Communication is important for any program or innovation. Intentionally developing and using linking communication protocols for new or existing programs and innovations establishes a transparent feedback process and furthers the development of a hospitable policy, funding, and operational environment.

The specific purposes of linking communication protocols are to:

- Communicate progress and celebrate success throughout the system
- Report systemic barriers that are preventing or hindering implementation and
  - Should be resolved by one of the groups
  - Need to be moved ‘up the line’ to the group that can best address the barrier
- Report on actions taken related to resolve or address past issues
- Revisit past decisions and agreements periodically to ensure that solutions are still functional

In promoting system alignment, you may be developing a ‘chain’ of protocols from the practice level to the state level or you may be developing protocols between and among partners in a collaborative group. Depending on a number of factors (e.g. how new the relationships are, how cohesive the groups are, how much a common purpose is shared), it may take one or several meetings to work out the first draft of the protocols. After the protocols have been tried out a couple of times, the process should be evaluated for satisfaction and functionality and then adjusted.
## Communication Protocol Worksheet

**Linked Teams:** XXXX State Implementation Team & XXXX Regional Implementation Team

<table>
<thead>
<tr>
<th>Rationale</th>
<th>FROM SIT to RIT</th>
<th>TO SIT from RIT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Partner in building the transformation zones, which will build implementation capacity across all levels of the system</td>
<td>Provide updates, plans, resources and actions</td>
</tr>
<tr>
<td></td>
<td>• Provide updates, plans, resources and actions</td>
<td>• Identify and report solutions to challenges and barriers (policy, procedures, funding)</td>
</tr>
<tr>
<td></td>
<td>• Identify and report solutions to challenges and barriers (policy, procedures, funding)</td>
<td>• Share questions that we need answered to move Forward</td>
</tr>
<tr>
<td></td>
<td>• Share questions that we need answered to move Forward</td>
<td>• Provide analyzed feedback from DOE on successes and challenges for improvement cycle purposes</td>
</tr>
<tr>
<td></td>
<td>• Provide analyzed feedback from DOE on successes and challenges for improvement cycle purposes</td>
<td>• Prompts and planning for areas of work internal to the REA and with districts</td>
</tr>
<tr>
<td></td>
<td>• Prompts and planning for areas of work internal to the REA and with districts</td>
<td>• Schedule meetings and professional learnings</td>
</tr>
<tr>
<td></td>
<td>• Schedule meetings and professional learnings</td>
<td>• Send upcoming meeting agendas</td>
</tr>
<tr>
<td></td>
<td>• Send upcoming meeting agendas</td>
<td>• Conduct pre-post meetings and debriefs</td>
</tr>
<tr>
<td></td>
<td>• Conduct pre-post meetings and debriefs</td>
<td></td>
</tr>
<tr>
<td><strong>Information to communicate</strong> (e.g., updates, successes, challenges/barriers)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Responsible Individual(s)</strong></td>
<td>State Transformation Specialists: XXXXX &amp; XXXXX</td>
<td>RIT Coordinator: XXXXX</td>
</tr>
<tr>
<td></td>
<td>SISEP Liaison (ccd): XXXX</td>
<td></td>
</tr>
<tr>
<td><strong>Schedule, Time Allotted</strong></td>
<td>At least 2x monthly for pre and post planning-debrief</td>
<td>At least 2x monthly for pre and post meeting debriefs</td>
</tr>
<tr>
<td></td>
<td>15 minutes on monthly SIT agenda for progress and barriers</td>
<td>15 minutes on RIT meeting agendas (2x a month) for progress and barriers</td>
</tr>
<tr>
<td>Format</td>
<td>Response Timeline</td>
<td>Response Format</td>
</tr>
<tr>
<td>-----------------------------------------------------------------------</td>
<td>-----------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>• In person at meetings</td>
<td>• Respond within 72 hours for scheduling (work days)</td>
<td>• Send email (preferred); “Reply” only for scheduling issues;</td>
</tr>
<tr>
<td>• Send email</td>
<td>• Respond within 48 hours barrier to acknowledge receipt and allow a longer time</td>
<td>• Send email “Reply all” for group discussion/consensus</td>
</tr>
<tr>
<td>• Phone, followed with email summary of conversation points</td>
<td>frame for feedback or problem solving (target time frame will be specified)</td>
<td>• Include in response how challenges are being responded to and status of action</td>
</tr>
<tr>
<td>• Send Outlook calendar invitations for scheduling</td>
<td></td>
<td>• Send text when timelines are tight</td>
</tr>
<tr>
<td>• Store meeting resources on AI HUB</td>
<td></td>
<td>• Phone (least preferred option)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FROM RIT to DIT</td>
<td>TO RIT from DIT</td>
</tr>
<tr>
<td>----------------------</td>
