

**District Implementation Team (DIT) Coaching Service Delivery Plan**

Implementation Specialist: KP

District: HAS

Date: 9/30/16

Updated: 9/26/17, 11/7/17, 3/7/18

**Coaching Concept 1:**

<p><b>Coaching Concepts or Skills</b></p>	<p><b>Communication protocol development and use: (DCA Items #10-12)</b></p> <ol style="list-style-type: none"> <li>a. DIT to SLT</li> <li>b. Other groups / teams and stakeholders whose work impacts the Effective Innovation (e.g., Board of Education, ISD IT)</li> </ol> <p><b>Analysis of Need:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Can't Do</li> <li><input type="checkbox"/> Won't Do</li> </ul> <p><b>Timeline for Completion of Coaching Supports:</b> January 2017</p>
<p><b>Coaching Supports</b></p>	<ol style="list-style-type: none"> <li>1. Conduct product review of communication survey with District MTSS-C using worked example- <b>October-Completed</b></li> <li>2. Prompt MTSS-C/DIT to revise communication survey-<b>October-Completed</b></li> <li>3. Prompt MTSS-C/DIT to share with staff for feedback-<b>November-Completed</b></li> <li>4. Prompt the finalization of barrier removal process with MTSS-C using DCA &amp; example products (DCA #11)-<b>October/November-Completed</b> <ol style="list-style-type: none"> <li>a. Revise/edit for clarity and accuracy</li> <li>b. Include pre-meeting sheet tabs</li> <li>c. Include barrier removal google form</li> </ol> </li> <li>5. Conduct product review of barrier removal process and provide feedback to MTSS-C- <b>November/December-Completed</b></li> <li>6. Co-facilitate w/ MTSS-C the DIT review of feedback from stakeholders (survey) on effectiveness of communication-<b>November/December-Completed</b></li> <li>7. Co-facilitate w/ MTSS-C the DIT to make final revisions to communication plan based on feedback and develop a communication flow chart, to include updates to district processes (e.g. EI process, communication plan) (DCA #10)-<b>November/December-Completed</b></li> <li>8. Prompt MTSS-C to share revised communication plan and barrier removal process with DIT for final approval-<b>December-Completed</b></li> <li>9. Prompt MTSS-C/DIT to share revised communication plan and barrier removal process with stakeholders identified in the plan-<b>January-Completed</b></li> <li>10. Observe DIT meetings and review DIT agendas for evidence of use of communication plan/barrier removal adherence and provide feedback to MTSS-C- <b>January, February-Completed</b></li> </ol>
<p><b>Coaching Frequency / Schedule</b></p>	<ul style="list-style-type: none"> <li>• Participate in Monthly meetings with MTSS-C prior to DIT meeting</li> <li>• Participate in Monthly DIT meetings , if available, if not available work with MTSS-C ahead of time to develop agenda and provide resources ahead of time for team to review</li> <li>• Participate in at least DIT events when appropriate</li> </ul>
<p><b>Coach Preparation</b></p>	<ul style="list-style-type: none"> <li>• Review concepts/skills provided during DIT professional learning sessions</li> <li>• Allocating time to review products prior to meetings / trainings</li> <li>• Allocate time to compile resources</li> <li>• Allocate time to meet with District MTSS-C prior to/after monthly DIT meetings</li> <li>• Allocate time to attend DIT meetings/events</li> <li>• Allocating time to prepare for an observation of the DIT by identifying "look fors" to share with the team prior to the observation and / or creating a tool to frame observations and feedback</li> </ul>

<b>Mechanisms to Provide Feedback</b>	Feedback to be provided (e.g. from observations, product reviews): <ul style="list-style-type: none"> <li>○ During/after DIT meetings</li> <li>○ During/after trainings (e.g. group reflection)</li> <li>○ During/after meetings with individual DIT members</li> </ul>
<b>Timeline for Written Feedback</b>	<ul style="list-style-type: none"> <li>● When written feedback is required (e.g., produce reviews, response to questions, following DIT meetings), it will be provided within 3 business days of the meeting / event</li> </ul>
<b>Coaching Effectiveness Measure</b>	<ul style="list-style-type: none"> <li>● District Capacity Assessment data</li> <li>● Review of products to ensure they include the essential components</li> <li>● DIT's use of the processes, procedures, or products</li> <li>● Staff Satisfaction gathered from Coaching Surveys (twice per year)</li> <li>● CSDP Adherence Data - evidence also included in coaching log</li> </ul>

