

# MnMTSS Action Planning Guide for District Teams

The Self-Evaluation of the Minnesota Multi-tiered System of Supports (MnMTSS) for District Leadership Team (SEMI\_DLT) and this Action Planning Guide are part of the [MnMTSS Roadmap](https://education.mn.gov/mdeprod/idcplg?IdcService=GET_FILE&dDocName=PROD046955&RevisionSelectionMethod=latestReleased&Rendition=primary) which can be found at the Minnesota Department of Education’s [MnMTSS webpage](https://education.mn.gov/MDE/dse/mtss/).

They provide a provide a process through which districts beginning to implement MnMTSS, and those that have done so for many years, can evaluate their current levels of implementation, plan for continuous improvement towards optimum operation and monitor systemic fidelity and implementation progress.

**Step 1: Enter results of the SEMI\_DLT in the table below**

| Component | Level IFoundational (29) | Level IIEnhancements (24) | Level IIIAdvancements (15) |
| --- | --- | --- | --- |
| **Infrastructure to Support Continuous Improvement** | /40 | /40 | /25 |
| **Family and Community Engagement** | /15 | /15 | /10 |
| **Multilayered Practices and Supports**  | /30 | /25 | /10 |
| **Assessment** | /45 | /20 | /5 |
| **Data-Based Decision Making** | /15 | /20 | /20 |
| **Totals** | **/145** | **/120** | **/75** |

**Step 2: Discuss Results**

With a copy of the MnMTSS Framework and DLT\_SEMI in hand, use a discussion protocol such as a [Focused Conversation](https://www.top-network.org/use-focused-conversation) or [ORID](https://pacific-edge.info/2010/08/orid/) to synthesize and reflect on the data and information obtained. Consider the following questions and record in the spaces below. The document will expand to fit your answers.

* What do team members notice about the data and information obtained? Did the team have enough data to fully inform scoring? What information was missing?
* How do team members feel about the data or information obtained?
* What do these data or the information obtained mean for our district? What insights are beginning to emerge?
* Given our unique local context and needs, what do we need to do? What are our next steps?

**Step 3**: **Plan Next Steps**

Prioritize the areas that are most critical to improve. Define the action, who is responsible, when it will be accomplished, and when updates on the action will be reviewed by the team. Include actions that may need to be taken to gather additional information or data. The table will expand to fit your text. Resource: [Plan Do Study Act (PDSA) Improvement Cycles](https://nirn.fpg.unc.edu/module-1/improvement-cycles) (NIRN).

| Core Component | Action(s) | By Whom and When | Expected Outcome(s) | Date to Review Action Taken and Plan Next Steps |
| --- | --- | --- | --- | --- |
| **Infrastructure for Continuous Improvement** |  |  |  |  |
| **Family and Community Engagement** |  |  |  |  |
| **Multilayered Practices and Supports** |  |  |  |  |
| **Assessment** |  |  |  |  |
| **Data-Based Decision Making** |  |  |  |  |

**Step 4: Engage in Continuous Improvement**

1. Link this Action Planning Guide into the MnMTSS District Leadership Team agenda and notes.
2. Review each action taken and use data to determine whether the expected outcome was attained.
3. Based on the data, plan the next steps.
4. This plan should be reviewed and acted upon at every meeting.
5. Set a date to retake the SEMI\_DLT (at least annually).

**The National Implementation Research Network (NIRN) resources linked below are also available to support district team decision-making and provide additional information for planning.**

[**District Capacity Assessment**](https://nirn.fpg.unc.edu/resources/district-capacity-assessment-dca)

The purpose of the District Capacity Assessment is to assist school districts in planning for implementation of effective innovations such as MnMTSS. This tool *measures the capacity* (systems, activities and resources) of a district to facilitate building-level implementation.

[**Initiative Inventory**](https://nirn.fpg.unc.edu/resources/initiative-inventory)

An Initiative Inventory can help district teams get a clear picture of past and current programs, practices, initiatives and innovations. Information and data collected can be used by the organization to explore fit of additional initiatives with current work and help guide decisions to make room for new work.

**Additional Resource**

[The Alliance for Resource Equity](https://www.educationresourceequity.org/)provides information on the 10 dimensions of resource equity and a toolkit that can be used by district teams to conduct a resource equity diagnostic.