIBLSI will attempt to reschedule). Consider using this <u>guidance</u> to set up a plan in the event there is a snow day <p>DIT:</p> <ul style="list-style-type: none"> ● Prompt DIT to update Installation checklist in MiMTSS (<u>District Installation Timelines</u>) ● Collaboratively develop DIT meeting agenda with District Coordinator ● Ensure professional learning on the MTSS Practice Profile is incorporated into DIT meeting agendas. Prompt communication of new learning needs to other stakeholder groups to increase visibility and value added of the work (e.g. Board). ● Provide feedback to District Coordinator based on observation of DIT meeting <ul style="list-style-type: none"> ○ Use of pre-meeting sheet and DIT agenda ○ Use of the communication protocols/barrier removal process (specifically SLT/coaches to support schools) ● Prompt and support the completion of activities within the District Coordinator’s Individualized Professional Learning Plan ● Build fluency in PBIS at monthly DIT meetings. (Resources: Concepts in SWPBIS TFI, PBIS Installation Checklist, <u>SWIS Questions</u>, <u>School Climate Survey Questions</u>) ● Share draft of Implementation Plan with team members for review and feedback ● Finalize implementation plan and ensure it is shared with executive leadership for approval ● Consider completion of communication effectiveness survey as baseline ● Prompt update to Board of Education (DCA Item #17) ● Conduct coaches orientation meeting (include development of professional learning plans, school coach monthly focus documents) ● Prompt DIT to schedule monthly check-ins with coaches ● Continue conversations regarding time commitments for the work (DIT, Coach Mtgs, SLT, TFIs, GLTs,DPPD with all staff) <p>DIT Supports to Schools:</p>

	<ul style="list-style-type: none"> ● Prompt District Coordinator to ensure SLT members have training dates/registration information for the year ● Ensure Cohort 1 SLTs are registered for Jan. and Feb. trainings ● Ensure the DIT is securing substitutes for SLT members ● Complete/share PBIS EI Alignment Summary prior to PBIS Day 1 with principals and/or coaches to support buy-in ● Complete PBIS Readiness activities for cohort 1 schools <p>Data Coordination:</p> <ul style="list-style-type: none"> ● Work with MIBLSI DCs to coordinate activities in the DC Monthly Focus Document, including: <ul style="list-style-type: none"> ○ Meeting in December with the MiMTSS PBIS DC, District Coordinator and DIT to provide an overview of SWIS and make district decisions regarding SWIS (e.g. data integration, district referral form) ○ Schedule initial meeting in January with coach and principal for each school, MTSS-C, and MiMTSS DC. Ideally, schedule with multiple schools together, rather than one school at a time. ○ Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team <p>District Coaching Supports:</p> <ul style="list-style-type: none"> ● Update district coaching log
<p>January</p>	<p>Professional Learning:</p> <ul style="list-style-type: none"> ● Begin scheduling trainings for next school year (for secondary schools, determine when data reviews should be scheduled, semesters/quarters vs. trimesters). Consider scheduling additional make up days (see snow day guidance). ● Confirm hub location for upcoming school year <p>DIT:</p> <ul style="list-style-type: none"> ● Prompt DIT to update Installation checklist in MiMTSS (District Installation Timelines) ● Ensure professional learning on the MTSS Practice Profile is incorporated into DIT meeting agendas. Prompt communication of new learning needs to other stakeholder groups to increase visibility and value added of the work (e.g. Board). ● Provide feedback to District Coordinator based on observation of DIT meeting <ul style="list-style-type: none"> ○ Use of pre-meeting sheet and DIT agenda ○ Use of the communication protocols/barrier removal process (specifically SLT/coaches to support schools) ● Prompt and support the completion of activities within the District Coordinator’s Individualized Professional Learning Plan ● Build fluency in PBIS at monthly DIT meetings. (Resources: Concepts in SWPBIS TFI, PBIS Installation Checklist, SWIS Questions, School Climate Survey Questions) ● Prompt and provide feedback on updating activities and use of MTSS Implementation Plan <ul style="list-style-type: none"> ○ Ensure remaining installation checklist items are included as activities in the implementation plan ○ Ensure additional strategies to support cohort 1/2 readiness are in the implementation plan

	<ul style="list-style-type: none"> ● After PBIS Day 2, prompt DIT to review school-level installation checklists at monthly meetings, determine if schools are on-track for kickoff and require any support from the DIT ● Ensure executive leadership has approved final draft of Implementation Plan ● Prompt DIT to review results of communication survey and revise communication plan/protocols, if applicable ● Continue conversations regarding time commitments for the work (DIT, Coach Mtgs, SLT, TFIs, GLTs, DPPD with all staff) <p>DIT Supports to Schools:</p> <ul style="list-style-type: none"> ● Ensure Cohort 1 SLTs are registered for Feb. and Mar. trainings ● Prompt DIT/District Coordinator to conduct monthly check-ins with coaches (resource: Elementary/Secondary Coach Monthly Focus) <ul style="list-style-type: none"> ○ Prompt communicating “need to knows” outlined in the coach and SLT communication protocols (e.g. accomplishments, barriers) and plan for supports ○ Debrief recent trainings and prepare for upcoming trainings ○ Prompt updates to installation checklists and implementation plan (School Install/Implement Timelines) ○ Engage in professional learning outlined within coach professional learning plans (e.g. modules, product reviews) ● Ensure readiness activities are occurring with cohort 2 schools <p>Data Coordination:</p> <ul style="list-style-type: none"> ● Administer DCA and enter scores in MiMTSS prior to Winter District Data Review (District Implementation Timelines) ● Work with MIBLSI DCs to coordinate activities in the DC Monthly Focus Document, including: <ul style="list-style-type: none"> ○ Finalize district decisions regarding use of SWIS from December DIT meeting ○ Work with MiMTSS PBIS DC and District Coordinator to <u>identify District SWIS Facilitators</u> to attend December training. Prompt the identification of multiple facilitators to address sustainability and turnover. ○ Ensure the meeting with coach and principal for each school, MTSS-C, and MiMTSS DC occurs prior to PBIS Day 2. Ideally, schedule with multiple schools together, rather than one school at a time. ○ Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team <p>District Coaching Supports:</p> <ul style="list-style-type: none"> ● Update district coaching log
February	<p>Professional Learning:</p> <ul style="list-style-type: none"> ● Continue/complete scheduling trainings for next school year. Consider scheduling additional make up days (see snow day guidance). ● Ensure district understands intended audience for Classroom PBIS <p>DIT:</p> <ul style="list-style-type: none"> ● Prompt DIT to update Installation checklist in MiMTSS (District Installation Timelines)

	<ul style="list-style-type: none"> ● Ensure professional learning on the MTSS Practice Profile is incorporated into DIT meeting agendas. Prompt communication of new learning needs to other stakeholder groups to increase visibility and value added of the work (e.g. Board). ● Provide feedback to District Coordinator based on observation of DIT meeting <ul style="list-style-type: none"> ○ Use of pre-meeting sheet and DIT agenda ○ Use of the communication protocols/barrier removal process (specifically SLT/coaches to support schools) ○ Updating activities/objectives and use of MTSS Implementation Plan ● Prompt and support the completion of activities within the District Coordinator’s Individualized Professional Learning Plan ● Prompt DIT and/or cohort 1 principals to make decisions regarding expectations for implementing Classroom PBIS. Consider expectations and accountability for work completion during training (e.g. checkout, exit ticket, submit work) and the timeline for remainder of work to be completed and, if applicable, submitted. Communicate expectations to trainer(s) prior to Classroom PBIS training. ● Continue conversations regarding time commitments for the work (DIT, Coach Mtgs, SLT, TFIs, GLTs, DPPD with all staff) <p>DIT Supports to Schools:</p> <ul style="list-style-type: none"> ● Ensure Cohort 1 SLTs are registered for Mar. and Apr. trainings ● Prompt DIT/District Coordinator to conduct monthly check-ins with coaches (resource: Elementary/Secondary Coach Monthly Focus) <ul style="list-style-type: none"> ○ Prompt communicating “need to knows” outlined in the coach and SLT communication protocols (e.g. accomplishments, barriers) and plan for supports ○ Debrief recent trainings and prepare for upcoming trainings ○ Prompt updates to installation checklists and implementation plan (School Install/Implement Timelines) ○ Engage in professional learning outlined within coach professional learning plans (e.g. modules, product reviews) ● Ensure readiness activities are occurring with cohort 2 schools <p>Data Coordination:</p> <ul style="list-style-type: none"> ● Work with MIBLSI DCs to coordinate activities in the DC Monthly Focus Document <ul style="list-style-type: none"> ○ Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team <p>District Coaching Supports:</p> <ul style="list-style-type: none"> ● Develop District CSDP, with District Coordinator when appropriate (Resources: DCA items report, DIT CSDP, DIT Cheat Sheet) ● Update district coaching log
March	<p>Professional Learning:</p> <ul style="list-style-type: none"> ● Ensure all DIT members are registered for DIT Installation/CSS training Day 4

DIT:

- Prompt DIT to update Installation checklist in MiMTSS ([District Installation Timelines](#))
- Build fluency in Tier 1 Reading at monthly DIT meetings. (Resources: Concepts in R-TFI, Reading Installation Checklists)
- Ensure professional learning on the MTSS Practice Profile is incorporated into DIT meeting agendas. Prompt communication of new learning needs to other stakeholder groups to increase visibility and value added of the work (e.g. Board).
- Provide feedback to District Coordinator based on observation of DIT meeting
 - Use of pre-meeting sheet and DIT agenda
 - Use of the communication protocols/barrier removal process (specifically SLT/coaches to support schools)
 - Updating activities/objectives and use of MTSS Implementation Plan
- Prompt and support the completion of activities within the District Coordinator's Individualized Professional Learning Plan
- Continue conversations regarding time commitments for the work (DIT, Coach Mtgs, SLT, TFIs, GLTs, DPPD with all staff)

DIT Supports to School:

- Ensure Cohort 1 SLTs are registered for Apr. and May trainings
- Prompt DIT/District Coordinator to conduct monthly check-ins with coaches (resource: [Elementary/Secondary Coach Monthly Focus](#))
 - Prompt communicating “need to knows” outlined in the coach and SLT communication protocols (e.g. accomplishments, barriers) and plan for supports
 - Debrief recent trainings and prepare for upcoming trainings
 - Prompt updates to installation checklists and implementation plan ([School Install/Implement Timelines](#))
 - Engage in professional learning outlined within coach professional learning plans (e.g. modules, product reviews)
- Ensure readiness activities are occurring with cohort 2 schools

Data Coordination:

- Work with MIBLSI DCs to coordinate activities in the [DC Monthly Focus Document](#) (begin to include MIBLSI Reading and EWS DCs) including:
 - Review internal communication protocols for MiMTSS DC ([MiMTSS DC/IS Communication Protocol](#))
 - Determine when new MIBLSI DCs will be introduced to DIT/SLT members
 - Share DIT membership/contact info. with new MIBLSI DCs
 - Share SLT membership/contact info. with new MIBLSI DCs
 - Work with MIBLSI DCS to update communication decisions with district staff and share with DIT. Prompt DIT to update DIT to MIBLSI communication protocol.
 - Work with MIBLSI DCs to determine if they will attend DIT 4

	<ul style="list-style-type: none"> ○ Work with MIBLSI PBIS DC to schedule SWIFT at SWIS for May ○ Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team <p>District Coaching Supports:</p> <ul style="list-style-type: none"> ● Prepare to train/attend DIT Installation Day 4 (Modules 9-10) ● Combine DIT Installation Module powerpoints into a single powerpoint to make transitioning between modules during training easier ● Update progress on district CSDP ● Update district coaching log
<p>April</p>	<p>Professional Learning:</p> <ul style="list-style-type: none"> ● Ensure all training dates are scheduled for the year and communicate to DIT & District Coordinator ● Review next year’s scope and sequence with the DIT and schools before the end of the year ● Ensure district understands intended audience for Acadience Reading/Data Interpretation <p>DIT:</p> <p>Installation (DIT 4):</p> <ul style="list-style-type: none"> ● Prompt DIT to update Installation checklist in MiMTSS (District Installation Timelines) ● Prompt communication from DIT to executive leaders (review district data and next steps) ● Prompt update to Board of Education (DCA Item #17) ● Use barrier removal process for any barriers identified related to Tier 1 reading ● Prompt any follow up discussion of Tier 1 Reading Barriers, including sharing progress with principals ● Ensure DIT completes assignments from DIT 4 ● Continue conversations regarding time commitments for the work (DIT, Coach Mtgs, SLT, TFIs, GLTs, DPPD with all staff) <p>Implementation:</p> <ul style="list-style-type: none"> ● Build fluency in Tier 1 Reading at monthly DIT meetings. (Resources: Concepts in R-TFI, Reading Installation Checklists) ● Ensure professional learning on the MTSS Practice Profile is incorporated into DIT meeting agendas. Prompt communication of new learning needs to other stakeholder groups to increase visibility and value added of the work (e.g. Board). ● Provide feedback to District Coordinator based on observation of DIT meeting <ul style="list-style-type: none"> ○ Use of pre-meeting sheet and DIT agenda ○ Use of the communication protocols/barrier removal process (specifically SLT/coaches to support schools) ○ Updating activities/objectives and use of MTSS Implementation Plan ● Prompt and support the completion of activities within the District Coordinator’s Individualized Professional Learning Plan

