SIMPL

Service Implementation Model Process and Log

Manual

NEBRASKA esu Coordinating Council

Service Implementation Model Process & LOG At-A-Glance

Service **I**mplementation **M**odel **P**rocess is a data-driven process to systematically identify the needs of our districts and develop services to fill the gaps. The **P**rocess, **L**og and SIMPL online tool allows ESUs to comprehensively assess the programming so as to allow for optimal implementation at the school district level.

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Access, Roles and Overview

The SIMPL web tool can be accessed by the following methods:

- This link will take you to the home page: https://simpl.esucc.org

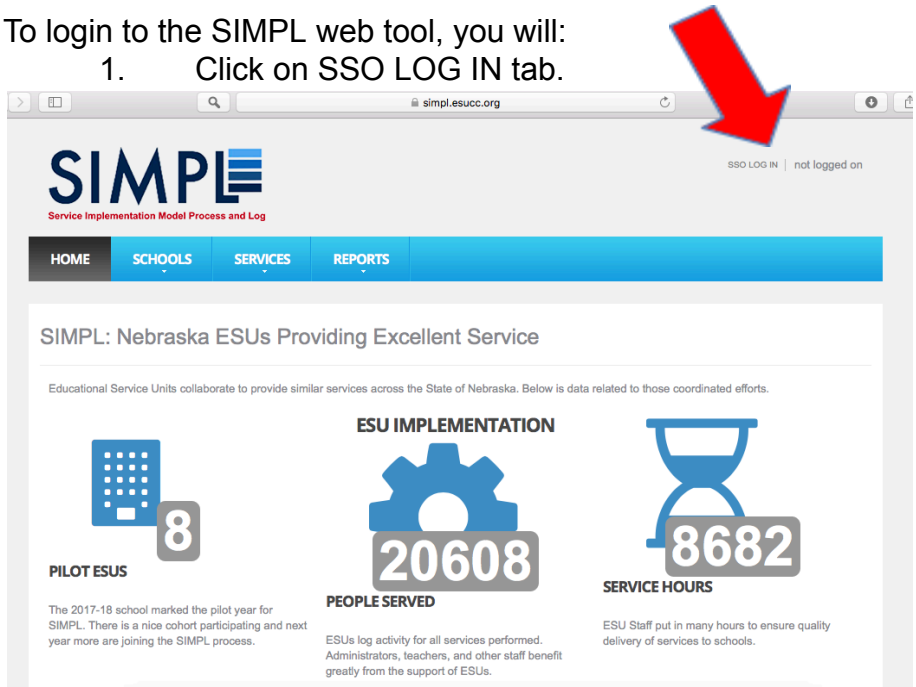
The screenshot below is the front facing public Home screen. Before you can log on, you will have to have a Single Sign On username and password for your ESU. You will also need to be assigned a user role. The SIMPL contact at your ESU can assign new users a role.

USER ROLES:

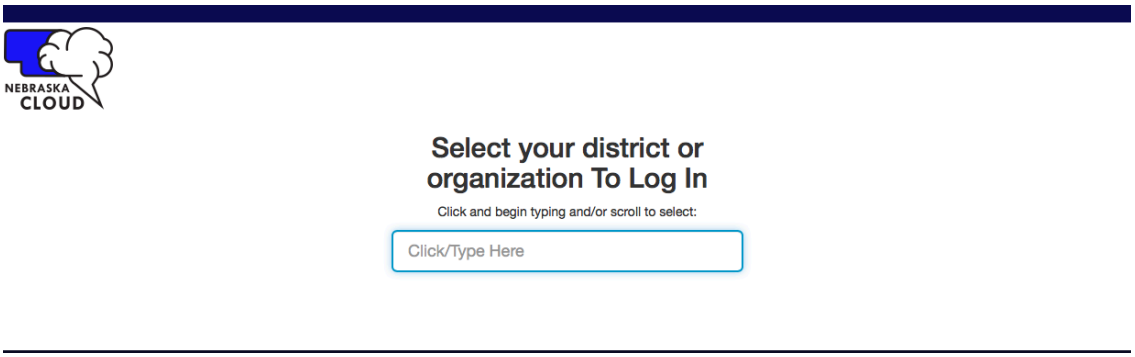
- No Role
  - The default role that will be assigned to all staff that are uploaded into the platform.
- ESU Administrator
  - This is the role that anyone who is entering data should be assigned.
- ESUCC Administrator
  - This role has access to view data across all ESUs.

To login to the SIMPL web tool, you will:

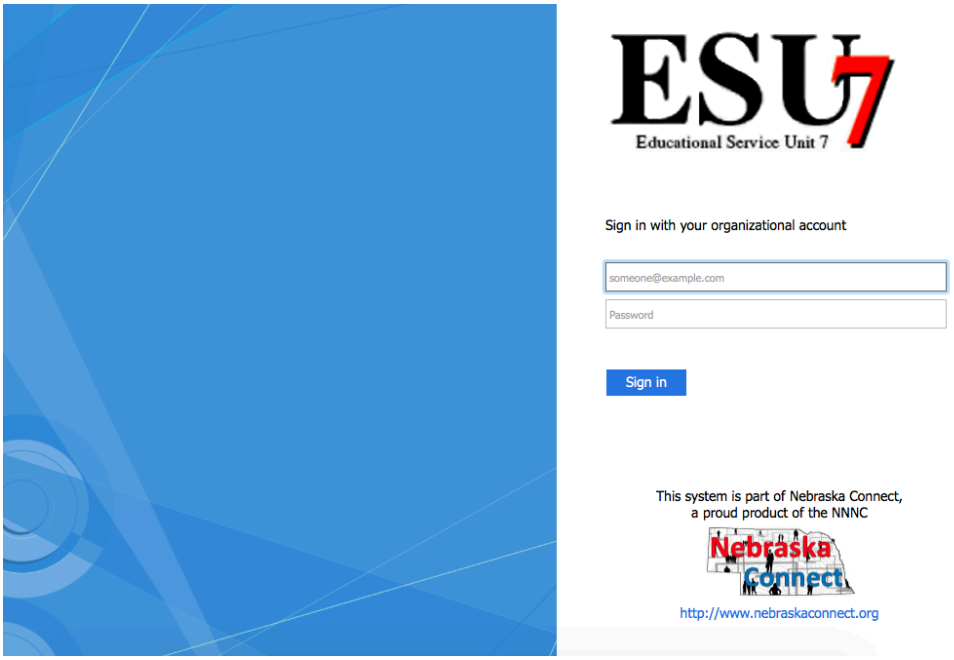
1. Click on SSO LOG IN tab.



2. Select your ESU from the dropdown menu on the page below.



3. You will then be prompted to enter your SSO username and password.



The screenshot below is the Home page for each ESU. From this page you will see:

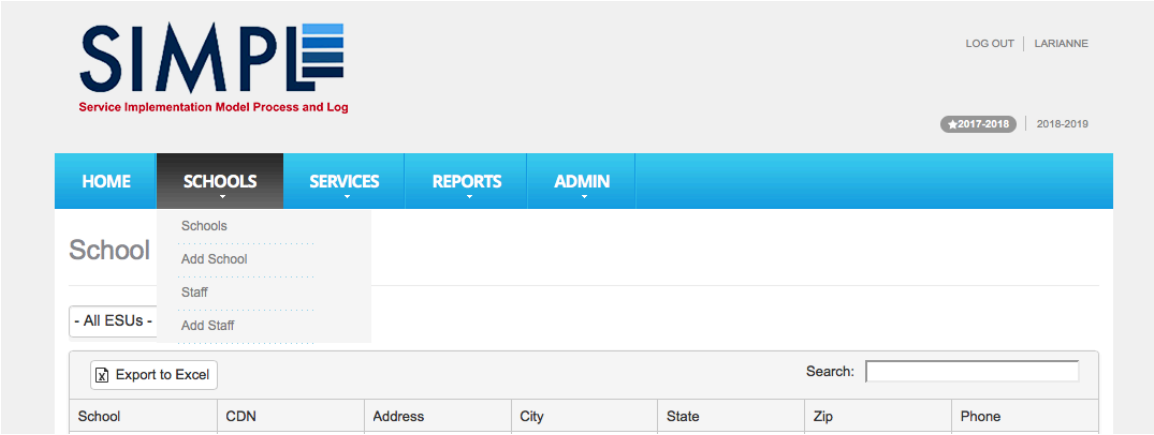
- Logged in status.
- The current and previous program year. You will only see an archived year if you have data. ***Make sure you are working in the program year you want to enter data.***

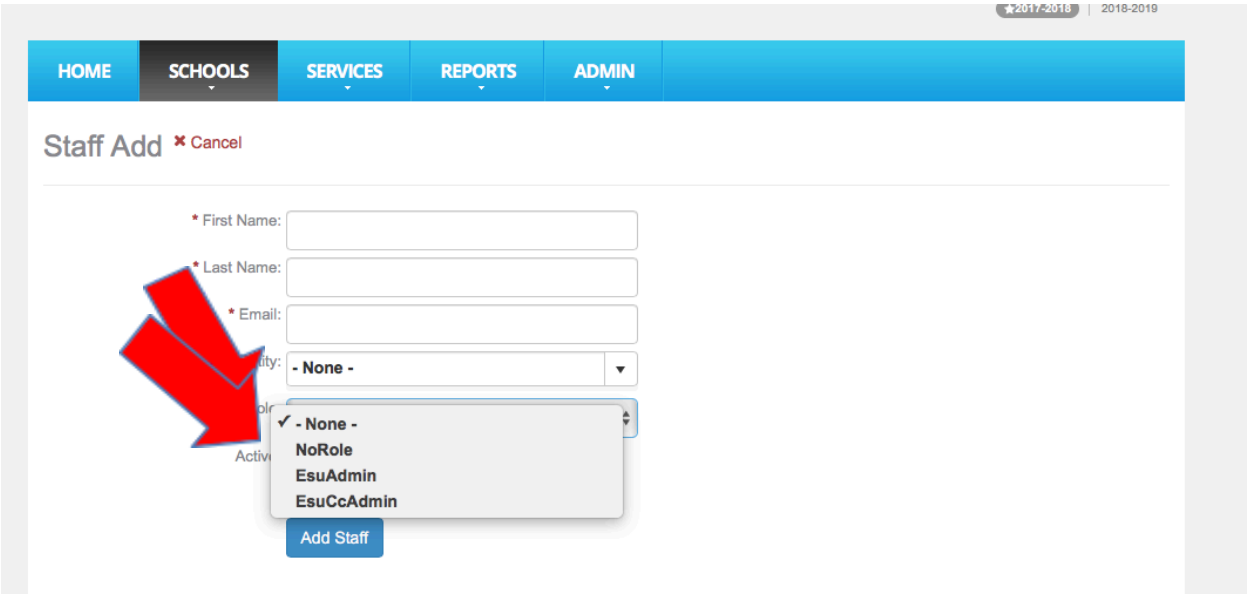
❖ HOME Tab

- When clicked it will bring you back to this page.

❖ SCHOOLS Tab

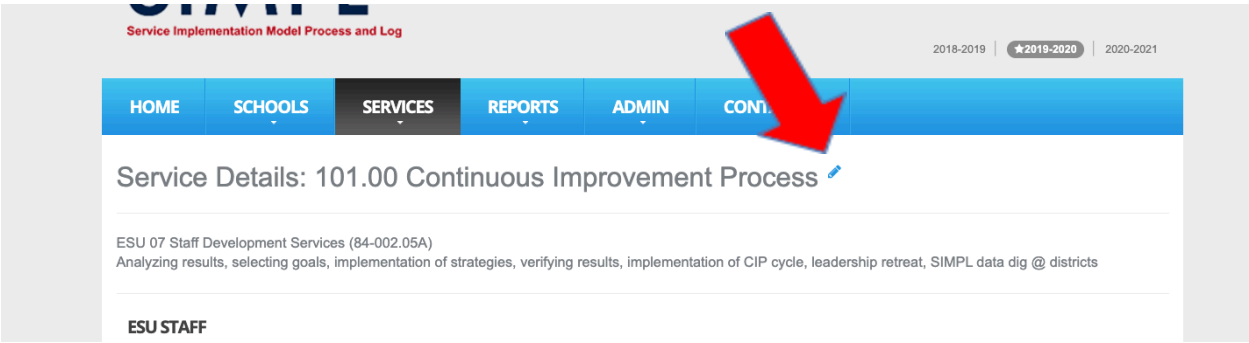
- If you click on this tab it will take you directly to the 'Schools' page, if you hover over the tab, there are four options:
  - **Schools**
    - A list of your schools that have been uploaded from NDE.
  - **Add Schools**
    - You may use this if a school has consolidated and was not in the NDE system at the time of upload, for example.
  - **Staff**
    - A list of all your schools staff that have been uploaded from NDE.
  - **Add Staff**
    - You will use this when adding ESU staff that will be utilizing the tool. This will also be where you assign roles to staff.


SIMPLE
Service Implementation Model Process and Log
LOG OUT | LARIANNE
2017-2018 | 2018-2019
HOME
SCHOOLS
SERVICES
REPORTS
ADMIN
Schools
Add School
Staff
Add Staff
School
- All ESUs -
Export to Excel
Search:
School
CDN
Address
City
State
Zip
Phone

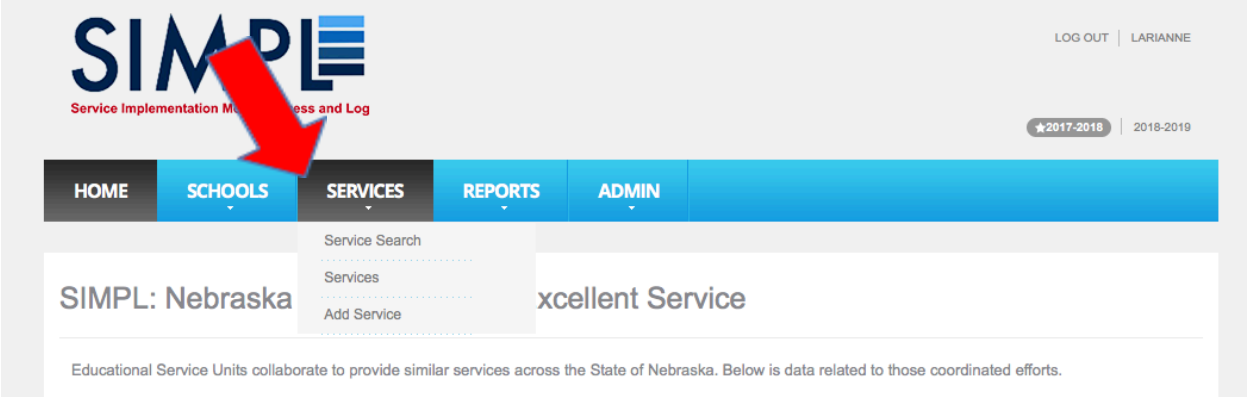

2017-2018 | 2018-2019
HOME
SCHOOLS
SERVICES
REPORTS
ADMIN
Staff Add
Cancel
* First Name:
* Last Name:
* Email:
- None -
- None -
NoRole
EsuAdmin
EsuCcAdmin
Add Staff

❖ SERVICES

- If you click on this tab it will take you directly to the 'Service Search' page, if you hover over the tab, there are three options:
  - **Service Search**
    - This is found at the top of the Services page. You have the opportunity to search all services at all ESUs.
  - **Add staff who delivers service**
    - Search for service and select it. Click the pencil beside the service title. Scroll down and select necessary staff. Save.

