

Support Schools Tool Usability Test

March 2021

INTRODUCTION

Ohio districts and schools continue to experience unprecedented challenges this academic year. To provide relief, the Support Schools Tool will be optional during this time. The Ohio Department of Education's Office for Improvement and Innovation will, however, conduct a **Usability Test of the Support Schools Tool** with a sample of districts and schools from around the state, while offering flexibility for tool completion to other districts and schools. If a district or school chooses to use the Support Schools Tool, the district or school's State Support Team and Department staff will provide support throughout the process. In summary, the tool is **optional** for districts and schools in Ohio this academic year.

PURPOSE OF THE SUPPORT SCHOOLS TOOL AND THE USABILITY TEST

The Support Schools Tool helps districts and schools track the effectiveness of the implementation of evidenced-based strategies identified in their school improvement plans. The tool supports district and school leadership teams as they reflect on the efficacy of their educational practices. District leadership teams, with the assistance of State Support Teams and the Department, also use this tool to identify areas of improvement and inform targeted coaching efforts for individual schools.

The Usability Test of the Support Schools Tool will examine the effectiveness of the tool.

DISTRICT AND COMMUNITY SCHOOL PARTICIPATION IN THE USABILITY TEST

Districts and community schools may choose to participate in the Usability Test by reaching out to either the Office for Improvement and Innovation at school_improvement@education.ohio.gov or their State Support Team. State Support Teams and the Office for Improvement and Innovation also will contact districts and community schools to request participation in the test.

Benefits for districts and community schools that participate in the Usability Test include opportunities to:

1. Reflect on the implementation of evidence-based strategies with support from the Department and a State Support Team.
2. Identify supports needed for the district or community school.
3. Guide the refinement of the tool by providing valuable stakeholder feedback to the Ohio Department of Education.
 - a. *For example: Are the questions clear? Do they address the intended purpose of the tool? Is the format logical and useful? What elements of the tool can be improved?*

IMPLEMENTATION OF THE PLAN

The goals for the Usability Test are outlined in the table below.

Task	Parties Responsible	Target Date
Recruit at least two districts and one community school for the Usability Test per State Support Team quadrant.	Regional Specialists lead recruitment with the support of State Support Teams	Early March 2021
Tool is available online for all districts and schools to access, even those not participating in the Usability Test.	Department's Office for Improvement and Innovation	Early March 2021
Goal date for tool completion for Usability Test partner districts and schools.	Districts and schools, with the support of State Support Teams and Department	April 30, 2021
Feedback provided to districts and schools about the tool data.	State Support Teams and Department	May 31, 2021
Virtual meetings with partner districts and schools to review their tool data.	Meetings organized and led by Usability Test project manager and regional specialists	June 2021
Final report completed and presented to State Support Teams and partner districts and schools.	Report completed by Office for Improvement and Innovation team, led by Usability Test project manager	Early July 2021

ROLES AND CONTACT INFORMATION

The Office for Improvement and Innovation leads the organization, distribution and support process for the Support Schools Tool; however, questions in the tool come from various offices within the Department. Below are the primary contacts for the **Support Schools Tool Usability Test**:

- **Project Manager:** Dan Sipek
 - **Email:** Daniel.Sipek@education.ohio.gov
 - **Role:** Manages and coordinates the Usability Test via email, phone and virtual meetings with Department, State Support Teams, and district and school staff members. Produces final report about the test, with support from Department and State Support Team staff.
- **Primary Support Team:** Bryan Hoynacke and Kris Lamphere
 - **Emails:** Bryan.Hoynacke@education.ohio.gov and Kris.Lamphere@education.ohio.gov
 - **Role:** Provide support to project manager throughout the Usability Test. Kris Lamphere specializes in technical support.
- **Liaisons to State Support Teams and Partner Districts and Schools:** Regional Specialists
 - [Ray Draghi](#), [Forest Kuhn](#), [Phil Latessa](#) and [Ron Widman](#)
 - **Role:** Lead communicators with State Support Teams and districts and schools involved in the Usability Test. Co-leaders of the data review meetings with State Support Teams and partner districts and schools. Active contributors to the final report.