CCIP Implementation Management/Monitoring (IMM) Tool Training Manual

Center for School Improvement
Ohio Department of Education
614 - 466 – 4161

Last Updated on December 27, 2010

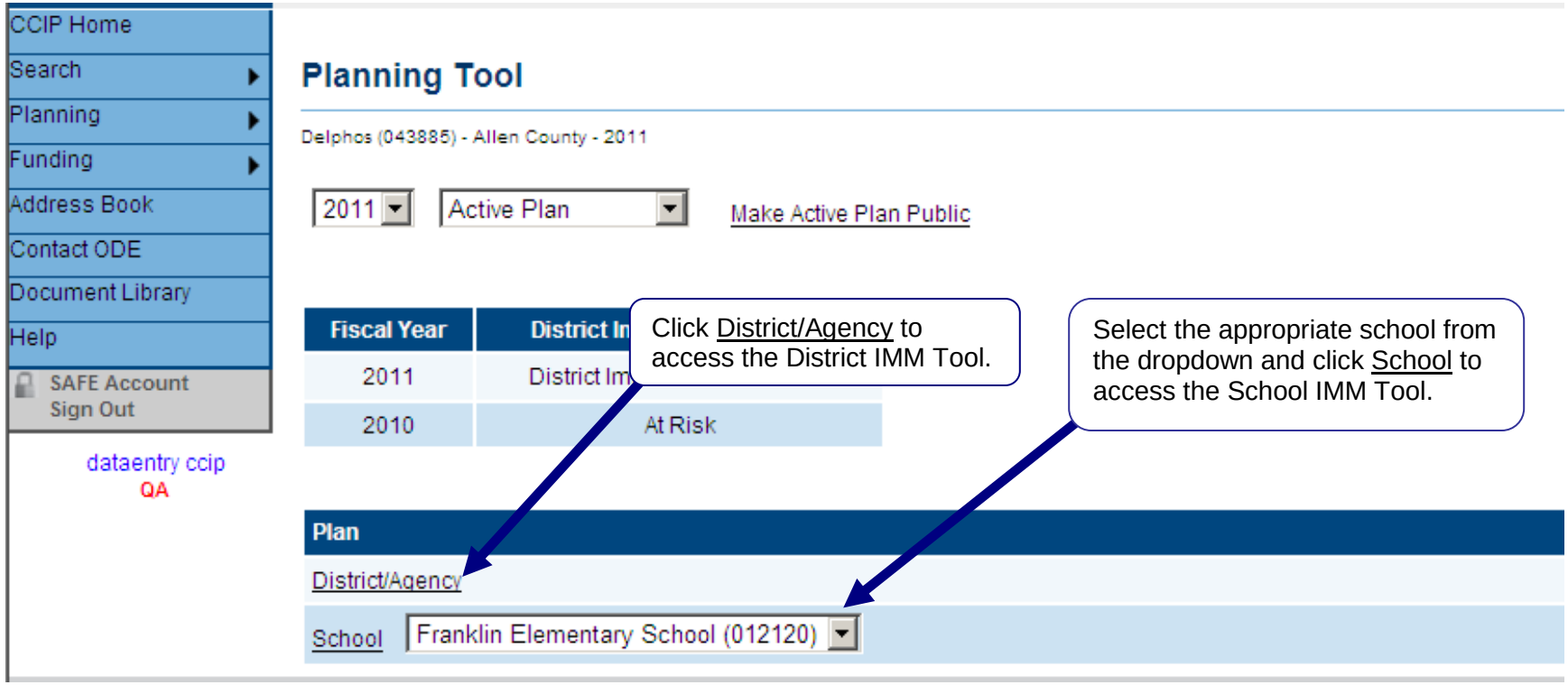
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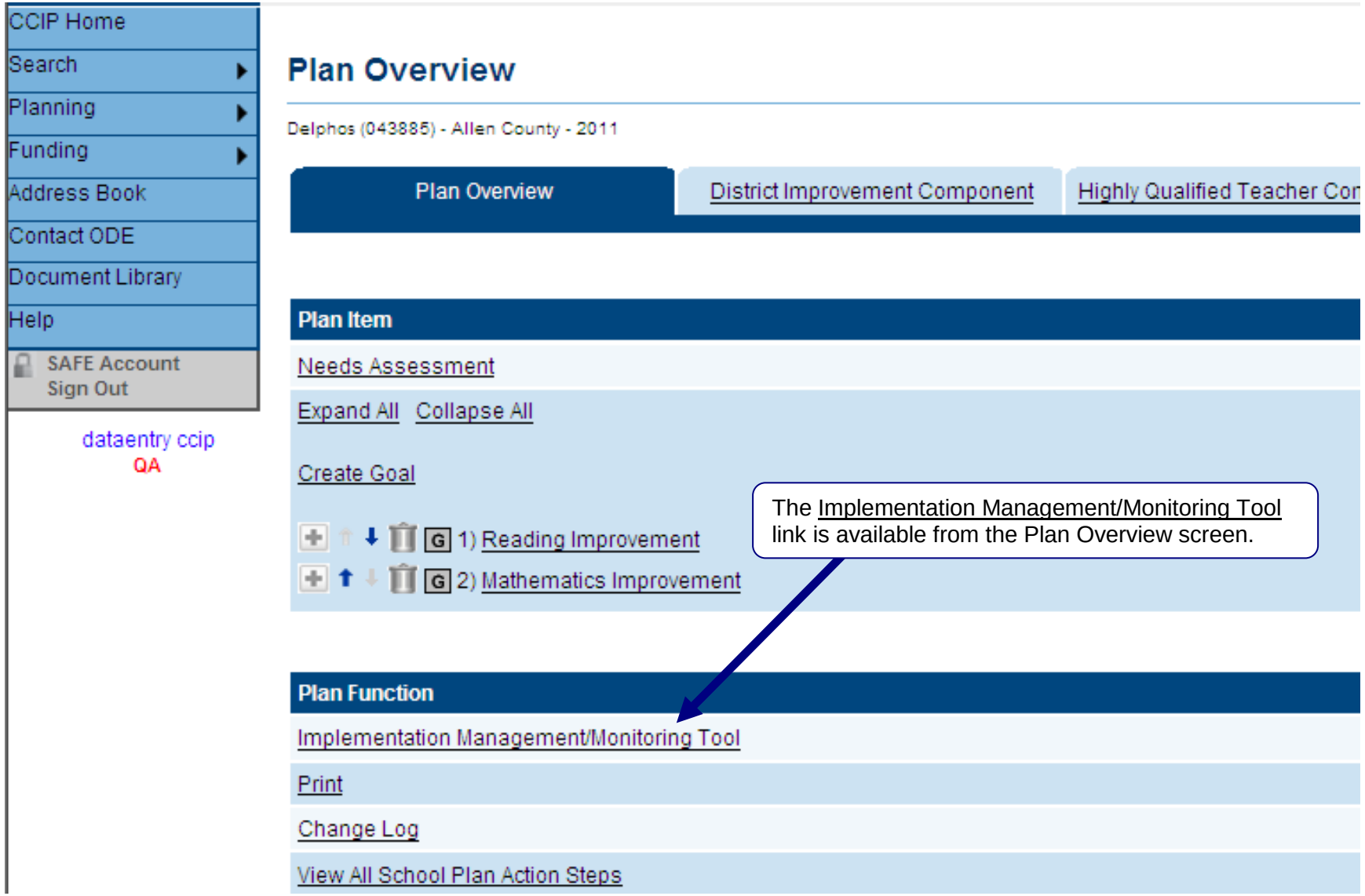
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Overview