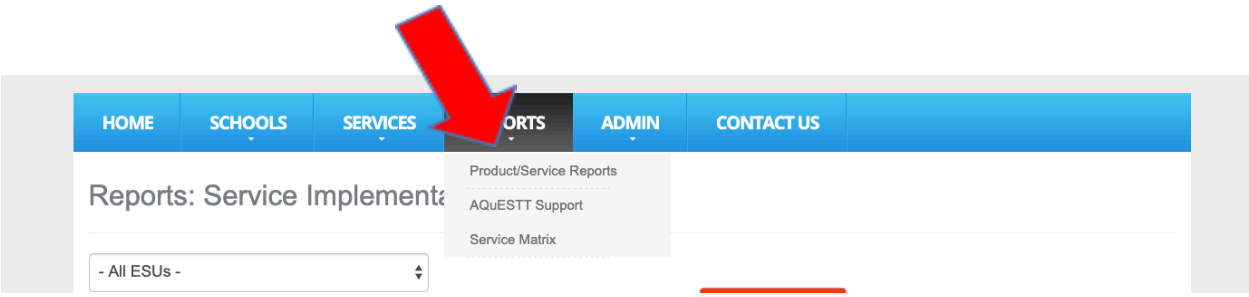


  - **Planned Services**
    - Search for service and select it. Click the pencil beside the
  - **Services**
    - All services provided by your ESU. Initially, services will have to be added manually; in the following years they will rollover.
  - **Add Services**
    - This allows you to add services, however, no new services can be added after ***August 1 for the current program year.***



❖ REPORTS

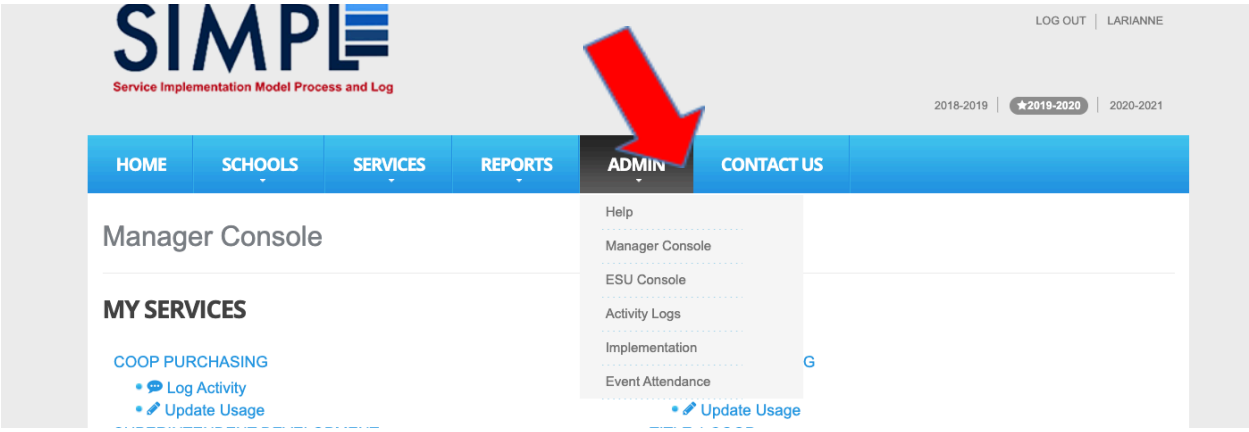
- If you click on this tab it will take you directly to the 'Products/Service Reports' page, if you hover over the tab, there are three options:
  - **Product/Service Reports**
    - This is a quick overview of service delivery for the specific ESU. It very closely resembles the Home page but is ESU specific.
  - **AQuESTT Support**
    - This is a quick reference as to services accessed organized according to AQuESTT Tenets
  - **Service Matrix -**
    - This is a quick overview of the services requested and accessed by district. Data is continually updated as per ESU timelines.



❖ ADMIN

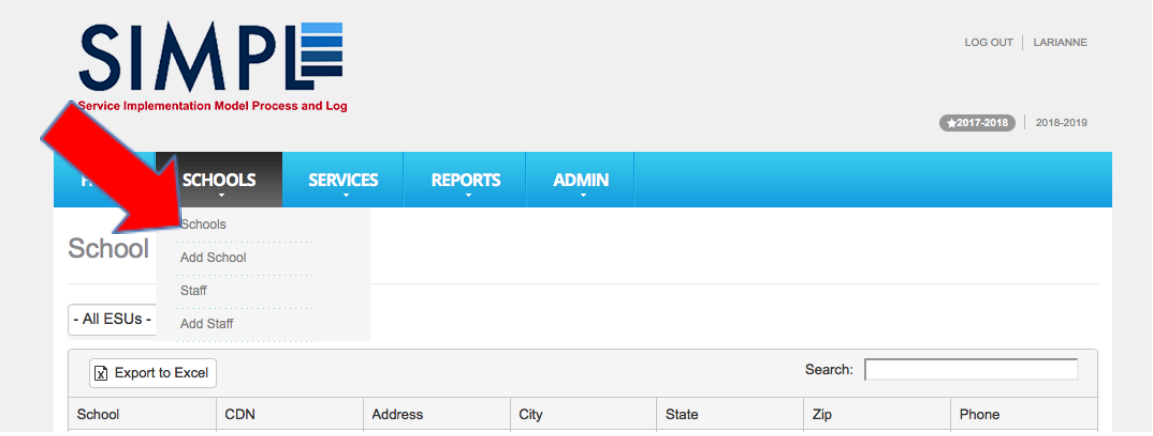
- If you click on this tab it will take you directly to the 'Manager Console' page, if you hover over the tab, there are five options:
  - **Help**
  - **Manager Console**
    - This will probably be the most utilized tab. It is a hyperlinked list of all of the services the individual that is logged in has been assigned to so when a service has been provided, you record the activity log on this page. It also is a list of the completed activity logs for that individual.
  - **ESU Console**
    - This is a service planning progress page.
  - **Activity Logs**
    - This is an entire list of all activity logs that have been entered year to date. It is also hyperlinked and sortable.

- **Implementation**
  - This is a summary of planned services, services accessed, the implementation objectives, and indicating whether that objective is met/not met. It is also hyperlinked and sortable.
- **Event Attendance**
  - This page allows for an importable list of all registrations for each service and every school.

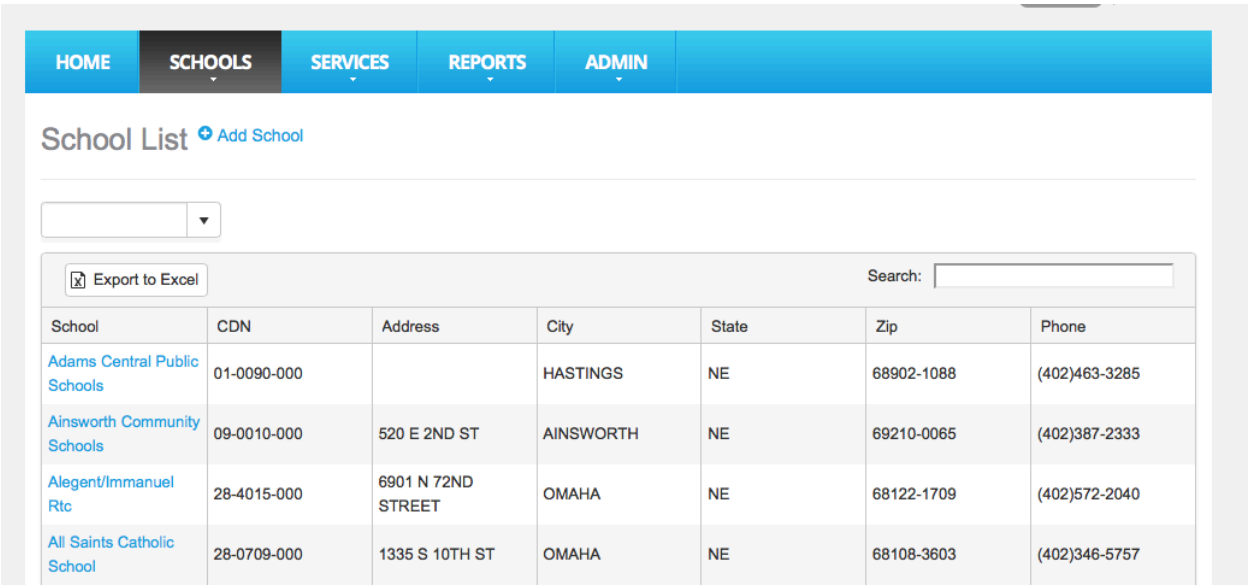


The following sections will discuss in depth the capabilities, functionality and the rationale behind each page. There are a variety of ways to manage this tool; this manual will be outlining the specifics related to each page and its functionality.

Instructions – Schools



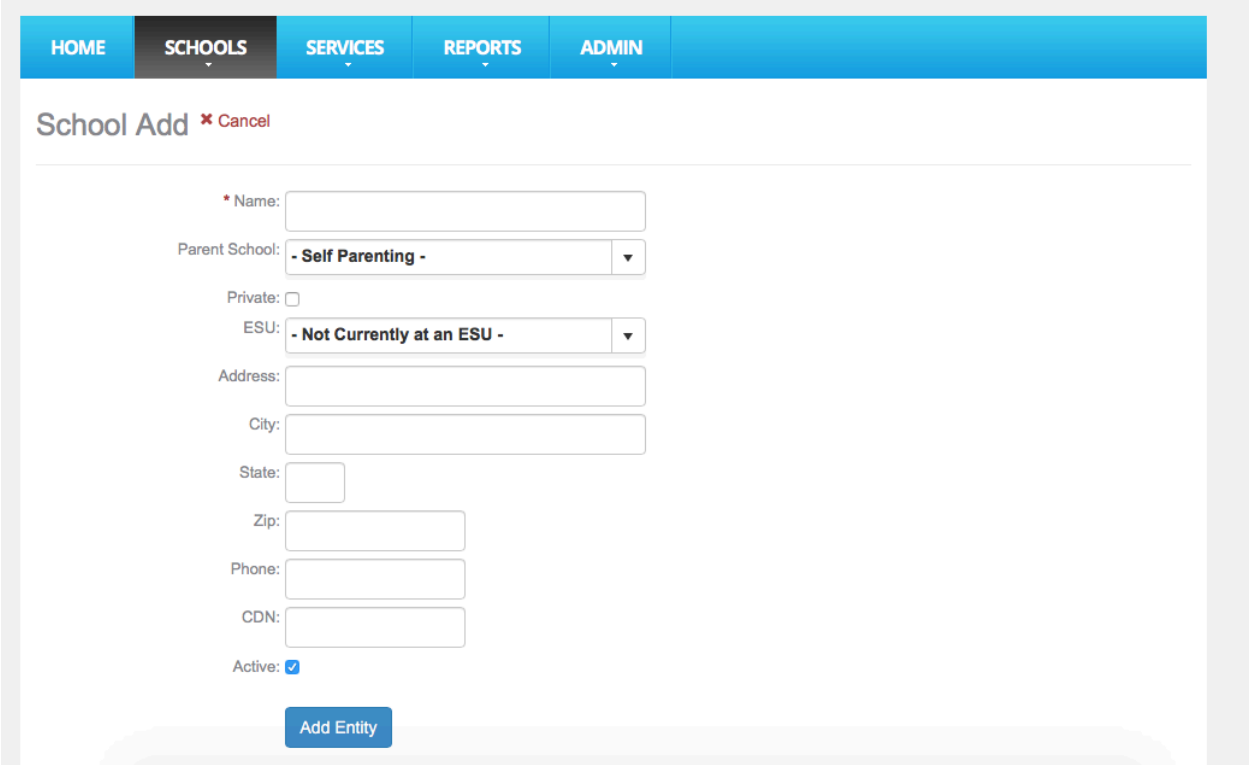
When hovering over the Schools tab, click ‘Schools’. The screenshot below shows what you will see if you have ESUCC role, this is a list of all schools in the state. This list has been uploaded from the NDE database and is in order of CDN number. As an ESU Administrator role, you will only have access to schools within your ESU. The first thing you will want to do is select your specific ESU shown by the arrow. This will filter for your ESU schools only.



School	CDN	Address	City	State	Zip	Phone
Adams Central Public Schools	01-0090-000		HASTINGS	NE	68902-1088	(402)463-3285
Ainsworth Community Schools	09-0010-000	520 E 2ND ST	AINSWORTH	NE	69210-0065	(402)387-2333
Alegent/Immanuel Rtc	28-4015-000	6901 N 72ND STREET	OMAHA	NE	68122-1709	(402)572-2040
All Saints Catholic School	28-0709-000	1335 S 10TH ST	OMAHA	NE	68108-3603	(402)346-5757

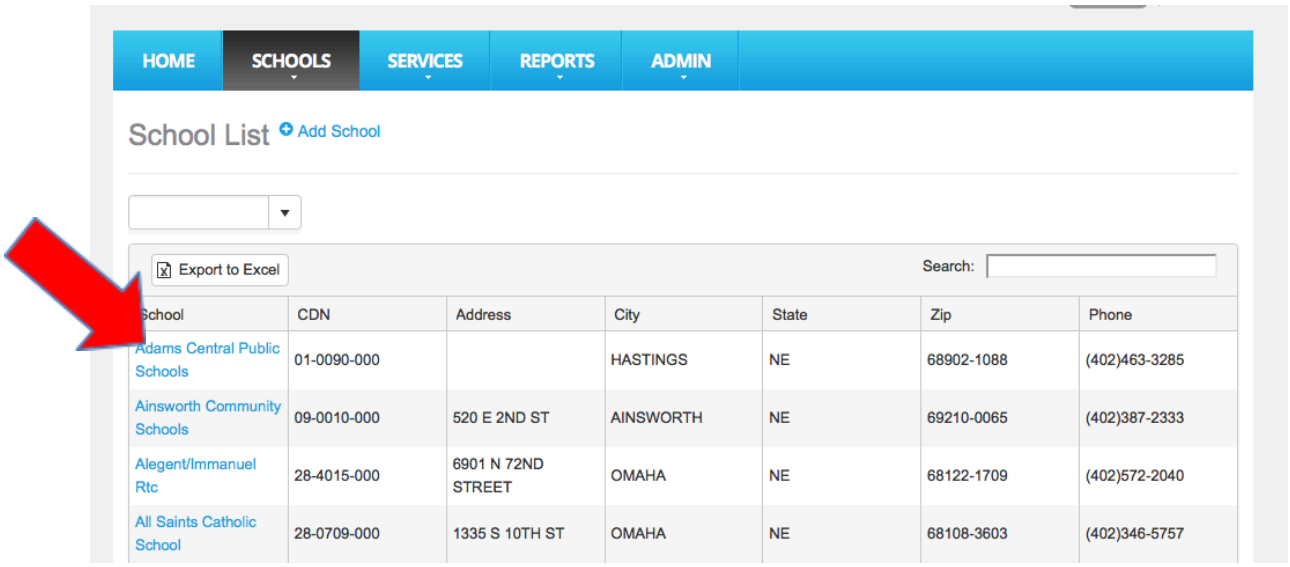
❖ ADD SCHOOLS

- This option will only be needed if a school was inadvertently deleted, had changed its status after the upload (ie: consolidation) or was not on list (ie: Parochial school).
- School information will be added in the form below. The school will then be visible from the Schools List for your ESU.