**Coaching Concept 2:**

<b>Coaching Concepts or Skills</b>	<p><b>District Coaching System (DCA Items #21-23,25)</b></p> <p>*Policies, Procedures *Selection Processes *Coaching Service Delivery Plans</p> <p><b>Analysis of Need:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Can't Do</li> <li><input type="checkbox"/> Won't Do</li> </ul> <p><b>Timeline for Completion of Coaching Supports:</b> June 2018</p>
<b>Coaching Supports</b>	<p><b>Plan to Develop Coaching System (DCA Items #21,24, 25)</b></p> <ol style="list-style-type: none"> <li>Teach MTSS-C/DIT Components of a Coaching System by developing 4, 15 min. videos using DIT Installation Content and providing potential DIT activities for each component of the coaching system <ol style="list-style-type: none"> <li>Coaching Types (Systems/Instructional) &amp; Coaching Focus-<b>November-Completed</b></li> <li>Coach Selection, Responsibilities, Guidelines-<b>December-Completed</b></li> <li>Coaching Support for School Coaches-<b>January-Completed</b></li> <li>Coaching Effectiveness Data-<b>February-Completed</b></li> </ol> </li> <li>Co-create a long-term plan for building a Coaching System with DIT through the addition of activities to MTSS Implementation plan during each DIT meeting <ol style="list-style-type: none"> <li>Coaching Types (Systems/Instructional) &amp; Coaching Focus (<b>DCA Item #24</b>)-<b>November-Completed</b> <ul style="list-style-type: none"> <li>■ Potential Activities to consider: <ul style="list-style-type: none"> <li>● Communication needed to specific stakeholder groups providing clarification on systems coaching</li> <li>● Communication to individuals/groups needing to be aware of CSDPs/purpose</li> <li>● Documentation of focus of systems coach (broad/narrow), guidance/use of CSDPs, use of monthly focus document</li> </ul> </li> </ul> </li> <li>Coach Selection, Responsibilities, Guidelines-<b>December-Completed</b> <ul style="list-style-type: none"> <li>■ Potential Activities to consider: <ul style="list-style-type: none"> <li>● Revise/review current School Coach Role &amp; Guidelines to ensure inclusion of: <ul style="list-style-type: none"> <li>○ Selection process</li> <li>○ Focus of Systems Coach</li> <li>○ Guidance/Use of CSDPs</li> <li>○ Professional Learning Plan Development (<b>DCA #21</b>)</li> <li>○ Guidelines/procedures</li> <li>○ Roles/responsibilities</li> <li>○ Monthly Focus Document</li> </ul> </li> <li>● Revise and request feedback from IS on updated school coach document</li> <li>● Plan for communicating document to principals/coaches/staff</li> </ul> </li> </ul> </li> </ol> </li> </ol>



# MIBLSI

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	<p>c. Coaching Support for School Coaches (<b>DCA Item #21</b>)-January-<b>Completed</b></p> <ul style="list-style-type: none"> <li>■ Potential Activities to consider: <ul style="list-style-type: none"> <li>● Co-facilitate preparation for supportive coaching structure including: <ul style="list-style-type: none"> <li>○ Establishing a monthly check-in between DIT designees and coaches</li> <li>○ Establishing an agenda for monthly check-in (barriers, communication, Tier 1 support, EI recommendations, monthly checklist, CSDPs, PLP)</li> <li>○ Developing a coaches monthly focus document/checklist based on State of MI format (include yearly schedule for teaching/reteaching expectations)</li> <li>○ Product reviews/feedback on completed individualized CSDPs with MTSS-C (<b>DCA #24</b>)</li> <li>○ Establishing a professional learning plan (plan to develop skills) for coaches</li> <li>○ Establishing supports/check in on Coaching Service Delivery Plans</li> </ul> </li> <li>● Support the development of professional learning plans &amp; provide feedback</li> </ul> </li> </ul> <p>d. Coaching Effectiveness Data (<b>DCA Items #25</b>)-February-<b>Completed</b></p> <ul style="list-style-type: none"> <li>■ Potential Activities to consider: <ul style="list-style-type: none"> <li>● Determine data sources to collect</li> <li>● Expectations for collection of individualized coaching service delivery plans</li> <li>● Plan for collection of District CSDP Summary Table (CSDP Adherence Data)</li> <li>● Plan for reviewing TFI data</li> <li>● Revise Coaching Effectiveness Survey</li> <li>● Communicate and share coaching survey with BLT</li> <li>● Develop plan for reviewing coaching effectiveness data (integrate into Data Review)</li> </ul> </li> </ul>
<p><b>Coaching Frequency / Schedule</b></p>	<ul style="list-style-type: none"> <li>● Participate in Monthly meetings with MTSS-C prior to DIT meeting</li> <li>● Participate in Monthly DIT meetings , if available, if not available work with MTSS-C ahead of time to develop agenda and provide resources ahead of time for team to review</li> <li>● Participate in at least DIT events when appropriate</li> </ul>
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