The Implementation Management/Monitoring (IMM) Tool provides a way for districts to document how their District and School Plans will be implemented. The district or school can identify items to be measured, resources needed, persons/groups responsible, timeline for implementing, and completion status of implementation items.

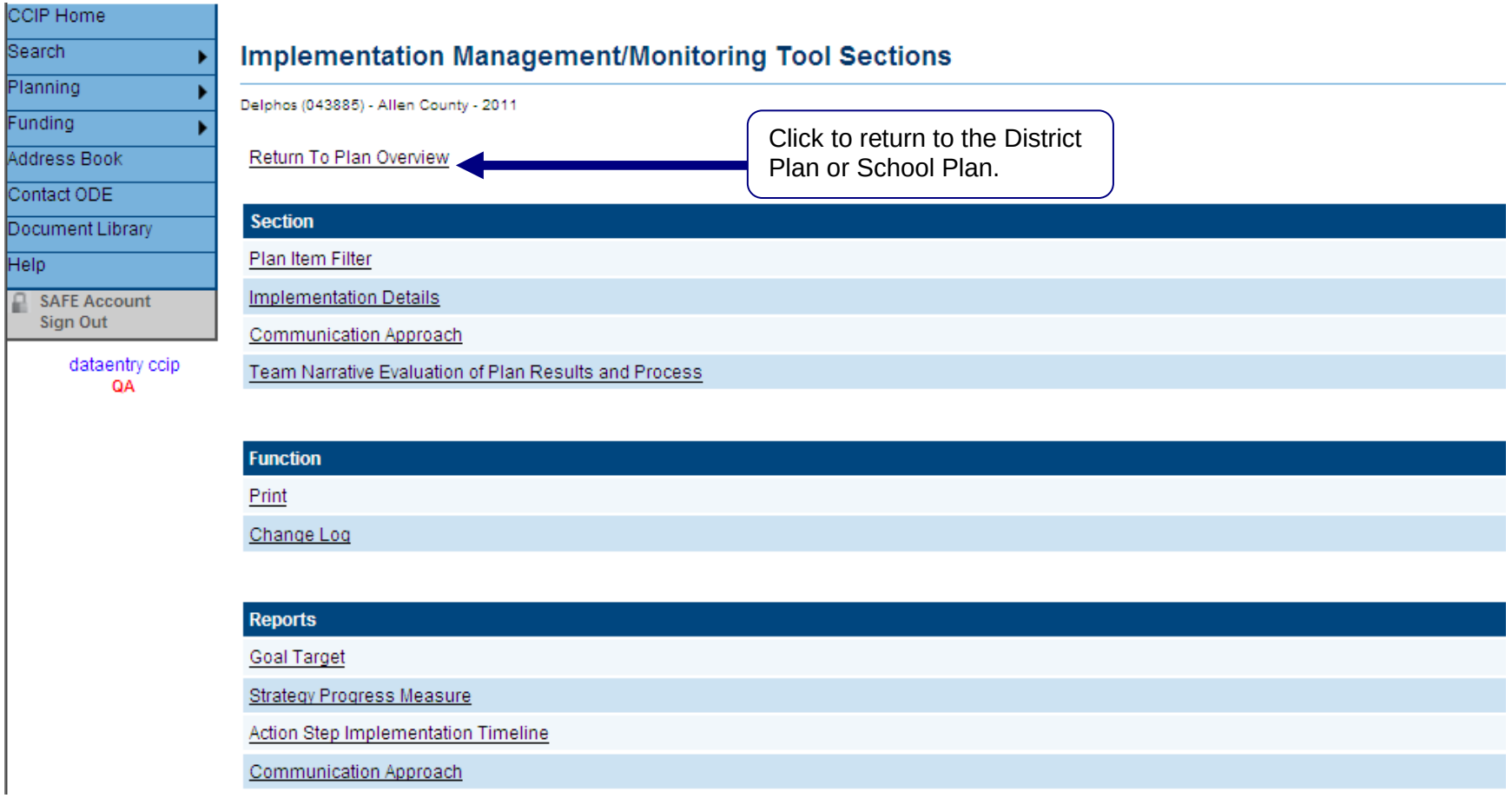
The IMM Tool is available to any district user with CCIP Planning Tool access. The IMM Tool data is not available to the public and is not archived. The IMM Tool can be accessed via the Plan Overview (page 4) screen for a District or School Plan.




CCIP Home
Search
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Help
SAFE Account
Sign Out
dataentry ccip
QA
Plan Overview
Delphos (043885) - Allen County - 2011
Plan Overview
District Improvement Component
Highly Qualified Teacher Cor
Plan Item
Needs Assessment
Expand All
Collapse All
Create Goal
G 1) Reading Improvement
G 2) Mathematics Improvement
The Implementation Management/Monitoring Tool link is available from the Plan Overview screen.
Plan Function
Implementation Management/Monitoring Tool
Print
Change Log
View All School Plan Action Steps