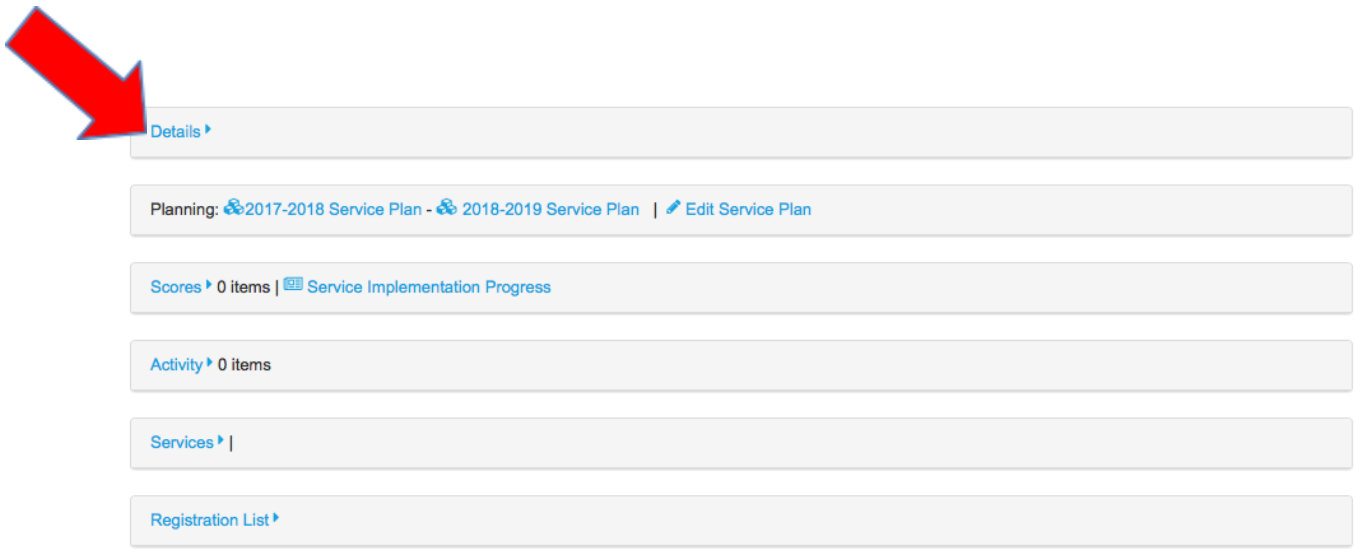


❖ SCHOOLS LIST

- Every school is hyperlinked. This is where you will find all information specific to that school. Each of the following sections are hyperlinked and sortable.
- Details
- Planning
- Scores
- Services
- Registrations

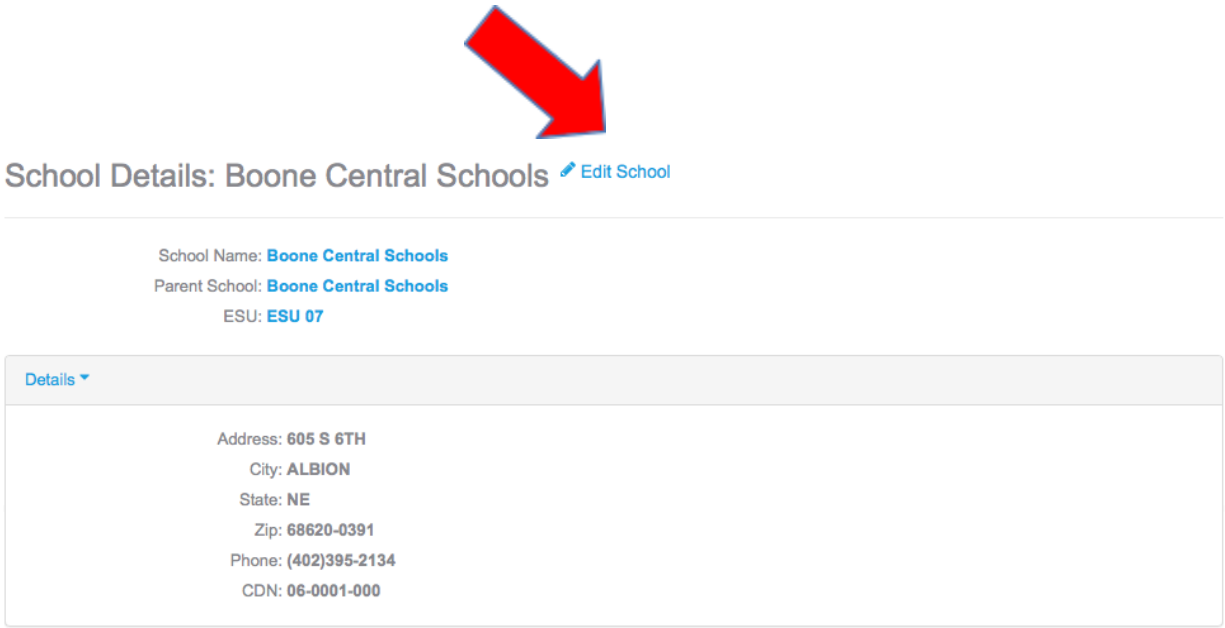


- Once you have selected a school, you can edit any section that is hyperlinked in blue.
  - Selecting Edit School will allow you to change CDN, address, and phone number.



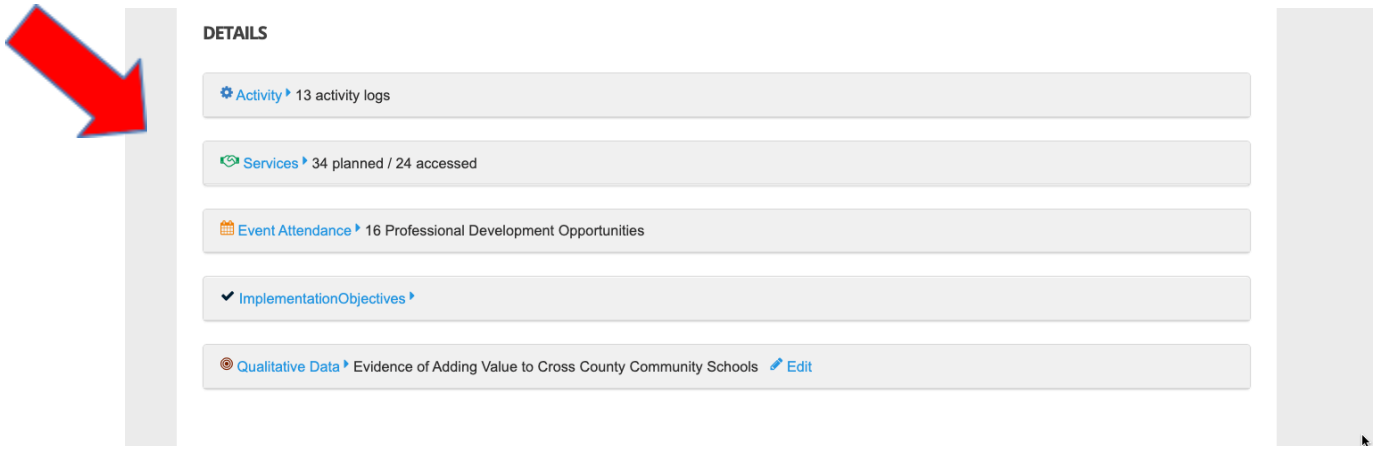
❖ DETAILS

- This displays the school information as shown on the Schools List.



❖ PLANNING

- This will show the current and previous year service plan for each district. The service plans are hyperlinked, however archived years are not editable.



- The service plan is generated during the virtual and/or meeting with the district. ESU staff, along with District representatives, discusses needs and services for the upcoming school year.
- The service plan contains 5 sections as shown below. All services that were generated during the SIMPL process have been categorized based on these the three core services as described in Rule 84 and two additional sections. Each ESU has the autonomy to categorize as they see fit in accordance to Rule 84.

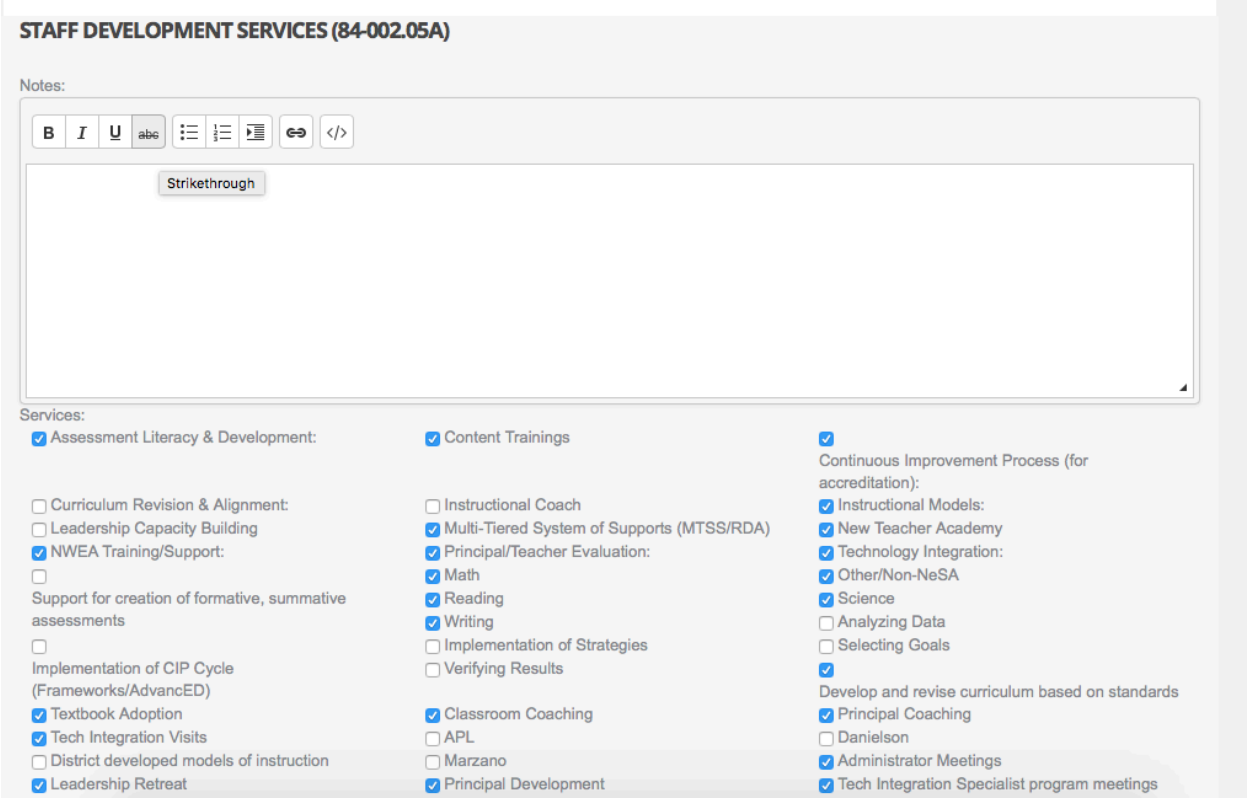
- Staff Development Services - which shall include access to staff development related to improving the achievement of students in poverty and students with diverse backgrounds.
- Instructional Materials Services - includes but is not limited to resources to support curriculum. ie: science lab kits, mannequins for health occupations and Family and Consumer Science, etc
- Technology - including distance education services
- Student Services - including but not limited to: health, physical therapy, special education, etc
- Other Services - including but not limited to: Quiz bowl, art shows, etc.

STAFF DEVELOPMENT SERVICES (84-002.05A)
INSTRUCTIONAL MATERIALS SERVICES (84-002.05C)
TECHNOLOGY (002.05B TECHNOLOGY)
STUDENT SERVICES
OTHER SERVICES

- During this scripted discussion, ESU staff takes notes, identifies services the ESU can provide and when possible gets dates on the calendar for the next program year. The items listed below are ESU services that have been identified as Staff Development Services and available for the program year. Those services with a blue checkmark, are the services this district has identified during the ZOOM meeting that they will be utilizing for the next program year.

- Link to a sample script when talking to districts about service plan.

- Link to a PDF of a sample Service Plan
  - You will notice the notes that were taken during the meetings as well as services darkened below the text box to specifically identify what the district is requesting.



❖ SCORES

- This section aligns the services provided to the district with the tenets of AQuESTT as well as identifies how many services the district has accessed and at what level of implementation.
- The information on this page is generated from Activity logs and Implementation scoring.
- This page can also be found under the Reports tab.

