

# Virginia Tiered Systems of Supports (VTSS)

## Division Capacity Assessment (DCA)

### When to Complete

The Division Capacity Assessment (DCA) is available for completion during the Midyear data collection period. The DCA is completed by the Division Implementation Team (DIT) and typically led by a trained DCA administrator.

### Rationale

The DCA is used to:

1. Provide the DIT with a structured process for the development of a Division Capacity Action Plan;
2. Provide the DIT with information to monitor progress towards division, regional, and state capacity building goals;
3. Support a common infrastructure for the implementation of VTSS to achieve desired outcomes for students; and
4. Provide division, regional, and state leadership with a regular measure of the capacity for implementation and sustainment of VTSS in divisions.

### Participants

- *DCA Administrator* – A trained individual responsible for leading the discussion and adhering to the DCA Administration Protocol. This person is preferably external to the division and does not vote.
- *Facilitator* - This individual helps contextualize items for respondents or provides examples of work in which the division has engaged. Responsible for bringing the DIT together and coordinating the time commitment.
- *Note Taker* – Records ideas shared for action planning and any questions and issues that are raised during administration.
- *Respondents* – Respondents are knowledgeable raters including DIT members and other staff intentionally selected for their implementation knowledge, experience with VTSS, and leadership in the division.
- *Observer* – Observers are invited with permission of the division team to learn about the DCA process or the activities in the division. Observers do not vote.

### Materials

- If applicable, previously completed DCA forms and/or reports.
- Blank copies (paper or electronic) accessible to all respondents.
- Data sources to inform DCA assessment which at a minimum include the Division Implementation Plan but may also extend to any of the following:
  - *Roles and Job Descriptions*
    - List of DIT members, roles, and job titles
    - Listing of Building Implementation Team (BIT) members
    - Executive Leader job description
    - DIT Coordinator job description
    - Interview protocol (including procedures used during the selection process of staff, internal
      - and/or external, who will implement and support VTSS)

Adapted from Ward, C., St. Martin, K., Horner, R., Duda, M., Ingram-West, K., Tedesco, M., Putnam, D., Buenrostro, M., & Chaparro, E. (2015). District Capacity Assessment. University of North Carolina at Chapel Hill.

- *Team Processes*
  - DIT Meeting schedule
  - DIT linking communication protocols
  - Meeting Agendas, Minutes, and Attendance
  - Graphic of problem-solving process used
- *Guidance Documents*
  - Documentation of evidenced-based practices selection procedure
  - Process documentation for sharing of policy relevant information to regional and state organizations
  - Documentation of linking VTSS to other Effective Innovations
  - Process documentation for addressing internal division barriers
- *Budget*
  - Professional Learning budget allocations
  - Grant budget allocations
- *Plans*
  - DIT implementation plan for VTSS
  - Sample BIT implementation plans
  - Sample of coaching service delivery plans
  - Communication plan
  - Documentation of implementation plan monitoring
  - Sample of staff professional learning plans
  - Division professional learning schedule
- *Data and Measures*
  - Fidelity measure
  - Practice profile for VTSS
  - Training outcome data
  - Coaching effectiveness data
  - Fidelity assessment data (feedback data)
  - Evidence of performance feedback process
  - Sample data reports
  - Sample School Board Status Report
  - Sample stakeholder reports

## **Scoring**

The DIT completes the DCA together using the *DCA Scoring Guide* to discuss each item and come to a consensus on each item's final score. The respondents score each item on a 0-2 scale utilizing a simultaneous and public voting process. If the team is unable to arrive at consensus, additional data sources for each item are documented in the *DCA Scoring Guide* and should be used to help achieve consensus. Consensus means that voters in the minority can live with and support the majority decision on an item. If consensus is not able to be reached, the Facilitator encourages further discussion at a later time and the majority vote is recorded so that the results can be scored and graphed.

## **Outcomes**

Outcomes from DCA completion:

1. Summary report with (a) Total score, (b) Sub-scale scores, and (c) Item scores
2. Action plan for identifying immediate and short-term activities to improve division capacity to implement VTSS

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