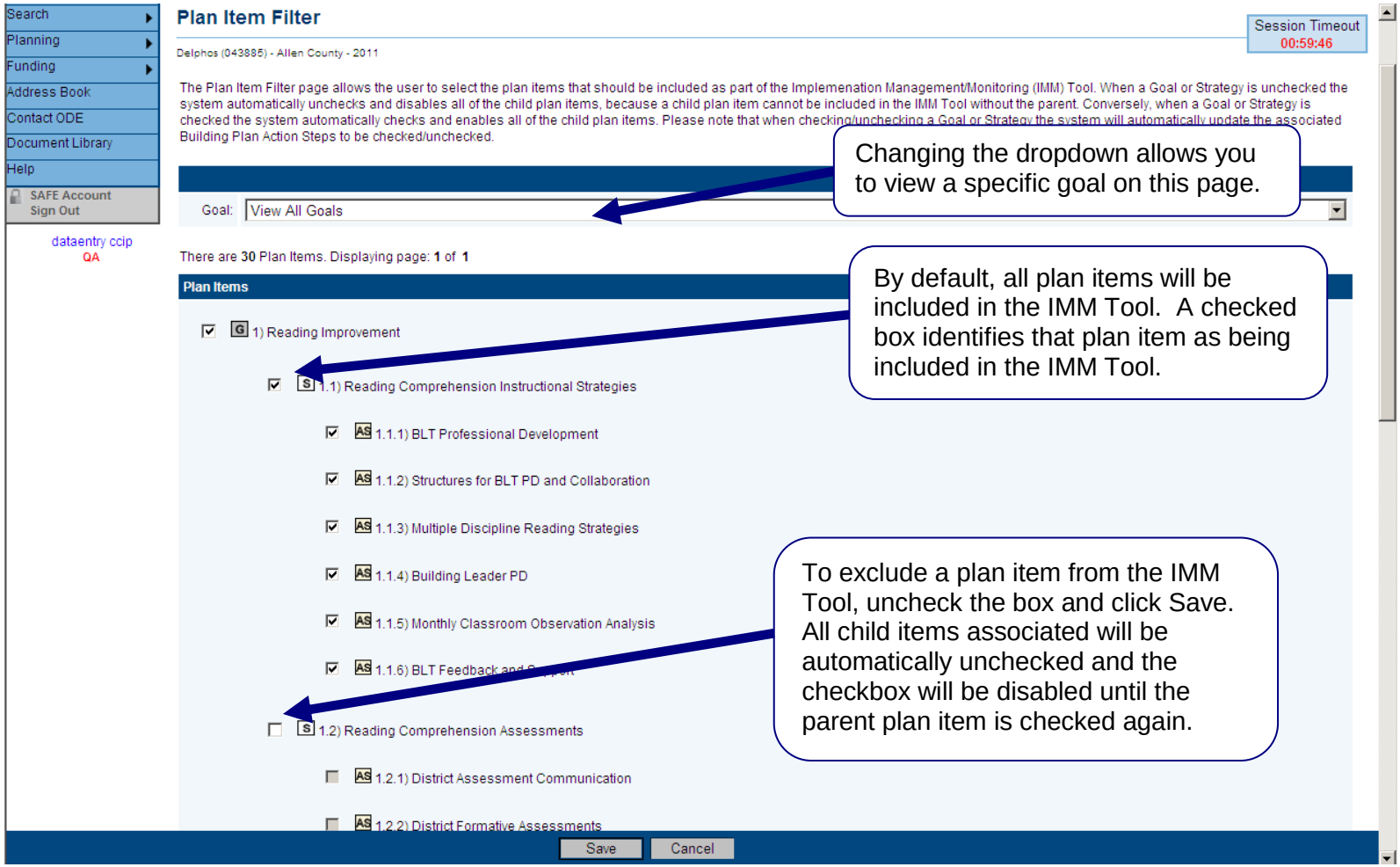
IMM Tool Sections

The IMM Tool Sections page provides a gateway into all of the implementation related components. This page exists at both the district and school levels.



Plan Item Filter

The Plan Item Filter page allows users to select the plan items that should be included as part of the IMM Tool.

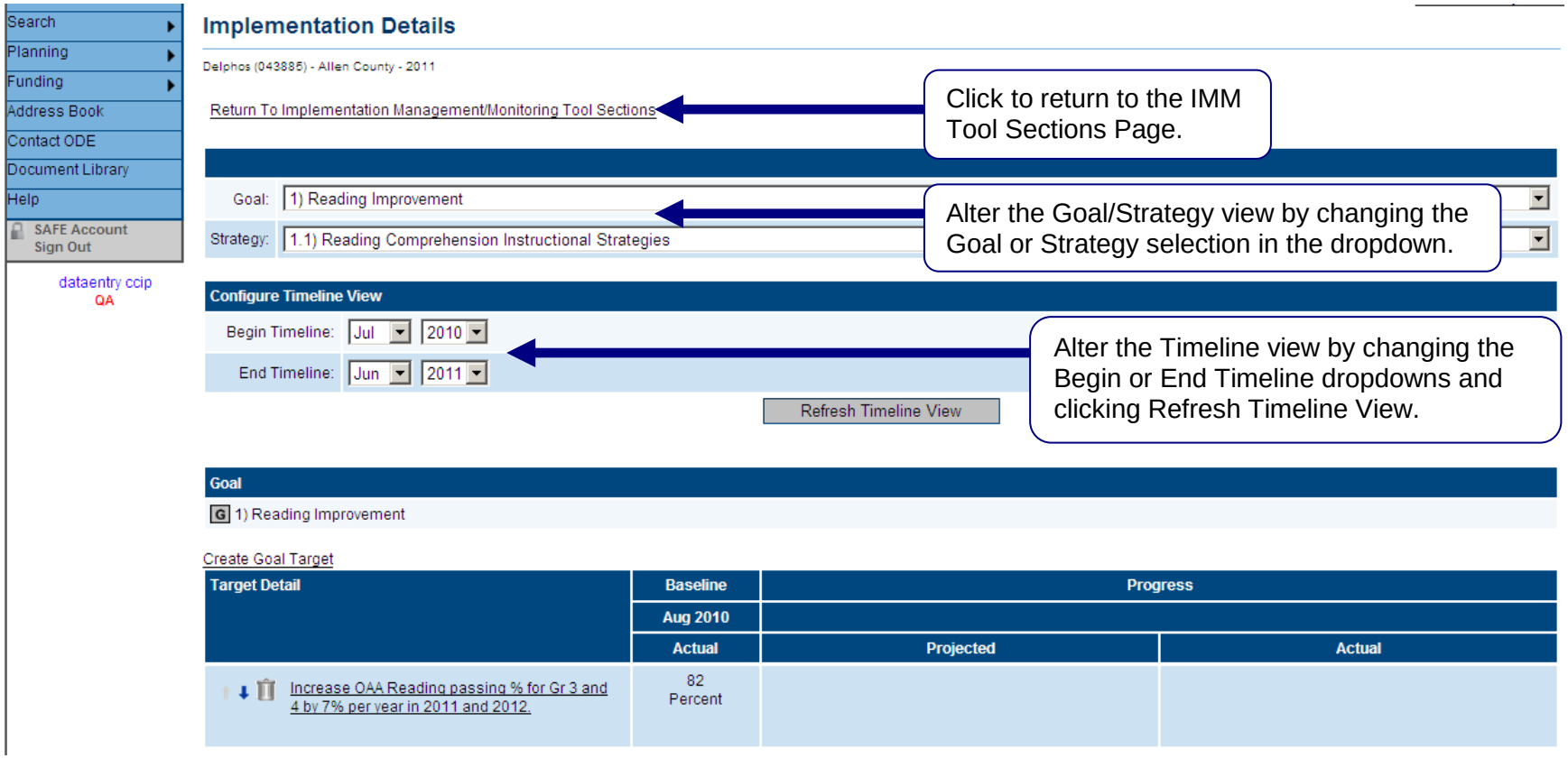


Additional notes about the Plan Item Filter functionality:

