

## Annual UIP Development vs. Progress Monitoring

<b>Process</b>	<b>Annual Improvement Planning (UIP Development and Revision)</b>	<b>Progress Monitoring (at least quarterly)</b>
<i>Gathering Data</i>	Annual data (at least 3 years)	Interim Assessment Results (available at least twice during the school year)  Implementation Benchmark data (current)
<i>Predict</i>	Make predictions about performance trends (over at least 3 years) in academic achievement, academic growth, academic growth gaps and post-secondary and work force readiness.	Make predictions about performance (since the last progress monitoring session) in priority areas (as defined by priority performance challenges and associated performance targets).
<i>Explore Performance Data (Identify performance trends and prioritize challenges)</i>	<ol style="list-style-type: none"> <li>1. Start with a performance focus and relevant data report(s).</li> <li>1. Determine what metrics will be considered and what questions will guide analysis.</li> <li>2. Make predictions about performance.</li> <li>3. Interact with data (at least 3 years).</li> <li>4. Look for things that pop out, with a focus on patterns over time (at least three years).</li> <li>5. List positive and negative facts about the data (with a focus on patterns over time, or trends).</li> <li>6. Identify which trends are notable (narrow) and which require additional analysis.</li> <li>7. Write notable trend statements.</li> <li>8. Choose from among notable trends to identify priority performance challenges (3-5) that will focus improvement efforts for the current and next school year.</li> </ol>	<ol style="list-style-type: none"> <li>1. Start with a priority performance challenge, associated targets and relevant interim assessment results (include assessment results from more than one point in time if available).</li> <li>2. Interact with data.</li> <li>3. Look for things that pop out, with a focus on patterns or trends if appropriate.</li> <li>4. Brainstorm a list of fact statements (observations) about the data (positive and negative).</li> <li>5. Prioritize observations.</li> <li>6. Summarize current performance (in that priority performance challenge area).</li> </ol> <p>Repeat this process for the next priority performance challenge focus area.</p>

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<i>Explain (Identify root causes)</i>	<ol style="list-style-type: none"> <li>1. Focus on a performance challenge (or closely related performance challenges).</li> <li>2. Consider other types of data.</li> <li>3. Generate explanations (brainstorm).</li> <li>4. Categorize/classify explanations.</li> <li>5. Narrow (eliminate explanations over which you have no control) and prioritize.</li> <li>6. Deepen thinking to get to a “root” cause.</li> <li>7. Validate with other data.</li> </ol>	<p>Focus on a priority performance challenge and current performance in relationship to that challenge, and follow this process to explain it.</p> <ol style="list-style-type: none"> <li>1. Consider planned action steps related to eliminating the root cause of that priority performance challenge, and implementation benchmark information about implementation of action steps to date.</li> <li>2. Generate explanations for current performance (brainstorm).</li> <li>3. Categorize/classify explanations.</li> <li>4. Narrow (eliminate explanations over which you have no control)</li> <li>5. Prioritize.</li> <li>6. Deepen thinking to get to a “root” cause.</li> <li>7. Validate with other data (implementation benchmarks or additional data as needed).</li> </ol>
<i>Plan for Action</i>	<p><i>Set Performance Targets:</i></p> <ol style="list-style-type: none"> <li>1. Focus on a priority performance challenge.</li> <li>2. Determine a comparison point.</li> <li>3. Consider state expectations.</li> <li>4. Consider district expectations.</li> <li>5. Determine the gap between current performance and the comparison point.</li> <li>6. Determine a time frame for closing the gap.</li> <li>7. Determine progress needed in the next two years.</li> <li>8. Describe annual performance targets for the next two years.</li> </ol>	<p><i>Review Performance Targets:</i></p> <ol style="list-style-type: none"> <li>1. Focus on a priority performance challenge.</li> <li>2. Consider annual performance target.</li> <li>3. Compare current performance to target, identifying any gaps.</li> <li>4. Make revisions to performance targets if appropriate.</li> </ol> <p><i>Keep or Adjust Major Improvement Strategies/ Action Steps</i></p> <ol style="list-style-type: none"> <li>1. Determine if performance is improving – decide to stay the course or make an adjustment.</li> </ol>

Process	Annual Improvement Planning (UIP Development and Revision)	Progress Monitoring (at least quarterly)
	<p><i>Develop Major Improvement Strategies:</i></p> <ol style="list-style-type: none"> <li>1. Focus on a priority performance challenge and the root cause(s).</li> <li>2. Consider research.</li> <li>3. Identify a desired future (if action is taken to dissolve root cause(s), from the perspective of various local stakeholders).</li> <li>4. Identify strategies to get to the desired future.</li> <li>5. Articulate a Theory of Action (If, then, and then).</li> <li>6. Re-write as a major improvement strategy.</li> </ol> <p><i>Develop Action Steps:</i></p> <ol style="list-style-type: none"> <li>1. Do a force field analysis in reference to your major improvement strategy               <ol style="list-style-type: none"> <li>a. Identify driving forces.</li> <li>b. Identify restraining forces.</li> <li>c. Prioritize restraining forces.</li> </ol> </li> <li>2. Identify action steps that would eliminate or weaken your restraining forces (in priority order).</li> <li>3. Provide details about action steps (who, when, with what resources).</li> <li>4. Identify associated implementation benchmarks.</li> </ol>	<p>If adjusting actions steps:</p> <ol style="list-style-type: none"> <li>2. Analyze implementation benchmark data (focus question: Are action steps being implemented as intended?)</li> <li>3. If implementation benchmark data show actions steps are <b>not</b> being implemented with fidelity               <ol style="list-style-type: none"> <li>a. Do a force field analysis on action steps (identify driving and restraining forces, prioritizing restraining forces).</li> <li>b. Identify steps to eliminate restraining forces.</li> <li>c. Make adjustments to plan.</li> </ol> </li> <li>4. If implementation benchmark data show actions steps are being implemented with fidelity.               <ol style="list-style-type: none"> <li>a. Determine if more time is needed to fully benefit from improvement strategy, or</li> <li>b. Determine if the major strategy should be changed.</li> </ol> </li> </ol>