



IDEA-DA DATA Review

Facilitator Preparation Guide and Fidelity Checklist:

IDEA-DA Level 2 and Level 3 Data Review Literacy and Secondary Transition

This checklist is intended to support the Data Review Facilitator(s) in organizing, preparing, and facilitating the IDEA-DA Data Review Protocol process. This support is organized into three sections and may be used however it is most helpful locally. Those three sections are:

1. Preparation
2. Data Review Protocol Process
3. Wrap up & Next Steps

1. Preparation	Done?			Notes
	Y	N	?	
<input type="checkbox"/> WATCH the two IDEA-DA webinars: <input type="checkbox"/> Overview of Iowa's IDEA-DA Process and Model , Presentation Slides Recorded 10-21-22, 20 minutes <input type="checkbox"/> Overview of District Data and Support Levels for IDEA-DA , Presentation Slides Recorded 12-2-22. 40 minutes				
<input type="checkbox"/> REVIEW the Data Review Protocol and Facilitation Guide to become familiar with the purpose, content, activities and tasks included <input type="checkbox"/> Literacy DRP, Facilitation Guide <input type="checkbox"/> Secondary Transition DRP, Facilitation Guide				
<input type="checkbox"/> PREVIEW the District's data and ensure all data is accessible to the team <input type="checkbox"/> Literacy <input type="checkbox"/> Secondary Transition				
<input type="checkbox"/> CREATE an agenda including the date, time, and location for the in-person IDEA-DA data review session				
<input type="checkbox"/> INVITE the recommended district leadership team members and additional staff to the Data Review sessions. <input type="checkbox"/> Literacy <input type="checkbox"/> Secondary Transition				
<input type="checkbox"/> CONSIDER supports for the facilitator(s) or access to/inviting additional team members who may be needed to explain and answer questions related to the specific data (Secondary Transition, Significant Disabilities, Preschool, and/or K-6 Literacy)				

<input type="checkbox"/> GATHER DOCUMENTS AND LINKS FROM YOUR AEA FOLDER. Have the necessary hard copy materials on hand for each <i>leadership team member</i> and/or have links and access readily available for member use. For the IDEA DA Data Review process, the following resources and documents will be helpful: <ul style="list-style-type: none"> <input type="checkbox"/> Slides for Data Review Protocol Process (PROJECTED Slides) <input type="checkbox"/> Optional Slides for Facilitator only (includes additional prompts for facilitator) <input type="checkbox"/> Copies of the actual DISTRICT DATA and DATA CHEAT SHEETS to be used for the Data Review Protocol <ul style="list-style-type: none"> <input type="checkbox"/> Ensure that all members of the Leadership Team have a paper copy of each of the data tables and data cheat sheets depending on the assigned area of focus (Literacy or Secondary Transition) <ul style="list-style-type: none"> <input type="checkbox"/> Preschool Data Table <input type="checkbox"/> Preschool Data Cheat Sheet <input type="checkbox"/> K-6 Literacy Data Table <input type="checkbox"/> K-6 Literacy Data Cheat Sheet <input type="checkbox"/> Significant Disabilities Data Table <input type="checkbox"/> Significant Disabilities Data Cheat Sheet <input type="checkbox"/> Secondary Transition Data Table <input type="checkbox"/> Secondary Transition Data Cheat Sheet <input type="checkbox"/> Notetaking Guide <input type="checkbox"/> Data Review Protocol <input type="checkbox"/> Data Elements Guide 				
<input type="checkbox"/> MISCELLANEOUS Consider and provide additional materials: <ul style="list-style-type: none"> <input type="checkbox"/> Computers or tablets <input type="checkbox"/> Video projection <input type="checkbox"/> Chart paper, marker, post-its, snacks, etc. as needed <input type="checkbox"/> Additional needs consistent with local practices 				

2. Data Review Protocol Process	Y	N	?	Notes
<input type="checkbox"/> ASSIGN roles and responsibilities (e.g., timekeeper, note taker) consistent with local protocol and practice. <ul style="list-style-type: none"> <input type="checkbox"/> One person should be projecting the Data Review Protocol PROJECTED slide deck onto a screen for the Leadership Team to reference during the process <input type="checkbox"/> One person should be projecting the Notetaking Guide so all on the Leadership Team can ensure that the notes / decisions reflect the discussions of the Leadership Team (If two projectors aren't available, the link to the Notetaking Guide should be shared with members of the leadership team.) 				

<input type="checkbox"/> ENGAGE the team in the Data Review Protocol. This includes: <ul style="list-style-type: none"> ○ Step 1A: Collect and Analyze the Data ○ Step 1B: Create Data Summary Statements ○ Step 1C: Determine Area(s) of Improvement ○ Step 2A: Digging Deeper with Additional Factors at the Learner Level ○ Step 2B: Digging Deeper with Additional Factors at the System Level ○ Step 2C: Results Statement ○ Step 3: Create an Implementation Plan 				
<input type="checkbox"/> REVIEW the Notetaking Guide for decisions made and possible next steps.				
<input type="checkbox"/> DRAFT the implementation plan <ul style="list-style-type: none"> <input type="checkbox"/> Identify Goals to include in the implementation plan <input type="checkbox"/> Identify possible Actions to include in the implementation plan <input type="checkbox"/> Use the implementation plan template (to be provided by the DE) to create the District IDEA-DA Implementation Plan. 				
<input type="checkbox"/> SCHEDULE additional time if the work has not been completed.				
<input type="checkbox"/> THANK the team for their work and open/honest discussions.				

3. Wrap up & Next Steps	Y	N	?	Notes
<input type="checkbox"/> SHARE the feedback survey with all team members.				
<input type="checkbox"/> COMMUNICATE the district's implementation plan with the AEA staff who will be responsible for scheduling and coordinating ongoing professional learning and coaching (Preschool, K-6 Literacy, Significant Disabilities, and/or Secondary Transition Professional Learning Leads) <ul style="list-style-type: none"> <input type="checkbox"/> This will be done later in the spring when details of the implementation plan are finalized. 				