1. If a goal is excluded from the District IMM Tool, then the system will automatically exclude the strategies and action steps underneath that goal. This includes School Plan action steps tied to that goal.
2. If a strategy is excluded from the District IMM Tool, then the system will automatically exclude the action steps underneath that strategy. This includes School Plan action steps tied to that strategy.
3. The Plan Item Filter page inside the School Plan doesn't allow the user to check/uncheck goals and strategies. The goals and strategies can only be checked or unchecked inside the district level Plan Item Filter page.
4. If the user adds a new strategy into the District Plan for a goal that is currently excluded from the IMM Tool, then that new strategy will automatically be excluded from the IMM Tool.
5. If the user adds a new action step into the District or School Plan for a strategy that is currently excluded from the IMM Tool, then that new action step will automatically be excluded from the IMM Tool.
6. If a goal, strategy, or action step has associated IMM Tool data and the user decides to exclude it from the IMM Tool by using the Plan Item Filter page, the associated IMM Tool data is not deleted. If the user decides later to bring that goal, strategy, or action step back into the IMM Tool, then any associated IMM Tool data that was defined when the plan item was excluded will also be restored back into the IMM Tool.

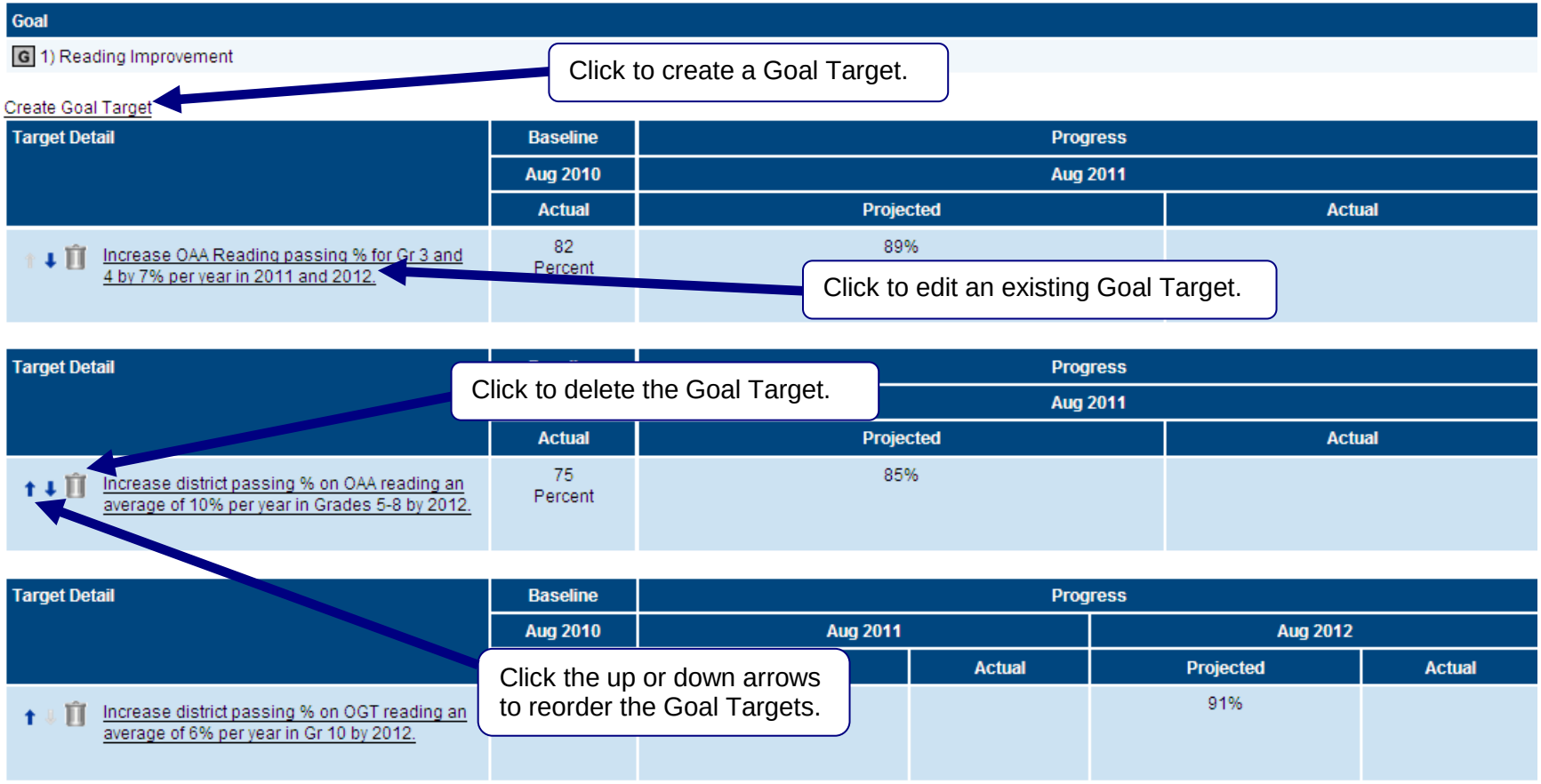
Implementation Details

The Implementation Details page displays the goals, strategies, and action steps. The School IMM Tool displays the district level goals and strategies, but the action steps come from the School Plan, not the District Plan.