POSITIVE PARTNERSHIPS, RELATIONSHIPS, AND STUDENT SUCCESS

Services Accessed	14
Implemented Proficient +	
Score	N/A

EDUCATIONAL OPPORTUNITIES AND ACCESS \N

Services Accessed	14
Implemented Proficient +	
Score	N/A

ASSESSMENT

Services Accessed	14
Implemented Proficient +	
Score	N/A

TRANSITIONS

Services Accessed	
Implemented Proficient +	
Score	N/A

COLLEGE AND CAREER READY

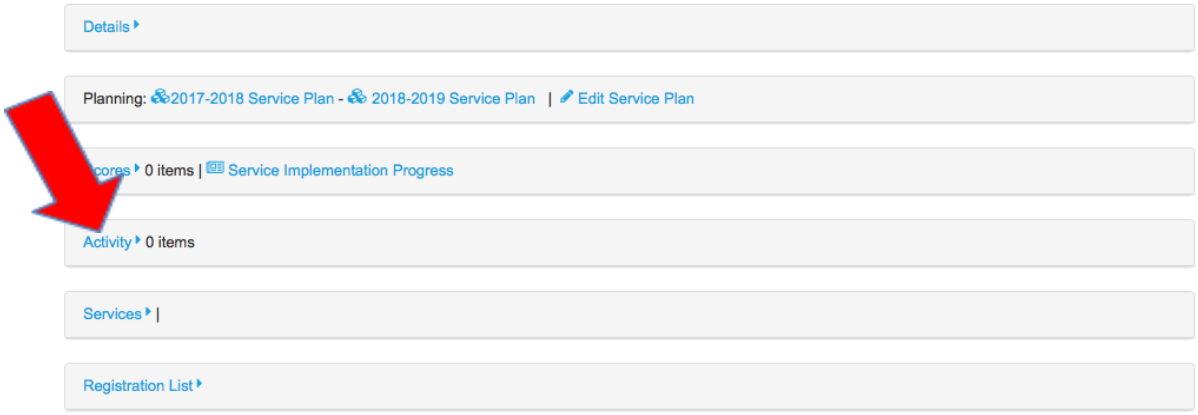
Services Accessed	2
Implemented Proficient +	
Score	N/A

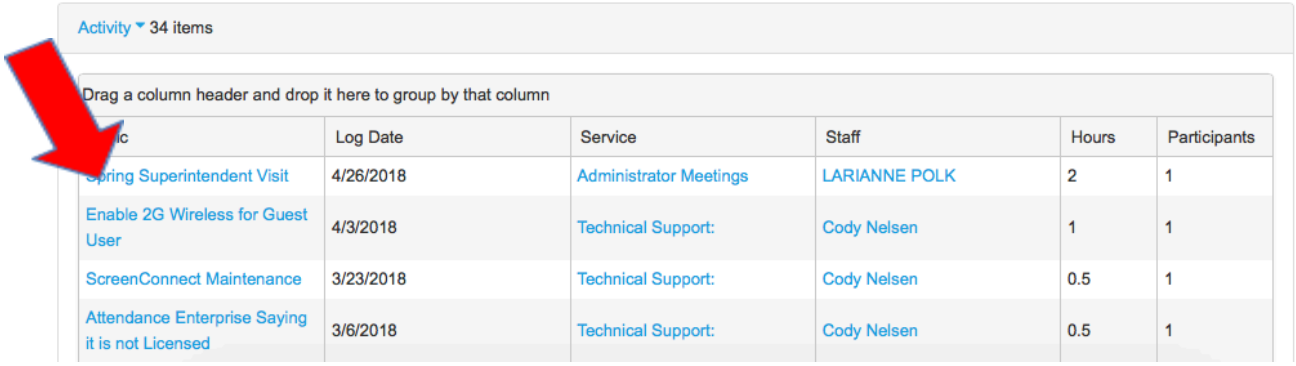
EDUCATOR EFFECTIVENESS

Services Accessed	14
Implemented Proficient +	
Score	N/A

❖ ACTIVITY

- This will generate a list of all of the activities the district has accessed and an ESU staff member has created an activity log.
- This spreadsheet is sortable and hyperlinked.

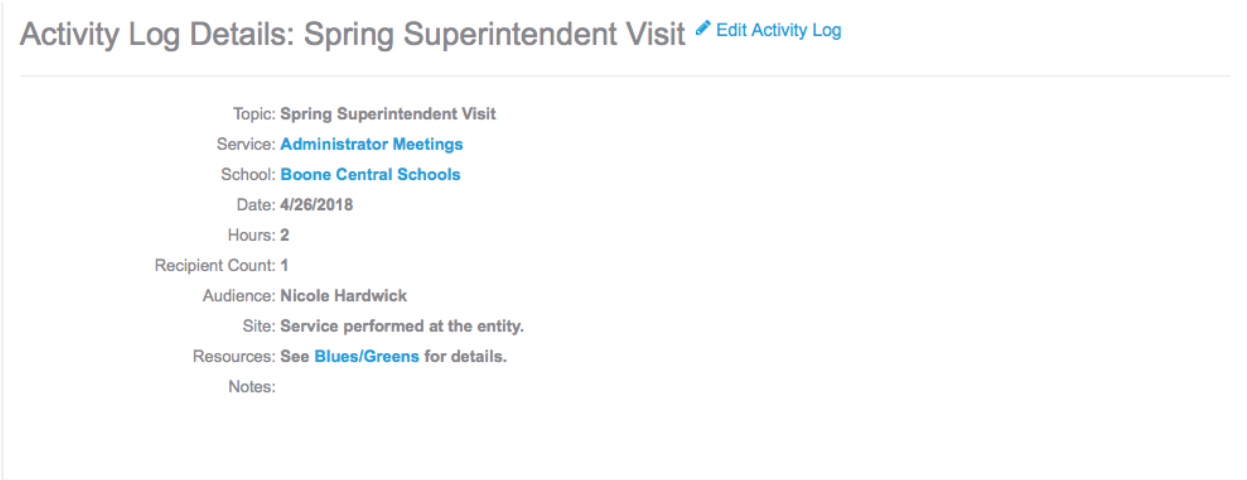




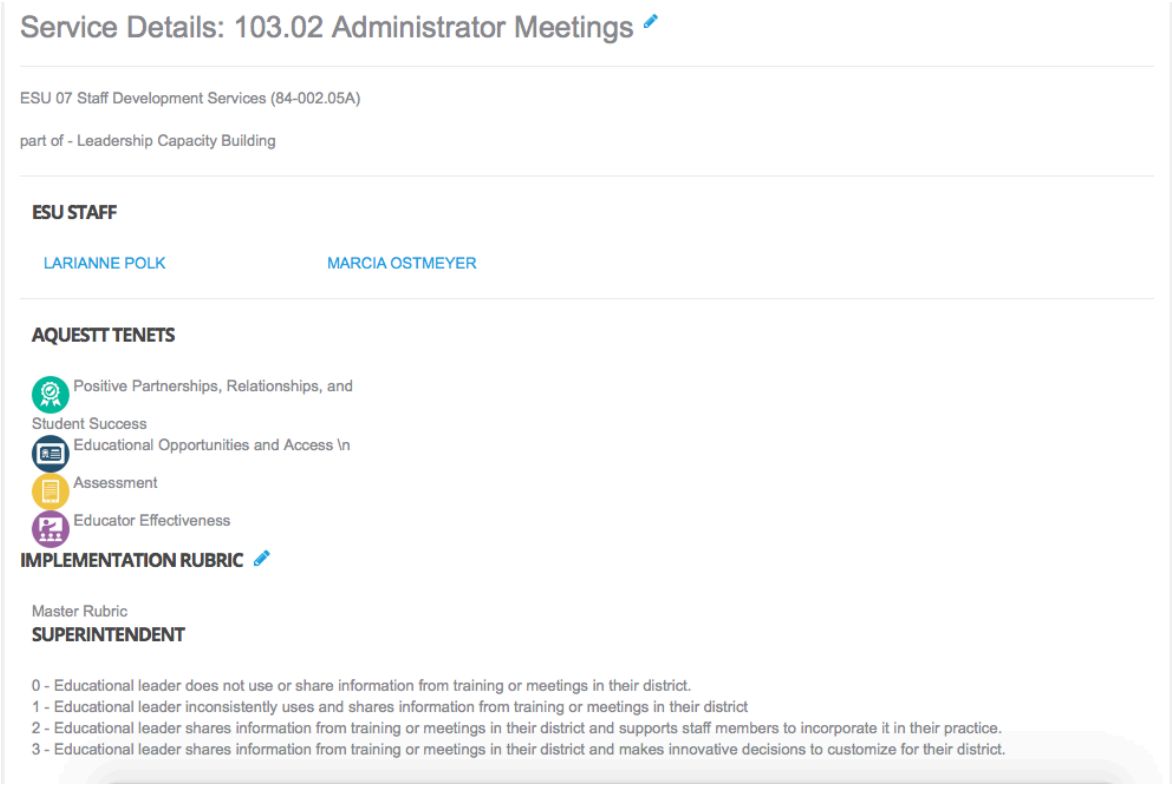
	Log Date	Service	Staff	Hours	Participants
Spring Superintendent Visit	4/26/2018	Administrator Meetings	LARIANNE POLK	2	1
Enable 2G Wireless for Guest User	4/3/2018	Technical Support:	Cody Nelsen	1	1
ScreenConnect Maintenance	3/23/2018	Technical Support:	Cody Nelsen	0.5	1
Attendance Enterprise Saying it is not Licensed	3/6/2018	Technical Support:	Cody Nelsen	0.5	1

- If you click on the hyperlinked service, you will see a summary of the activity log that was filled out after the service. It also has additional hyperlinked information.

- ESU staff has the option to upload resources within the activity log. The example below 'Blue/Green' is hyperlinked to the handouts that were utilized during this Superintendent Visit.

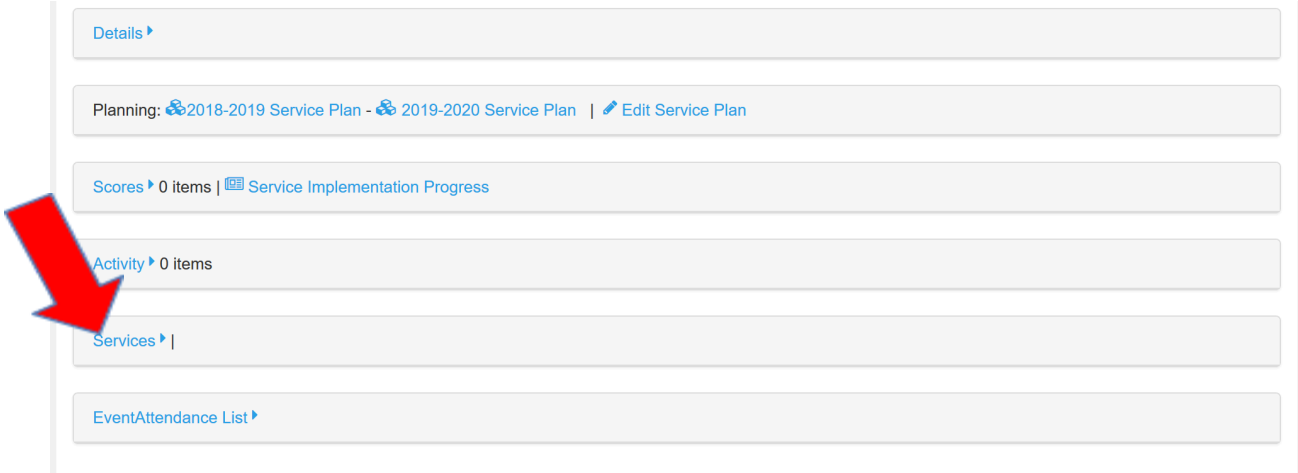


- If you click on the Service, 'Administrator Meetings', you will be taken to the detailed description of what constitutes an Administrator Meeting. You will also see:
  - What ESU staff members are assigned to that service.
  - What AQuESTT tenets have been assigned to this service.
  - The rubric that will be utilized to score ESU staff effectiveness based on implementation.
  - This page can also be accessed under the Services tab.



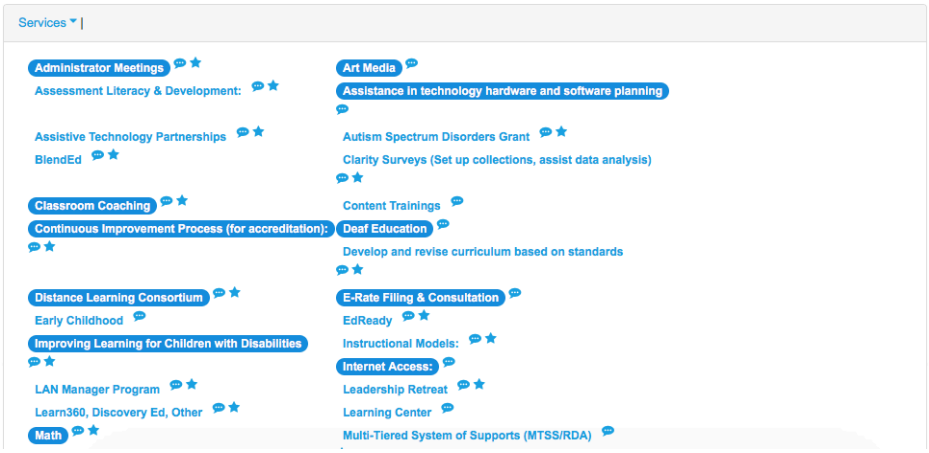
❖ SERVICES

- This page includes ALL services provided by the ESU and circled in blue, are the services accessed by the district. This is generated after the creation of an activity log.



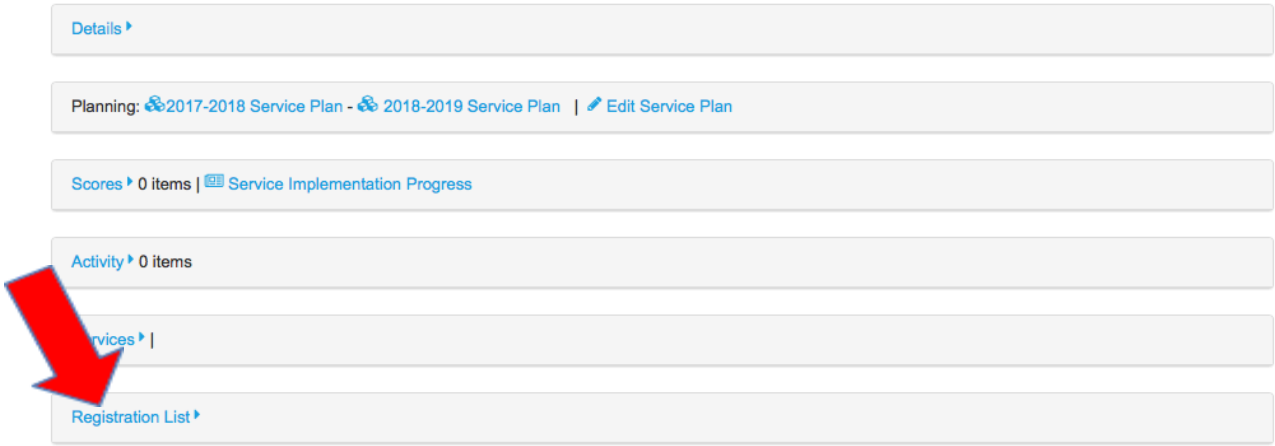
- This list is also hyperlinked.