- Prompt completion of communication effectiveness survey and consider adding this as a standing activity in the District MTSS Implementation Plan to ensure completion annually
- Prompt completion of coaching effectiveness survey and consider adding this as a standing activity in the District MTSS Implementation Plan to ensure completion annually
- Prompt DIT as they prepare for next year to:
 - Schedule DIT Meeting dates for next year
 - Use EI Selection & Review processes for any new programs/initiatives being considered for the next year
 - Consider possible EI's to run through the EI Alignment process for Tier 1 Reading prior to school-level reading installation to support buy-in
 - Ensure funding is allocated for the next year to sustain/scale-up implementation
 - Prompt development of a District Universal Screener Letter and plan to share with staff/parents for upcoming year
 - Prompt adjustments to interview protocols/hiring

DIT Supports to Schools:

- Ensure Cohort 1 SLTs are registered for May trainings
- Prompt DIT to share training dates with SLTs for upcoming school year
- Ensure SLT Meeting dates are scheduled for upcoming year
- Prompt DIT/District Coordinator to conduct monthly check-ins with coaches (resource: [Elementary/Secondary Coach Monthly Focus](#))
 - Prompt communicating “need to knows” outlined in the coach and SLT communication protocols (e.g. accomplishments, barriers) and plan for supports
 - Debrief recent trainings and prepare for upcoming trainings
 - Prompt updates to installation checklists and implementation plan ([School Install/Implement Timelines](#))
 - Engage in professional learning outlined within coach professional learning plans (e.g. modules, product reviews)
- Complete/share Schoolwide Reading EI Alignment prior to Tier 1 Reading Day 1 with principals and/or coaches to support buy-in
- Ensure readiness activities are occurring with cohort 2 schools

Data Coordination:

- Schedule DCA administration for Aug/Sept and Jan/Feb
- Share Universal Screening & Data Review Windows
- Meet with MIBLSI DCs to coordinate activities in the [DC Monthly Focus Document](#) including:
 - Work with MIBLSI Reading DC to schedule meeting with district staff to make district decisions regarding the use of Acadience Reading
 - Work with MIBLSI Reading DC to schedule initial meeting with cohort 1 principals/coaches

	<ul style="list-style-type: none"> ○ Work with MIBLSI EWS DC to schedule a meeting with district staff to make district decisions about EWS ○ Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team <p>District Coaching Supports:</p> <ul style="list-style-type: none"> ● Update progress on district CSDP ● Update district coaching log
<p>May</p>	<p>Professional Learning:</p> <ul style="list-style-type: none"> ● Ensure all training and meeting dates are all finalized for upcoming year <p>DIT:</p> <ul style="list-style-type: none"> ● Prompt DIT to update Installation checklist in MiMTSS (District Installation Timelines) ● Build fluency in Tier 1 Reading at monthly DIT meetings. (Resources: Concepts in R-TFI, Reading Installation Checklists) ● Ensure professional learning on the MTSS Practice Profile is incorporated into DIT meeting agendas. Prompt communication of new learning needs to other stakeholder groups to increase visibility and value added of the work (e.g. Board). ● Provide feedback to District Coordinator based on observation of DIT meeting <ul style="list-style-type: none"> ○ Use of pre-meeting sheet and DIT agenda ○ Use of the communication protocols/barrier removal process (specifically SLT/coaches to support schools) ○ Updating activities/objectives and use of MTSS Implementation Plan ● Prompt and support the completion of activities within the District Coordinator’s Individualized Professional Learning Plan ● Prompt coach selection process for reading coaches for cohort 1 schools (if different than behavior) ● Prompt completion of communication effectiveness survey, review results, and revise communication plan/protocols ● Prompt completion of coaching effectiveness survey, review results of coaching effectiveness surveys as part of coaching effectiveness data, and support coaches as needed ● Continue conversations regarding time commitments for the work (GLTs, DPPD with all staff) ● Prompt DIT as they prepare for next year to: <ul style="list-style-type: none"> ○ Schedule DIT Meeting dates for next year ○ Schedule monthly check-ins with coaches for next year ○ Plan for continuous support of the coaching system; determine professional learning topics/supports ○ Use EI Selection & Review processes for any new programs/initiatives being considered for the next year ○ Consider possible EI’s to run through the EI Alignment process for Tier 1 Reading prior to school-level reading installation to support buy-in ○ Ensure funding is allocated for the next year to sustain/scale-up implementation

	<ul style="list-style-type: none"> ○ Prompt development of a District Universal Screener Letter and plan to share with staff/parents for upcoming year ○ Prompt development of Individual Professional Learning Plans for all staff implementing MTSS to continuously strengthen their skills (consider MIBLSI Scope and Sequence, DIT/SLT meetings) ○ Prompt adjustments to interview protocols/hiring ○ Prompt revisiting selection of individuals fulfilling data coordination/coaching roles and ensure mutual selection <p>DIT to School:</p> <ul style="list-style-type: none"> ● Prompt DIT/District Coordinator to conduct monthly check-ins with coaches (resource: Elementary/Secondary Coach Monthly Focus) <ul style="list-style-type: none"> ○ Prompt communicating “need to knows” outlined in the coach and SLT communication protocols (e.g. accomplishments, barriers) and plan for supports ○ Debrief recent trainings and prepare for upcoming trainings ○ Prompt updates to installation checklists and implementation plan (School Install/Implement Timelines) ○ Engage in professional learning outlined within coach professional learning plans (e.g. modules, product reviews) ○ Share coaching effectiveness survey results with school coaches ● Prompt the DIT to check on readiness for PBIS Kick-off for cohort 1 schools ● Conduct Reading Readiness activities (Elementary, Secondary) with cohort 1 schools (SCAR or Elementary), discuss SCARS intended audience for strategies day, during training, if applicable ● Ensure readiness activities are occurring with cohort 2 schools <p>Data Coordination:</p> <ul style="list-style-type: none"> ● Work with MIBLSI DCs to coordinate activities in the DC Monthly Focus Document including: <ul style="list-style-type: none"> ○ Work with MIBLSI PBIS DC and District PBIS Assessment Coordinator to schedule SWPBIS TFI for Sept. If Tier 1 score is below 70% in fall, expectation is to schedule PM in winter (Dec/Jan). ○ Work with MIBLSI Reading DC to determine which staff will be sent to Acadience Reading Essentials & Data Interpretation next fall ○ Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team <p>District Coaching Supports:</p> <ul style="list-style-type: none"> ● Update progress on district CSDP ● Update district coaching log
<p>June</p>	<p>Professional Learning:</p> <ul style="list-style-type: none"> ● Ensure all training and meeting dates are all finalized for upcoming year <p>DIT:</p> <ul style="list-style-type: none"> ● Prompt DIT to update Installation checklist in MiMTSS (District Installation Timelines)

- Ensure professional learning on the MTSS Practice Profile is incorporated into DIT meeting agendas. Prompt communication of new learning needs to other stakeholder groups to increase visibility and value added of the work (e.g. Board).
- Provide feedback to District Coordinator based on observation of DIT meeting
 - Use of pre-meeting sheet and DIT agenda
 - Use of the communication protocols/barrier removal process (specifically SLT/coaches to support schools)
 - Updating activities/objectives and use of MTSS Implementation Plan
- Prompt and support the completion of activities within the District Coordinator's Individualized Professional Learning Plan

DIT Supports to Schools:

- Ensure Acadience Reading essentials trainees are registered (Prompt again in July)
- Prompt DIT/District Coordinator to conduct monthly check-ins with coaches (resource: [Elementary/Secondary Coach Monthly Focus](#))
 - Prompt communicating “need to knows” outlined in the coach and SLT communication protocols (e.g. accomplishments, barriers) and plan for supports
 - Debrief recent trainings and prepare for upcoming trainings
 - Prompt updates to installation checklists and implementation plan ([School Install/Implement Timelines](#))
 - Engage in professional learning outlined within coach professional learning plans (e.g. modules, product reviews)
- Prompt the DIT to check on readiness for PBIS Kick-off for cohort 1 schools
- Ensure readiness activities are occurring with cohort 2 schools

Data Coordination:

- Meet with MIBLSI DCs to coordinate activities in the [DC Monthly Focus Document](#) including:
 - Schedule monthly IS/DC check-ins for the upcoming year
 - Communicate any district personnel changes to MIBLSI DCs, if applicable
 - With MiMTSS DCs and District Coordinator, review district data coordinator roles and plan for identification of additional data coordinators to address sustainability and turnover.
 - Discuss any [red flag indicators](#) that a partnership is off track and bring to the attention of the core team

District Coaching Supports:

- Update progress on district CSDP
- Update district coaching log

Year 2:

Month	Coaching Focus
August	<p>Professional Learning:</p> <ul style="list-style-type: none"> ● Ensure all DIT and SLT training dates are scheduled for the year and communicate to DIT & District Coordinator ● Prompt District Coordinator to ensure DIT members have training dates/registration information for the year ● Ensure all DIT members are registered for Fall Continuous District Data Review ● Ensure district understands intended audience for each training for the upcoming school year as outlined in the district and school scope and sequence <p>DIT:</p> <ul style="list-style-type: none"> ● Prompt DIT to update Installation checklist in MiMTSS (District Installation Timelines) ● Confirm DIT Membership & Roles (DIT members have adequate time to fulfill responsibilities) ● Review DIT meeting process and make refinements for this year <ul style="list-style-type: none"> ○ Review DIT Pre-meeting sheet and agenda template ○ Review Communication Plan and linking communication protocols, adjust based on effectiveness data ○ Review Barrier Removal Process and Barrier Log ○ Review District Coaching System ○ Review to EI Review and Selection Process ○ Review MTSS Implementation Plan ○ Review <i>MTSS Assessment System</i> and District Data Coordinator roles ○ Review Professional learning plans for all staff implementing MTSS to continuously strengthen their skills ● Provide feedback to District Coordinator based on observation of DIT meeting <ul style="list-style-type: none"> ○ Use of pre-meeting sheet and DIT agenda ○ Use of the communication protocols/barrier removal process (specifically SLT/coaches to support schools) ○ Updating activities/objectives and use of MTSS Implementation Plan ● Prompt and support the completion of activities within the District Coordinator's Individualized Professional Learning Plan <p>DIT Supports to Schools:</p> <ul style="list-style-type: none"> ● Prompt District Coordinator to ensure SLT members have training dates/registration information for the year ● Ensure Cohort 1 SLTs are registered for Sept. and Oct. trainings ● Ensure SLT's have set their team meeting dates ● Confirm SLT Membership & Roles ● Prompt DIT/District Coordinator to conduct monthly check-ins with coaches (resource: Elementary/Secondary Coach Monthly Focus)

	<ul style="list-style-type: none"> ○ Prompt communicating “need to knows” outlined in the coach and SLT communication protocols (e.g. accomplishments, barriers) and plan for supports ○ Debrief recent trainings and prepare for upcoming trainings ○ Prompt updates to installation checklists and implementation plan (School Install/Implement Timelines) ○ Engage in professional learning outlined within coach professional learning plans (e.g. modules, product reviews) ● Prompt the DIT to check on preparation for PBIS Kick-off with each cohort 1 school ● Ensure readiness activities are occurring with cohort 2 schools ● Ensure Cohort 1 Reading Readiness trainings completed prior to Tier 1 reading systems (assigned last spring) <p>Data Coordination:</p> <ul style="list-style-type: none"> ● Administer DCA and enter scores in MiMTSS prior to Fall District Data Review (District Implementation Timelines) ● Schedule DCA administration for Jan/Feb (if not scheduled last year) ● Confirm assessment windows set for school year ● Review MiMTSS District and School context tabs and ensure accuracy (edit if changes to team membership) ● Add cohort designation to cohort 2 schools in MiMTSS (DS.20 __) ● Work with MIBLSI DCs to coordinate activities in the DC Monthly Focus Document including: <ul style="list-style-type: none"> ○ Work with MIBLSI DCs to schedule all TFIs for the upcoming school year ○ If needed, work with MIBLSI PBIS DC and District SWIS Facilitator to schedule and train a Swift at SWIS training for any new users ○ Communicate any district personnel changes to MIBLSI DCs, if applicable ○ With MiMTSS DCs and District Coordinator, review district data coordinator roles and plan for identification of additional data coordinators to address sustainability and turnover. ○ Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team <p>District Coaching Supports:</p> <ul style="list-style-type: none"> ● Update progress on district CSDP ● Update district coaching log
September	<p>Professional Learning:</p> <ul style="list-style-type: none"> ● Ensure district understands intended audience for SQ3R and Grade Level Problem Solving <p>DIT:</p> <ul style="list-style-type: none"> ● Prompt DIT to update Installation checklist in MiMTSS (District Installation Timelines) ● Provide feedback to District Coordinator based on observation of DIT meeting <ul style="list-style-type: none"> ○ Use of pre-meeting sheet and DIT agenda ○ Use of the communication protocols/barrier removal process (specifically SLT/coaches to support schools)