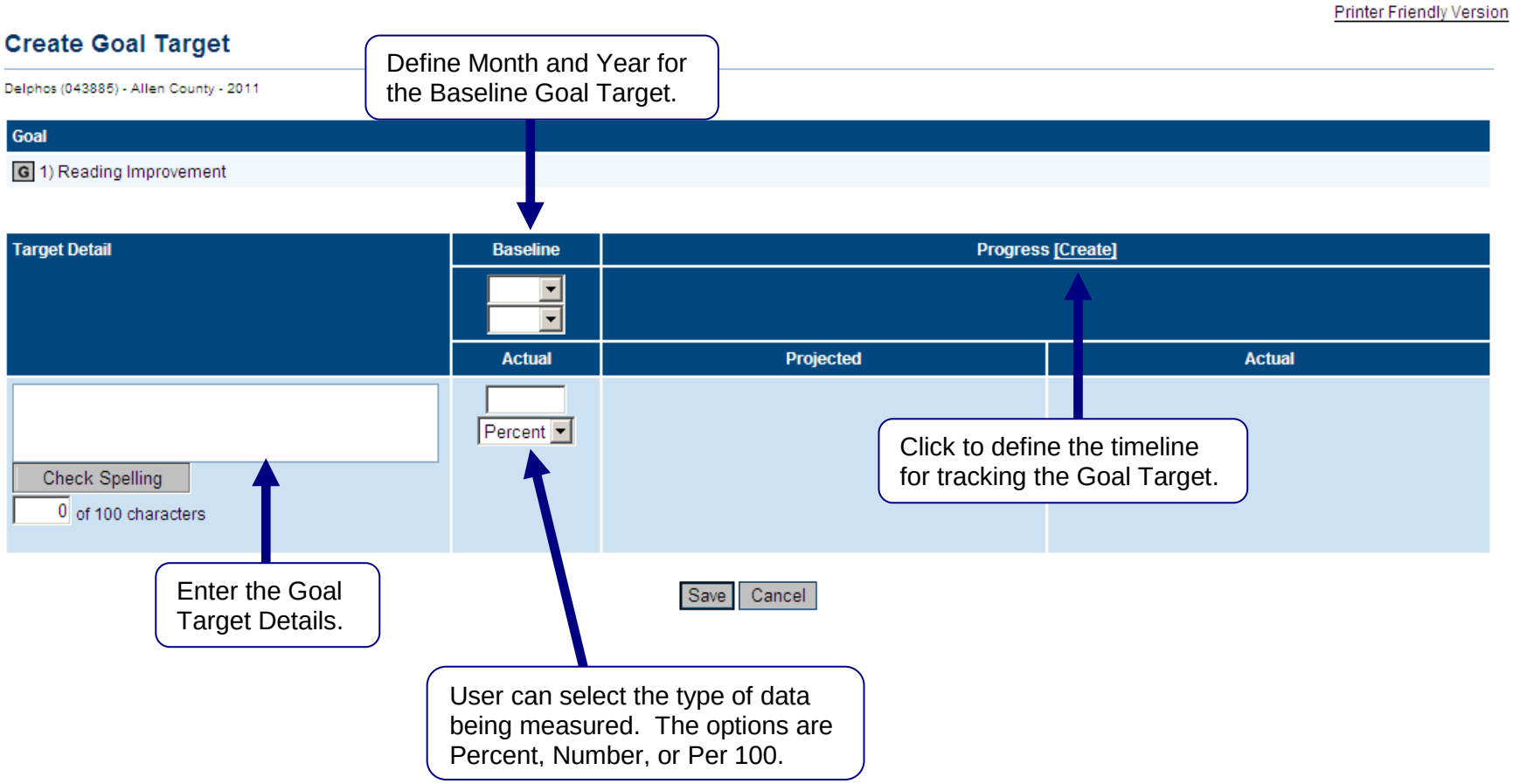
Goal Target

The Goal Target functions are available from the Implementation Details page. Goal Targets can be created inside both the District and School IMM Tools.

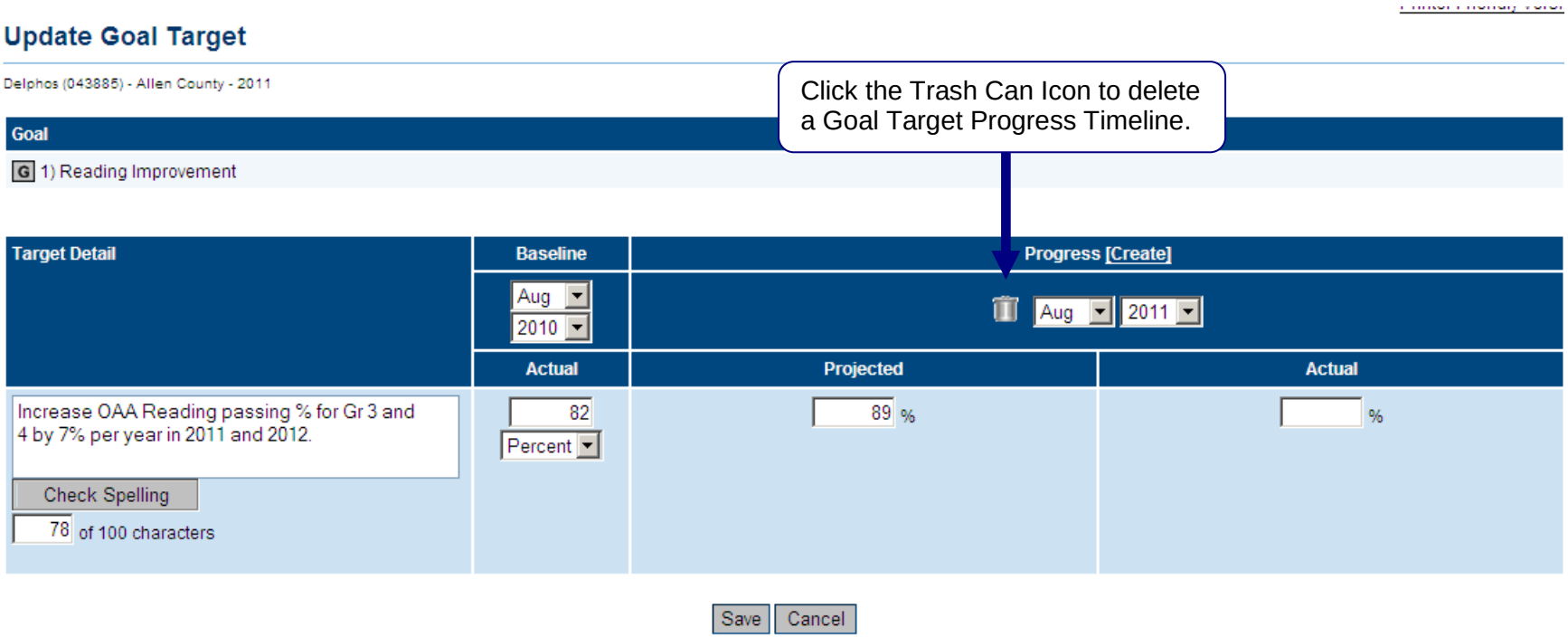


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Clicking the Create Goal Target link navigates to the page below. Goal Targets may be created at both the district and school levels.