- Select the service and it will take you to the Service description page.
- The ‘Call Out’ button is linked to the Activity log that was filled out by the ESU staff.
- The ‘Star’ is linked to the Implementation Rubric which will allow you to score implementation. If there is no star, there is no rubric attached to that particular service.
- Each of these hyperlinks can be accessed in multiple areas of this platform.

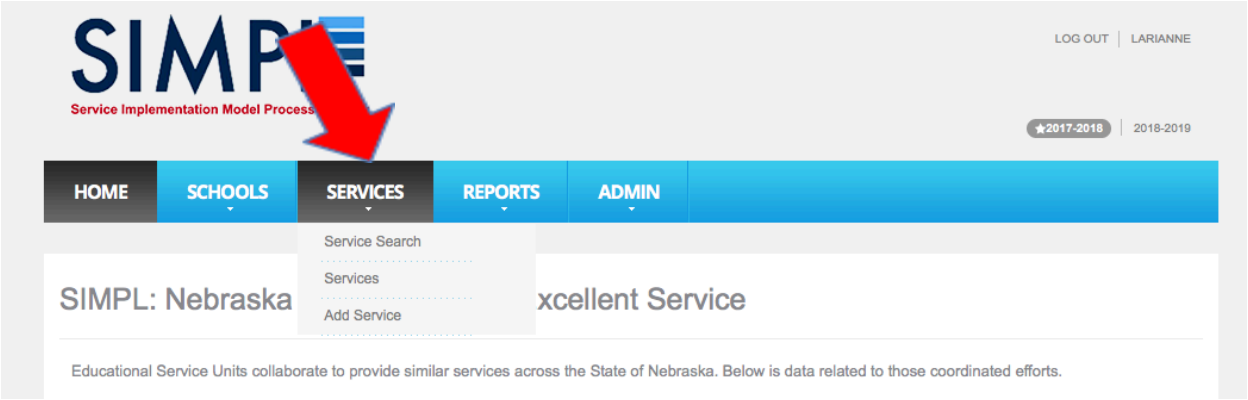


❖ EVENT ATTENDANCE LIST

- This page has the feature to upload online registrations for conferences, workshops, etc. and will be a number per school registered per event.



Instructions – Services



When hovering over the Services tab, click 'Service Search'. The screenshot below shows what you will see if you have ESU Administrator role, your ESU will be the default ESU and you will see a list of all categorized services in the service plan. If you have ESUCC role, you can access ALL ESU services if you select ALL ESUs on the first dropdown menu.

The second dropdown menu allows you to view all services on a page or sort based on the following categories:

- Staff Development (84-002.05A)
- Instructional Material Services (84-002.05C)
- Technology (84-002.05B Technology)
- Student Services
- Other Services

The services are hyperlinked and will redirect you to the Service Details page. It will include staff assigned to that service, rubric (if applicable), associated AQuESTT tenets, and districts which have accessed that service.

ESU 07

- All Categories -

Search

Show Descriptions

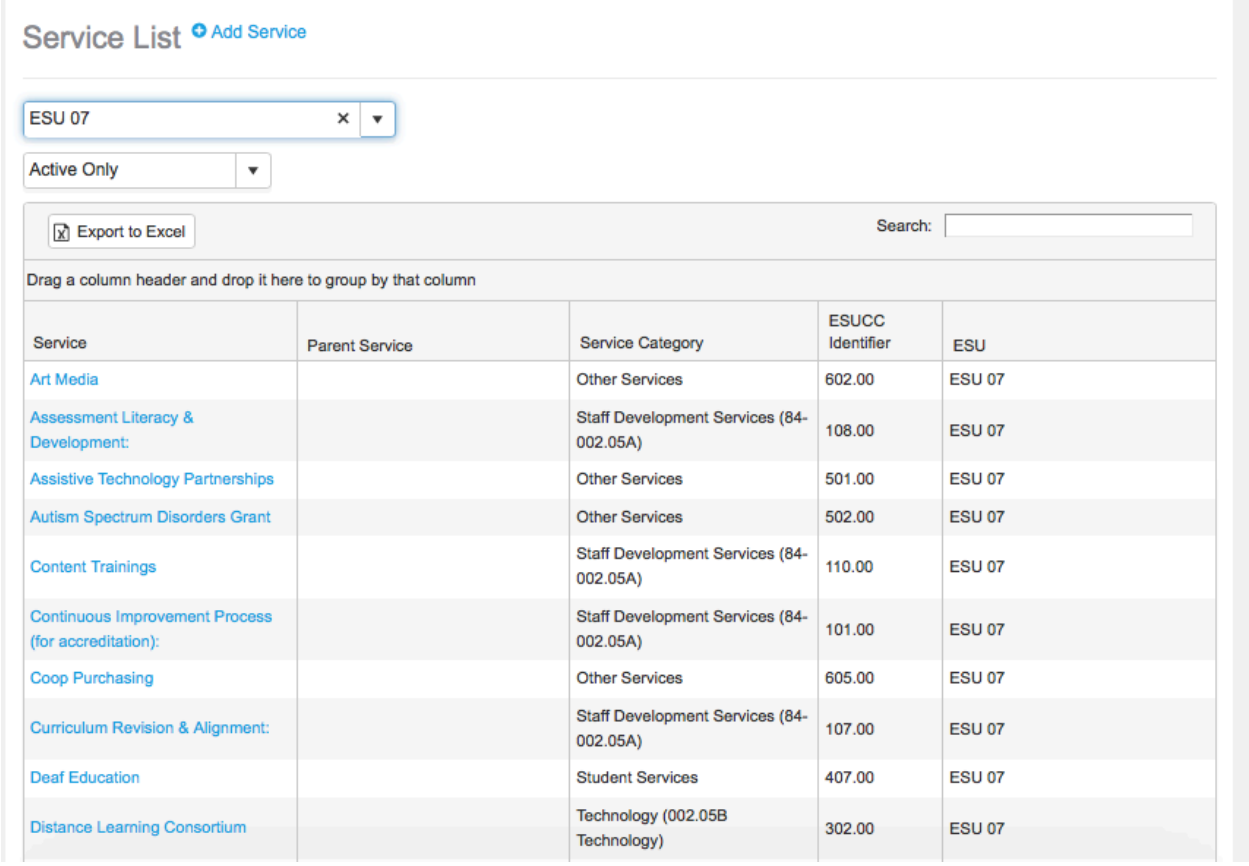
STAFF DEVELOPMENT SERVICES (84-002.05A)

- ★ 101.00 Continuous Improvement Process (for accreditation): (ESU 07)
  - 101.01 Analyzing Data (ESU 07)
  - 101.02 Selecting Goals (ESU 07)
  - 101.03 Implementation of Strategies (ESU 07)
  - 101.04 Verifying Results (ESU 07)
  - 101.05 Implementation of CIP Cycle (Frameworks/AdvancED) (ESU 07)
- ★ 102.00 Multi-Tiered System of Supports (MTSS/RDA) (ESU 07)
- 103.00 Leadership Capacity Building (ESU 07)
  - ★ 103.01 Principal Development (ESU 07)
  - ★ 103.02 Administrator Meetings (ESU 07)
  - ★ 103.03 Leadership Retreat (ESU 07)
  - ★ 103.04 Tech Integration Specialist program meetings (ESU 07)
- 104.00 Technology Integration: (ESU 07)
  - ★ 104.01 Trainings to integrate technology in the classroom (ESU 07)
  - ★ 104.02 Clarity Surveys (Set up collections, assist data analysis) (ESU 07)
  - 104.03 Assistance in technology hardware and software planning (ESU 07)
  - ★ 104.04 BlendEd (ESU 07)
- ★ 105.00 Instructional Models: (ESU 07)
  - 105.01 Danielson (ESU 07)
  - 105.02 Marzano (ESU 07)
  - 105.03 District developed models of instruction (ESU 07)
  - 105.04 APL (ESU 07)
- ★ 106.00 Principal/Teacher Evaluation: (ESU 07)
  - 106.01 Implement a growth model of evaluation-state framework (ESU 07)
- 107.00 Curriculum Revision & Alignment: (ESU 07)
  - ★ 107.01 Develop and revise curriculum based on standards (ESU 07)

❖ SERVICES

- This SERVICE List page includes ALL services provided by the ESU and can sort by either active services (which are those currently listed on the service plan) or Inactive services (those that have been archived).

- Those with ESUCC rights, will be able to see all ESU services and can sort by Active and Inactive.



Service	Parent Service	Service Category	ESUCC Identifier	ESU
Art Media		Other Services	602.00	ESU 07
Assessment Literacy & Development:		Staff Development Services (84-002.05A)	108.00	ESU 07
Assistive Technology Partnerships		Other Services	501.00	ESU 07
Autism Spectrum Disorders Grant		Other Services	502.00	ESU 07
Content Trainings		Staff Development Services (84-002.05A)	110.00	ESU 07
Continuous Improvement Process (for accreditation):		Staff Development Services (84-002.05A)	101.00	ESU 07
Coop Purchasing		Other Services	605.00	ESU 07
Curriculum Revision & Alignment:		Staff Development Services (84-002.05A)	107.00	ESU 07
Deaf Education		Student Services	407.00	ESU 07
Distance Learning Consortium		Technology (002.05B Technology)	302.00	ESU 07

❖ ADD SERVICE

- You have the capability to add services when clicking the link on Service Search and Service list page. The screenshot below shows the required information for each service. ***THE DEADLINE FOR ADDING NEW SERVICES…is July 31.***
- Select Category: What type of Service are you adding?
  - Staff Development (84-002.05A)
  - Instructional Material Services (84-002.05C)
  - Technology (84-002.05B Technology)
  - Student Services
  - Other Services
- Name of the Service
  - Is this an altogether new service or unique to the individual ESU?

- Description
    - Make the description clear enough for those outside the ESU to understand.
- ESUCC Number
    - Users will not assign this number, it will be assigned by _____
- ESU offering this service
    - Drop down menu of ESU list
- Part of..
    - Is the new service a subcategory of a parent service? For example: Parent Service might be Content training and this new service is more specific, such as Science Content Training.
- AQUESTT Tenets - Identify which tenet this service supports. This is important when reports can be generated for each district for accreditation and accountability documentation.
- Associated Grants - Is this service being supported with outside grant monies. Administrator can generate report based on this field.

Service Add ✖ Cancel

Service Category - Select -

Name

Description

ESU CC Number

ESU offering this service. - Select -

Part of...

URL

This service is scored. ☐

AQUESTT TENETS

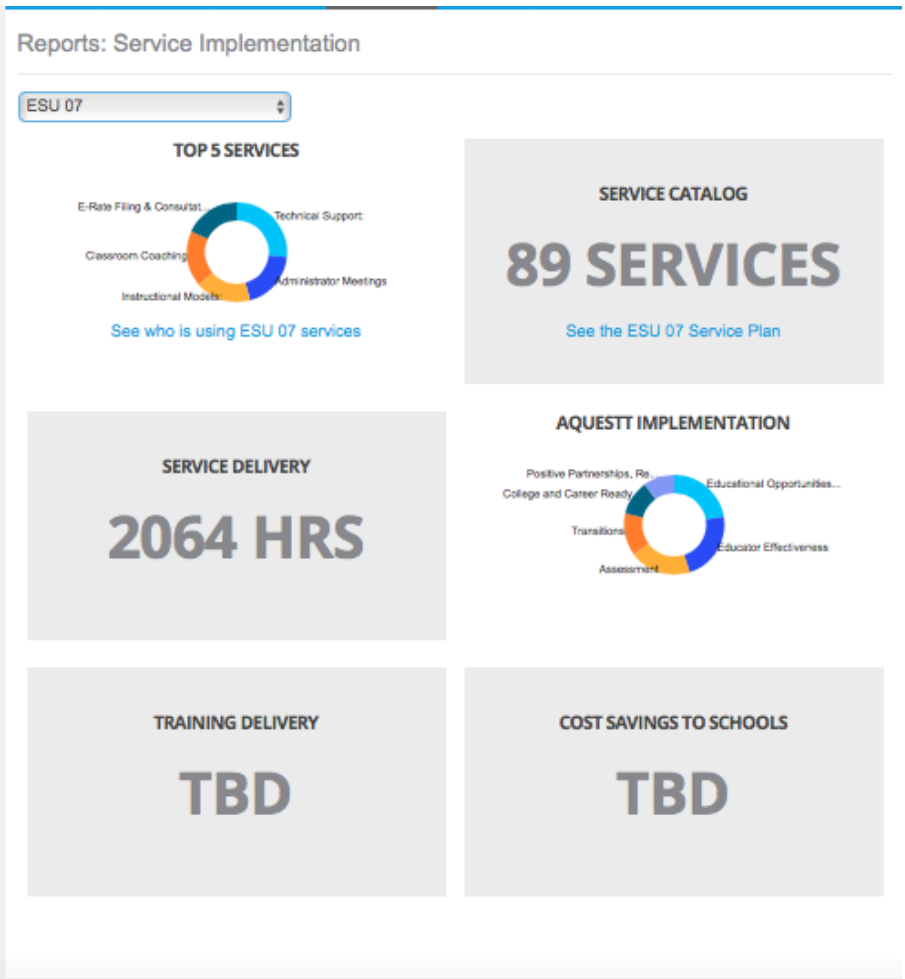
- ☐ Positive Partnerships, Relationships, and Student Success
- ☐ Transitions
- ☐ Educational Opportunities and Access \n
- ☐ College and Career Ready
- ☐ Assessment
- ☐ Educator Effectiveness

ASSOCIATED GRANTS

- ☐ Assistive Technology Partnership
- ☐ Autism Spectrum Disorders
- ☐ Carl Perkins
- ☐ Early Learning Connections
- ☐ Improving Learning for Chidren with Disabilities
- ☐ Planning Region
- ☐ Title I A - Reading & Mathematics Support
- ☐ Title I C - Migrant
- ☐ Title II A - Teacher & Principal Training & Recruitment
- ☐ Title III - Immigrant Education Program
- ☐ Title III - Limitted English Proficient
- ☐ Transition
- ☐ reVISION Grant Consortium
- ☐ Results Driven Accountability

Instructions – Reports

When hovering over the Reports tab, click 'Product/Service Reports'. The screenshot below shows what you will see if you have ESU Administrator role, your ESU will be the default ESU. If you have ESUCC role, you can access ALL ESU services if you select ALL ESUs on the first dropdown menu. The blue lettering are hyperlinked.



❖ESU SERVICE PLAN –

- The screenshot below shows the Service plan for the current year. This plan is created during the Service Process and entered into the online tool.