	<ul style="list-style-type: none"> ○ Updating activities/objectives and use of MTSS Implementation Plan ● Prompt and support the completion of activities within the District Coordinator’s Individualized Professional Learning Plan ● Prompt the DIT to share updates from PBIS Kick-off with ALL schools ● Prompt DIT to ensure that identified barriers to Tier 1 Elementary Reading Systems are addressed/communicated to SLT <p>DIT Supports to Schools:</p> <ul style="list-style-type: none"> ● Ensure Cohort 1 SLTs are registered for Oct. and Nov. trainings ● Prompt DIT/District Coordinator to conduct monthly check-ins with coaches (resource:Elementary/Secondary Coach Monthly Focus) <ul style="list-style-type: none"> ○ Prompt communicating “need to knows” outlined in the coach and SLT communication protocols (e.g. accomplishments, barriers) and plan for supports ○ Debrief recent trainings and prepare for upcoming trainings ○ Prompt updates to installation checklists and implementation plan (School Install/Implement Timelines) ○ Engage in professional learning outlined within coach professional learning plans (e.g. modules, product reviews) ● Ensure readiness activities are occurring with cohort 2 schools ● Consider additional communication with coach/principal after SCAR training to support implementation of strategies <p>Data Coordination:</p> <ul style="list-style-type: none"> ● Work with MIBLSI DCs to coordinate activities in the DC Monthly Focus Document including: <ul style="list-style-type: none"> ○ Work with MIBLSI EWS DC to schedule a meeting with district staff in October (trimester schedule) or November (semester/quarter schedule) to finalize EWS decisions and communication ○ Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team <p>District Coaching Supports:</p> <ul style="list-style-type: none"> ● Prepare to train/attend Fall District Data Review ● Update progress on district CSDP ● Update district coaching log
October	<p>Professional Learning:</p> <ul style="list-style-type: none"> ● Ensure all DIT members are registered for DIT Installation/CSS training Day 5 ● Review MIBLSI regional hub snow day policy (events or training sessions are only cancelled when the training or event facility is closed. If an event is canceled due to inclement weather, MIBLSI will attempt to reschedule). Consider using this guidance to set up a plan in the event there is a snow day <p>DIT:</p> <ul style="list-style-type: none"> ● Prompt DIT to update Installation checklist in MiMTSS (District Installation Timelines) ● Build fluency in K-12 outcome data (EWI, Acadience) at monthly DIT meeting this fall in preparation for winter data review

- Provide feedback to District Coordinator based on observation of DIT meeting
 - Use of pre-meeting sheet and DIT agenda
 - Use of the communication protocols/barrier removal process (specifically SLT/coaches to support schools)
 - Updating activities/objectives and use of MTSS Implementation Plan
- Prompt and support the completion of activities within the District Coordinator's Individualized Professional Learning Plan
- Ensure DIT completes additional assignments from Fall District Data Review
- Prompt DIT to develop and share an MTSS update with all stakeholders
- Initiate Cohort 2 SLT and coach selection process

DIT Supports to Schools:

- Ensure Cohort 1 SLTs are registered for Nov. and Dec. trainings
- Prompt DIT/District Coordinator to conduct monthly check-ins with coaches (resource: [Elementary/Secondary Coach Monthly Focus](#))
 - Prompt communicating “need to knows” outlined in the coach and SLT communication protocols (e.g. accomplishments, barriers) and plan for supports
 - Debrief recent trainings and prepare for upcoming trainings
 - Prompt updates to installation checklists and implementation plan ([School Install/Implement Timelines](#))
 - Engage in professional learning outlined within coach professional learning plans (e.g. modules, product reviews)
- Prompt scheduling of [PBIS Readiness Activities](#) for Cohort 2 schools in November/December
- Ensure readiness activities are occurring with cohort 2 schools

Data Coordination:

- Work with MIBLSI DCs to coordinate activities in the [DC Monthly Focus Document](#) including:
 - Work with MIBLSI EWS DC to schedule time to deliver communication regarding EWS to SLTs/DIT
 - Work with MIBLSI PBIS DC to schedule opportunities with SLTs to practice analyzing dashboards and conducting SWIS Drill Down
 - Work with MiMTSS DC and District Coordinator to identify District R-TFI Facilitators to complete online course prior to spring R-TFI administration. Prompt the identification of multiple coordinators to address sustainability and turnover.
 - Discuss any [red flag indicators](#) that a partnership is off track and bring to the attention of the core team

District Coaching Supports:

- Refine District CSDP, with District Coordinator when appropriate, during Fall Data Review (Resources: DCA items report, [DIT CSDP, DIT Cheat Sheet](#))
- Update district coaching log
- Prepare to train DIT 5 (Modules 11-12)

	<ul style="list-style-type: none"> ● Combine DIT Installation Module powerpoints into a single powerpoint to make transitioning between modules during training easier
<p>November</p>	<p>Professional Learning:</p> <ul style="list-style-type: none"> ● Review MIBLSI regional hub snow day policy (events or training sessions are only cancelled when the training or event facility is closed. If an event is canceled due to inclement weather, MIBLSI will attempt to reschedule). Consider using this guidance to set up a plan in the event there is a snow day <p>DIT:</p> <p>Installation (DIT 5):</p> <ul style="list-style-type: none"> ● Prompt DIT to update Installation checklist in MiMTSS (District Installation Timelines) ● Ensure unfinished Installation Checklist items are included in the DIT monthly agendas and as activities in the implementation plan ● Prompt communication from DIT to school leadership teams, coaches, executive leaders (review district data, next steps) ● Prompt DIT to determine how Intervention teams will be structured (SLT or separate team) ● Conduct a district-wide intervention audit to understand what intervention programs are currently accessible to students. ● Use barrier removal process for any barriers identified related to intervention systems, communicate process to principals ● Prompt the use of results from the intervention audit to conduct the EI Alignment, Review and Selection process for interventions for schools prior to Intervention System Day 1 ● Prompt the selection of at least one secondary reading intervention, when applicable, based on the results of the intervention audit. Consider the selection of REWARDS Secondary. ● Prompt discussion regarding potential barriers to using REWARDS Secondary as a practice intervention with secondary teams during Intervention Systems training. Use barrier removal process to address and include in readiness activities. ● Prompt DIT to determine how Intervention teams will be structured for cohort 2 schools ● Build fluency in Intervention Systems at monthly DIT meetings. (Resources: Intervention System, concepts in R-TFI/SWPBIS TFI, Intervention Installation Checklists) ● Ensure DIT completes assignments from DIT 5 <p>Implementation:</p> <ul style="list-style-type: none"> ● Build fluency in K-12 outcome data (EWI, Acadience) at monthly DIT meeting this fall in preparation for winter data review ● Provide feedback to District Coordinator based on observation of DIT meeting <ul style="list-style-type: none"> ○ Use of pre-meeting sheet and DIT agenda ○ Use of the communication protocols/barrier removal process (specifically SLT/coaches to support schools) ○ Updating activities/objectives and use of MTSS Implementation Plan

- Prompt and support the completion of activities within the District Coordinator's Individualized Professional Learning Plan
- Prompt update to Board of Education (DCA Item #17)
- Schedule coaches orientation meeting for cohort 2 (include development of professional learning plans, school coach monthly focus documents)
- Prompt selection of cohort 2 SLT's using district selection process
- Prompt coach selection process for cohort 1 schools using district selection process

DIT Supports to Schools:

- Ensure SLTs are registered for Dec. and Jan. trainings (include cohort 2)
- Prompt DIT/District Coordinator to conduct monthly check-ins with coaches (resource: [Elementary/Secondary Coach Monthly Focus](#))
 - Prompt communicating "need to knows" outlined in the coach and SLT communication protocols (e.g. accomplishments, barriers) and plan for supports
 - Debrief recent trainings and prepare for upcoming trainings
 - Prompt updates to installation checklists and implementation plan ([School Install/Implement Timelines](#))
 - Engage in professional learning outlined within coach professional learning plans (e.g. modules, product reviews)
 - Prompt communication from cohort 1 SLTs to include successes and barriers for Tier 1 PBIS implementation, lessons learned for the PBIS kick-off, prompt SWIS daily data entry and monthly review of data with SLT
- Prompt needed readiness activities prior to Intervention Systems training with cohort 1 schools
- Complete PBIS Readiness activities for cohort 2 schools
- Conduct the EI Alignment process for PBIS for cohort 2 schools prior to PBIS Day 1
- Ensure readiness activities are occurring with cohort 2 schools

Data Coordination:

- Work with MIBLSI DCs to coordinate activities in the [DC Monthly Focus Document](#) including:
 - Work with MIBLSI PBIS DC to schedule opportunities with SLTs to practice analyzing dashboards and conducting SWIS Drill Down
 - Work with MIBLSI Reading and PBIS DCs to schedule a meeting in December with district staff to make decisions about SRSS, use of CICO-SWIS, selection of a CBM (Acadience Reading 7-9), and diagnostic assessment data to support a gated procedure for identifying students in need of reading intervention prior to Intervention Systems training
 - Work with MIBLSI Reading DC to schedule time to support SLT coach and principal to prepare to discuss Acadience Data Management reports within grade level teams
 - Discuss any [red flag indicators](#) that a partnership is off track and bring to the attention of the core team

District Coaching Supports:

	<ul style="list-style-type: none"> ● Prepare to train/attend DIT 5 ● Update progress on district CSDP ● Update district coaching log
<p>December</p>	<p>Professional Learning:</p> <ul style="list-style-type: none"> ● Review MIBLSI regional hub snow day policy (events or training sessions are only cancelled when the training or event facility is closed. If an event is canceled due to inclement weather, MIBLSI will attempt to reschedule). Consider using this guidance to set up a plan in the event there is a snow day <p>DIT:</p> <ul style="list-style-type: none"> ● Prompt DIT to update Installation checklist in MiMTSS (District Installation Timelines) ● Build fluency in K-12 outcome data (EWI, Acadience) at monthly DIT meeting this fall in preparation for winter data review ● Build fluency in Intervention Systems at monthly DIT meetings. (Resources: Intervention System, concepts in R-TFI/SWPBIS TFI, Intervention Installation Checklists) ● Provide feedback to District Coordinator based on observation of DIT meeting <ul style="list-style-type: none"> ○ Use of pre-meeting sheet and DIT agenda ○ Use of the communication protocols/barrier removal process (specifically SLT/coaches to support schools) ○ Updating activities/objectives and use of MTSS Implementation Plan ● Prompt and support the completion of activities within the District Coordinator’s Individualized Professional Learning Plan ● Prompt DIT to ensure that identified barriers to Intervention Systems are addressed/communicated to SLT ● Conduct coaches orientation meeting for cohort 2 (include development of professional learning plans, school coach monthly focus documents) ● Prompt the use of results from the intervention audit to conduct the EI Alignment process for interventions prior to Intervention System Day 1 ● Prompt completion of communication effectiveness survey ● Prompt completion of coaching effectiveness survey <p>DIT Supports to Schools:</p> <ul style="list-style-type: none"> ● Ensure SLTs are registered for Jan. and Feb. trainings ● Prompt DIT/District Coordinator to conduct monthly check-ins with coaches (resource:Elementary/Secondary Coach Monthly Focus) <ul style="list-style-type: none"> ○ Prompt communicating “need to knows” outlined in the coach and SLT communication protocols (e.g. accomplishments, barriers) and plan for supports ○ Debrief recent trainings and prepare for upcoming trainings ○ Prompt updates to installation checklists and implementation plan (School Install/Implement Timelines)