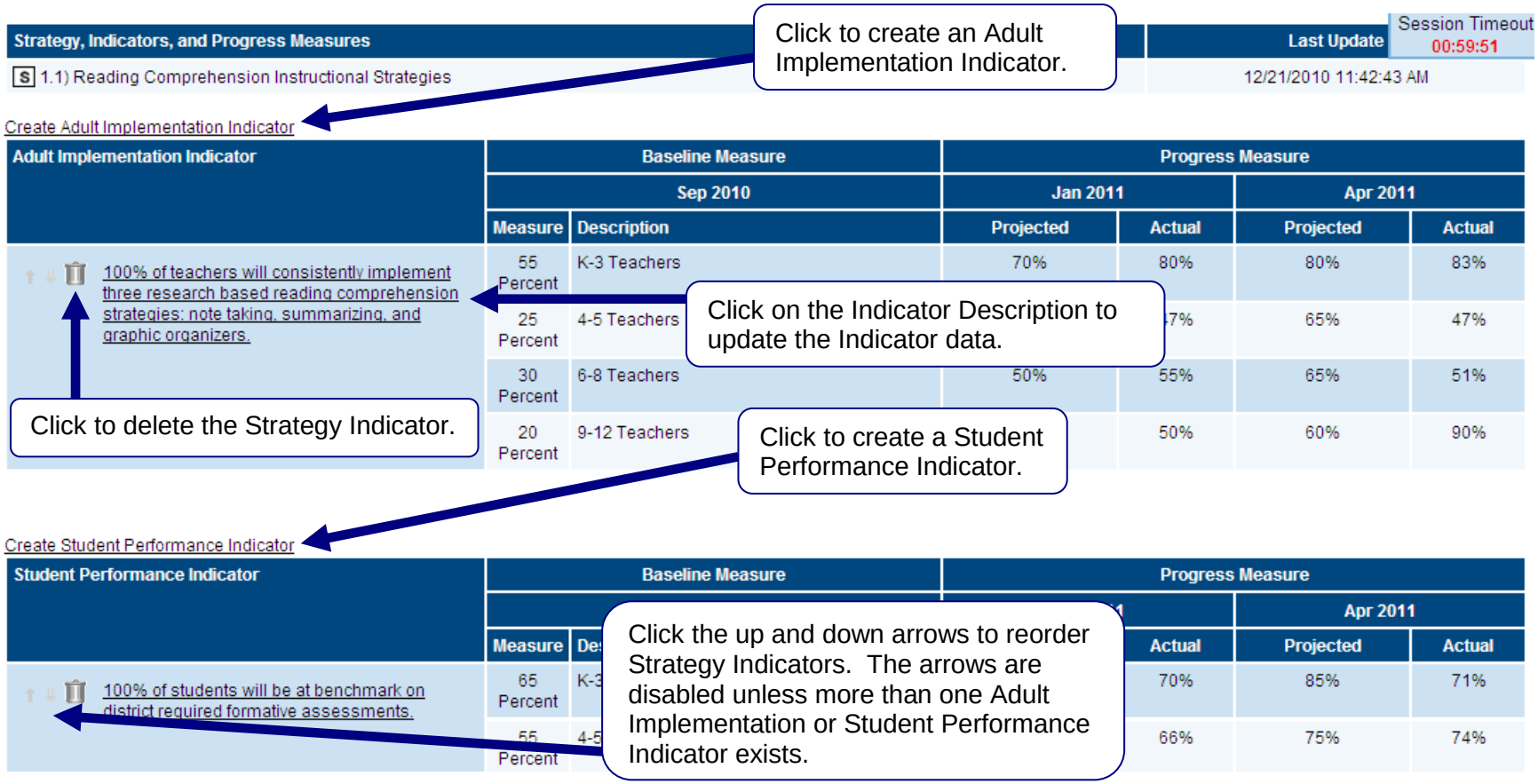


Clicking the Goal Target Detail title navigates to the page below where you can modify an existing Goal Target.

