

Community Schools Implementation Institute

Benchmark Academy B

Determining Priorities and Developing Improvement Systems

DISTRICT	SITE	CRT	Benchmark Completion
Benchmarks and Timeline	Actions	Coaching/ Tools	Linked artifacts
4A: Determining Priorities, Telling Your Story 1 -2 months with below	- Consolidate and code data with NAA Implementation Team - Share learning with Administrators, faculty, and staff and representative CS Leadership Team - Determine trends, priorities and build a findings report with NAA Implementation Team - Share and Celebrate Results - Continue Needs and Assets Assessment to achieve 75-100% - Disseminate Needs and Assets Assessment Findings - Align priorities with CS Pillars for Improvement	Coding Presentation Example of NAA Results Lynn example infographic Example of NAA Engagement Results Findings report planner	BM 4- (4A) Evidence of: Coded data Root causal analysis NAA Findings Report
4B: Developing a Community School Leadership Systems, Structures and CS Strategy 1-2 months with above	- Design and present purpose of Community Schools to faculty and staff - Implementation and stakeholder teams reviews NAA data and drafts trends and priorities - Recruit and initiate a Community Schools leadership team - Create regular agenda and cadence of meetings - Execute root cause analysis with trends and priorities with a representative Community School Leadership Team. - Build a Community School Strategy aligning CS pillars, SIP, NAA findings, and results of causal analysis (Driver Diagram or logic model) - Identify goal teams for each priority area - establish two way communication between site goal teams, CS Leadership team and steering committee.	- Team Roster with Stakeholder Representation - Calendar of meetings and agendas - Shared Leadership Purpose and routines - Revisit CS Leadership Teams Systems and Structures - Systems and Structures Slides	BM 4-(4B) Evidence of: Leadership Team; site, district and steering committee level Rosters Meeting agendas Communication Plan of findings report/refining

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5A: Launching Improvement Journey	• Activate and plan for regularly scheduled Leadership and goal team meetings. • Using causal analysis results- assign/align priorities to appropriate goal teams • Establish universal understanding of the Community School Mechanisms and Pillars • Understand the structures and purpose of team-based improvement work • Understand your site level team-based improvement structures. • Engage with your leadership and goal teams to create problem statements for each priority area and their intersection.	Reading: Making Sense of Pillars, Mechanisms, and Benchmarks Reading: Launching an Improvement Team • Causal Analysis: 5 Whys • Fishbone Activity (detailed) • Fishbone Protocol (succinct) • Tree Diagram • <u>Systems and structure</u> • <u>Calendar Leadership Meetings</u>	BM 5 (5A): Evidence of: Determining Priorities form NAA Causal Analysis (FERRY 2 Strategy Template)
5B: Deepen understanding of improvement science as a problem-solving approach	• Deepen understanding of improvement science as a problem-solving approach. ◦ investigation tools ◦ process mapping ◦ empathy interviews ◦ fishbone and driver diagrams • Analyze existing data to further investigate each priority and problem area. • Engage in an investigation cycle using IS investigation tools to better understand problems and their causes • Identify possible improvements/change ideas and launch an improvement project.	Reading: The Journey of Improvement Reading: Investigation Methods • Check Sheet Guide • Community Pulse • Empathy Interview Guide • Process Mapping & Analysis Guide •	BM 5-(5B) Evidence of: Improvement Team Roster Problem Statement Improvement Project Organizer
6A: Navigating the Improvement Journey	• For each of your improvement priorities or pillars for improvement, goal teams launch an improvement journey. • Learn about problem solving using Improvement Science methods and tools • Develop an aim or desired outcome. • Develop ideas for changes to practice, measures and theory of improvement • Build an improvement strategy: Theory of Improvement ◦ building AIMS, drivers and change ideas	Reading: The Model For Improvement • Strategy Workbook A • Strategy Workbook B • CS Strategy Planning Template • Example CS Strategy/Plan • THEORY OF IMPROVEMEN Reading: Defining Aims & Measures Key Resources: • Aim Statement Overview ◦ Activity Guide: Crafting an Aim	BM 6 (6A) Evidence of: Improvement Organizer Investigation of Current State Improvement Team Roster and Agenda AIMS and Measures Revisit strategy Template or (6C/6D) Driver Diagram

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		• Measurement Overview ◦ Operational Definition Template	
6B: Execute the PDSA cycle including timeline and measurement 1-3 month cycles quarterly cycles with biweekly data review for adjustment and refinement	• Learn about research methodologies. • Nurture a healthy team culture and clear routines • Attend regularly to team health and development. • Run PDSA learning cycles to test and reflect upon change ideas • Each Improvement team creates : ◦ A Project Charter describing the team and the problem ◦ artifacts from investigation activities ◦ artifacts from measurement and findings ◦ consolidation meeting and communication ◦ reflections on their learning • Identify at least one measure to provide timely feedback on progress	Reading: Developing Ideas for Change Reading: The PDSA Cycle Key Resources: • Stakeholder Engagement Planner for Change Ideas • Driver Diagram Guide ◦ Driver Diagram Creation Protocol ◦ Driver Diagram Template • Team Roster Template • Team Launch Sample Agenda • Team Launch Checklist • Improvement Project Organizer • Improvement Project Charter Template • Problem Statement FAQ	BM 6 (6B) Evidence of: Improvement Organizer AIMS and Measures Revisit strategy Template or (6C/6D) Driver Diagram PDSA Form Template
7:Closing Out the Journey 1 month	• Compile data, measures and consolidate learning • Goal teams hold a consolidation meeting. • Create a project or impact summary • Share your improvement story with leadership groups • Refine improvement as informed by interestholder groups	Reading: Consolidating Learning from Investigation Key Resources: ◦ Sample Consolidation Meeting Agenda ◦ Empathy Map Guide ◦ Empathy Map Template ◦ Process Mapping & Analysis Guide ◦ Problem Statement Readiness Check Findings and consolidation examples	BM 7 Evidence of: (7A/7B) PDSA/Change Idea Summary, (7C/7D) Communication Plan/Storytelling