Purpose: The Communication Planning materials were created by the Colorado Department of Education (CDE) Office of Learning Supports (OLS) to help stakeholders prepare for communication to internal and/or external stakeholders across activities during their implementation of a Multi-Tiered System of Supports (MTSS). Because the scale-up of CO-MTSS is a major systems change and educational reform effort, ongoing communication through the stages of implementation is required so that action planning and effective collaboration are assured.

Formats Available: Word, Google Doc, or Google Form.

Procedure: The CO-MTSS Communication Planning Forms (A & B) may be completed by: teams, work groups, or designated individuals. Completed planning should be shared within convenings or via electronic exchanges with team members so that consensus may be reached for communication decisions.

*The following outlines a **possible process** that can be completed. Based on the school or district size and relative number of activities, for which communication needs to be defined, the process may be abbreviated or extended to align with contextual needs. Although outputs are prioritized here, communication should be "two-way." Consider how bi-directional communication may be incorporated within you efforts. Also, do not dismiss "informal" communications. What are "bullet points" or "takeaways" that need to be "common language" amongst stakeholders/teams?*

<u>Preview the Tools</u>. Possible topics include (a) the objective of the tool, (b) its value/importance to systems change, (c) operationalizing definitions, (c) how follow-up and next steps will occur, and (d) read/analyze information that connects Communication Planning to Implementation Science (e.g., "Communication Planning Introduction" documents or slides).

<u>Note Tool Variations</u>.
- o *Form A* – This tool is like a "Unit Plan," intended to be the "table of contents" for your communication planning efforts. It may be a "quick reference" and may be returned to (as needed). List each major topic area with brief details. This is not meant to be a comprehensive investigation per topic area. Note that there are multiple rows included per topic area, as there may be multiple methods or channels that may be aligned to one topic area.
- o *Form B* – This tool is like a "Lesson Plan," intended to be used for each communication effort. Details will be more substantively-included for each topic area (in comparison to Form A). A final cell ("Other considerations?") is provided for information that may not be categorized according to the other expectations (left-hand column).

<u>Complete Forms.</u>
- o The forms can be completed by individuals, sub groups, or the entire Leadership Team, depending on the size and complexities of the team. It can also be completed in Word, Google Doc, or Google Form formats. Be sure to assign specific due dates for completion and make available between Leadership Team meetings. Everyone on the team should have access to the Communication Planning Forms.

<u>Implement and Evaluate.</u>
- o Define measures to determine progress towards outcomes.
- o Implement plan as constructed (ensuring accountability from creators and reviewers throughout).
- o Priority distribution to all Leadership Team members, including members for any outgoing communication.
- o Review at regular intervals (the "responsible parties" and the leadership team, as a whole).
- o Amend or fade approaches depending on results (proximity to success indicators).