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| **Implementation Team Notetaking and Implementation Data Analysis Planning Tool** |
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| [September 2018](#September) | DIT Meeting Notes & Action Plan |
| [October 2018](#October) | DIT Meeting Notes & Action Plan |
| [November 2018](#November) | DIT Meeting Notes & Action Plan |
| [December 2018](#December) | DIT Meeting Notes & Action Plan |
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| [May 2019](#May) | DIT Meeting Notes & Action Plan |

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| **Decision Rules: Data districts and schools will use**  |
| **Student Academic Data****Screening:****Interim:****Summative:** **Adult and System Implementation Data****Fidelity:** Observation Tool for Instructional Supports and Systems (OTISS)**Capacity:** District Capacity Assessment (DCA) & Drivers Best Practice Assessment (DBPA)**Training:** Pre/Post Assessments, Efficacy, Adult Learning Strategies, and Math Practice Profile Components**Coaching:** Teacher Survey and Log**Organization Drivers:** Practice to Policy Feedback Loops (teacher, principal, district, region, state) |

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| **District Implementation Team Meeting Notes**  |
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|  | **Date** | **Time** | **Location** | **Facilitator** | **Note Taker** | **Data Analyst** | **Time Keeper** |
| **Meeting** | February |  |  |  |  |  |  |
| **Next Meeting** |  |  |  |  |  |  |  |

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| **Team Members (Place an “x” to the left of name is present)** |
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| **Agenda Item** |
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|  | **Date** | **Time** | **Location** | **Facilitator** | **Note Taker** | **Data Analyst** | **Time Keeper** |
| **Meeting** | May |  |  |  |  |  |  |
| **Next Meeting** |  |  |  |  |  |  |  |

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| **Team Members (Place an “x” to the left of name is present)** |
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| **Agenda Item** |
| 1.  | 5.  |
| 2.  | 6.  |
| 3.  | 7.  |
| 4.  | 8. |
| **District Successes** |
|  |

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| **Student****Screening/Interim Academic Problem Statement:** **Screening/Interim Academic End of Year Goals:** **Summative Academic Problem Statement:** **Summative Academic End of Year Goals:**  |
| **Adult and System****OTISS Problem Statement:** **OTISS End of Year Goals:**  |
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| **Fidelity and Student Outcome Data Reviewed Three Times per Year** |
|  | **Beginning of Year** | **Middle of Year** | **End of Year** |
| **Student Screening/Interim Data** |  |  |  |
| **OTISS** |  |  |  |
| **Investigate Implementation Data and Action Plan to Meet End of Year Goal****Monthly PDSA Rapid-Cycle Problem Solving** |
| **Data Sources** | **What is the Data Telling us?** | **Current/Ongoing Problem**  |
| **Interim/Screener** |  |  |
| **OTISS** |  |  |
| **Capacity (e.g. DCA/DPBA)** |  |  |
| **Training** |  |  |
| **Coaching** |  |  |
| **Facilitative Administration** |  |  |
| **Systems Intervention** |  |  |
| **Decision Support Data Systems** |  |  |
| **OTHER** |  |  |
| **OTHER** |  |  |
| **PLAN & DO****Date:**  | **STUDY****Date:**  |
| Action Steps | Who? | By when? | Goal & Measure | Fidelity of Imp | Effectiveness of |
|  |  |  |  | [ ]  Not started[ ] Partial imp.[ ] Imp. w/fidelity[ ] Stopped | [ ] Worse[ ] No Change[ ] Imp. but not to Goal [ ] Imp. & Goal met |
|  |  |  |  | [ ]  Not started[ ] Partial imp.[ ] Imp. w/fidelity[ ] Stopped | [ ] Worse[ ] No Change[ ] Imp. but not to Goal [ ]  Imp. & Goal met |
|  |  |  |  | [ ]  Not started[ ] Partial imp.[ ] Imp. w/fidelity[ ] Stopped | [ ] Worse[ ] No Change[ ] Imp. but not to Goal [ ] Imp. & Goal met |
|  |  |  |  | [ ]  Not started[ ] Partial imp.[ ] Imp. w/fidelity[ ] Stopped | [ ] Worse[ ] No Change[ ] Imp. but not to Goal [ ] Imp. & Goal met |

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