



**COLORADO**

Department of Education

# Diagnostic Review & Improvement Planning Orientation Webinar

Colorado Department of Education

May 2015

**COLORADO**  
DEPARTMENT of EDUCATION

**cde**

# Agenda

- I. Grant Overview
- II. Application
- III. Assurances
- IV. Grant Expectations
- V. Diagnostic Review Components
- VI. Improvement Planning Support Components
- VII. Timeline
- VIII. Communicating with CDE
- IX. Questions

# I: Grant Overview

## Purpose

The purpose of the review is to measure a school or district's operations against a set of research-based standards and indicators, in order to identify strengths, areas for improvement, and considerations for future planning. The Diagnostic Review will help schools, districts and CDE understand where implementation is successful or lagging, as well as how future plans can be improved.

This review should serve as the basis for the school's comprehensive needs assessment, as part of the Title I Schoolwide Plan.

# I: Grant Overview

## Providers and Partners

Diagnostic Review Providers	Improvement Planning Support Partners
Contracted through the school/district	Contracted through the school/district
Provide Diagnostic Review services (document review, on-site visit, leadership/staff debrief)	Provide support for the Improvement Planning Process pre/post Diagnostic Review
Provide a final report of findings from the Diagnostic Review	Collaborate with the school to write the UIP based on the findings from the Review

CDE provides a list of vetted providers and partners that can be contracted with for these services.

# II: Application

- **Four parts**
  - Introduction
  - Needs Assessment
  - Action Plan
  - Budget Narrative & Electronic Budget form
- **Three of the four parts are scored with rubric**
  - Complete vs. Not Addressed/Incomplete
- **Answer questions in order**
- **Answer each question completely**

# II: Application Example

Part II: Needs Assessment	Not Addressed/Incomplete	Complete
<ul style="list-style-type: none"> <li>Describe the school and/or district's current improvement planning process (e.g., UIP).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Describe how the school/district consulted with relevant stakeholders in developing this application (e.g., School Board, DAC, SAC, staff).</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>Identify who will serve as the district implementation coach and describe his/her qualifications and expectations for the role. Describe how this person will be responsible for carrying out the activities related to the diagnostic review and/or improvement planning. Identify who will be the main point of contact for ensuring the grant activities are on track.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
Reviewer Comments:		

Note: There are three items that need to be addressed here.

# III: Assurances

**The following assurances are outlined in the RFP. By reviewing and signing the Part 1C Assurance Form, the LEA and school are agreeing to the following terms:**

- ☐ The applicant will use funds in accordance with the approved grant proposal and provide CDE with a fiscal accounting of the funds.
- ☐ The Diagnostic Review will take place on or before Dec. 31, 2015.
- ☐ Assure that funds will be used to supplement and not supplant any money currently used to provide services.
- ☐ The improvement planning partner will be present for the diagnostic review debrief.
- ☐ The grantee will inform CDE ([cohen\\_s@cde.state.co.us](mailto:cohen_s@cde.state.co.us)) of the Diagnostic Review Provider and Improvement Planning Partner prior to the Diagnostic Review.
- ☐ The LEA will designate a district-level implementation coach, who will support the school through the diagnostic review and identified improvement planning work and track implementation of grant activities as expected by the approved budget and action plan.

# III: Assurances cont.

- ☐ The grantee will participate in an end-of-grant survey with CDE that will include the following questions:
  - ☐ *Was your planning partner present for the staff debrief? If not, why?*
  - ☐ *Were all school staff present for the diagnostic review debrief? If not, why?*
  - ☐ *Did you encounter any difficulties throughout the process?*
  - ☐ *Do you have any suggestions for making the process more effective?*
- ☐ The grantee will maintain sole responsibility for the project even though subcontractors may be used to perform certain services.
- ☐ The applicant will not discriminate against anyone regarding race, gender, national origin, color, disability, or age.
- ☐ The applicant will comply with all relevant state and federal laws.
- ☐ Any communication disseminated regarding this grant award must include the following language: “This grant opportunity was made possible by grants from the U.S. Department of Education.”



