

Division Capacity Assessment (DCA): Scoring Form

Division Name:	Date:		
DCA Administrator:	DIT Members:		
Facilitator:			
Effective Innovation: <i>Virginia Tiered Systems of Supports (VTSS)</i>			
<p>Directions: The Division Implementation Team (DIT) completes the Division Capacity Assessment (DCA) together by using the <i>DCA Scoring Guide</i> 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 <i>DCA Scoring Guide</i> and should be used to help achieve consensus. Scores are recorded on this <i>Scoring Form</i> below and then entered into the VTSS Data Collection System using the designated Division Coordinator's secure url.</p>			
Item	Score		
1. There is a Division Implementation Team (DIT) to support implementation of Effective Innovations (EI) including Virginia Tiered Systems of Supports (VTSS)	2	1	0
2. DIT includes an individual with executive leadership authority	2	1	0
3. DIT includes a designated coordinator(s)	2	1	0
4. DIT uses an effective team meeting process	2	1	0
5. Division has written process for selecting EIs including VTSS	2	1	0
6. Division has a written process to align EIs including VTSS	2	1	0
7. Division allocates resources to support implementation of VTSS	2	1	0
8. DIT has an implementation plan for VTSS	2	1	0
9. DIT continuously improves use of the implementation plans	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. National Implementation Research Network, University of North Carolina at Chapel Hill.

10. Division uses 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 schools in the use of a fidelity measure for VTSS Implementation	2	1	0
14. DIT has access to data for VTSS	2	1	0
15. DIT actively uses different types of data	2	1	0
16. DIT has a process for using the data for decision making	2	1	0
17. Division provides a status report on VTSS to the school board	2	1	0
18. DIT supports the composition of BITs	2	1	0
19. DITs support the development of BIT implementation plans for VTSS	2	1	0
20. DIT supports BITs using data for decision making	2	1	0
21. Division uses a process for selecting staff (internal and/or external) who will implement EIs including VTSS	2	1	0
22. Division has a plan to continuously strengthen staff skills	2	1	0
23. DIT secures training in VTSS for all division/school personnel	2	1	0
24. DIT uses training effectiveness data	2	1	0
25. Division has a coaching system to support schools in their implementation of EIs including VTSS	2	1	0
26. DIT uses a coaching service delivery plan for VTSS	2	1	0
27. DIT uses coaching effectiveness data	2	1	0

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