<td>---------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------</td>
</tr>
</tbody>
</table>
| **Rationale**        | • Identify roles and responsibilities  
                        • Build team capacity  
                        • Increase efficiency | • Provide updates, plans, and actions  
                        • Identify and report solutions to challenges and barriers (policy, procedures, funding)  
                        • Share questions that we need answered to move forward  
                        • Provide analyzed feedback from RIT on successes and challenges for improvement cycle purposes  
                        • Prompts and planning for areas of work with district and schools  
                        • Schedule meetings and professional learnings  
                        • Send upcoming meeting agendas  
                        • Conduct pre-post meetings and debriefs | • Provide updates, plans, and actions  
                        • Identify and report solutions to challenges and barriers (policy, procedures, funding)  
                        • Share questions that we need answered to move forward  
                        • Provide analyzed feedback from team on successes and challenges for improvement cycle purposes  
                        • Schedule meetings and professional learnings  
                        • Send upcoming meeting agendas with districts  
                        • Conduct pre-post meetings and debriefs |
| **Information to communicate** (e.g., updates, successes, challenges/barriers) | • Provide updates, plans, resources and actions  
                        • Identify and report solutions to challenges and barriers (policy, procedures, funding)  
                        • Share questions that we need answered to move forward  
                        • Provide analyzed feedback from RIT on successes and challenges for improvement cycle purposes  
                        • Prompts and planning for areas of work with district and schools  
                        • Schedule meetings and professional learnings  
                        • Send upcoming meeting agendas  
                        • Conduct pre-post meetings and debriefs | • Provide updates, plans, and actions  
                        • Identify and report solutions to challenges and barriers (policy, procedures, funding)  
                        • Share questions that we need answered to move forward  
                        • Provide analyzed feedback from team on successes and challenges for improvement cycle purposes  
                        • Schedule meetings and professional learnings  
                        • Send upcoming meeting agendas with districts  
                        • Conduct pre-post meetings and debriefs |
| **Responsible Individual(s)** | RIT Coordinator: XXXXX  
                          RIT team members(ccd): XXXXX & XXXXX  
                          RIT members: Plant seeds within context while engaged in ESD work within districts: | DIT Coordinator: XXXXXX |
| Schedule, Time Allotted | ● Conduct ongoing conversations with the district staff point person  
  ● Schedule DIT meetings monthly (training and planning)  
  ● At least 1x monthly for pre and post planning-debrief  
  ● 15 minutes on monthly RIT agenda for progress and barriers | ● At least 1x monthly for pre and post meeting debriefs  
  ● 15 minutes on DIT meeting agendas (1x a month) for progress and barriers |
|------------------------|---------------------------------------------------------------------|---------------------------------------------------------------------|
| Format                 | ● In person at meetings  
  ● Send email  
  ● Phone, followed with email summary of conversation points  
  ● Send Outlook calendar invitations for scheduling  
  ● Store resources on Google Drive | ● In person at meetings  
  ● Send email  
  ● Send Outlook calendar invitations for scheduling  
  ● Store meeting resources on Google Drive  
  ● Send text |
| Response Timeline       | ● Respond within 48 hours for scheduling (work days)  
  ● Respond within 48 hours barrier to acknowledge receipt and allow a longer time frame for feedback or problem solving (target time frame will be specified) | ● Respond within 48 hours for scheduling (work days)  
  ● Respond within 48 hours barrier to acknowledge receipt and allow a longer time frame for feedback or problem solving (target time frame will be specified) |
| Response Format         | ● Send email (preferred); “Reply” only for scheduling issues;  
  ● Send email “Reply all” for group discussion/consensus  
  ● Include in response how challenges are being responded to and status of action  
  ● Send text when timelines are tight  
  ● Phone (least preferred option) | ● Send email (preferred); “Reply” only for scheduling issues;  
  ● Send email “Reply all” for group discussion/consensus  
  ● Include in response how challenges are being responded to and status of action  
  ● Phone when timelines are tight |