

Exploration and Readiness: ISD Capacity to Support District Implementation of Social Emotional and Behavioral MTSS

This document provides ISDs with key information and next steps to consider when exploring participation in the ISD Capacity to Support District Implementation of Social Emotional and Behavioral (SEB) MTSS professional learning series.

Overview

This series prepares identified ISD staff to train and coach district teams to develop a district infrastructure needed to install, implement, and sustain an SEB MTSS framework. Identified ISD staff will support a local district in installing a district infrastructure to support SEB MTSS efforts.

This technical assistance offering includes:

- A scope and sequence of professional learning
- Use of specific assessments and data systems (e.g., MiMTSS Data System, installation checklists, District Capacity Assessment (DCA))

ISD Capacity to Support District Implementation of SEB MTSS series consists of 10 2-hour ISD-specific learning opportunities (5 pre-sessions and 5 post-sessions) to meet before and after the district sessions. The two-hour pre- and post-sessions are designed for ISD staff to preview and reflect on the concepts, examples, and content through their region's context to inform current and future coaching and supports to district coordinators and teams. The identified ISD staff also attend learning opportunities alongside a district MTSS Coordinator and District Team.

District Partnership

Participation in this series for the ISD requires a partnership with a district interested in developing a District Infrastructure to implement an SEB MTSS framework. Partnership between the ISD and District should come from "mutual selection", where both parties:

- Agree on the value of establishing a district infrastructure to meet desired goals.
- Commit to the personnel and time commitments.
- Agree to the commitments in the Exploration and Readiness: DIT Series for ISD Capacity Building document.

The mutually selected district partner identifies a District MTSS Coordinator who attends 5 3-hour Coaching Support Sessions with identified ISD staff. The District Implementation Team (DIT) attends 5 2-hour professional learning team sessions with the entire team, including the

coordinator and identified ISD staff. During the district coaching sessions and team sessions, MiMTSS TA Center staff deliver content specific to the district infrastructure.

The format of this series is as follows and repeats for the 5 learning topics:

- Pre-Session
- Coaching Support Session
- District Implementation Team Session
- Post-Session
- A district implementation team meeting to complete work following DIT session (ISD attendance not required, but encouraged)

Given the time commitment of 45 hours of professional learning for identified ISD staff as well as coaching that will continue through district implementation the subsequent year(s), there is a prerequisite for ISDs to have engaged in County-wide MTSS Planning with the MiMTSS TA Center prior to accessing this series.

Commitments of ISD

- Select ISD personnel with time allocated to support the district learning partner in developing the infrastructure needed to install, implement, and sustain SEB MTSS. (Review ISD DIT Coach position description)
- ISD DIT Coach Commitments:
 - 45 hours of professional learning (Pre-sessions, Coaching Support Sessions, District Implementation Team Sessions, Post-Sessions)
 - Planning time with District Coordinator following Coaching Support Session to prepare to support the DIT during the team session
 - Working alongside the DIT outside of each professional learning session to develop the systems and processes to support MTSS
 - Ongoing coaching supports for the DIT beyond installation and into initial application of the district infrastructure for SEB MTSS Implementation
- Develop a letter of agreement to be signed by the district partner stating their commitment to building a district infrastructure and framing their learning around installing and implementing SEB MTSS.

Commitments of district learning partner

- Select a district coordinator with time allocated to support the district team in developing the infrastructure needed to install, implement and sustain SEB MTSS. (Review [District MTSS Coordinator Position Description](#))
- District Coordinator commitment:
 - 25 hours of professional learning (Coaching Support Sessions, District Implementation Team Sessions)
 - Planning time with the identified ISD staff
 - Facilitating the DIT outside of each professional learning session to develop the district infrastructure
 - Monthly check-ins with Superintendent to support contextualization of work for district
 - Check-ins with school-level coaches
- Select/Convene a District Implementation Team who will (1) attend 5 professional learning sessions (total of 10 hours) and (2) meet at least once following each professional learning session to further develop the systems and processes to support SEB MTSS. The team may consider holding an entire day with professional learning in the morning and time for the team to work in the afternoon.

Professional Learning Session Topics with a Coaching Support Session (CSS) occurring prior to each one:

- District Implementation Team Readiness + District Capacity Assessment (*3-hours)
- District Implementation Team Development
- Communication
- Coaching System
- Initiative & Innovation Alignment and Review

For a deeper understanding of the content covered in each session, review team session content found on the professional learning page of our website.

Please note: This series of learning is focused on building/refining district *Infrastructure* (systems, processes, procedures) to support implementation and sustained use of SEB MTSS. This series will *not* result in concrete school-level permanent products nor will there be learning about specific school/classroom level practices.

Assessing Need, Fit, & Capacity

Prior to engaging in or selecting any new initiative, it is important to assess the need, fit, and capacity for the program, practice, or framework you are considering.