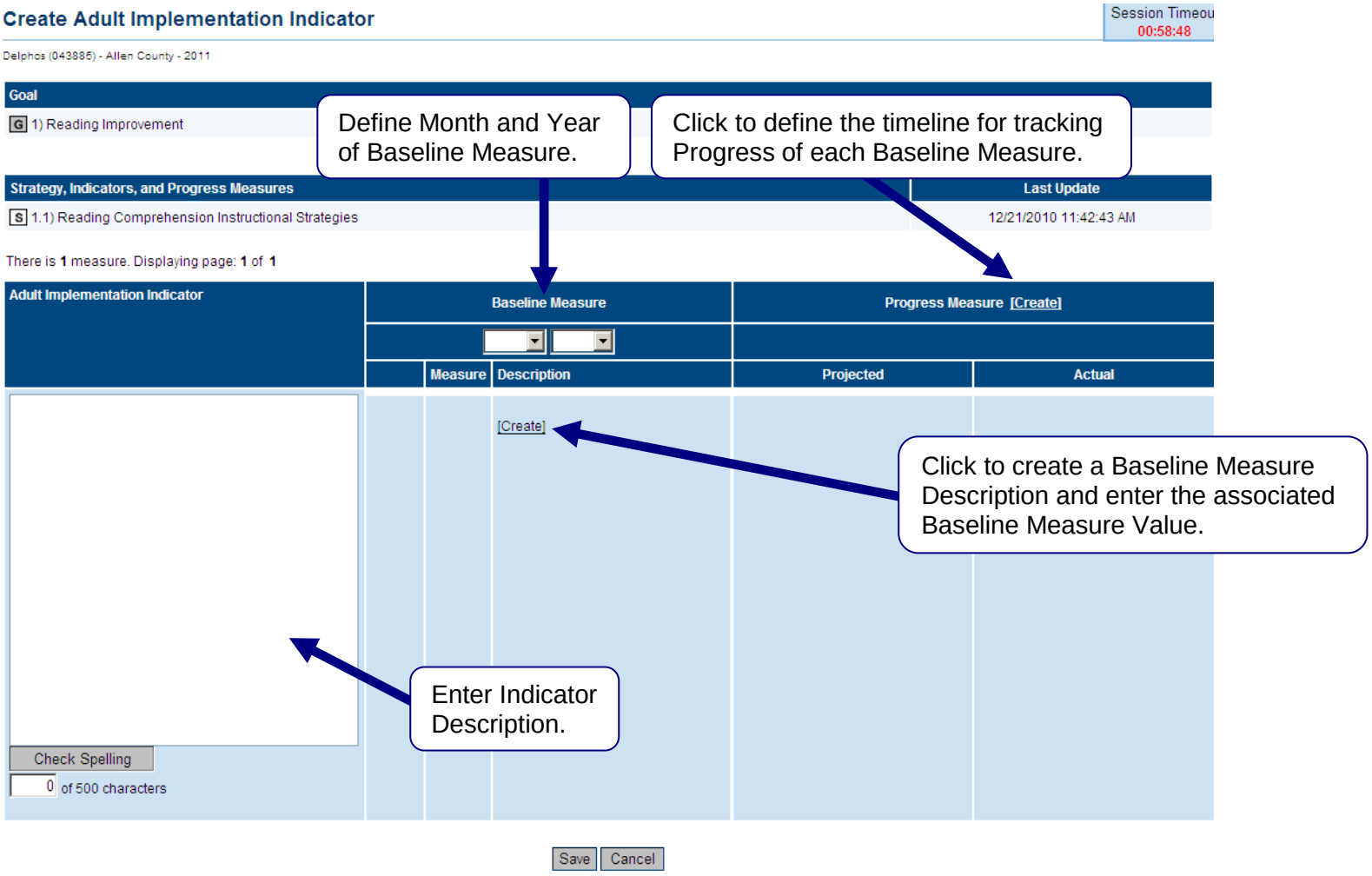


Strategy Indicator

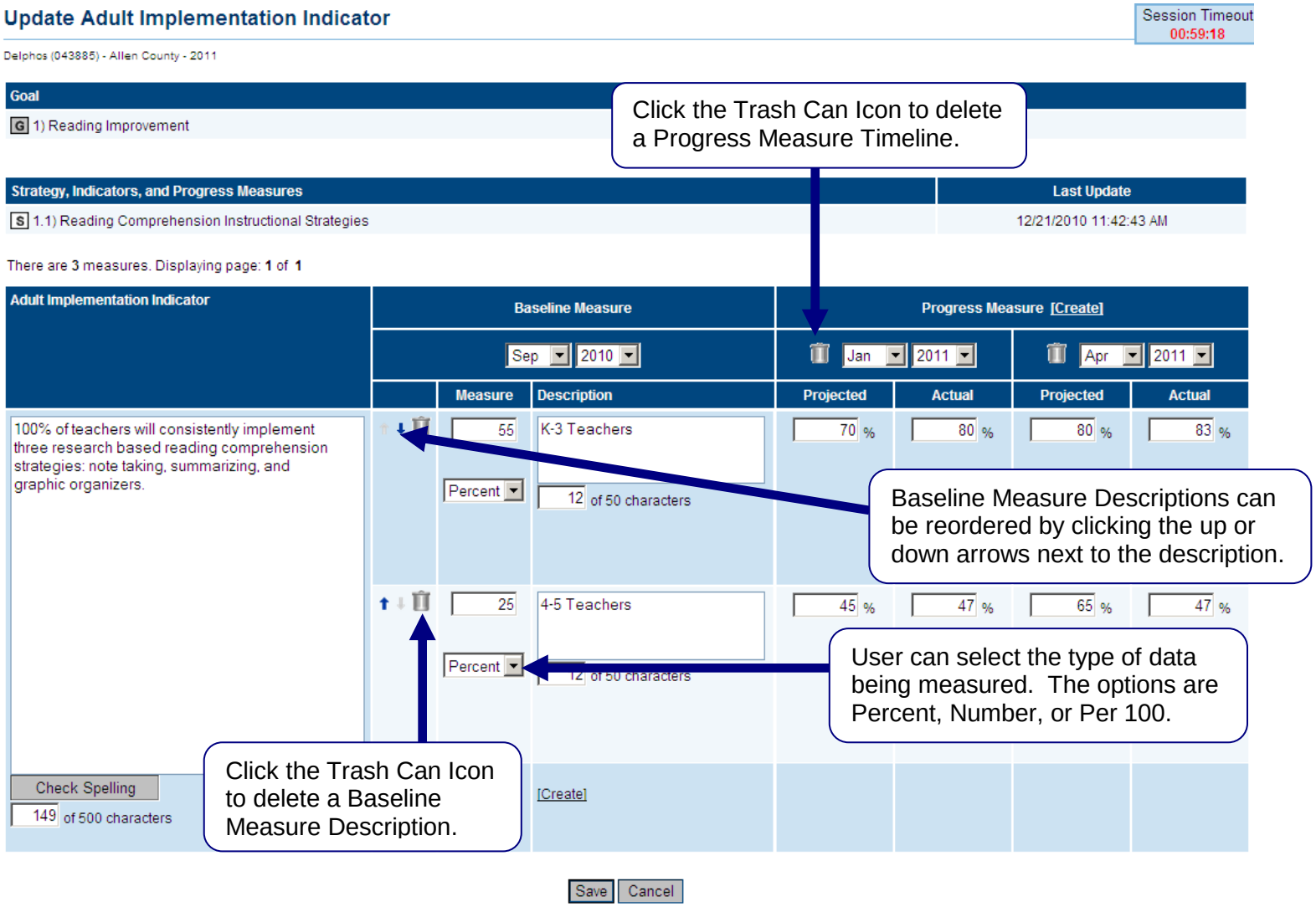
The Strategy Indicator functions are available from the Implementation Details page. Adult Implementation and Student Performance Indicators can only be created at the district level. A user cannot create a new Adult Implementation or Student Performance Indicator at the school level. Likewise, a user cannot edit a Strategy Indicator Description at the school level. However, at the district level, a user may create multiple Adult Implementation and Student Performance Indicators.



