

Year 4 & Beyond District MTSS Coordinator Monthly Focus

This document provides District MTSS Coordinators with an overview of the month-by-month roles and responsibilities for implementation of an integrated reading and behavior MTSS model.

To support the completion of the following activities, District MTSS Coordinators will need access to the following commonly used resources (link district documents below):

- 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

| Month | Coaching Focus |
|---------------|--|
| August | <p>Professional Learning:</p> <ul style="list-style-type: none"> ● Ensure DIT/SLT members have training dates/registration information for the year based on the needs of the district and schools ● Ensure that district, school, grade level, and cross-department data reviews are scheduled for the year <p>DIT:</p> <ul style="list-style-type: none"> ● 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 <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 |

- Prepare 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

DIT Supports to Schools:

- Confirm SLT Membership & Roles
- Conduct monthly check-ins with coaches
 - Ensure SLTs are communicating “need to knows” outlined in the communication protocol (e.g. updates, accomplishments, barriers)
 - Review communication from SLTs and plan for supports
- 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
- Administer DCA and enter scores in MIDATA (Aug/Sept, prior to Fall Continuous District Data Review)
- Schedule DCA administration for Jan/Feb (if not set last year)
- Review MIDATA District and School context tabs and ensure accuracy (edit if changes to team membership)
- 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
 - 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

District Coaching Supports:

- Update progress on district CSDP
- Update district coaching log

| | |
|-------------------------|---|
| <p>September</p> | <p>DIT:</p> <ul style="list-style-type: none"> ● Prepare 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 ● Share updates from PBIS Kick-off across all schools <p>DIT Supports to Schools:</p> <ul style="list-style-type: none"> ● Conduct monthly check-ins with coaches <ul style="list-style-type: none"> ○ Ensure SLTs are communicating “need to knows” outlined in the communication protocol (e.g. updates, accomplishments, barriers) ○ Review communication from SLTs and plan for supports <p>Data Coordination:</p> <ul style="list-style-type: none"> ● 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"> ● Prepare to facilitate/attend Fall Data Reviews ● Update progress on district CSDP ● Update district coaching log |
| <p>October</p> | <p>DIT:</p> <ul style="list-style-type: none"> ● Prepare 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 ● Develop and share an MTSS update with all stakeholders <p>DIT Supports to Schools:</p> <ul style="list-style-type: none"> ● Conduct monthly check-ins with coaches <ul style="list-style-type: none"> ○ Ensure SLTs are communicating “need to knows” outlined in the communication protocol (e.g. updates, accomplishments, barriers) ○ Review communication from SLTs and plan for supports <p>Data Coordination:</p> |

| | |
|------------------------|--|
| | <ul style="list-style-type: none"> ● Work with District Data Coordinators to: <ul style="list-style-type: none"> ○ Pull SRSS reports for data review ○ 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 ● Ensure all decisions are recorded in MTSS Assessment System Doc <p>District Coaching Supports:</p> <ul style="list-style-type: none"> ● Update District CSDP (Resources: DCA items report, DIT CSDP, DIT Cheat Sheet) ● Update District coaching log |
| <p>November</p> | <p>DIT:</p> <ul style="list-style-type: none"> ● Prepare 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) <p>DIT Supports to Schools:</p> <ul style="list-style-type: none"> ● Conduct monthly check-ins with coaches <ul style="list-style-type: none"> ○ Ensure SLTs are communicating “need to knows” outlined in the communication protocol (e.g. updates, accomplishments, barriers) ○ Review communication from SLTs and plan for supports ○ Check-in on grade level, cross department, interventions systems team progress <p>Data Coordination:</p> <ul style="list-style-type: none"> ● 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 ● Ensure all decisions are recorded in MTSS Assessment System Doc <p>District Coaching Supports:</p> <ul style="list-style-type: none"> ● Update progress on district CSDP ● Update district coaching log |

