**Facilitator’s User Guide**

The purpose of the **District Reflection and Planning session** is to:

* Engage in a thoughtful reflection on how to use areas of strength to overcome your implementation challenges
* Give opportunities to share successes
* Provide support and resources for creating a Next Steps Action Plan
* Develop a framework to continue to move forward in the implementation process

The facilitator's role is to provide support for the process, maximize resources to help empower district planning, and ensure the district has next steps to move forward.

The facilitator's role is not to give a checklist of next steps, do a Q/A session or hold a technical assistance meeting.  While all may need to provide answers or give technical assistance that is not the intent of this set of resources.

The **Action Planning Toolkit and Planning**sessionresources are intended for administrative teams so that they can reflect on the strengths of their implementation, analyze the RTI2 needs and develop next steps for the district to accomplish as they continue the implementation of RTI2 framework.

The **District RTI2 Planning and Reflection Action Planning Session** is divided into five sections.

The first four sections are divided into the **Four Guiding Questions**: (These questions provide the framework for the content).

1) What are your sources of data? How do you use data? What data do you use when?

2). How do you ensure that RTI is running smoothly?

3). How are interventions different than what happens during regular instruction?

4). How do I create a space (in the schedule) for skills instruction to occur regularly for all students at different grade levels and with different needs?

Within the **four Guiding Question sections**, each section includes a series of activities.

Each section begins with a **Discussion Scenario**. This scenario provides a simulation that helps the district planning team begin thinking about the guiding question. Second, there is a video of a practitioner from the field. This video helps the district team hear messages of success.   Next, the **Slide Deck** includes background information for RTI2.  This background information is high level concepts that have been designed to provide accurate conceptual frameworks to ensure that the district planning team has a common conceptual understanding of the concept represented in the guided question.  Third, there is a section in the Action Planning Toolkit that guides the planning team through a three-step planning process.

The first part of planning section includes a discussion tool that helps the district planning team frame the concept in terms of their district and helps the planning team reflect on the current status of their district. Second, the team has a SWOT analysis tool that helps districts analyze strengths and weaknesses as well as take a strengths-based approach to planning next steps.  Finally, the action planning section has a planning tool that is specific to the guided question and facilitates the development of next step goals, key messages and key practices that need to be communicated throughout the district.

The key messages and key practices are a crucial component of the action planning process. Districts will incorporate these decisions into an overarching communications plan that clearly explains the district’s vision of RTI2, the key components of RTI2, and how the district believes these components should look in each of their buildings. Further, these key messages and key practices guide the buildings in the building level planning process.

The fifth section is the **Next Steps Action Planning**.  This section provides an opportunity for districts to compile the work on each of the four other section into a culminating document.

After a planning team walks through this set of activities for all four guided questions, then they can take their four action planning documents and combine them into an overarching planning document.  Therefore, the outcome of this session would be a complete **Next Steps Action Planning Document**.