	<ul style="list-style-type: none"> ○ Engage in professional learning outlined within coach professional learning plans (e.g. modules, product reviews) ● Prompt needed readiness activities prior to Intervention Systems training with cohort 2 schools ● Complete PBIS Readiness activities for cohort 2 schools ● Share PBIS EI Alignment prior to PBIS Day 1 with cohort 2 principals and/or coaches to support buy-in <p>Data Coordination:</p> <ul style="list-style-type: none"> ● Work with MIBLSI DCs to coordinate activities in the DC Monthly Focus Document <ul style="list-style-type: none"> ○ Check to see if anyone in-district needs to attend December Essentials Workshop ○ Review 3 months of SWIS data to determine if school is ready to consider collection of minor behavioral data ○ Work with MIBLSI EWS DC, District Coordinator and SLTs to schedule an overview of EWS to all school staff and share school data following Winter Data Review ○ Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team <p>District Coaching Supports:</p> <ul style="list-style-type: none"> ● Prepare to train/attend DIT 5 CSS and Team sessions ● Update progress on district CSDP ● Update district coaching log
January	<p>Professional Learning:</p> <ul style="list-style-type: none"> ● Ensure all DIT members are registered for Winter Continuous District Data Review ● Begin scheduling trainings for next school year (for secondary schools, determine when data reviews should be scheduled, semesters/quarters vs. trimesters). Consider scheduling additional make up days (see snow day guidance). ● Confirm hub location for upcoming school year ● Ensure district understands intended audience for Text Summarization <p>DIT:</p> <ul style="list-style-type: none"> ● Prompt DIT to update Installation checklist in MiMTSS (District Installation Timelines) ● Build fluency in Intervention Systems at monthly DIT meetings. (Resources: Intervention System, concepts in R-TFI/SWPBIS TFI, Intervention Installation Checklists) ● Build fluency in K-12 outcome data (EWI, Acadience) at monthly DIT meeting this fall in preparation for winter data review ● Provide feedback to District Coordinator based on observation of DIT meeting <ul style="list-style-type: none"> ○ Use of pre-meeting sheet and DIT agenda ○ Use of the communication protocols/barrier removal process (specifically SLT/coaches to support schools) ○ Updating activities/objectives and use of MTSS Implementation Plan ● Prompt and support the completion of activities within the District Coordinator’s Individualized Professional Learning Plan ● Prompt DIT to ensure that identified barriers to Intervention Systems are addressed/communicated to SLT

	<p>DIT Supports to Schools:</p> <ul style="list-style-type: none"> ● Ensure SLTs are registered for Feb. and Mar. trainings ● Prompt DIT/District Coordinator to conduct monthly check-ins with coaches (resource:Elementary/Secondary Coach Monthly Focus) <ul style="list-style-type: none"> ○ Prompt communicating “need to knows” outlined in the coach and SLT communication protocols (e.g. accomplishments, barriers) and plan for supports ○ Debrief recent trainings and prepare for upcoming trainings ○ Prompt updates to installation checklists and implementation plan (School Install/Implement Timelines) ○ Engage in professional learning outlined within coach professional learning plans (e.g. modules, product reviews) ○ Share coaching effectiveness survey results with school coaches ○ Ensure SLT meeting dates are scheduled for cohort 2 schools for the remainder of the year ● Prompt needed readiness activities prior to Intervention Systems training with cohort 2 schools ● Share Intervention EI Alignment prior to Intervention System Day 1 with principals and/or coaches to support buy-in <p>Data Coordination:</p> <ul style="list-style-type: none"> ● Administer DCA and enter scores in MiMTSS prior to Winter District Data Review (District Implementation Timelines) ● Work with MIBLSI DCs to coordinate activities in the DC Monthly Focus Document, including: <ul style="list-style-type: none"> ○ Work with MiMTSS DC and District Coordinator to <u>Identify District Acadience Data Mentors</u> to attend spring Mentor training. Prompt the identification of multiple coordinators to address sustainability and turnover. ○ Work with MIBLSI PBIS DC and District SWIS Facilitator to schedule a time to meet with the District Coordinator, principals and coaches for cohort 2 schools prior to the Tier 1 PBIS/PSC <u>Day 2</u> (Feb/Mar) to complete SWIS Readiness ○ Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team <p>District Coaching Supports:</p> <ul style="list-style-type: none"> ● Prepare to train/attend Winter Data Reviews ● Update progress on district CSDP ● Update district coaching log
<p>February</p>	<p>Professional Learning:</p> <ul style="list-style-type: none"> ● Continue/complete scheduling trainings for next school year. Consider scheduling additional make up days (see snow day guidance). ● Ensure district understands intended audience for Check In Check Out <p>DIT:</p> <ul style="list-style-type: none"> ● Prompt DIT to update Installation checklist in MiMTSS (District Installation Timelines)

- Provide feedback to District Coordinator based on observation of DIT meeting
 - Use of pre-meeting sheet and DIT agenda
 - Use of the communication protocols/barrier removal process (specifically SLT/coaches to support schools)
 - Updating activities/objectives and use of MTSS Implementation Plan
- Prompt and support the completion of activities within the District Coordinator's Individualized Professional Learning Plan
- Prompt review of communication effectiveness survey results and revise communication plan/protocols
- Prompt review of coaching effectiveness survey as part of coaching effectiveness data, and support coaches as needed
- Prompt update to Board of Education (DCA Item #17)
- Ensure DIT completes assignments from Winter District Data Review
- Prompt DIT and/or cohort 2 principals to make decisions regarding expectations for implementing Classroom PBIS. Consider expectations and accountability for work completion during training (e.g. checkout, exit ticket, submit work) and the timeline for remainder of work to be completed and, if applicable, submitted. Communicate expectations to trainer(s) prior to Classroom PBIS training.

DIT Supports to Schools:

- Ensure SLTs are registered for Mar. and Apr. trainings
- Prompt DIT/District Coordinator to conduct monthly check-ins with coaches (resource: [Elementary/Secondary Coach Monthly Focus](#))
 - Prompt communicating “need to knows” outlined in the coach and SLT communication protocols (e.g. accomplishments, barriers) and plan for supports
 - Debrief recent trainings and prepare for upcoming trainings
 - Prompt updates to installation checklists and implementation plan ([School Install/Implement Timelines](#))
 - Engage in professional learning outlined within coach professional learning plans (e.g. modules, product reviews)
 - Prompt use and updates to individualized coaching service delivery plans
- Prompt DIT, coaches, SLTs to bring a reading intervention to elementary intervention systems day 1
- Prompt DIT to support schools in determining how to schedule intervention classes

Data Coordination:

- Meet with MIBLSI DCs to coordinate activities in the [DC Monthly Focus Document](#) including:
 - Work with MiMTSS DC and District District Coordinator to identify District EWS Coordinators to attend May training. Prompt the identification of multiple coordinators to address sustainability and turnover.
 - Discuss any [red flag indicators](#) that a partnership is off track and bring to the attention of the core team

District Coaching Supports:

- Refine District CSDP, with District Coordinator when appropriate, during Winter Data Review (Resources: DCA items report, [DIT CSDP](#), [DIT Cheat Sheet](#))

	<ul style="list-style-type: none"> ● Update district coaching log
<p>March</p>	<p>DIT:</p> <ul style="list-style-type: none"> ● Prompt DIT to update Installation checklist in MiMTSS (District Installation Timelines) ● Provide feedback to District Coordinator based on observation of DIT meeting <ul style="list-style-type: none"> ○ Use of pre-meeting sheet and DIT agenda ○ Use of the communication protocols/barrier removal process (specifically SLT/coaches to support schools) ○ Updating activities/objectives and use of MTSS Implementation Plan ● Prompt and support the completion of activities within the District Coordinator’s Individualized Professional Learning Plan ● Ensure DIT completes assignments from Mid-Year Continuous Data Review ● Prompt DIT to develop and share an MTSS update with all stakeholders ● Conduct EI Alignment process for Tier 1 Reading for cohort 2 schools prior to Tier 1 Reading Day 1 <p>DIT Supports to Schools:</p> <ul style="list-style-type: none"> ● Ensure SLTs are registered for Apr. and May trainings ● Prompt DIT/District Coordinator to conduct monthly check-ins with coaches (resource:Elementary/Secondary Coach Monthly Focus) <ul style="list-style-type: none"> ○ Prompt communicating “need to knows” outlined in the coach and SLT communication protocols (e.g. accomplishments, barriers) and plan for supports ○ Debrief recent trainings and prepare for upcoming trainings ○ Prompt updates to installation checklists and implementation plan (School Install/Implement Timelines) ○ Engage in professional learning outlined within coach professional learning plans (e.g. modules, product reviews) ○ Prompt use and updates to individualized coaching service delivery plans ● Ensure Cohort 2 Reading Readiness Activities are scheduled ● Ensure DIT/SLTs are aware of the expectation for schools to implement CICO with a small group of students prior to the end of year 2 <p>Data Coordination:</p> <ul style="list-style-type: none"> ● Prompt District Coordinator to schedule meeting with MIBLSI DCS and identified District DCs to plan for annual updates to decisions in <i>MTSS Assessment</i> ● Work with MIBLSI DCs to coordinate activities in the DC Monthly Focus Document, including: <ul style="list-style-type: none"> ○ Work with District SWIS Facilitator to ensure SWIFT at SWIS is scheduled for May ○ Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team <p>District Coaching Supports:</p> <ul style="list-style-type: none"> ● Update progress on district CSDP

	<ul style="list-style-type: none"> ● Update district coaching log
<p>April</p>	<p>Professional Learning:</p> <ul style="list-style-type: none"> ● Ensure all training dates are scheduled for the year and communicate to DIT & District Coordinator ● Review next year’s scope and sequence with the DIT and schools before the end of the year <p>DIT:</p> <ul style="list-style-type: none"> ● Prompt DIT to update Installation checklist in MiMTSS (District Installation Timelines) ● Provide feedback to District Coordinator based on observation of DIT meeting <ul style="list-style-type: none"> ○ Use of pre-meeting sheet and DIT agenda ○ Use of the communication protocols/barrier removal process (specifically SLT/coaches to support schools) ○ Updating activities/objectives and use of MTSS Implementation Plan ● Prompt and support the completion of activities within the District Coordinator’s Individualized Professional Learning Plan ● Prompt completion of communication effectiveness survey ● Prompt completion of coaching effectiveness survey ● Ensure that barriers identified for reading for Cohort 2 schools during DIT 4/5 are being addressed and communicated ● Prompt DIT as they prepare for next year to: <ul style="list-style-type: none"> ○ Schedule monthly check-ins with coaches for next year ○ Plan for continuous support of the coaching system; determine professional learning topics/supports ○ Use EI Selection & Review processes for any new programs/initiatives being considered for the next year ○ Consider possible EI’s to run through the EI Alignment process for Tier 1 Reading prior to school-level reading installation to support buy-in ○ Ensure funding is allocated for the next year to sustain/scale-up implementation ○ Refine District Universal Screener Letter and plan to share with staff/parents for upcoming year ○ Prompt adjustments to interview protocols/hiring ○ Schedule needed Professional Learning for fall (include Acadience Reading Essentials, SWIFT at SWIS, PBIS/Acadience refreshers) <p>DIT Supports to Schools:</p> <ul style="list-style-type: none"> ● Ensure SLTs are registered for May trainings ● Prompt DIT to share training dates with SLTs for upcoming school year ● Ensure SLT Meeting dates are scheduled for upcoming year ● Ensure Grade Level meetings are scheduled every 4-6 weeks for upcoming school year ● Prompt DIT/District Coordinator to conduct monthly check-ins with coaches (resource:Elementary/Secondary Coach Monthly Focus)

	<ul style="list-style-type: none"> ○ Prompt communicating “need to knows” outlined in the coach and SLT communication protocols (e.g. accomplishments, barriers) and plan for supports ○ Debrief recent trainings and prepare for upcoming trainings ○ Prompt updates to installation checklists and implementation plan (School Install/Implement Timelines) ○ Engage in professional learning outlined within coach professional learning plans (e.g. modules, product reviews) ○ Prompt use and updates to individualized coaching service delivery plans ● Prompt District Coordinator to ensure SLTs schedule work time/day after CICO training to finish installation tasks ● Prompt District Coordinator to conduct product review of CICO resources and provide feedback (CICO Resources) ● Share Tier 1 Reading EI Alignment prior to Tier 1 Reading Day 1 with cohort 2 principals and/or coaches to support buy-in ● Ensure Cohort 2 Reading Readiness Activities are scheduled ● Prompt principals to identify additional training needs for staff (e.g. Acadience Reading, SWIS) ● Prompt principals to include PBIS refreshers in back to school PD <p>Data Coordination:</p> <ul style="list-style-type: none"> ● Schedule DCA administration for Aug/Sept and Jan/Feb ● Share Universal Screening & Data Review Windows ● Support meeting with District Coordinator, MIBLSI DCs, and identified District DCs to plan for annual updates to decisions in <i>MTSS Assessment</i> ● Work with MIBLSI DCs to coordinate activities in the DC Monthly Focus Document including: <ul style="list-style-type: none"> ○ Work with EWS DC and district staff to select Incoming Risk Indicators ○ Work with District EWS-C to schedule a meeting to complete the EWI sections of the <i>MTSS Assessment System</i> ○ Work with MiMTSS DC and District Coordinator to <u>identify District SRSS Coordinators</u> to attend February training. Prompt the identification of multiple coordinators to address sustainability and turnover. ○ Work with District Acadience Reading Mentor to schedule first meeting with District Coordinator, coach and principals for cohort 2 schools ○ Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team <p>District Coaching Supports:</p> <ul style="list-style-type: none"> ● Prepare to train/attend Spring Data Reviews ● Update progress on district CSDP ● Update district coaching log
May	<p>Professional Learning:</p> <ul style="list-style-type: none"> ● Ensure all training and meeting dates are all finalized for upcoming year ● Ensure district understands intended audience for Explicit Vocabulary

DIT:

- Prompt DIT to update Installation checklist in MiMTSS ([District Installation Timelines](#))
- Provide feedback to District Coordinator based on observation of DIT meeting
 - Use of pre-meeting sheet and DIT agenda
 - Use of the communication protocols/barrier removal process (specifically SLT/coaches to support schools)
 - Updating activities/objectives and use of MTSS Implementation Plan
- Prompt and support the completion of activities within the District Coordinator's Individualized Professional Learning Plan
- Prompt review of communication effectiveness survey results and revise communication plan/protocols
- Prompt review of coaching effectiveness survey as part of coaching effectiveness data, and support coaches as needed
- Prompt coach selection process for reading coaches for cohort 2 schools (if different than behavior)
- Ensure that barriers identified for reading for Cohort 2 schools during DIT 4/5 are being addressed and communicated
- Prompt DIT as they prepare for next year to:
 - Schedule monthly check-ins with coaches for next year
 - Plan for continuous support of the coaching system; determine professional learning topics/supports
 - Use EI Selection & Review processes for any new programs/initiatives being considered for the next year
 - Consider possible EI's to run through the EI Alignment process for Tier 1 Reading prior to school-level reading installation to support buy-in
 - Ensure funding is allocated for the next year to sustain/scale-up implementation
 - Refine District Universal Screener Letter and plan to share with staff/parents for upcoming year
 - Prompt adjustments to interview protocols/hiring
 - Continue conversations regarding time commitments for DPPD with all staff
 - Schedule needed Professional Learning for fall (include Acadience Reading Essentials, SWIFT at SWIS, PBIS/Acadience refreshers)
 - Prompt revisiting selection of individuals fulfilling data coordination/coaching roles and ensure mutual selection
- Prompt District Coordinator to prepare for District Spring Data Review

DIT Supports to Schools:

- Prompt DIT to schedule monthly check-ins with coaches
- Schedule SLT meetings for next year
- Prompt DIT/District Coordinator to conduct monthly check-ins with coaches (resource: [Elementary/Secondary Coach Monthly Focus](#))
 - Prompt communicating "need to knows" outlined in the coach and SLT communication protocols (e.g. accomplishments, barriers) and plan for supports
 - Debrief recent trainings and prepare for upcoming trainings

	<ul style="list-style-type: none"> ○ Prompt updates to installation checklists and implementation plan (School Install/Implement Timelines) ○ Engage in professional learning outlined within coach professional learning plans (e.g. modules, product reviews) ○ Prompt use and updates to individualized coaching service delivery plans ● Prompt the DIT to check on readiness for PBIS Kick-off for ALL schools ● Conduct Reading Readiness activities (Elementary, Secondary) with cohort 2 schools (SCAR or Elementary), discuss SCARS intended audience for strategies day, during training, if applicable ● Prompt principals to identify additional training needs for staff (e.g. Acadience Reading, SWIS) ● Prompt principals to include PBIS refreshers in back to school PD <p>Data Coordination:</p> <ul style="list-style-type: none"> ● Prompt District Coordinator, MIBLSI DCs, and identified District DCs to work with district staff to finalize all assessment decisions for next year and record in <i>MTSS Assessment System</i> ● Work with MIBLSI DCs to coordinate activities in the DC Monthly Focus Document including: <ul style="list-style-type: none"> ○ Work with MIBLSI PBIS DC, District Coordinator and District SRSS Coordinator to schedule SRSS administration for fall ○ Work with District Coordinator and District PBIS DC to schedule SWPBIS TFI Tier 1 for the fall with cohort 2 schools. If Tier 1 score is below 70% in fall, expectation is to schedule PM in winter (Dec/Jan). ○ Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team <p>District Coaching Supports:</p> <ul style="list-style-type: none"> ● Prepare to train/attend Spring Data Reviews ● Update progress on district CSDP ● Update district coaching log
June	<p>Professional Learning:</p> <ul style="list-style-type: none"> ● Ensure all training and meeting dates are all finalized for upcoming year <p>DIT:</p> <ul style="list-style-type: none"> ● Prompt DIT to update Installation checklist in MiMTSS (District Installation Timelines) ● Provide feedback to District Coordinator based on observation of DIT meeting <ul style="list-style-type: none"> ○ Use of pre-meeting sheet and DIT agenda ○ Use of the communication protocols/barrier removal process (specifically SLT/coaches to support schools) ○ Updating activities/objectives and use of MTSS Implementation Plan ● Prompt and support the completion of activities within the District Coordinator’s Individualized Professional Learning Plan ● Ensure that barriers identified for reading for Cohort 2 schools during DIT 4/5 are being addressed and communicated ● Prompt District Coordinator to prepare for District Spring Data Review

	<p>DIT Supports to Schools:</p> <ul style="list-style-type: none"> ● Prompt DIT/District Coordinator to conduct monthly check-ins with coaches (resource: Elementary/Secondary Coach Monthly Focus) <ul style="list-style-type: none"> ○ Prompt communicating “need to knows” outlined in the coach and SLT communication protocols (e.g. accomplishments, barriers) and plan for supports ○ Debrief recent trainings and prepare for upcoming trainings ○ Prompt updates to installation checklists and implementation plan (School Install/Implement Timelines) ○ Engage in professional learning outlined within coach professional learning plans (e.g. modules, product reviews) ○ Prompt use and updates to individualized coaching service delivery plans ● Ensure Acadience Reading Essentials trainees are registered for cohort 2 (Prompt again in July) ● Prompt SLT completion of PBIS Installation for cohort 2 again before and after kickoff so that the DIT has this data by Year 2 Fall Data Review <p>Data Coordination</p> <ul style="list-style-type: none"> ● Work with MIBLSI DCs to coordinate activities in the DC Monthly Focus Document including: <ul style="list-style-type: none"> ○ Communicate any district personnel changes to MIBLSI DCs if applicable ○ Schedule monthly IS/DC check-ins for the upcoming year. ○ With MiMTSS DC and District Coordinator, review district data coordinator roles and plan for identification and training of additional data coordinators to address sustainability and turnover. ○ Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team <p>District Coaching Supports:</p> <ul style="list-style-type: none"> ● Update progress on district CSDP ● Update district coaching log
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Year 3:

Month	Coaching Focus
August	<p>Professional Learning:</p> <ul style="list-style-type: none"> ● Ensure all DIT and SLT training dates are scheduled for the year and communicate to DIT & District Coordinator ● Prompt District Coordinator to ensure DIT members have training dates/registration information for the year ● Ensure all DIT members are registered for Fall District Continuous Data Review ● Ensure district understands intended audience for as outlined in the district and school scope and sequence

DIT:

- Prompt DIT to update Installation checklist in MiMTSS until 100% ([District Installation Timelines](#))
- Ensure monthly DIT and SLT meetings are scheduled for this year (if not set in June)
- Confirm DIT Membership & Roles (DIT members have adequate time to fulfill responsibilities)
- Review DIT meeting process and make refinements for this year
 - Review DIT Pre-meeting sheet and agenda template
 - Review Communication Plan and linking communication protocols, adjust based on effectiveness data
 - Review Barrier Removal Process and Barrier Log
 - Review District Coaching System
 - Review to EI Review and Selection Process
 - Review MTSS Implementation Plan
 - Review *MTSS Assessment System* and District Data Coordinator roles
 - Review Professional learning plans for all staff implementing MTSS to continuously strengthen their skills
- Check-in with District Coordinator on preparing for DIT meeting:
 - Use of pre-meeting sheet and DIT agenda
 - Use of the communication protocols/barrier removal process (specifically SLT/coaches to support schools)
 - Updating activities/objectives and use of MTSS Implementation Plan
- Ensure that barriers identified for reading for Cohort 2 schools during DIT 4/5 are being addressed and communicated

DIT Supports to Schools:

- Prompt District Coordinator to ensure SLT members have training dates/registration information for the year
- Ensure SLTs are registered for Sept. and Oct. trainings
- Ensure SLT's have set their team meeting dates
- Confirm SLT Membership & Roles
- Prompt DIT/District Coordinator to conduct monthly check-ins with coaches
 - Prompt communicating “need to knows” outlined in the coach and SLT communication protocols (e.g. accomplishments, barriers) and plan for supports
 - Debrief recent trainings and prepare for upcoming trainings
 - Prompt updates to installation checklists and implementation plan ([School Install/Implement Timelines](#))
 - Engage in professional learning outlined within coach professional learning plans (e.g. modules, product reviews)
 - Prompt use and updates to individualized coaching service delivery plans
- Prompt the DIT to check on preparation for PBIS Kick-off with each school

Data Coordination:

- Administer DCA and enter scores in MiMTSS prior to Fall District Data Review ([District Implementation Timelines](#))

	<ul style="list-style-type: none"> ● Schedule DCA administration for Jan/Feb (if not set last year) ● Review MiMTSS District and School context tabs and ensure accuracy (edit if changes to team membership) ● Work with MIBLSI DCs to coordinate activities in the DC Monthly Focus Document including: <ul style="list-style-type: none"> ○ Communicate any district personnel changes to MIBLSI DCs, if applicable ○ With MIBLSI DCs and District Coordinator, review district data coordinator roles and plan for identification and training of additional data coordinators to address sustainability and turnover. ○ Work with MIBLSI and District Data Coordinators to conduct a product review of the <i>MTSS Assessment System</i>. ○ Work with MIBLSI and District Reading and PBIS DCs to ensure that SWPBIS-TFIs and R-TFIs are scheduled for the year ○ Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team <p>District Coaching Supports:</p> <ul style="list-style-type: none"> ● Co-develop with the District Coordinator a district monthly checklist for year 4+, using the District District Coordinator Monthly Focus Template as a starting point and adding items each month based on the needs of the district ● Update progress on district CSDP ● Update district coaching log
<p>September</p>	<p>DIT:</p> <ul style="list-style-type: none"> ● Check-in with District Coordinator on preparing for DIT meeting <ul style="list-style-type: none"> ○ Use of pre-meeting sheet and DIT agenda ○ Use of the communication protocols/barrier removal process (specifically SLT/coaches to support schools) ○ Updating activities/objectives and use of MTSS Implementation Plan ● Prompt the DIT to share updates from PBIS Kick-off with ALL schools ● Ensure that barriers identified for reading for Cohort 2 schools during DIT 5 are being addressed and communicated <p>DIT Supports to Schools:</p> <ul style="list-style-type: none"> ● Ensure SLTs are registered for Oct. and Nov. trainings ● Prompt DIT/District Coordinator to conduct monthly check-ins with coaches <ul style="list-style-type: none"> ○ Prompt communicating “need to knows” outlined in the coach and SLT communication protocols (e.g. accomplishments, barriers) and plan for supports ○ Debrief recent trainings and prepare for upcoming trainings ○ Prompt updates to installation checklists and implementation plan (School Install/Implement Timelines) ○ Engage in professional learning outlined within coach professional learning plans (e.g. modules, product reviews) ○ Prompt use and updates to individualized coaching service delivery plans ● Consider additional communication with coach/principal after SCAR training to support implementation of strategies

	<p>Data Coordination:</p> <ul style="list-style-type: none"> ● Work with MIBLSI DCs to coordinate activities in the DC Monthly Focus Document including: <ul style="list-style-type: none"> ○ Work with MIBLSI PBIS DC and District SRSS Coordinator to schedule and train SRSS in October ○ Work with District EWS-C to schedule a meeting with cohort 2 staff in October (trimester schedule) or November (semester/quarter schedule) ○ Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team <p>District Coaching Supports:</p> <ul style="list-style-type: none"> ● Work with District Coordinator to add to District Coordinator monthly checklist for year 4+ ● Prepare to train/attend Fall Data Reviews ● Update progress on district CSDP ● Update district coaching log
<p>October</p>	<p>Professional Learning:</p> <ul style="list-style-type: none"> ● Review MIBLSI regional hub snow day policy (events or training sessions are only cancelled when the training or event facility is closed. If an event is canceled due to inclement weather, MIBLSI will attempt to reschedule). Consider using this guidance to set up a plan in the event there is a snow day <p>DIT:</p> <ul style="list-style-type: none"> ● Check-in with District Coordinator on preparing for DIT meeting <ul style="list-style-type: none"> ○ Use of pre-meeting sheet and DIT agenda ○ Use of the communication protocols/barrier removal process (specifically SLT/coaches to support schools) ○ Updating activities/objectives and use of MTSS Implementation Plan ● Ensure DIT completes assignments from Fall Continuous District Data Review ● Prompt DIT to develop and share an MTSS update with all stakeholders ● Ensure that barriers identified for reading for Cohort 2 schools during DIT 5 are being addressed and communicated <p>DIT Supports to Schools:</p> <ul style="list-style-type: none"> ● Ensure SLTs are registered for Nov. and Dec. trainings ● Prompt DIT/District Coordinator to conduct monthly check-ins with coaches <ul style="list-style-type: none"> ○ Prompt communicating “need to knows” outlined in the coach and SLT communication protocols (e.g. accomplishments, barriers) and plan for supports ○ Debrief recent trainings and prepare for upcoming trainings ○ Prompt updates to installation checklists and implementation plan (School Install/Implement Timelines) ○ Engage in professional learning outlined within coach professional learning plans (e.g. modules, product reviews) ○ Prompt use and updates to individualized coaching service delivery plans

