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| **Implementation Team Notetaking and Implementation Data Analysis Planning Tool** | |
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| [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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| **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** |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | **Date** | **Time** | **Location** | **Facilitator** | **Note Taker** | **Data Analyst** | **Time Keeper** | | **Meeting** | February |  |  |  |  |  |  | | **Next Meeting** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Team Members (Place an “x” to the left of name is present)** | | | | | | | | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | | **Agenda Item** | | | 1. | 5. | | 2. | 6. | | 3. | 7. | | 4. | 8. | | **District Successes** | | |  | | |
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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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| **District Implementation Team Meeting Notes** |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | |  | **Date** | **Time** | **Location** | **Facilitator** | **Note Taker** | **Data Analyst** | **Time Keeper** | | **Meeting** | May |  |  |  |  |  |  | | **Next Meeting** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Team Members (Place an “x” to the left of name is present)** | | | | | | | | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  | |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | | **Agenda Item** | | | 1. | 5. | | 2. | 6. | | 3. | 7. | | 4. | 8. | | **District Successes** | | |  | | |
| **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:** |
| |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **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 | | |