# IV: Grant Expectations

## Joint Responsibilities

- Appoint key contact person to serve as the grant implementation coach
- Implementation coach, LEA, Provider(s) and CDE maintain frequent communication
- Appropriate timelines developed and all parties kept in the loop
- Adjustments made to original action plan, activities and budget must be reviewed and submitted to CDE for approval.
- The entire process should take <6 months, when possible
- Notify CDE immediately with any changes or concerns

# IV: Grant Expectations

## Final Report

- **Provider will submit a final report**
  - outlines the findings from CDE Standards and Indicators for Continuous School Improvement
  - Delivered within 30 days of on-site review
- **The final report will not**
  - exceed 15 pages in length
  - prioritize next steps
- **The final report must be**
  - provided to Sarah Cohen ([cohen\\_s@cde.state.co.us](mailto:cohen_s@cde.state.co.us))
  - five days prior to release to school/district
- **The final report is a public document, paid for by federal funds, and can be released to anyone who requests it.**
- **The final report will be used to align any technical assistance provided to the school or district.**

# V: Diagnostic Review Standards and Indicators

- **Comprehensive, evidence-based review of how the school is functioning in the areas of:**
  - Standard 1: Standards and Instructional Planning
  - Standard 2: Best First Instruction
  - Standard 3: Assessment of & for Learning
  - Standard 4: Tiered Support
  - Standard 5: Leadership
  - Standard 6: Culture and Climate
  - Standard 7: Educator Effectiveness
  - Standard 8: Continuous Improvement

For more information on the standards and indicators, visit:

<http://www.cde.state.co.us/cdechart/coloradostandardsandindicatorsforcontinuousschoolimprovement>

# V: Diagnostic Review Components Prior to the Review

- **School will contract with Provider**
- **Provider will plan and prepare for the review.**
  - Please respond to requests from the Provider (e.g., documents, schedules, answering questions, confirming scheduling expectation)

# V: Diagnostic Review Components During the Review

- 2-3 day onsite review
- Staff debrief must include:

- All staff

*Note: Grant funds may be used to pay for subs, stipends etc. in order to ensure a high level of staff participation*

- Key findings from the review
- High-level observations
- Time for staff to process report findings together

***CDE will provide personnel to attend the review and/or staff debrief to support the school and the contractors.***

# V: Diagnostic Review Components After the Review

- **Final Report delivered to district/school (electronic):**
  - Executive summary
  - Detailed observations with supporting evidence

**Reminder: Provider must submit Diagnostic Review Final Report to CDE five days prior to release to district/school.**

# VI: Improvement Planning Components

**Facilitated support with an Improvement Planning Partner to:**

- Review trends in student performance data;
- Identify and prioritize performance challenges;
- Engage in root cause analysis;
- Synthesize review findings to support and validate root cause analysis and action planning
- Target setting; and
- Action planning.

***The goal is to have an updated UIP that meets the overall quality criteria and criteria for DR grant requirements.***

# VI: Improvement Planning Components

**Crucial for the Planning Partner to be present at staff debrief.**

- Allows for continuity
- Builds on ideas
- Energy and will is there

**Partner needs prompt access to Final Report to help facilitate Improvement Planning.**

**Planning Partner may contract with the school/district for ongoing planning support (when applicable).**



# VI: Improvement Planning Components

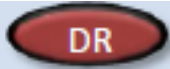
## ■ School-level Quality Criteria for DR grants

### Data Narrative



- The plan must describe updates to the data analysis, priority performance challenges, root causes and/or major improvement strategies based on the results of the Diagnostic Review and/or improvement planning support process.

### Action Steps



- The plan must identify the specific action steps funded, including amount, with the Diagnostic Review and Improvement Planning grant in the Resources column.

# VII: Timeline

- Funds must be obligated by June 30, 2016, and requested by September 15, 2016.
- No carryover will be allowed.
- Diagnostic Reviews awarded in this round must be scheduled to take place by Dec. 31, 2015.
- Follow up planning should be completed by June of 2016.

# VII: Timeline Considerations

## For the Diagnostic Review

Expect 2-3 day Review visit, with a staff debrief on the final day

Schedule last day of visit, on a day that **all** staff can be involved in the staff debrief (~2-4 hours). Consider staff meetings, PD time, after/before school

★ Ensure that Improvement Planning Partner is present for debrief

## For Improvement Planning Support

Expect scheduling to involve all staff at different points

Schedule to occur after the Review and soon thereafter

★ Schedule time for all staff to have time to process how the Review is used to validate the UIP and engage in Root Cause and Action Planning together

If in Priority Improvement or Turnaround, consider having the review and UIP draft in time for Jan 15 submission.

# VIII: Communicating with CDE

## We're here to help!

- Call or email with concerns or questions
  - Expect to hear from us

<b>Grant Questions</b>	<b>Sarah Cohen</b>	<b>Cohen_S@cde.state.co.us</b>
<b>Improvement Planning Questions</b>	<b>Christina Larson</b>	<b>Larson_C@cde.state.co.us</b>
<b>Budget Questions</b>	<b>Evan Davis</b>	<b>Davis_E@cde.state.co.us</b>

# IX: Questions?

