Site Coordination CISDM Activities

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# School Needs Assessment

1. Ensure you are on the Site Coordinator Dashboard (by selecting “Site Coordinator Dashboard” from the toolbar on the left of the screen). Click “School Needs Assessment and Support Planning”.
2. Click the gear icon next to the school you want to do the school needs assessment for and click “School Needs Assessment Data”. *There are two ways to start the 18-19 school needs assessment.*
	1. Click the “+ New School Needs Assessment” at the top right of your screen. **This will be used if no school needs assessment exists.**
	2. Click the gear icon next to the row for the 17-18 school needs assessment information. At the top of the list, click “Copy School Needs Assessment Data”. This will bring all information from the 17-18 school-year into the 18-19 needs assessment. **This can be used if a school needs assessment was complete for the 17-18 school-year.**
3. Review the school profile and click “Save”.
4. Complete OR review all school and community demographics and metrics. *If you copied the needs assessment from the 17-18 school-year, it is critical that you ensure the data are reflect the most recent data available.* Click “Save”.
5. Complete the stakeholder assessment using data from interviews, surveys, focus groups, or conversations with different school stakeholders. Click “Save”.
6. Identify the school risk factors, and indicate whether the risk factor is a priority for the school, CIS, both, or neither. *If you copied the needs assessment from the 17-18 school-year, it is critical that you ensure the data are reflect the most recent data available*. Click “Save”.
7. Add/edit/review the identified school needs. Add a new school need by clicking “+ Add Need”. Click “Save”.
8. Identify the school basic needs and what, if any, partners exist to meet that need. Click “Save”.

# School Support Plan

1. Ensure you are on the Site Coordinator Dashboard (by selecting “Site Coordinator Dashboard” from the toolbar on the left of the screen). Click “School Needs Assessment and Support Planning”.
2. Click the gear icon next to the school you want to do the school needs assessment for and click “School Needs Assessment Data”.
3. Click “School Support Plan” for the 18-19 school-year.
4. Complete or review the school support team information, including its roles, meeting schedule, and team members. Click “Save”.
5. Based on the information collected and analyzed as part of the school needs assessment, select the relevant attendance, behavior, and/or academic goal(s). *Remember, the TQS standards require that you monitor the progress of all selected goals.* Click “Save”.
6. Enter all supports that you will provide/broker to meet the school-wide goal(s). To add an additional row, click “+ Add Planned Supports” at the top right of your screen. Click “Save”. *You will enter basic need supports on the next page.*
7. Enter all basic need supports/resources that you will provide/broker to meet students’ basic needs. To add an additional row, click “+ Add Planned Basic Needs/Resournces” at the top right of your screen. Click “Save”.
8. Complete or review the current case management process. Click “Save”.
9. Complete or review how you will monitor and report progress to school leadership, the school support team, and affiliate leadership. Click “Save”.
10. Click “Done”.

# Entering a Tier 1 Support

1. Ensure you are on the Site Coordinator Dashboard (by selecting “Site Coordinator Dashboard” from the toolbar on the left of the screen). Click “Tier 1 Support Entry”.
2. Click “+ Add New” at the top right of your screen.
3. Enter all required information. *See below for more information.*
	1. If you select a student support with “Other” in the title, you will be required to enter an activity. If no activity exists, select a different student support or consult a data administrator at your affiliate to have the activity added.
	2. If the Tier 1 support is delivered over time (i.e., an activity each day of bullying prevention week), enter the date range that the supports were provided and the number of occurrences (the number of activities provided during bullying prevention week).
	3. To mark case managed students as receiving the Tier 1 support, select “Yes” from the dropdown “Case-managed Students Attending”. It will populate all students assigned to the school – select the case managed students who attended and enter the number of activities that each student attended (some or all).
4. Click “Save”.