	<p>Data Coordination:</p> <ul style="list-style-type: none"> ● Work with MIBLSI DCs to coordinate activities in the DC Monthly Focus Document, including: <ul style="list-style-type: none"> ○ Work with MIBLSI Reading DC and Acadience Reading Mentors to set up time to train staff on how to set up intervention groups in Acadience Data Management, enter PM data ○ Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team <p>District Coaching Supports:</p> <ul style="list-style-type: none"> ● Work with District Coordinator to add to District Coordinator monthly checklist for year 4+ ● Co-construct District CSDP with District Coordinator during Fall Data Review (Resources: DCA items report, DIT CSDP, DIT Cheat Sheet) ● Update district coaching log
<p>November</p>	<p>Professional Learning:</p> <ul style="list-style-type: none"> ● Review MIBLSI regional hub snow day policy (events or training sessions are only cancelled when the training or event facility is closed. If an event is canceled due to inclement weather, MIBLSI will attempt to reschedule). Consider using this guidance to set up a plan in the event there is a snow day <p>DIT:</p> <ul style="list-style-type: none"> ● Check-in with District Coordinator on preparing for DIT meeting <ul style="list-style-type: none"> ○ Use of pre-meeting sheet and DIT agenda ○ Use of the communication protocols/barrier removal process (specifically SLT/coaches to support schools) ○ Updating activities/objectives and use of MTSS Implementation Plan ● Prompt update to Board of Education (DCA Item #17) ● Schedule a meeting with DIT to review barriers identified for reading for Cohort 2 schools during DIT 5. Ensure barriers are being addressed and communicated ● Prompt the use of results from the intervention audit to conduct the EI Alignment, Review and Selection process for interventions for cohort 2 schools prior to Intervention System Day 1 ● Prompt the selection of at least one secondary reading intervention, when applicable, based on the results of the intervention audit. Consider the selection of REWARDS Secondary. ● Prompt discussion regarding potential barriers to using REWARDS Secondary as a practice intervention with cohort 2 secondary teams during Intervention Systems training. Use barrier removal process to address and include in readiness activities. ● Prompt DIT to determine how Intervention teams will be structured for cohort 2 schools <p>DIT Supports to Schools:</p> <ul style="list-style-type: none"> ● Ensure SLTs are registered for Dec. and Jan. trainings

	<ul style="list-style-type: none"> ● Prompt DIT/District Coordinator to conduct monthly check-ins with coaches <ul style="list-style-type: none"> ○ Prompt communicating “need to knows” outlined in the coach and SLT communication protocols (e.g. accomplishments, barriers) and plan for supports ○ Debrief recent trainings and prepare for upcoming trainings ○ Prompt updates to installation checklists and implementation plan (School Install/Implement Timelines) ○ Engage in professional learning outlined within coach professional learning plans (e.g. modules, product reviews) ○ Prompt use and updates to individualized coaching service delivery plans ● Prompt needed readiness activities prior to Intervention Systems training with cohort 2 schools <p>Data Coordination:</p> <ul style="list-style-type: none"> ● Work with MIBLSI DCs to coordinate activities in the DC Monthly Focus Document <ul style="list-style-type: none"> ○ Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team ○ Work with MIBLSI Reading and PBIS DCs to schedule a meeting in December with district staff to make decisions about using CICO-SWIS and selection of a CBM (Acadience Reading 7-9) or additional data to support a gated procedure for identifying students in need of reading intervention for cohort 2 secondary schools prior to Intervention Systems trainings <p>District Coaching Supports:</p> <ul style="list-style-type: none"> ● Work with District Coordinator to add to District Coordinator monthly checklist for year 4+ ● Prompt District Coordinator to update progress on district CSDP ● Update district coaching log
<p>December</p>	<p>Professional Learning:</p> <ul style="list-style-type: none"> ● Review MIBLSI regional hub snow day policy (events or training sessions are only cancelled when the training or event facility is closed. If an event is canceled due to inclement weather, MIBLSI will attempt to reschedule). Consider using this guidance to set up a plan in the event there is a snow day <p>DIT:</p> <ul style="list-style-type: none"> ● Check-in with District Coordinator on preparing for DIT meeting <ul style="list-style-type: none"> ○ Use of pre-meeting sheet and DIT agenda ○ Use of the communication protocols/barrier removal process (specifically SLT/coaches to support schools) ○ Updating activities/objectives and use of MTSS Implementation Plan ● Prompt completion of communication effectiveness survey ● Prompt completion of coaching effectiveness survey <p>DIT Supports to Schools:</p> <ul style="list-style-type: none"> ● Ensure SLTs are registered for Jan. and Feb. trainings

	<ul style="list-style-type: none"> ● Prompt DIT/District Coordinator to conduct monthly check-ins with coaches <ul style="list-style-type: none"> ○ Prompt communicating “need to knows” outlined in the coach and SLT communication protocols (e.g. accomplishments, barriers) and plan for supports ○ Debrief recent trainings and prepare for upcoming trainings ○ Prompt updates to installation checklists and implementation plan (School Install/Implement Timelines) ○ Engage in professional learning outlined within coach professional learning plans (e.g. modules, product reviews) ○ Prompt use and updates to individualized coaching service delivery plans ● Prompt needed readiness activities prior to Intervention Systems training with cohort 2 schools <p>Data Coordination:</p> <ul style="list-style-type: none"> ● Prompt collection of intervention access and effectiveness data by SLTs. Determine if SLTs need additional support in gathering and organizing the data. If follow-up is needed, work with District and MIBLSI data coordinators to provide support. ● Work with MIBLSI DCs to coordinate activities in the DC Monthly Focus Document <ul style="list-style-type: none"> ○ Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team <p>District Coaching Supports:</p> <ul style="list-style-type: none"> ● Work with District Coordinator to add to District Coordinator monthly checklist for year 4+ ● Prompt District Coordinator to update progress on district CSDP ● Update district coaching log
<p>January</p>	<p>Professional Learning:</p> <ul style="list-style-type: none"> ● Ensure all DIT members are registered for Winter District Continuous Data Review ● Work with District Coordinator to determine if district is ready to host data review in district in year 4, based on readiness. Indicators of readiness could include stability of District Coordinator role, product reviews of data review worksheets, confidence of district staff to engage in data review as intended. ● Begin scheduling trainings for next school year. If data reviews will be in district, provide data review windows and support scheduling of data reviews in district, including working with the assigned administrative assistant to plan for registration, enter trainings in MiMTSS, order materials and catering. Consider scheduling additional make up days (see snow day guidance). ● Plan for the gradual release of responsibility for district staff identified to train data review. In Year 4, district staff will need an opportunity to train school and district data review with observation and feedback. (Data Review Fidelity Checklist) ● Confirm hub location for upcoming school year <p>DIT:</p> <ul style="list-style-type: none"> ● Check-in with District Coordinator on preparing for DIT meeting

	<ul style="list-style-type: none"> ○ Use of pre-meeting sheet and DIT agenda ○ Use of the communication protocols/barrier removal process (specifically SLT/coaches to support schools) ○ Updating activities/objectives and use of MTSS Implementation Plan <p>DIT Supports to Schools:</p> <ul style="list-style-type: none"> ● Ensure SLTs are registered for Feb. and Mar. trainings ● Prompt DIT/District Coordinator to conduct monthly check-ins with coaches <ul style="list-style-type: none"> ○ Prompt communicating “need to knows” outlined in the coach and SLT communication protocols (e.g. accomplishments, barriers) and plan for supports ○ Debrief recent trainings and prepare for upcoming trainings ○ Prompt updates to installation checklists and implementation plan (School Install/Implement Timelines) ○ Engage in professional learning outlined within coach professional learning plans (e.g. modules, product reviews) ○ Prompt use and updates to individualized coaching service delivery plans ● Prompt needed readiness activities prior to Intervention Systems training with cohort 2 schools ● Share Intervention EI Alignment prior to Intervention Systems Day 1 with cohort 2 principals and/or coaches to support buy-in <p>Data Coordination:</p> <ul style="list-style-type: none"> ● Administer DCA and enter scores in MiMTSS prior to Winter District Data Review (District Implementation Timelines) ● Work with MIBLSI DCs to coordinate activities in the DC Monthly Focus Document, including: <ul style="list-style-type: none"> ○ Work with MIBLSI PBIS DC, District Coordinator and District SWIS Facilitator to discuss the need for I-SWIS ○ Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team <p>District Coaching Supports:</p> <ul style="list-style-type: none"> ● Work with District Coordinator to add to District Coordinator monthly checklist for year 4+ ● Prepare to train/attend Winter Data Reviews ● Prompt District Coordinator to update progress on district CSDP ● Update district coaching log
February	<p>Professional Learning:</p> <ul style="list-style-type: none"> ● Continue/complete scheduling trainings for next school year and planning for the gradual release of responsibility for training data review. Consider scheduling additional make up days (see snow day guidance). ● Ensure DIT knows who to send to school-level CICO training for cohort 2 <p>DIT:</p> <ul style="list-style-type: none"> ● Build fluency in Intensifying Interventions at monthly DIT meetings (Resources: Intervention System, concepts in R-TFI/SWPBIS TFI, Installation Checklists)

	<ul style="list-style-type: none"> ● Check-in with District Coordinator on preparing for DIT meeting <ul style="list-style-type: none"> ○ Use of pre-meeting sheet and DIT agenda ○ Use of the communication protocols/barrier removal process (specifically SLT/coaches to support schools) ○ Updating activities/objectives and use of MTSS Implementation Plan ● Prompt review of communication effectiveness survey results and revise communication plan/protocols ● Prompt review of coaching effectiveness survey as part of coaching effectiveness data, and support coaches as needed ● Prompt update to Board of Education (DCA Item #17) ● Ensure DIT completes assignments from Winter Continuous District Data Review <p>DIT Supports to Schools:</p> <ul style="list-style-type: none"> ● Ensure SLTs are registered for Mar. and Apr. trainings ● Prompt DIT/District Coordinator to conduct monthly check-ins with coaches <ul style="list-style-type: none"> ○ Prompt communicating “need to knows” outlined in the coach and SLT communication protocols (e.g. accomplishments, barriers) and plan for supports ○ Debrief recent trainings and prepare for upcoming trainings ○ Prompt updates to installation checklists and implementation plan (School Install/Implement Timelines) ○ Engage in professional learning outlined within coach professional learning plans (e.g. modules, product reviews) ○ Prompt use and updates to individualized coaching service delivery plans ● Prompt DIT, coaches, SLTs to bring a reading intervention to elementary intervention systems day 1 for cohort 2 ● Prompt DIT to support cohort 2 schools in determining how to schedule intervention classes <p>Data Coordination:</p> <ul style="list-style-type: none"> ● Work with MIBLSI DCs to coordinate activities in the DC Monthly Focus Document <ul style="list-style-type: none"> ○ Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team <p>District Coaching Supports:</p> <ul style="list-style-type: none"> ● Work with District Coordinator to add to District Coordinator monthly checklist for year 4+ ● Prompt and provide feedback to District Coordinator to refine the District CSDP during Winter Data Review (Resources: DCA items report, DIT CSDP, DIT Cheat Sheet) ● Update district coaching log
March	<p>DIT:</p> <ul style="list-style-type: none"> ● Build fluency in Intensifying Interventions at monthly DIT meetings (Resources: Intervention System, concepts in R-TFI/SWPBIS TFI, Installation Checklists) ● Check-in with District Coordinator on preparing for DIT meeting <ul style="list-style-type: none"> ○ Use of pre-meeting sheet and DIT agenda

	<ul style="list-style-type: none"> ○ Use of the communication protocols/barrier removal process (specifically SLT/coaches to support schools) ○ Updating activities/objectives and use of MTSS Implementation Plan ● Ensure DIT completes assignments from Winter Continuous District Data Review ● Prompt DIT to develop and share an MTSS update with all stakeholders <p>DIT Supports to Schools:</p> <ul style="list-style-type: none"> ● Ensure SLTs are registered for Apr. and May trainings ● Prompt DIT/District Coordinator to conduct monthly check-ins with coaches <ul style="list-style-type: none"> ○ Prompt communicating “need to knows” outlined in the coach and SLT communication protocols (e.g. accomplishments, barriers) and plan for supports ○ Debrief recent trainings and prepare for upcoming trainings ○ Prompt updates to installation checklists and implementation plan (School Install/Implement Timelines) ○ Engage in professional learning outlined within coach professional learning plans (e.g. modules, product reviews) ○ Prompt use and updates to individualized coaching service delivery plans ● Ensure cohort 2 SLTs are aware of the expectation for schools to implement CICO with a small group of students prior to the end of year 3 <p>Data Coordination:</p> <ul style="list-style-type: none"> ● Prompt District Reading DC to schedule Acadience Essential training for fall ● Prompt District SWIS Facilitators to schedule SWIS training for fall ● Prompt District Coordinator to schedule meeting with District DCs to plan for annual updates to decisions in <i>MTSS Assessment</i> ● Work with MIBLSI DCs to coordinate activities in the DC Monthly Focus Document <ul style="list-style-type: none"> ○ Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team <p>District Coaching Supports:</p> <ul style="list-style-type: none"> ● Work with District Coordinator to add to District Coordinator monthly checklist for year 4+ ● Prompt District Coordinator to update progress on district CSDP ● Update district coaching log
April	<p>Professional Learning:</p> <ul style="list-style-type: none"> ● Ensure all training dates are scheduled for the year and communicate to DIT & District Coordinator ● Review next year’s scope and sequence with the DIT and schools before the end of the year ● Ensure district staff who will be training school and district data review have been identified. Plan for opportunities in Year 4 for these individuals to train data review, with IS observing and providing feedback. <p>DIT:</p>

