

## Data Action Teams (DATs) - Integrity Checklist

Date: \_\_\_\_\_ Completed by: \_\_\_\_\_

Data Action Team: \_\_\_\_\_

Step	Item (check <input type="checkbox"/> if answer is 'Yes')	Notes
<b>Agenda &amp; Minutes</b>	<input type="checkbox"/> Agenda allocates time for each meeting component	
	<input type="checkbox"/> Agenda identifies standing and new business	
	<input type="checkbox"/> Agenda includes next meeting date or time to set a date	
	<input type="checkbox"/> Agenda identifies personnel to speak about each meeting component	
	<input type="checkbox"/> Minutes indicate prioritized needs	
	<input type="checkbox"/> Minutes include clear delineations of responsibilities among team members for assigned tasks	
	<input type="checkbox"/> Minutes include a clear description of meeting results	
	<input type="checkbox"/> Minutes include description of ongoing strategies implemented since last meeting	
	<input type="checkbox"/> Minutes include description of data being reviewed	
	<input type="checkbox"/> Team members adhere to meeting time as evidenced by all areas being reviewed in the meeting minutes	
<b>Total/Score</b>	<b># Yes/10 = % Agenda Implementation Integrity</b>	
<b>Communication</b>	<input type="checkbox"/> Minutes of DAT meeting is shared with Leadership	
	<input type="checkbox"/> Minutes of DAT meeting are share with appropriate staff	
	<input type="checkbox"/> Team has a means to communicate informally (Google Docs, Email Listserv, Hangouts)	
	<input type="checkbox"/> Implementation calendar detailing tasks to be completed throughout the year is accessible to all team members	
	<input type="checkbox"/> Building DAT shares data with district team (district team shares with state, state shares its findings back with districts)	
	<input type="checkbox"/> Team shares data with families/consumers	
	<input type="checkbox"/> Updates on action plans are communicated to all appropriate staff	
<b>Total/Score</b>	<b># Yes/7 = % Communication Implementation Integrity</b>	
<b>Data Organization</b>	<input type="checkbox"/> Data are timely (extent to which data are reported on or before deadline using information from appropriate time period)	
	<input type="checkbox"/> Data are graphically depicted	
	<input type="checkbox"/> Team members have utilized guided data worksheets to aid in analysis	
	<input type="checkbox"/> Data to be discussed are made available to team prior to	

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	<input type="checkbox"/>	meeting	
	<input type="checkbox"/>	Additional data needed based on actionable causes has been gathered	
<b>Total/Score</b>		<b># Yes/5 = % Data Org Implementation Integrity</b>	
<b>Action Plans</b>	<input type="checkbox"/>	Team has established action plan based on data analysis	
	<input type="checkbox"/>	Action plan includes a detailed problem description	
	<input type="checkbox"/>	Problem description answers all four “W” questions	
	<input type="checkbox"/>	Action plan details actionable cause(s)	
	<input type="checkbox"/>	Action plan includes goals relevant to actionable causes	
	<input type="checkbox"/>	Data from formative assessments are being used to determine goals/outcomes (Building Level)	
	<input type="checkbox"/>	Goal targets were determined according to baseline data	
	<input type="checkbox"/>	Specified goals meet SMART requirements	
	<input type="checkbox"/>	Goals are broken down into specific tasks	
	<input type="checkbox"/>	Team members responsible for supporting each goal are identified	
	<input type="checkbox"/>	Specific tasks are aligned with goals/outcomes	
	<input type="checkbox"/>	Specific tasks/activities chosen to facilitate meeting identified goals/outcomes are backed by evidence of effectiveness or research	
	<input type="checkbox"/>	Team members are assigned to oversee tasks/activities goals to be implemented	
	<input type="checkbox"/>	Team members can produce data that evidence implementation of tasks/activities to achieve goals	
	<input type="checkbox"/>	Team members can produce data that evidence if tasks/activities are producing desired effects towards goal attainment	
<b>Total/Score</b>		<b># Yes/15 = % Action Plan Implementation Integrity</b>	
<b>Infrastructure Leadership</b>	<input type="checkbox"/>	Professional development is provided specific to the attainment of SMART goal(s)	
	<input type="checkbox"/>	Specific professional development occurs prior to initiating a new program or practice	
	<input type="checkbox"/>	Feedback is given in a timely manner to all staff implementing tasks	
	<input type="checkbox"/>	Evidence that policy or procedures have been modified based on data gathered as a result of action plan implementation	



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	<input type="checkbox"/>	The School Leader is present at each DAT meeting	
	<input type="checkbox"/>	Walk-through or coaching observation data is provided as evidence of implementation of tasks	
	<input type="checkbox"/>	Feedback is given in a timely manner (48 hours or less) to all staff responsible for implementation of tasks	
	<input type="checkbox"/>	Evidence that a Sustainability (or continuous improvement) Plan exists to support future actions and improvements	
<b>Total/Score</b>		<b># Yes/8 = % Infrastructure Implementation Integrity</b>	
<b>Team Leadership</b>	<input type="checkbox"/>	Leader ensures that roles are assigned for members during meeting (facilitator, recorder, timekeeper, etc.)	
	<input type="checkbox"/>	Leader ensures that team's operating norms for meetings are reviewed	
	<input type="checkbox"/>	Leader keeps team on task as directed by agenda	
	<input type="checkbox"/>	Leader ensure that group ideas or decisions are prominently posted	
	<input type="checkbox"/>	Leader encourages productive work relations (redirection to task, discourage side conversations, engage all team members)	
	<input type="checkbox"/>	Leader ensures that tasks assigned to team members are reviewed at close of meeting	
	<input type="checkbox"/>	Leader ensures that decisions made by team are reviewed at close of meeting	
<b>Total/Score</b>		<b># Yes/8 = % Team Lead Implementation Integrity</b>	

Subset Measure	Percentage Score
<b>Agenda &amp; Minutes</b>	
<b>Communication</b>	
<b>Data Organization</b>	
<b>Action Plans</b>	
<b>Infrastructure Leadership</b>	
<b>Team Leadership</b>	