| | |
|------------------------|---|
| <p>December</p> | <p>DIT:</p> <ul style="list-style-type: none"> ● Prepare 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"> ● Conduct monthly check-ins with coaches <ul style="list-style-type: none"> ○ Ensure SLTs are communicating “need to knows” outlined in the communication protocol (e.g. installation updates, training updates, accomplishments, barriers) ○ Review communication from SLTs and plan for supports <p>Data Coordination:</p> <ul style="list-style-type: none"> ● 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 ● Ensure all decisions are recorded in MTSS Assessment System Doc <p>District Coaching Supports:</p> <ul style="list-style-type: none"> ● Update progress on district CSDP ● Update district coaching log |
| <p>January</p> | <p>DIT:</p> <ul style="list-style-type: none"> ● Prepare 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"> ● Conduct monthly check-ins with coaches <ul style="list-style-type: none"> ○ Ensure SLTs are communicating “need to knows” outlined in the communication protocol (e.g. updates, accomplishments, barriers) |

| | |
|------------------------|--|
| | <ul style="list-style-type: none"> ○ Review communication from SLTs and plan for supports <p>Data Coordination:</p> <ul style="list-style-type: none"> ● Administer DCA and enter scores in MIDATA (Jan/Feb, prior to Winter Continuous District Data Review) ● 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"> ● Prepare to facilitate/attend Winter Data Reviews ● Update progress on district CSDP ● Update district coaching log |
| <p>February</p> | <p>DIT:</p> <ul style="list-style-type: none"> ● Prepare 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) <p>DIT Supports to Schools:</p> <ul style="list-style-type: none"> ● Conduct monthly check-ins with coaches <ul style="list-style-type: none"> ○ Ensure SLTs are communicating “need to knows” outlined in the communication protocol (e.g. updates, accomplishments, barriers) ○ Review communication from SLTs and plan for supports <p>Data Coordination:</p> <ul style="list-style-type: none"> ● 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"> ● Update District CSDP during Winter Data Review (Resources: DCA items report, DIT CSDP, DIT Cheat Sheet) ● Update district coaching log |
| <p>March</p> | <p>DIT:</p> <ul style="list-style-type: none"> ● Prepare 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 ● Develop and share an MTSS update with all stakeholders <p>DIT Supports to Schools:</p> <ul style="list-style-type: none"> ● Conduct monthly check-ins with coaches <ul style="list-style-type: none"> ○ Ensure SLTs are communicating “need to knows” outlined in the communication protocol (e.g. updates, accomplishments, barriers) ○ Review communication from SLTs and plan for supports ○ Check-in on grade level, cross department, interventions systems team progress <p>Data Coordination:</p> <ul style="list-style-type: none"> ● 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 ● 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"> ● Update progress on district CSDP ● Update district coaching log |
| <p>April</p> | <p>DIT:</p> <ul style="list-style-type: none"> ● Prepare 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
 - 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

DIT Supports to Schools:

- Ensure SLT Meeting dates are scheduled for upcoming year
- Ensure grade level and cross-department meetings are scheduled every 4 weeks for upcoming school year
- Conduct monthly check-ins with coaches
 - Ensure SLTs are communicating “need to knows” outlined in the communication protocol (e.g. updates, accomplishments, barriers)
 - Review communication from SLTs and plan for supports
- 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

Data Coordination:

- Work with District Data Coordinators to:
 - 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 *MTSS Assessment*
 - Ensure all decisions are recorded in MTSS Assessment System Doc

| | |
|-------------------|---|
| | <p>District Coaching Supports:</p> <ul style="list-style-type: none"> ● Prepare to facilitate/attend Spring Data Reviews ● Update progress on district CSDP ● Update district coaching log |
| <p>May</p> | <p>DIT:</p> <ul style="list-style-type: none"> ● Prepare 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 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"> ● Conduct monthly check-ins with coaches <ul style="list-style-type: none"> ○ Ensure SLTs are communicating “need to knows” outlined in the communication protocol (e.g. updates, accomplishments, barriers) ○ Review communication from SLTs and plan for supports ○ 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"> ● 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"> ● Prepare to facilitate/attend Spring Data Reviews ● Update progress on district CSDP ● Update district coaching log |
| <p>June</p> | <p>DIT:</p> <ul style="list-style-type: none"> ● Ensure ALL meeting dates are finalized for upcoming year ● Prepare 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"> ● Conduct monthly check-ins with coaches <ul style="list-style-type: none"> ○ Ensure SLTs are communicating “need to knows” outlined in the communication protocol (e.g. updates, accomplishments, barriers) ○ Review communication from SLTs and plan for supports <p>Data Coordination:</p> <ul style="list-style-type: none"> ● 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"> ● Update progress on district CSDP ● Update district coaching log |