- Check-in with District Coordinator on preparing for DIT meeting
 - Use of pre-meeting sheet and DIT agenda
 - Use of the communication protocols/barrier removal process (specifically SLT/coaches to support schools)
 - Updating activities/objectives and use of MTSS Implementation Plan
- Prompt completion of communication effectiveness survey
- Prompt completion of coaching effectiveness survey
- Prompt DIT as they prepare for next year to:
 - Schedule DIT Meeting dates for next year
 - Schedule monthly check-ins with coaches for next year
 - Plan for continuous support of the coaching system; determine professional learning topics/supports
 - Use EI Selection & Review processes for any new programs/initiatives being considered for the next year
 - Consider possible EI's to run through the EI Alignment process for Tier 1 Reading prior to school-level reading installation to support buy-in
 - Ensure funding is allocated for the next year to sustain/scale-up implementation
 - Refine District Universal Screener Letter and plan to share with staff/parents for upcoming year
 - Prompt adjustments to interview protocols/hiring
 - Schedule needed Professional Learning for fall (include Acadience Reading Essentials, SWIFT at SWIS, PBIS/Acadience refreshers)
 - Plan for collecting training effectiveness data for upcoming year

DIT Supports to Schools:

- Ensure SLTs are registered for May trainings
- Prompt DIT to share training dates with SLTs for upcoming school year
- Ensure SLT Meeting dates are scheduled for upcoming year
- Ensure Grade Level meetings are scheduled every 4-6 weeks for upcoming school year
- Prompt DIT/District Coordinator to conduct monthly check-ins with coaches
 - Prompt communicating “need to knows” outlined in the coach and SLT communication protocols (e.g. accomplishments, barriers) and plan for supports
 - Debrief recent trainings and prepare for upcoming trainings
 - Prompt updates to installation checklists and implementation plan ([School Install/Implement Timelines](#))
 - Engage in professional learning outlined within coach professional learning plans (e.g. modules, product reviews)
 - Prompt use and updates to individualized coaching service delivery plans
- Prompt District Coordinator to ensure cohort 2 SLTs schedule work time/day after CICO training to finish installation tasks
- Prompt District Coordinator to conduct product review of CICO resources and provide feedback to cohort 2 schools

	<ul style="list-style-type: none"> ● Prompt principals to identify additional training needs for staff (e.g. Acadience Reading, SWIS) ● Prompt principals to include PBIS refreshers in back to school PD <p>Data Coordination:</p> <ul style="list-style-type: none"> ● Identify district staff to become District DCA Administrator, prompt completion of the DCA short course prior to August DCA administration, IS will observe and provide feedback ● Schedule DCA administration for Aug/Sept and Jan/Feb ● Share Universal Screening & Data Review Windows ● Support meeting with District Coordinator and District DCs to plan for annual updates to decisions in <i>MTSS Assessment</i> ● Work with MIBLSI DCs to coordinate activities in the DC Monthly Focus Document <ul style="list-style-type: none"> ○ Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team <p>District Coaching Supports:</p> <ul style="list-style-type: none"> ● Work with District Coordinator to add to District Coordinator monthly checklist for year 4+ ● Prepare to train/attend Spring Data Reviews ● Prompt District Coordinator to update progress on district CSDP ● Update district coaching log
May	<p>Professional Learning:</p> <ul style="list-style-type: none"> ● Share MIBLSI focus day training schedule <p>DIT:</p> <ul style="list-style-type: none"> ● Check-in with District Coordinator on preparing for DIT meeting <ul style="list-style-type: none"> ○ Use of pre-meeting sheet and DIT agenda ○ Use of the communication protocols/barrier removal process (specifically SLT/coaches to support schools) ○ Updating activities/objectives and use of MTSS Implementation Plan ● Prompt review of communication effectiveness survey results and revise communication plan/protocols ● Prompt review of coaching effectiveness survey as part of coaching effectiveness data, and support coaches as needed ● Prompt DIT as they prepare for next year to: <ul style="list-style-type: none"> ○ Schedule DIT Meeting dates for next year ○ Schedule monthly check-ins with coaches for next year ○ Plan for continuous support of the coaching system; determine professional learning topics/supports ○ Use EI Selection & Review processes for any new programs/initiatives being considered for the next year ○ Consider possible EI's to run through the EI Alignment process for Tier 1 Reading prior to school-level reading installation to support buy-in ○ Ensure funding is allocated for the next year to sustain/scale-up implementation

	<ul style="list-style-type: none"> ○ Refine District Universal Screener Letter and plan to share with staff/parents for upcoming year ○ Prompt adjustments to interview protocols/hiring ○ Schedule needed Professional Learning for fall (include Acadience Reading Essentials, SWIFT at SWIS, PBIS/Acadience refreshers) ○ Prompt revisiting selection of individuals fulfilling data coordination/coaching roles and ensure mutual selection ● Prompt District Coordinator to prepare for District Spring Data Review <p>DIT Supports to Schools:</p> <ul style="list-style-type: none"> ● Schedule SLT meetings for next year ● Prompt DIT/District Coordinator to conduct monthly check-ins with coaches <ul style="list-style-type: none"> ○ Prompt communicating “need to knows” outlined in the coach and SLT communication protocols (e.g. accomplishments, barriers) and plan for supports ○ Debrief recent trainings and prepare for upcoming trainings ○ Prompt updates to installation checklists and implementation plan (School Install/Implement Timelines) ○ Engage in professional learning outlined within coach professional learning plans (e.g. modules, product reviews) ○ Prompt use and updates to individualized coaching service delivery plans ○ Share coaching effectiveness survey results with school coaches ● Prompt principals to identify additional training needs for staff (e.g. Acadience Reading, SWIS) ● Prompt principals to include PBIS refreshers in back to school PD <p>Data Coordination:</p> <ul style="list-style-type: none"> ● Prompt District Coordinator and District DCs to work with district staff to finalize all assessment decisions for next year and record in <i>MTSS Assessment System</i> ● Work with MIBLSI DCs to coordinate activities in the DC Monthly Focus Document <ul style="list-style-type: none"> ○ Prompt District SWIS Facilitator to review SWIS Readiness requirements with all schools ○ Work with District SRSS Coordinator to schedule SRSS administration in each of the schools for the fall ○ Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team <p>District Coaching Supports:</p> <ul style="list-style-type: none"> ● Work with District Coordinator to add to District Coordinator monthly checklist for year 4+ ● Prepare to train/attend Spring Data Reviews ● Prompt District Coordinator to update progress on district CSDP ● Update district coaching log
June	<p>Professional Learning:</p> <ul style="list-style-type: none"> ● Ensure all training and meeting dates are all finalized for upcoming year

	<p>DIT:</p> <ul style="list-style-type: none"> ● Check-in with District Coordinator on preparing for DIT meeting <ul style="list-style-type: none"> ○ Use of pre-meeting sheet and DIT agenda ○ Use of the communication protocols/barrier removal process (specifically SLT/coaches to support schools) ○ Updating activities/objectives and use of MTSS Implementation Plan ● Prompt District Coordinator to prepare for District Spring Data Review <p>DIT Supports to Schools:</p> <ul style="list-style-type: none"> ● Prompt DIT/District Coordinator to conduct monthly check-ins with coaches <ul style="list-style-type: none"> ○ Prompt communicating “need to knows” outlined in the coach and SLT communication protocols (e.g. accomplishments, barriers) and plan for supports ○ Debrief recent trainings and prepare for upcoming trainings ○ Prompt updates to installation checklists and implementation plan (School Install/Implement Timelines) ○ Engage in professional learning outlined within coach professional learning plans (e.g. modules, product reviews) ○ Prompt use and updates to individualized coaching service delivery plans <p>Data Coordination:</p> <ul style="list-style-type: none"> ● Ensure identified District DCA Administrator, completes the DCA short course prior to August DCA administration, IS will observe and provide feedback ● Work with MIBLSI DCs to coordinate activities in the DC Monthly Focus Document <ul style="list-style-type: none"> ○ Discuss any red flag indicators that a partnership is off track and bring to the attention of the core team ● Communicate any district personnel changes to MIBLSI DCs, if applicable ● With MIBLSI DCs and District Coordinator, review district data coordinator roles and plan for identification and training of additional data coordinators to address sustainability and turnover. <p>District Coaching Supports:</p> <ul style="list-style-type: none"> ● Work with District Coordinator to add to District Coordinator monthly checklist for year 4+ ● Prompt District Coordinator to update progress on district CSDP ● Update district coaching log
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Year 4:

Month	Coaching Focus
August	<p>Professional Learning:</p> <ul style="list-style-type: none"> ● Prompt MTSS-C to ensure DIT/SLT members have training dates/registration information for the year based on the needs

of the district and schools

- Prompt MTSS-C to ensure that district, school, grade level, and cross-department data reviews are scheduled for the year

DIT:

- Prompt MTSS-C to ensure monthly DIT and SLT meetings are scheduled for this year (if not set in June).
- Confirm DIT Membership & Roles (DIT members have adequate time to fulfill responsibilities)
- Prompt DIT to review processes prior to DCA administration
 - Review DIT Pre-meeting sheet and agenda template
 - Review Communication Plan and linking communication protocols, adjust based on effectiveness data
 - Review Barrier Removal Process and Barrier Log
 - Review District Coaching System
 - Review to EI Review and Selection Process
 - Review MTSS Implementation Plan
 - Review *MTSS Assessment System* and District Data Coordinator roles
 - Review Professional learning plans for all staff implementing MTSS to continuously strengthen their skills
- Prompt MTSS-C to prepare for DIT meeting
- Prompt MTSS-C to review DCA Data Sources and prepare to coach team during administration
- With MTSS-C review DIT accomplishments, barriers, and current work

DIT Supports to Schools:

- Prompt MTSS-C to confirm SLT Membership & Roles
- Prompt MTSS-C conduct monthly check-ins with coaches
- Prompt the DIT to check on preparation for PBIS Kick-off with each school

Data Coordination:

- Ensure DCA Administrator has completed the DCA short course prior to team administration
- Observe the administration of the DCA and provide feedback
- Prompt MTSS-C to schedule DCA administration for Jan/Feb (if not set last year)
- Prompt MTSS-C to review MiMTSS District and School context tabs and ensure accuracy (edit if changes to team membership)
- Prompt MTSS-C to work with District Data Coordinators to:
 - Identify any district personnel changes and update MTSS Assessment System Doc
 - Review data coordination roles, determine if any staff need to attend certification trainings, and share training schedule for the year
 - Ensure that SWPBIS-TFIs and R-TFIs are scheduled for the year
 - Ensure systems are set-up for SRSS fall screening & support pulling reports for data review

	<ul style="list-style-type: none"> ○ Ensure systems are set-up for 20 day EWI Data Pull (MTSS Assessment System Doc) & access updated tools from MIBLSI website ○ Ensure SWIS/CICO SWIS/I-SWIS readiness requirements are reviewed and updated with each school, and support pulling reports for data review (SLT, Grade Level, Intervention) ○ Ensure systems are set-up for fall Acadience benchmarking ○ Ensure all decisions are recorded in MTSS Assessment System Doc <p>District Coaching Supports:</p> <ul style="list-style-type: none"> ● Prompt MTSS-C to update progress on district CSDP
<p>September</p>	<p>DIT:</p> <ul style="list-style-type: none"> ● Prompt MTSS-C to prepare for DIT meeting ● With MTSS-C review DIT accomplishments, barriers, and current work ● With MTSS-C debrief DCA Administration ● Share updates from PBIS Kick-off across all schools <p>DIT Supports to Schools:</p> <ul style="list-style-type: none"> ● Prompt MTSS-C to conduct monthly check-ins with coaches <p>Data Coordination:</p> <ul style="list-style-type: none"> ● Prompt MTSS-C to work with District Data Coordinators to: <ul style="list-style-type: none"> ○ Schedule and train SRSS in October ○ Ensure SWIS subscriptions have been paid ○ Ensure all decisions are recorded in MTSS Assessment System Doc <p>District Coaching Supports:</p> <ul style="list-style-type: none"> ● Prompt MTSS-C to prepare to facilitate/attend Fall Data Reviews ● Prompt MTSS-C to update progress on district CSDP
<p>October</p>	<p>DIT:</p> <ul style="list-style-type: none"> ● Prompt MTSS-C to prepare for DIT meeting ● With MTSS-C review DIT accomplishments, barriers, and current work ● Prompt DIT to develop and share an MTSS update with all stakeholders <p>DIT Supports to Schools:</p> <ul style="list-style-type: none"> ● Prompt MTSS-C to conduct monthly check-ins with coaches <p>Data Coordination:</p> <ul style="list-style-type: none"> ● Prompt MTSS-C to work with District Data Coordinators to: <ul style="list-style-type: none"> ○ Pull SRSS reports for data review

