

Division Capacity Assessment (DCA): Scoring Form

Division Name:

Date:

DCA Administrator:

DIT Member

Facilitator:

Directions: The Division Implementation Team (DIT) completed the Division Capacity Assessment (DCA) together by using the *DCA Scoring Guide* to discuss each item and come to consensus on the final score for each item. 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. Scores are recorded on this *Scoring Form* below and then entered into the VTSS data collection system using the designated Division Coordinator’s secure URL.

Item	Score		
1. There is a Division Implementation Team (DIT) to support implementation of Virginia Tiered Systems of Supports (VTSS)	2	1	0
2. DIT includes someone with executive leadership authority	2	1	0
3. DIT includes a designated coordinator (or coordinators)	2	1	0
4. DIT uses an effective team meeting process	2	1	0
5. Division has written procedures for selecting evidence- based practices	2	1	0
6. Division documents how current evidenced-based practices link together	2	1	0
7. Funds are available to support the implementation of VTSS	2	1	0
8. Division has an implementation plan for VTSS	2	1	0
9. DIT actively monitors the implementation of the plan	2	1	0

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.

Item	Score		
10. Division utilizes a communication plan	2	1	0
11. Division uses a process for addressing internal barriers	2	1	0
12. Division uses a process to report policy relevant information to outside entities	2	1	0
13. DIT supports the use of a fidelity measure for implementation of VTSS	2	1	0
14. DIT has access to data for VTSS	2	1	0
15. DIT has a process for using the data for decision making	2	1	0
16. Division provides a status report on VTSS to the school board	2	1	0
17. Building Implementation Teams (BITs) are developed and functioning to support implementation of VTSS	2	1	0
18. DIT supports BIT implementation plans being linked to division improvement plan	2	1	0
19. DIT supports BITs using data for decision making	2	1	0
20. Division uses a process for selecting staff (internal and/or external) who will implement and support VTSS	2	1	0
21. Division has an ongoing plan to strengthen staff skills	2	1	0
22. DIT secures training on VTSS for all division/school personnel and stakeholders	2	1	0
23. DIT uses training effectiveness data	2	1	0
24. DIT uses a coaching service delivery plan to support building implementation teams	2	1	0
25. DIT uses coaching effectiveness data	2	1	0
26. Staff performance feedback is on-going	2	1	0

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