School Name: **ESU 07**
Parent School: **ESU 07**
ESU: **ESU 07**

Show Descriptions

STAFF DEVELOPMENT SERVICES (84-002.05A)

Assessment Literacy & Development:
Continuous Improvement Process (for accreditation):
Instructional Coach
Leadership Capacity Building
New Teacher Academy
Principal/Teacher Evaluation:
Support for creation of formative, summative assessments
Reading
Writing
Implementation of CIP Cycle (Frameworks/AdvancED)
Selecting Goals
Develop and revise curriculum based on standards
Classroom Coaching
Tech Integration Visits
Danielson
Marzano
Leadership Retreat
Tech Integration Specialist program meetings
Implement a growth model of evaluation-state framework
BlendEd

Trainings to integrate technology in the classroom

Content Trainings
Curriculum Revision & Alignment:
Instructional Models:
Multi-Tiered System of Supports (MTSS/RDA)
NWEA Training/Support:
Technology Integration:
Math
Other/Non-NeSA
Science
Analyzing Data
Implementation of Strategies
Verifying Results
Textbook Adoption
Principal Coaching
APL
District developed models of instruction
Administrator Meetings
Principal Development
Trainings customized to individual needs of the school.
Assistance in technology hardware and software planning
Clarity Surveys (Set up collections, assist data analysis)

INSTRUCTIONAL MATERIALS SERVICES (84-002.05C)

Products and subscriptions
EdReady
Other On-line Products/Subscriptions
World Book Web

Tangible Resources
Learn360, Discovery Ed, Other
Virtual Field Trips

TECHNOLOGY (002.05B TECHNOLOGY)

Distance Learning Consortium
Internet Access:
Offsite Data / Backup Service
Technical Support:
Video production
Coordinating course exchange
Zoom, Scopia
School accounts and email filtering
LAN Manager Program

E-Rate Filing & Consultation
Network Planning & Consultation
Server and application hosting (email, Odie, etc)
Technical Training (hardware, software, device)
Financial support of enrichment activities
Equipment training or troubleshooting
Support Connection to Internet service provider
Assistance with Local Area Network, technical issues

STUDENT SERVICES

Deaf Education
Learning Center
Psychology
Speech Language
Vision
Fianancials

Early Childhood
Program Supervision
Resource Coach
Transition
Compliance
Training

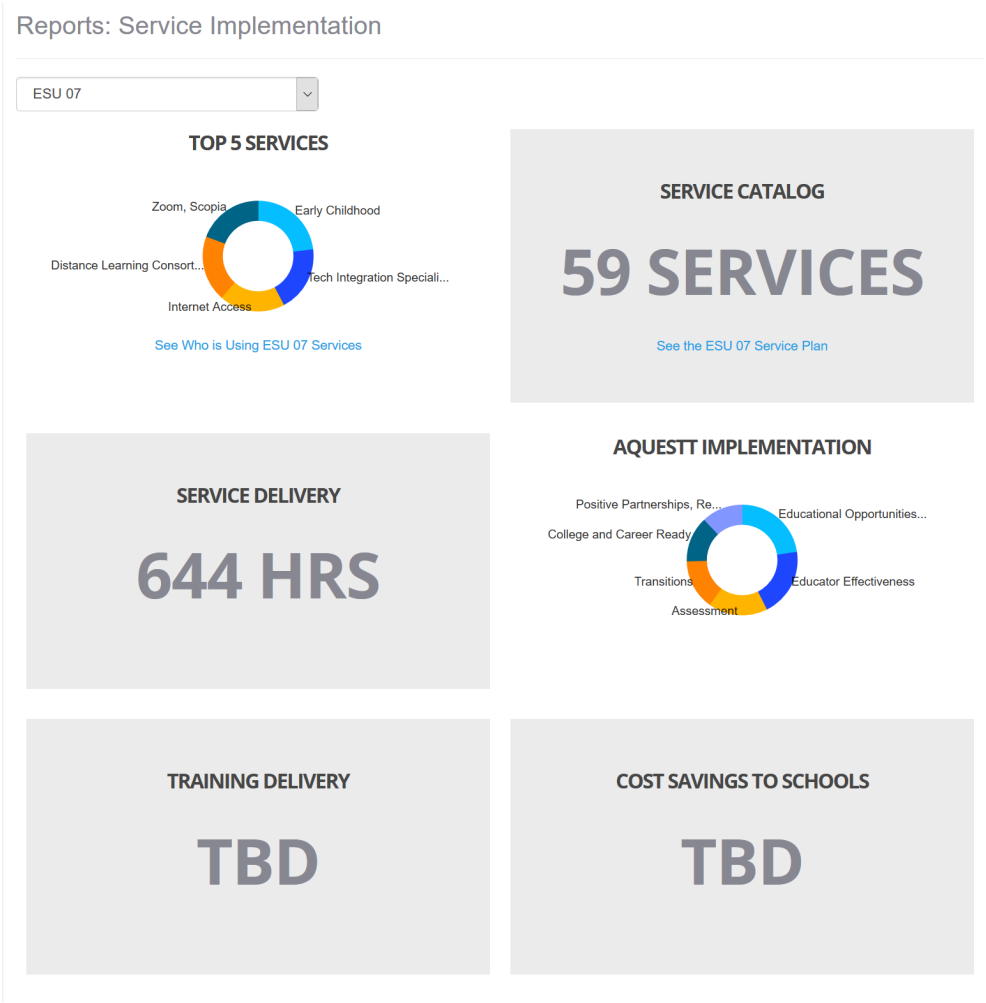
OTHER SERVICES

Art Media
Autism Spectrum Disorders Grant
Group Purchasing (John Baylor, Naviance, etc)
Mid-Year Service
Title 1 COOP
Title III - English Learners

Assistive Technology Partnerships
Coop Purchasing
Improving Learning for Children with Disabilities
Production
Title II-A Consortium
Transition Grant

❖ ENTITY IMPLEMENTATION LEVEL

- This interactive report will show:
  - Top 5 services provided by each ESU
    - "See Who is Using ESU 07 Services" is a hyperlink to the Service Matrix
  - Service Catalog - at total of services available at each ESU
    - "See the ESU 7 Service Plan" is hyperlinked and will direct you to the unit that you select in the search bar.
  - AQUESTT Implementation - each service is tied to one or more tenants. This graph aggregates the services provided with the tenants.
  - Training Delivery - will be calculated in total hours
  - Cost Saving to Schools - will be calculated in dollars according to a predetermined formula.



❖ SERVICE MATRIX

- The screenshot below shows the Service Matrix. During the district service planning meetings, the district identifies a need for the service, ESU personnel checks that service in the service planning document. That will then show up on this matrix as a black checkmark. Once the district has accessed the service and the ESU created an activity log the check turns white with a blue circle. Services can also be updated via the Service page as well as the activity log.
- This page can also be accessed by hovering over REPORTS and selecting 'Service Matrix.'

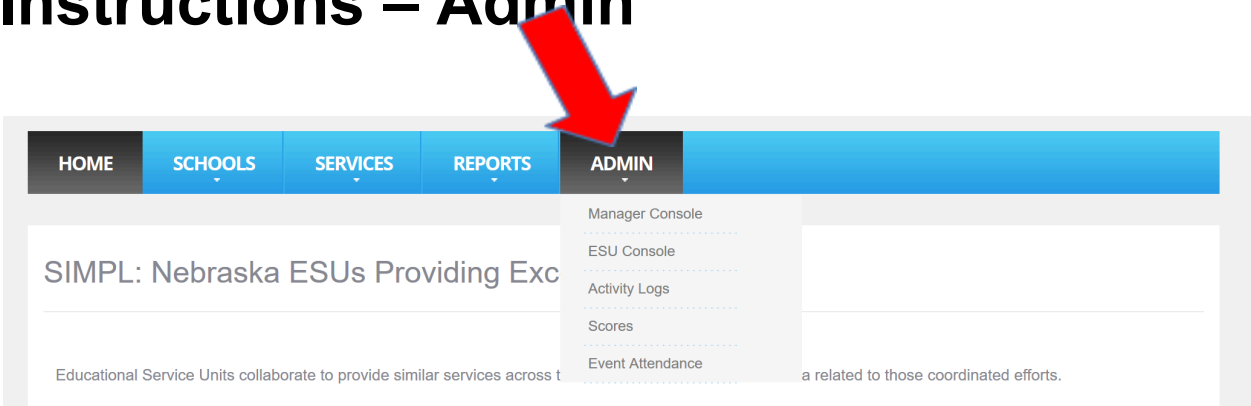
Reports: ESU 07 Service Matrix Print Service Matrix

ESU 07

Hide Private Schools

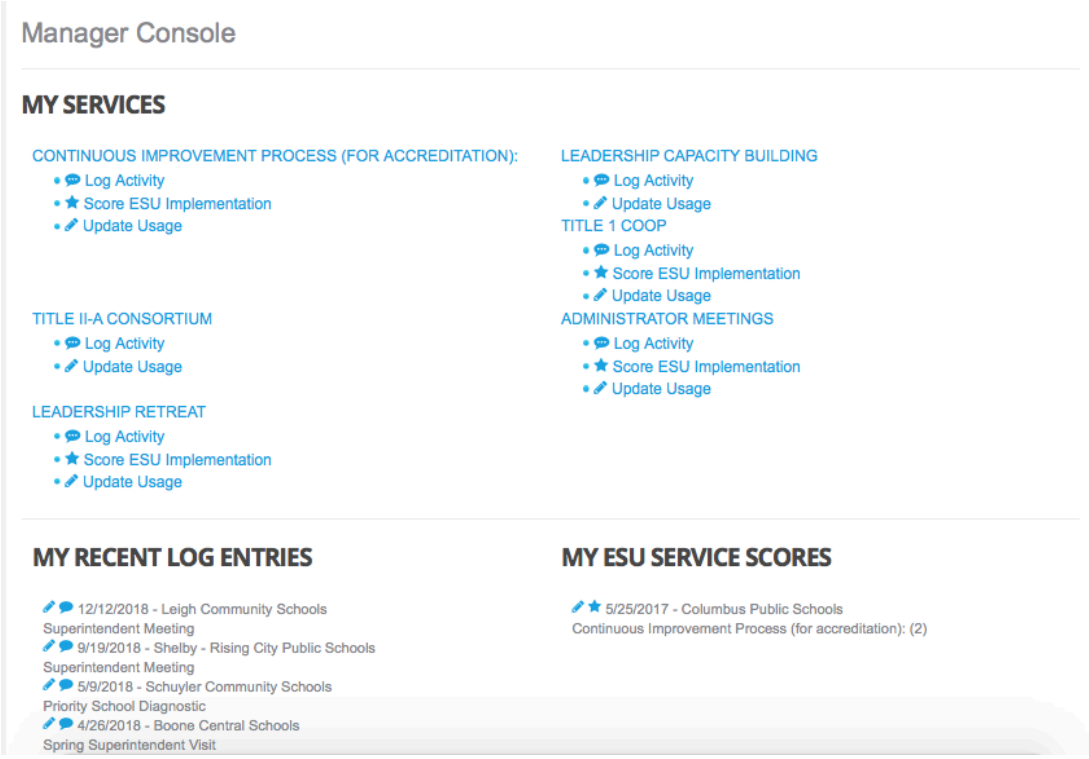
Service	Boone Central Schools	Central City	Clarkson	Columbus	Cross County Community Schools	David City
101.00 Continuous Improvement Process	✔		✔		✔	✔
---101.03 Instructional Strategies	✔	✔	✔	✔	✔	✔
102.00 Multi-Tiered System of Supports (MTSS/RDA)		✔			✔	
103.01 Principal Development			✔			
103.02 Superintendent Development			✔			
103.04 Tech Integration Specialist program meetings	✔	✔	✔	✔	✔	✔
104.00 Technology Integration:		✔		✔		
104.03 Technology hardware and software planning						
104.04 BlendEd			✔			
105.00 Instructional Models	✔	✔	✔	✔	✔	✔
106.00 Principal/Teacher Evaluation	✔		✔			✔
107.01 Develop & revise curriculum based on standards						✔
107.02 Instructional Materials Adoption						
108.00 Assessment Literacy & Development				✔		
109.00 NWEA Training/Support		✔	✔	✔		
110.01 Math Content Training				✔		

Instructions – Admin

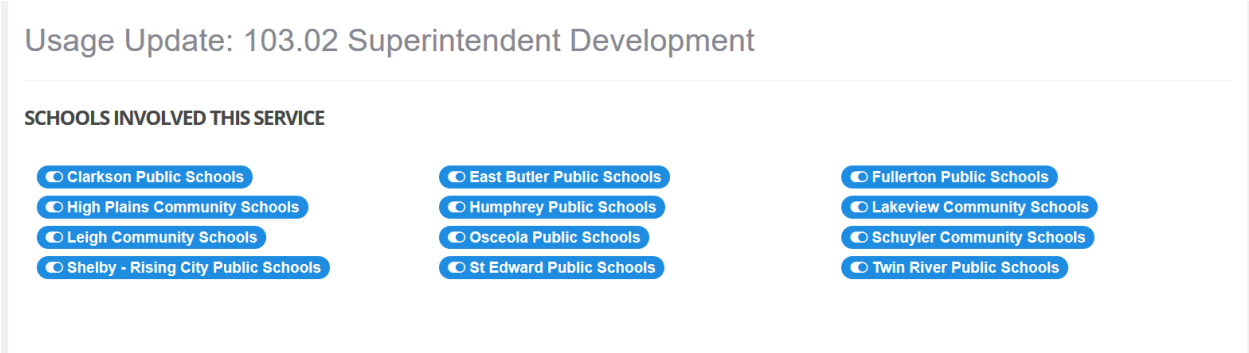


❖ MANAGER CONSOLE

- ➢ When hovering over the ADMIN tab, click 'Manager Console'. The screenshot below shows what you will see based on the services that have been assigned to you and the services you have logged. If you have ESUCC role, you can access ALL ESU services and activity logs. All blue lettering is hyperlinked.