ISDs will want to consider the following when assessing the need, fit, and capacity to support districts in the installation and use of a district implementation infrastructure for SEB MTSS:

Need/Evidence:

- What conversations have been had with ISD leadership and staff to determine if this is a current need? It is critical to have sponsors/champions with decision-making authority to support this work and buy-in from staff related to the need.
- What additional data do you have to support this as a need for your ISD?
- Review the following resources to understand the evidence and research supporting the development of a district infrastructure:
 - [Implementation Science \(NIRN's AI HUB\)](#)
 - [MDE MTSS Practice Profile](#)

Fit/Usability:

- Review the following resources to better understand the components of a district implementation infrastructure:
 - [Installing a District Implementation Infrastructure](#) (recorded module)
 - [District Capacity Assessment \(DCA\)](#)
- How will this fit with the existing work and priorities of your ISD and Districts?
- Consider completing or reviewing an ISD [initiative inventory](#).

Capacity/Supports:

- MiMTSS TA Center will provide initial professional learning to ISD staff during the Pre and Post Sessions and to the district learning partner during the coaching support sessions and team sessions. What additional professional learning is needed for ISD staff?
- Consider ISD capacity to allocate personnel to attend the professional learning series to learn how to train and coach a district team through installation of a district infrastructure to support SEB MTSS. What resources (e.g., staff, time, funding) are needed to prioritize and support this work? Does the ISD have a county-wide MTSS Plan for how to expand this work to multiple districts within the region?
- District partners will require support from ISD staff through initial implementation. Consider ISD capacity to allocate personnel to coach a DIT in initially implementing their district infrastructure and applying it to SEB MTSS. Identified ISD staff will need to allocate approximately 30-35 days (180-210 hours) per year to support the District Coordinator and DIT during initial implementation.
- Consider how the ISD might support districts in assessing capacity and ensuring staff, time and funding can be allocated to this work.

Addressing Readiness & Next Steps

Prior to engaging in this professional learning series, take time to assess and create readiness with both ISD and District staff.

- Participate in County-wide MTSS Planning with the MiMTSS TA Center.
- Develop rationales or talking points for how this work will support districts in implementing SEB MTSS.
- Work with ISD leaders (e.g., superintendent, administrators) to assess need, fit, and capacity for the ISD to engage in this work (see questions above to guide conversation). Ensure clear communication about need, fit, and feasibility (i.e., capacity) has occurred with ISD leadership and staff.
- Ensure identified ISD staff have the time and space to attend professional learning and coach a district team along-side the district coordinator.
- Provide an overview to district leaders of the commitments required of a district learning partner (e.g., professional learning, required assessments, time allocation, critical roles).
- Work with district leaders (e.g., superintendent, administrators) to assess need, fit, and capacity for the district to engage in this work (see “Exploration and Readiness: DIT Installation District Partnership document”).
- Work with district leaders to select or identify a District Implementation Team (DIT) and District Coordinator who will work with ISD staff to coach the DIT.
 - [District Implementation Team Formation](#) (recorded module)
 - [DIT Recruitment and Selection Document](#)
 - [District Organizational and Committee Audit](#)
 - [Coaching the District Implementation Team](#) (recorded module)
 - [District Coordinator Resources](#)
 - [Staff Recruitment, Selection, and Supports](#) (recorded module)
- Work with district leaders to sign a letter of agreement indicating that SEB MTSS will be the initiative the district infrastructure work will be applied to initially.

URLs Used in Document

[MDE MTSS Practice Profile](#)

(https://www.michigan.gov/documents/mde/MDE_MTSS_Practice_Profile_5.0July2020_ADA_700696_7.pdf)

[Installing a District Implementation Infrastructure](#)

(<https://youtu.be/KfYqxrSVt8>)

[District Capacity Assessment](#)

(https://nirn.fpg.unc.edu/sites/nirn.fpg.unc.edu/files/imce/documents/DCA_7.7_10-18-19.pdf)

[Initiative Inventory](#)

(https://mimtsstac.org/sites/default/files/Documents/MTSS_Structures/MTSS_Supports_for_MIC_IP_Platform/Discover/District_Initiative_and_Innovation_Inventory.pdf)

[Staff Recruitment, Selection, and Supports](#)

(<https://youtu.be/pTT10UPFPR0>)

[District Implementation Team Formation](#)

(<https://youtu.be/gFSeJzkUcCI>)

[DIT Recruitment and Selection Document](#)

(https://mimtsstac.org/sites/default/files/Documents/MIBLSI_Sequence/District/DIT_Modules/DIT_Presession/Session2/1.0_DIT_Recruitment_and_Selection.pdf)

[District Organizational and Committee Audit](#)

(https://mimtsstac.org/sites/default/files/Documents/TargetedTA/DITReadiness/District_Organizational_Structure_and_Committee_Audit.pdf)

[Coaching the District Implementation Team](#)

(<https://youtu.be/lwAQxc0X6-Y>)

[District Coordinator Resources](#)

(<https://mimtsstac.org/teams-roles/specialized-functions/district-coordinators>)

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