	<ul style="list-style-type: none"> ○ Share 20 day EWI Data with coaches ○ Pull SWIS/CICO SWIS/I-SWIS reports for data review (BLT, Grade Level, Intervention) ○ Pull Acadience reports for data review ● Prompt MTSS-C to ensure all decisions are recorded in MTSS Assessment System Doc <p>District Coaching Supports:</p> <ul style="list-style-type: none"> ● Prompt MTSS-C to update District CSDP (Resources: DCA items report, DIT CSDP, DIT Cheat Sheet)
November	<p>DIT:</p> <ul style="list-style-type: none"> ● Prompt MTSS-C to prepare for DIT meeting ● With MTSS-C review DIT accomplishments, barriers, and current work ● With MTSS-C debrief data reviews ● Prompt DIT to provide update to Board of Education (DCA Item #17) <p>DIT Supports to Schools:</p> <ul style="list-style-type: none"> ● Prompt MTSS-C to conduct monthly check-ins with coaches <ul style="list-style-type: none"> ○ Check-in on grade level, cross department, interventions systems team progress <p>Data Coordination:</p> <ul style="list-style-type: none"> ● Prompt MTSS-C to work with District Data Coordinators to: <ul style="list-style-type: none"> ○ Communicate and document needed changes to SRSS administration process ○ Communicate and document needed changes to EWI data pull process ○ Communicate and document needed changes to Acadience progress monitoring, begin planning for winter benchmarking ○ District SWPBIS & Reading TFI facilitators to plan for winter TFI administrations for progress monitoring, if needed ● Prompt MTSS-C to ensure all decisions are recorded in MTSS Assessment System Doc <p>District Coaching Supports:</p> <ul style="list-style-type: none"> ● Prompt MTSS-C to update progress on district CSDP
December	<p>DIT:</p> <ul style="list-style-type: none"> ● Prompt MTSS-C to prepare for DIT meeting ● With MTSS-C review DIT accomplishments, barriers, and current work ● Prompt DIT to administer communication effectiveness survey ● Prompt DIT to administer coaching effectiveness survey <p>DIT Supports to Schools:</p> <ul style="list-style-type: none"> ● Prompt MTSS-C to conduct monthly check-ins with coaches <p>Data Coordination:</p>

	<ul style="list-style-type: none"> ● Prompt MTSS-C to work with District Data Coordinators to: <ul style="list-style-type: none"> ○ Ensure systems are set-up for SRSS winter screening ○ Check-in on use of SWIS & CICO SWIS data in each school (SLT, Staff Meetings, Grade Level, Cross Departement, Intervention Teams) ○ Ensure systems are set-up for Trimester/Semester 1 EWI Data Pull ○ Ensure systems are set up for winter benchmarking ● Prompt MTSS-C to ensure all decisions are recorded in MTSS Assessment System Doc <p>District Coaching Supports:</p> <ul style="list-style-type: none"> ● Prompt MTSS-C to update progress on district CSDP
<p>January</p>	<p>DIT:</p> <ul style="list-style-type: none"> ● Prompt MTSS-C to prepare for DIT meeting ● With MTSS-C review DIT accomplishments, barriers, and current work ● Prompt MTSS-C to review DCA Data Sources and prepare to coach team during administration <p>DIT Supports to Schools:</p> <ul style="list-style-type: none"> ● Prompt MTSS-C to conduct monthly check-ins with coaches <p>Data Coordination:</p> <ul style="list-style-type: none"> ● Prompt or observe the administration of the DCA and provide feedback ● Prompt MTSS-C to work with District Data Coordinators to: <ul style="list-style-type: none"> ○ Pull SRSS reports for data review ○ Pull SWIS/CICO SWIS/I-SWIS reports for data review (SLT, Grade Level, Cross Department, Intervention) ○ Share Semester 1 EWI Data with coaches ○ Pull Acadience reports for winter data review ○ Ensure all decisions are recorded in MTSS Assessment System Doc <p>District Coaching Supports:</p> <ul style="list-style-type: none"> ● Prompt MTSS-C to prepare to facilitate/attend Winter Data Reviews ● Prompt MTSS-C to update progress on district CSDP
<p>February</p>	<p>DIT:</p> <ul style="list-style-type: none"> ● Prompt MTSS-C to prepare for DIT meeting ● With MTSS-C review DIT accomplishments, barriers, and current work ● With MTSS-C debrief DCA Administration ● Prompt DIT to review of communication effectiveness survey results and revise communication plan/protocols ● Prompt DIT to review of coaching effectiveness survey as part of coaching effectiveness data, and support coaches

	<ul style="list-style-type: none"> ● Prompt DIT to provide update to Board of Education (DCA Item #17) <p>DIT Supports to Schools:</p> <ul style="list-style-type: none"> ● Prompt MTSS-C to conduct monthly check-ins with coaches <p>Data Coordination:</p> <ul style="list-style-type: none"> ● Share Screening and Data Review Windows for upcoming school year to support scheduling ● Prompt MTSS-C to work with District Data Coordinators to: <ul style="list-style-type: none"> ○ Communicate and document needed changes to EWI data pull process ○ Communicate and document needed changes to Acadience progress monitoring, begin planning for spring benchmarking ○ Ensure all decisions are recorded in MTSS Assessment System Doc <p>District Coaching Supports:</p> <ul style="list-style-type: none"> ● Prompt MTSS-C to update District CSDP during Winter Data Review (Resources: DCA items report, DIT CSDP, DIT Cheat Sheet)
<p>March</p>	<p>DIT:</p> <ul style="list-style-type: none"> ● Prompt MTSS-C to prepare for DIT meeting ● With MTSS-C review DIT accomplishments, barriers, and current work ● With MTSS-C debrief data reviews ● Prompt DIT to develop and share an MTSS update with all stakeholders <p>DIT Supports to Schools:</p> <ul style="list-style-type: none"> ● Prompt MTSS-C to conduct monthly check-ins with coaches <ul style="list-style-type: none"> ○ Check-in on grade level, cross department, interventions systems team progress <p>Data Coordination:</p> <ul style="list-style-type: none"> ● Prompt MTSS-C to work with District Data Coordinators to: <ul style="list-style-type: none"> ○ SWPBIS & R TFI Facilitators to finalize TFI administration schedule (include walkthroughs and review of BIPS) ○ SRSS Coordinator to ensure systems are set-up for spring screening ○ District EWS Coordinator to ensure systems are set-up for Quarter 3 EWI Data Pull ○ District Reading Data Coordinator to ensure systems are set-up for Acadience spring benchmarking ● Prompt MTSS-C to work with District Data Coordinators to prepare for Fall: <ul style="list-style-type: none"> ○ Schedule Acadience Essential training ○ Schedule SWIS training ○ Schedule meeting with District DCs to plan for annual updates to decisions in <i>MTSS Assessment</i> ○ Ensure all decisions are recorded in MTSS Assessment System Doc

	<p>District Coaching Supports:</p> <ul style="list-style-type: none"> ● Prompt MTSS-C to update progress on district CSDP
<p>April</p>	<p>DIT:</p> <ul style="list-style-type: none"> ● Prompt MTSS-C to prepare for DIT meeting ● With MTSS-C review DIT accomplishments, barriers, and current work ● Prompt DIT to administer communication effectiveness survey ● Prompt DIT to administer of coaching effectiveness survey ● Prompt DIT as they prepare for next year to: <ul style="list-style-type: none"> ○ Schedule DIT Meeting dates for next year ○ Ensure District & School Data Reviews are scheduled within data collection windows in MTSS Assessment System Doc ○ Schedule monthly check-ins with coaches for next year ○ Plan for continuous support of the coaching system; determine professional learning topics/supports ○ Use EI Alignment, Selection & Review processes for any new programs/initiatives considered for the next year ○ Ensure funding is allocated for the next year to sustain/scale-up implementation ○ Refine District Universal Screener Letter and plan to share with staff/parents for upcoming year ○ Prompt adjustments to interview protocols/hiring ○ Schedule needed Professional Learning for fall (include Acadience Reading Essentials, SWIFT at SWIS, PBIS/Acadience refreshers) ○ Plan for collecting training effectiveness data for upcoming year <p>DIT Supports to Schools:</p> <ul style="list-style-type: none"> ● Prompt MTSS-C to ensure SLT Meeting dates are scheduled for upcoming year ● Prompt MTSS-C to ensure grade level and cross-department meetings are scheduled every 4 weeks for upcoming school year ● Prompt MTSS-C to conduct monthly check-ins with coaches ● Prompt principals to identify additional training needs for staff (e.g. Acadience Reading, SWIS) ● Prompt principals to include PBIS refreshers in back to school PD <p>Data Coordination:</p> <ul style="list-style-type: none"> ● Prompt MTSS-C to work with District Data Coordinators to: <ul style="list-style-type: none"> ○ Schedule DCA administration for Aug/Sept and Jan/Feb ○ Share Universal Screening & Data Review Windows ○ Meet with District DCs to plan for annual updates to decisions in <i>MTSS Assessment</i>

	<ul style="list-style-type: none"> ○ Ensure all decisions are recorded in MTSS Assessment System Doc <p>District Coaching Supports:</p> <ul style="list-style-type: none"> ● Prompt MTSS-C to prepare to facilitate/attend Spring Data Reviews ● Prompt MTSS-C to update progress on district CSDP
<p>May</p>	<p>DIT:</p> <ul style="list-style-type: none"> ● Prompt MTSS-C to prepare for DIT meeting ● With MTSS-C review DIT accomplishments, barriers, and current work ● Prompt DIT to review of communication effectiveness survey results and revise communication plan/protocols ● Prompt DIT to review of coaching effectiveness survey as part of coaching effectiveness data, and support coaches as needed ● Prompt DIT as they prepare for next year to: <ul style="list-style-type: none"> ○ Schedule DIT Meeting dates for next year ○ Schedule monthly check-ins with coaches for next year ○ Plan for continuous support of the coaching system; determine professional learning topics/supports ○ Use EI Alignment, Selection & Review processes for any new programs/initiatives considered for the next year ○ Ensure funding is allocated for the next year to sustain/scale-up implementation ○ Refine District Universal Screener Letter and plan to share with staff/parents for upcoming year ○ Prompt adjustments to interview protocols/hiring ○ Schedule needed Professional Learning for fall (include Acadience Reading Essentials, SWIFT at SWIS, PBIS/Acadience refreshers) <p>DIT Supports to Schools:</p> <ul style="list-style-type: none"> ● Prompt MTSS-C to conduct monthly check-ins with coaches <ul style="list-style-type: none"> ○ Check-in on grade level, cross department, interventions systems team progress ○ Share coaching effectiveness survey results with school coaches ● Prompt principals to identify additional training needs for staff (e.g. Acadience Reading, SWIS) ● Prompt principals to include PBIS refreshers in back to school PD <p>Data Coordination:</p> <ul style="list-style-type: none"> ● Prompt MTSS-C to work with District Data Coordinators to: <ul style="list-style-type: none"> ○ Ensure systems are set-up for end of year EWI Data Pull and plan for entering into MIDATA ○ Prompt District SWIS Facilitator to review SWIS Readiness requirements with all schools ○ Finalize all assessment decisions for next year and record in <i>MTSS Assessment System</i> ○ Ensure all decisions are recorded in MTSS Assessment System Doc

	<p>District Coaching Supports:</p> <ul style="list-style-type: none">● Prompt MTSS-C to prepare to facilitate/attend Spring Data Reviews● Prompt MTSS-C to update progress on district CSDP
<p>June</p>	<p>DIT:</p> <ul style="list-style-type: none">● Prompt MTSS-C to ensure ALL meeting dates are finalized for upcoming year● Prompt MTSS-C to prepare for DIT meeting● With MTSS-C review DIT accomplishments, barriers, and current work <p>DIT Supports to Schools:</p> <ul style="list-style-type: none">● Prompt MTSS-C to conduct monthly check-ins with coaches <p>Data Coordination:</p> <ul style="list-style-type: none">● Prompt MTSS-C to work with District Data Coordinators to:<ul style="list-style-type: none">○ Ensure systems are set-up for end of year EWI Data Pull and plan for entering into MIDATA○ Communicate any district personnel changes, if applicable○ Ensure all decisions are recorded in MTSS Assessment System Doc <p>District Coaching Supports:</p> <ul style="list-style-type: none">● Prompt MTSS-C to update progress on district CSDP