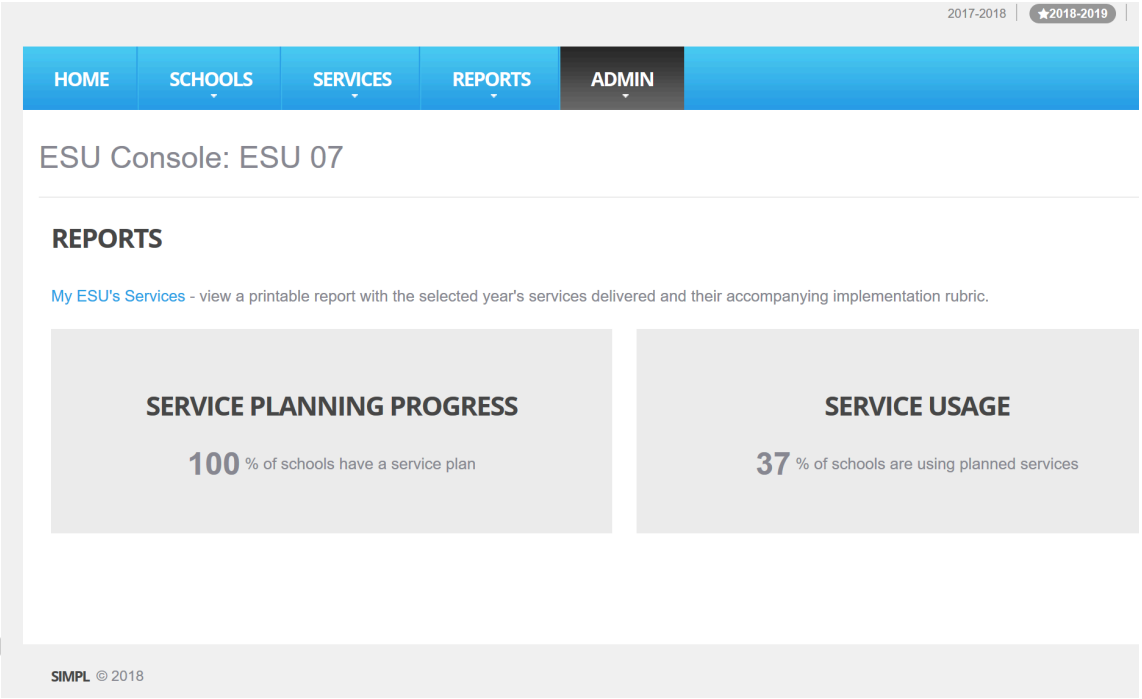


- The ‘Call Out’ button is linked to the Activity log that was filled out by the ESU staff.
- The ‘Star’ is linked to the Implementation Rubric which will allow you to score implementation. If there is no star, there is no rubric attached to that particular service.
- The ‘Pen’ is linked to Update Usage page, which is shown below. A district is shaded for that service when the service is utilized. An ESU staff member can also ‘shade’ a district for usage in the event that the service is not scored.



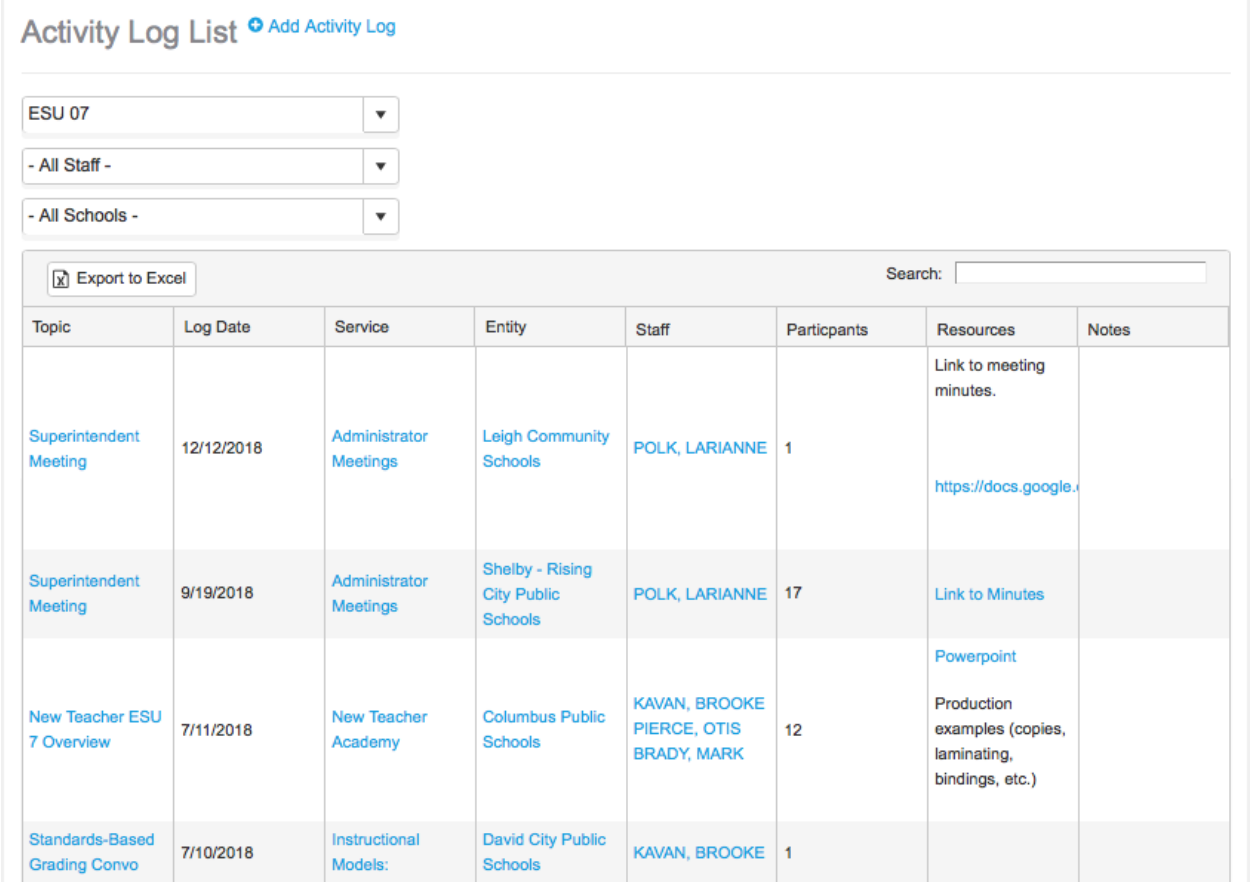
❖ ESU CONSOLE

- When hovering over the ADMIN tab, click ‘ESU Console’. The screenshot below shows what you will see based on the real time services that have been completed and the real time service usage from the planning process. assigned to you and the services you have logged.



❖ ACTIVITY LOGS -

- This page of all activity logs for all districts, services and staff. All of the blue is hyperlinked and searchable. As an ESU Administrator, you have the capability to search by:
- Staff - anyone assigned to a service will be found in the dropdown menu
- School - this will show a list of all services accessed by each individual district.



Activity Log List Add Activity Log

ESU 07

- All Staff -

- All Schools -

Export to Excel

Search:

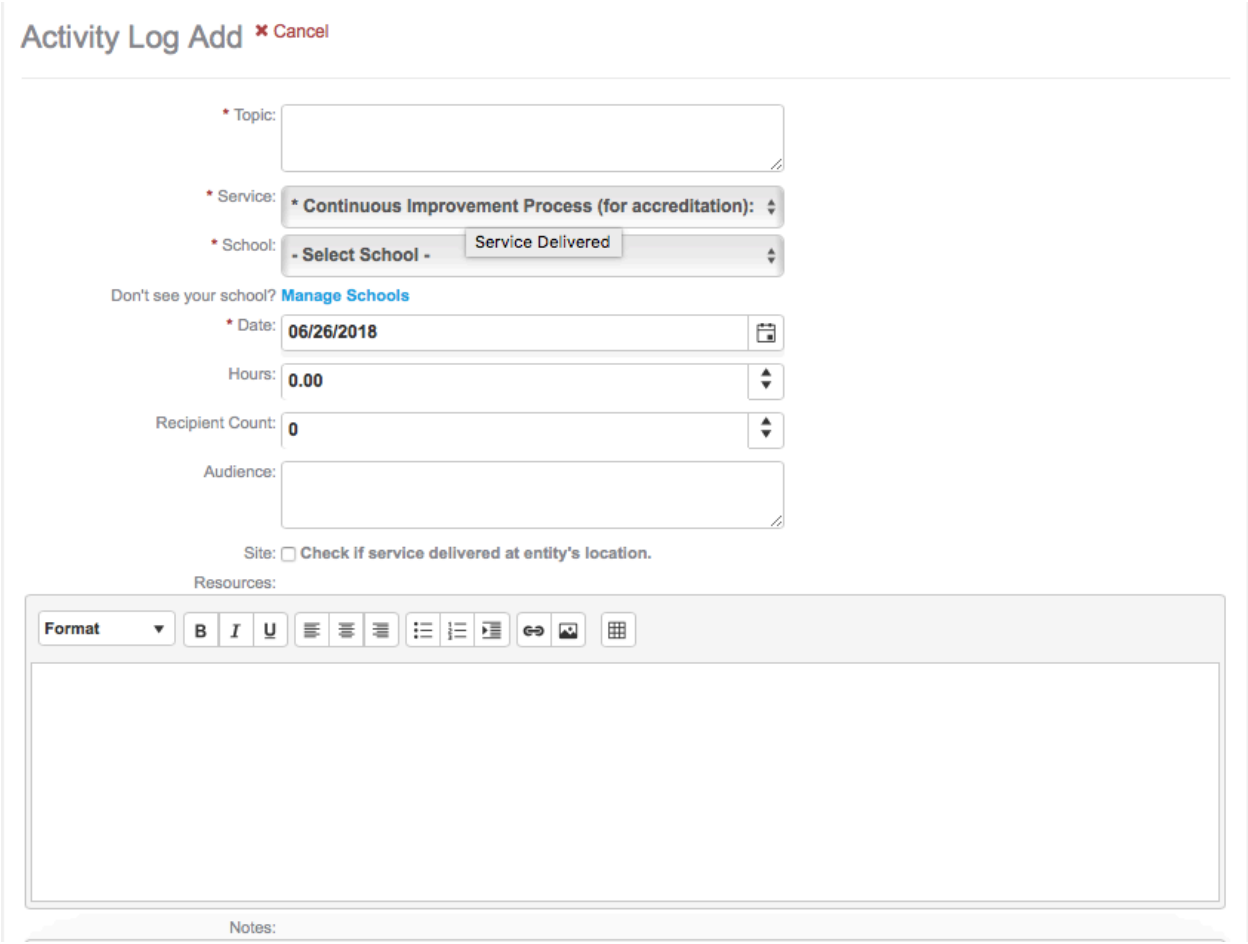
Topic	Log Date	Service	Entity	Staff	Particpants	Resources	Notes
Superintendent Meeting	12/12/2018	Administrator Meetings	Leigh Community Schools	POLK, LARIANNE	1	Link to meeting minutes. https://docs.google.	
Superintendent Meeting	9/19/2018	Administrator Meetings	Shelby - Rising City Public Schools	POLK, LARIANNE	17	Link to Minutes	
New Teacher ESU 7 Overview	7/11/2018	New Teacher Academy	Columbus Public Schools	KAVAN, BROOKE PIERCE, OTIS BRADY, MARK	12	Powerpoint Production examples (copies, laminating, bindings, etc.)	
Standards-Based Grading Convo	7/10/2018	Instructional Models:	David City Public Schools	KAVAN, BROOKE	1		

❖ ADD ACTIVITY LOG

- The activity log is where ESU personal document the service provided to a district, people in attendance, notes and resources. The screenshot below is where each ESU staff will document following providing a service.
  - Topic - short title and/or description of service provided.
  - Service - select the service from the dropdown menu
  - School - select school and that participated
  - Presenters - you can add single or multiple presenters, this will then automatically calculate time

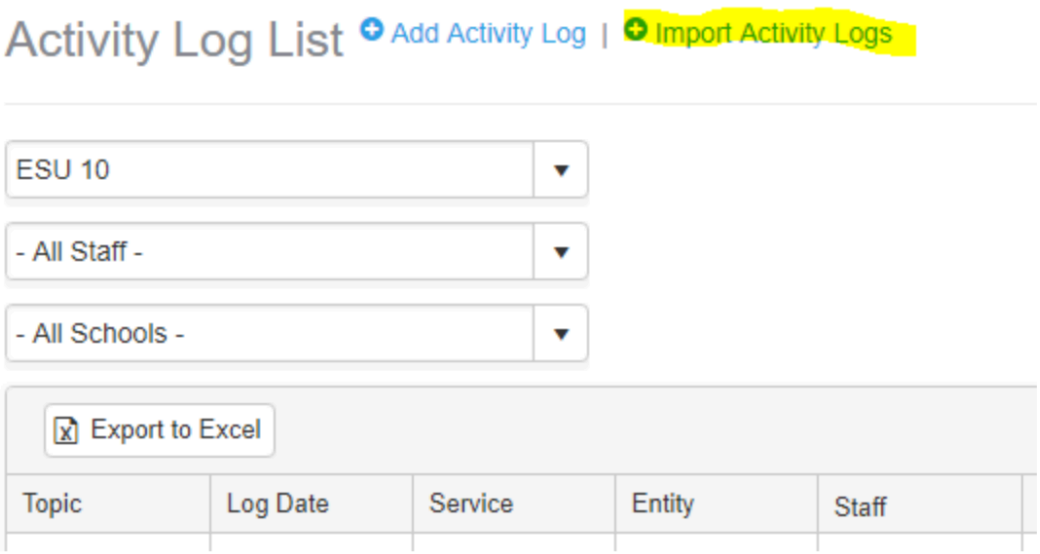
- Date - this is date of service provided, not date of log.
- Hours - how long did you provide this service (not including planning time)
- Recipient count - how many were in attendance?
- Audience - who were you presenting to? ie: teachers, admin, paras, etc
- Site - Check box if service was performed at ESU.
- Resources - this text box is for any resources you provided, district could access for further information.
- Notes - this text box is for ESU staff notes, follow-up ideas, changes in presentation, etc.

❖ Once the log is filled out, select 'Add Activity Log' at the bottom of the page, this will save your page.



❖ IMPORTING ACTIVITY LOGS

- Details on how to import Activity logs are found here.



❖ ADDITIONAL ACTIVITY LOG FAQ's

- How do I know when to log an activity?
  - ESU's have the autonomy to decide what to log and what to shade. If a service is provided that has a rubric, best practice is to log the service and follow up and score.
  - Best practice says to create an activity log within 3 days of the service.
  - Shading takes place when a service is not scored, but the district accessed that service.
- How do I determine amount of time?
  - The time is the ACTUAL amount of time spent providing the service, not planning time.
- If I log an activity do I have to score it?
  - Again, ESU's have the autonomy to decide what to score. If a rubric is available, best practice is to score the service.

❖ Implementation Objectives Scoring

- This will take you to a list of all of the scored services. You are able to update and edit previously scored services by clicking in the hyperlink.

