

## Coach's Reflection Tool for District Data Review

The purpose of this tool is to support a District Coordinator coach with preparing to facilitate team discussions during District Fall and Winter Data Review.

### Planning for the Data Review Day

What proactive communication or work to develop buy-in or readiness might need to occur prior to the Data Review day? (Consider sharing your rationale for the worksheet the team will focus on at data review with your executive leader.) Are there barriers that need to be added to the team's barrier removal log? (Refer to communication protocols and barrier removal process).

Proactive Communication:

Acknowledging the accomplishments of the DIT and the SLTs can help to gain and maintain momentum for this work. How might you and/or your executive leader acknowledge the hard work of the DIT? What ideas might you bring to the DIT for acknowledging the hard work of the SLTs? Be sure the acknowledgements tie specifically to the accomplishments of each team.

Acknowledgements:

### Facilitating the *Implement, Monitor and Adjust* section of the worksheet

What important talking points do you want to share with your team as you address the questions "Are we implementing our plan?" and "Is our plan working?" As your team's coach, this is your opportunity to acknowledge their hard work and motivate them to engage in continuous improvement.

Talking points to team:

Reflect upon your own accomplishments as a coach. Which of your coaching activities these past few months has had the greatest impact? Why?

Reflection on coaching accomplishments:

What barriers, if any, may be impeding your progress on completing activities from your coaching service delivery plan? (List barriers and the activities impacted). What steps have you taken to address barriers or communicate the barriers to the DIT?

Reflection on coaching barriers:

### Facilitating the *Assess Needs: Discover* section of the worksheet

If your team is in year 4 or beyond but is still focusing on Tier 1 for problem-solving, when and how will you, with support from your liaison, create a sense of urgency to shore up Tier 1 so time and energy can be shifted to addressing the needs at Tiers 2 and 3?

Moving beyond Tier 1:

Teams often get frustrated when they are asked to interpret messy or inaccurate data. Consider: (a) Were fidelity and student outcome measures administered by trained assessors? (b) Were data collected within the windows specified in the Assessment System? (c) Have schools reported any concerns regarding the validity of their data that require district support?

What concerns will you share with your team and what evidence will you cite?

Data concerns:

What supports do you need from your Data Coordinator(s) and/or IS before, during or after the team's Data Review day to address any concerns with the data?

Supports needed:

What important talking points do you want to share with your team and what engagement strategies (e.g., make predictions of the data, quick checks for understanding of the visual displays of data, individual development of precise gap statements with opportunity to share out) will you use to support your team?

Talking points and engagement strategies:

Your team should develop precise gap statements together to create a shared sense of ownership over the needs they are seeing in the data, but you may want to jot down some ideas on potential gaps your team is likely to identify so you can support them in developing precise gap statements.

Ideas for precise gap statements:

### Facilitating the *Assess Needs: Root Cause Analysis* section of the worksheet

Do you have any concerns about the validity of the DCA scores? Consider: (a) Was the DCA administered by a trained facilitator? (b) Were products reviewed prior to and/or during administration to confirm scoring? If you have concerns with the validity of specific DCA items, note the specific items and identify additional data sources you might need to draw upon if/when these items are discussed.

Specific DCA items of concern and other data sources that may need to be accessed:

### Facilitating the *Plan* Section of the worksheet

What supports will your team need to efficiently brainstorm, prioritize, and add activities to their Implementation plan?

Ideas to support plan development:

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