# School Progress Monitoring

1. Ensure you are on the Site Coordinator Dashboard (by selecting “Site Coordinator Dashboard” from the toolbar on the left of the screen). Click “School Needs Assessment and Support Planning”.
2. Click the gear icon next to the school you want to do the school needs assessment for and click “School Needs Assessment Data”.
3. Click the “Progress Monitoring” button in the row for the 18-19 school needs assessment/support plan information. *The goal(s) that you set in the school support plan should appear.*
4. Click the gear icon next to the goal and then click “Progress Monitoring”.
5. Enter the information for the progress monitoring period and what, if any, progress was made towards the goal.
6. Click “Save”.

# Entering School Goal Achievement

1. Ensure you are on the Site Coordinator Dashboard (by selecting “Site Coordinator Dashboard” from the toolbar on the left of the screen). Click “School Needs Assessment and Support Planning”.
2. Click the gear icon next to the school you want to do the school needs assessment for and click “School Needs Assessment Data”.
3. Click the “Progress Monitoring” button in the row for the 18-19 school needs assessment/support plan information. *The goal(s) that you set in the school support plan should appear.*
4. Click the gear icon next to the goal and then click “Final Goal Achievement”.
5. Enter the value for the metric assigned to the school-wide goal.
6. Click “Save”.

# Entering School Support Team, School Leadership, and Affiliate Updates

1. Ensure you are on the Site Coordinator Dashboard (by selecting “Site Coordinator Dashboard” from the toolbar on the left of the screen). Click “Site Coordination Entry”.
2. Click “+Add New SC Entry” at the top right of your screen.
3. Enter the required information.
	1. You will have three entries per grading period. From the “Type of Site Coordination” drop down, select either “Reporting-Affiliate”, “Reporting-School Leadership”, or “Reporting-School Support Team”.
4. Click “Save”.

# Completing the End-of-Year (EOY) Report

1. Ensure you are on the Site Coordinator Dashboard (by selecting “Site Coordinator Dashboard” from the toolbar on the left of the screen). Click “School Needs Assessment and Support Planning”.
2. Click the gear icon next to the school you want to do the school needs assessment for and click “School EOY Data”.
3. To start new EOY report, click “New School EOY Data Submission” at the top right of the screen.
4. Complete the necessary information and click “Save”.
5. In the row for the 18-19 EOY report, complete both the partner information and evidence-based program areas by clicking the respective button.

# Editing Site Coordination Information

## Editing School Needs Assessment/Support Plan

1. Ensure you are on the Site Coordinator Dashboard (by selecting “Site Coordinator Dashboard” from the toolbar on the left of the screen). Click “School Needs Assessment and Support Planning”.
2. Click the gear icon next to the school you want to do the school needs assessment for and click “School Needs Assessment Data”.
3. Click the gear icon next the row for the 18-19 school needs assessment/support plan information.
4. Select the area of the School Needs Assessment or Support Plan that you wish to edit.
5. Edit the necessary information and click “Save”.

## Editing the School Needs Assessment/Support Plan

1. Ensure you are on the Site Coordinator Dashboard (by selecting “Site Coordinator Dashboard” from the toolbar on the left of the screen). Click “School Needs Assessment and Support Planning”.
2. Click the gear icon next to the school you want to do the school needs assessment for and click “School Needs Assessment Data”.

## Reviewing/Editing/Deleting Tier 1 Supports

1. Ensure you are on the Site Coordinator Dashboard (by selecting “Site Coordinator Dashboard” from the toolbar on the left of the screen). Click “Tier 1 Support Entry”.
2. Click “Search” to find all Tier 1 supports entered between the specified dates.
3. Click the gear icon beside the support you want to edit/delete.
4. Edit the necessary information and click “Save”.

## Reviewing/Editing Site Coordination Entries

1. Ensure you are on the Site Coordinator Dashboard (by selecting “Site Coordinator Dashboard” from the toolbar on the left of the screen). Click “Site Coordination Entry”.
2. Click the gear icon beside the site coordination entry you want to edit/delete.
3. Edit the necessary information and click “Save”.