Score List Add Score

ESU 07

Export to Excel

Search:

	Service	Entity	Score	Score Date	Staff
★	Continuous Improvement Process (for accreditation):	Humphrey Public Schools	1	5/24/2017	LAURA PLAS
★	Continuous Improvement Process (for accreditation):	Columbus Public Schools	2	5/25/2017	LARIANNE POLK
★	Classroom Coaching	David City Public Schools	2	9/18/2017	BROOKE KAVAN
★	Classroom Coaching	High Plains Community Schools	2	9/18/2017	BROOKE KAVAN
★	Classroom Coaching	East Butler Public Schools	2	9/18/2017	BROOKE KAVAN
★	Classroom Coaching	Osceola Public Schools	2	9/18/2017	BROOKE KAVAN

❖ ADD SCORES

- If you want to score a new service, click Add Score.

Score List Add Score

ESU 07

Export to Excel

Search:

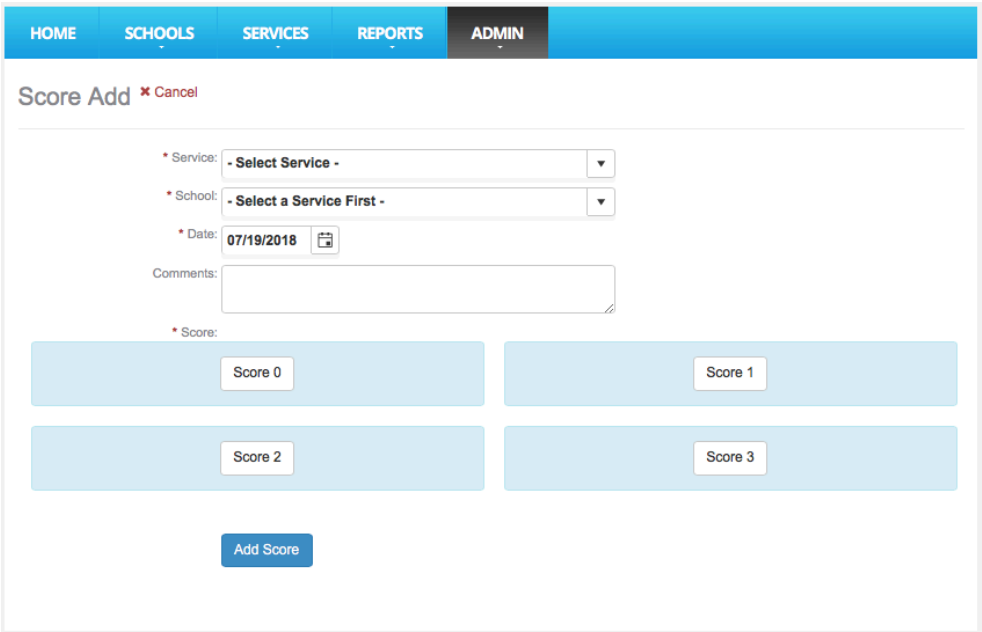
	Service	Entity	Score	Score Date	Staff
★	Continuous Improvement Process (for accreditation):	Humphrey Public Schools	1	5/24/2017	LAURA PLAS
★	Continuous Improvement Process (for accreditation):	Columbus Public Schools	2	5/25/2017	LARIANNE POLK
★	Classroom Coaching	David City Public Schools	2	9/18/2017	BROOKE KAVAN
★	Classroom Coaching	High Plains Community Schools	2	9/18/2017	BROOKE KAVAN
★	Classroom Coaching	East Butler Public Schools	2	9/18/2017	BROOKE KAVAN
★	Classroom Coaching	Osceola Public Schools	2	9/18/2017	BROOKE KAVAN

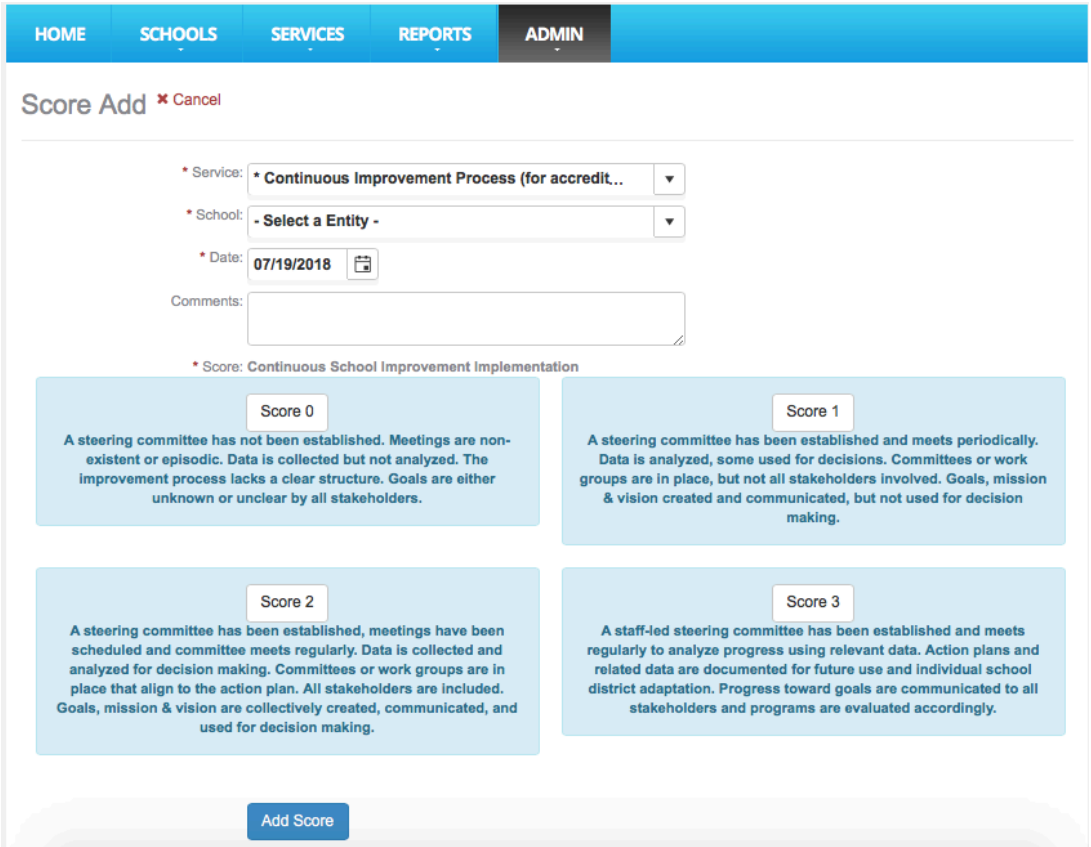
- The screenshot below will appear.
  - Service: contains a list of all services with rubric. Once this is selected the attached rubric will aggregate in the four scoring boxes. (see second screenshot below)
  - School: select school to be scored

- Date: date of scoring, not the date the service was provided
- Comments: remarks that influenced the scoring decision. This is particularly helpful if more than one person is scoring the service.

❖ Implementation Objectives RUBRICS

- The rubric have been created by the advisory team and the participating ESUs. Scoring is simply to measure the implementation of OUR service, not a measurement of the teacher, school or district. The scoring is to provide feedback and reflection for the ESU to provide a more robust service.
  - The rubric is generic enough for the service, however each ESU has the autonomy to create their own to align with the services they provide.
  - Scoring should take place after a service is provided and then follow-up with the district should take place to measure implementation.





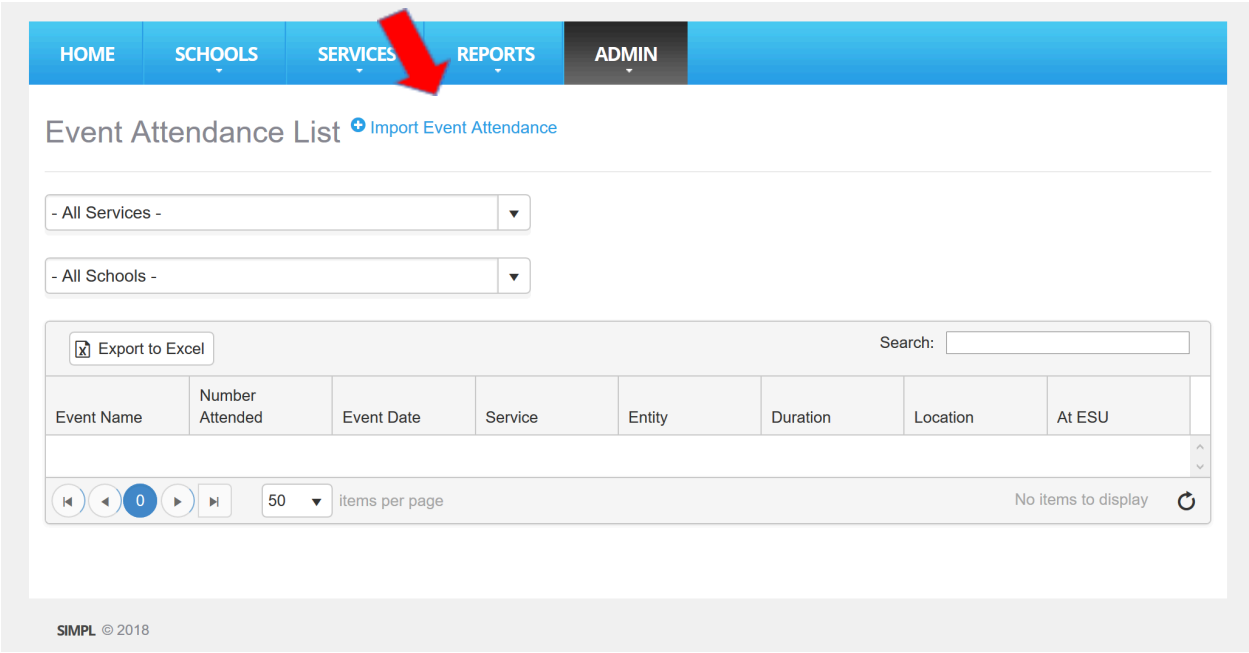
❖ THEORY BEHIND SCORING & FAQ's

- Why do we score?
  - We score in order to have a measurement of implementation of the service the ESU provides. We score looking through the lens of implementation not scoring the school.
- Who scores?
  - The person/people who provide the service.
  - Best practice shows that if a number of people are providing a similar service and each score, there should be a discussion between the staff to determine final score which then gets logged.
- How do we determine what gets scored?
  - The service identifies what is scored. If there is a rubric, it is scorable.
- How do we handle multiple scores for one service at one district?
  - The final score for a specific service will not be an average of all the rubrics, however it will be the highest score closest to the end of the school year.
- Who sees the scores?
  - Anyone who has log-in rights to SIMPL can see the scores.

        - Scores are utilized for program development at the ESU level and for internal support for schools.
    - How does service follow-up look to attain scores?
        - ESUs have autonomy on how they follow-up after services have been provided. The follow-up could be a walk through, a phone call, or follow-up training.
    - How are are the rubrics created?
        - Each ESU can submit a rubric to the advisory committee if there is not one that fits the criteria of the service they provide. This must be done prior to the **August 1** service deadline.
    - How often should scoring take place?
        - We suggest scoring within 3 days of the service and holding monthly scoring meetings to discuss final score if multiple people are providing similar service. ESUs have autonomy on how this process takes place.

❖ EVENT ATTENDANCE

- This is a page of all registrations for all districts, services and staff. The registration list can be imported from another registration platform and is sortable by service and school.
- Export to Excel: This feature is nice to provide a report to the district for accountability and accreditation information.



- Importing Event Attendance - The directions for importing Event Attendance can be found here.

APPENDIX

SAMPLE SCRIPT FOR SERVICE PLANNING

District 2018-2019 Planning
Planning Date:
Send e-mail before consultation meeting:

Revised:
Send e-mail before consultation meeting:

Good afternoon, _____):

We are looking forward to meeting with you this week for your Annual District Consultation. Our goal is to customize the ESU 7 Service plan to serve your district. These discussions are important in allowing us to better lead, serve & support you.

Participants will be:

- Darus Mettler, SPED Director
- Marci Ostmeyer, Professional Development Director
- Mark Brady, PD Coordinator - Title III, Social Studies, DL, Instructional & Principal Coaching...
- Brooke Kavan, PD Coordinator - Title II-A, PLCs, Instructional & Principal Coaching...
- Brooke Koliha, PD Coordinator - blah
- Otis Pierce, PD Coordinator - blah
- Laura Plas, PD Coordinator - blah

We will start the meeting by asking you to share with us your goals & priorities for 18-19, however big or small. We are interested in how ESU 7 can support you in those goals, your School Improvement cycle, and annual data analysis. If there are calendar days we can visit your building to provide support - especially during your opening inservice days - we would like to put them on our calendars. Don't hesitate to indicate specific needs you may need from each of us.

Again, we are eager to see you on date at (zoom link). Please let me know if you have any questions.

Marci Ostmeyer
Professional Development Director

Information gathered prior to meeting for ESU 7 awareness:
Year in CIP cycle
Initiatives from last year's meeting crosswalked with services accessed
Classification of each building in AQuESTT

During Meeting:

Who is taking notes in SIMPL tool: Name

Person Responsible	Question	Response
School lead	Introductions	
School lead	What goals/priorities will your district be focusing on this year?	
School lead	Considering those goals, how can ESU 7 support you?	
School lead	Any dates you'd like to put on the calendar for ESU 7 support? (August, especially)	
School lead	How can we support you with School Improvement, Assessment & Data?	
School lead	Highlight updates: Upcoming trainings, summer events	
Specific content of others (SPED, Math, etc)		

SAMPLE DISTRICT SERVICE PLAN: 2018-19

Staff Development Services (84-002.05A)

What goals/priorities will your district be focusing on this year?

1. PLCs - been working with Solution Tree
    i. Adopting model
2. Accreditation visit at the end of March
    i. Next steps after the visit
3. Teacher/Principal Evaluation Frameworks
    i. Pilot this next year and approval by end of 18-19 school year

Looking at some ways with Sarah to adjust their mentoring to meet the needs of new staff.

Planned Service Implementations

Classroom Coaching	Instructional Strategies	Principal/Teacher Evaluation
Continuous Improvement Process	Other/Non-NSCAS Content Trainings	Tech Integration Specialist program meetings
Instructional Models		

Instructional Materials Services (84-002.05C)

no notes

Technology (002.05B Technology)

no notes

Planned Service Implementations

Distance Learning Consortium	LAN Manager Program	Technical Training (hardware, software, device)
E-Rate Filing & Consultation	Network Planning & Consultation	Zoom, Scopia
Internet Access	Technical Support	

Student Services

May need some help with this at the elementary level. Brandi may be coming out this spring for observations.

**Nicole Hardwick mentioned Amy Maz is already on the books to present to staff in August.

Planned Service Implementations

Behavior Analyst	Resource Coach	Transition
Early Childhood	Speech Language	

Other Services

no notes

Planned Service Implementations

Grant Facilitation	Production/Art Media	Title III - English Learners
Perkins Grant	Title 1 COOP	