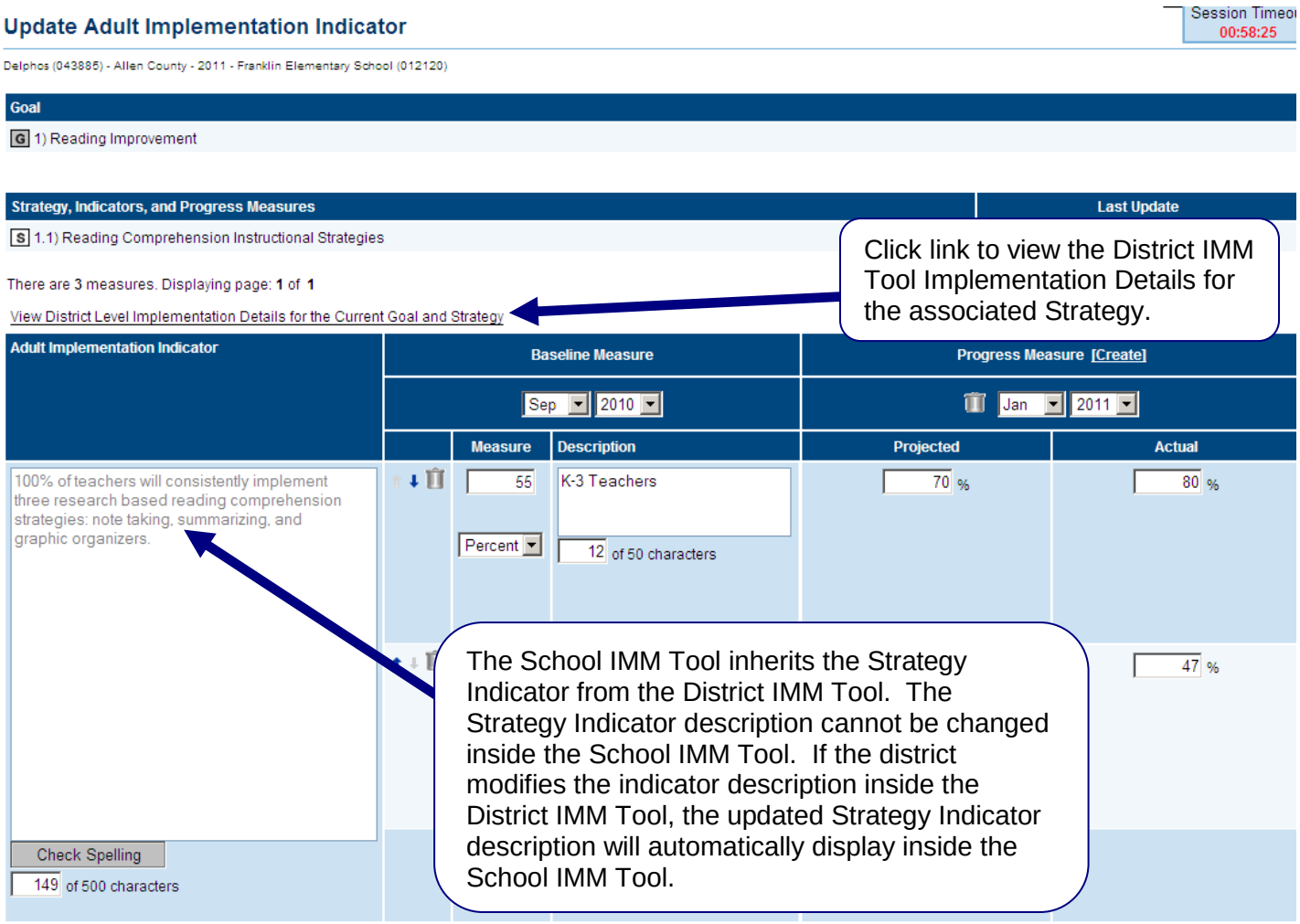
Clicking the Create Adult Implementation Indicator link navigates to the page below. Clicking the Create Student Performance Indicator link navigates to a similar page.



Clicking the Indicator Detail description navigates to the page below where you can modify an existing Indicator.



The Strategy Indicator functionality varies significantly between the District IMM Tool and the School IMM Tool. Inside the School IMM Tool, a user cannot create or delete a Strategy Indicator. In addition, a user cannot edit the description of a Strategy Indicator.

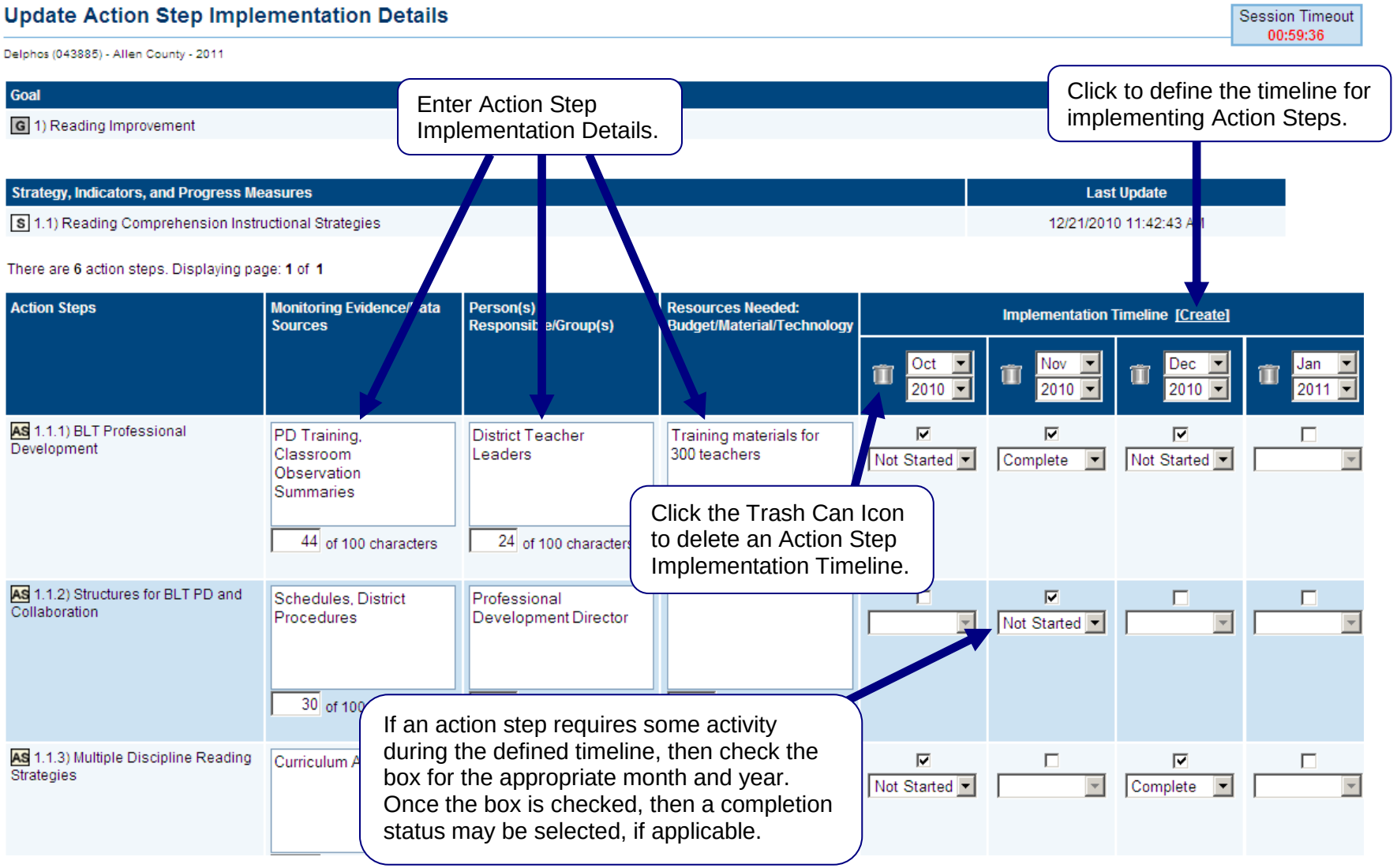


Action Step Implementation Details

The Action Step Implementation functions are available from the Implementation Details page.

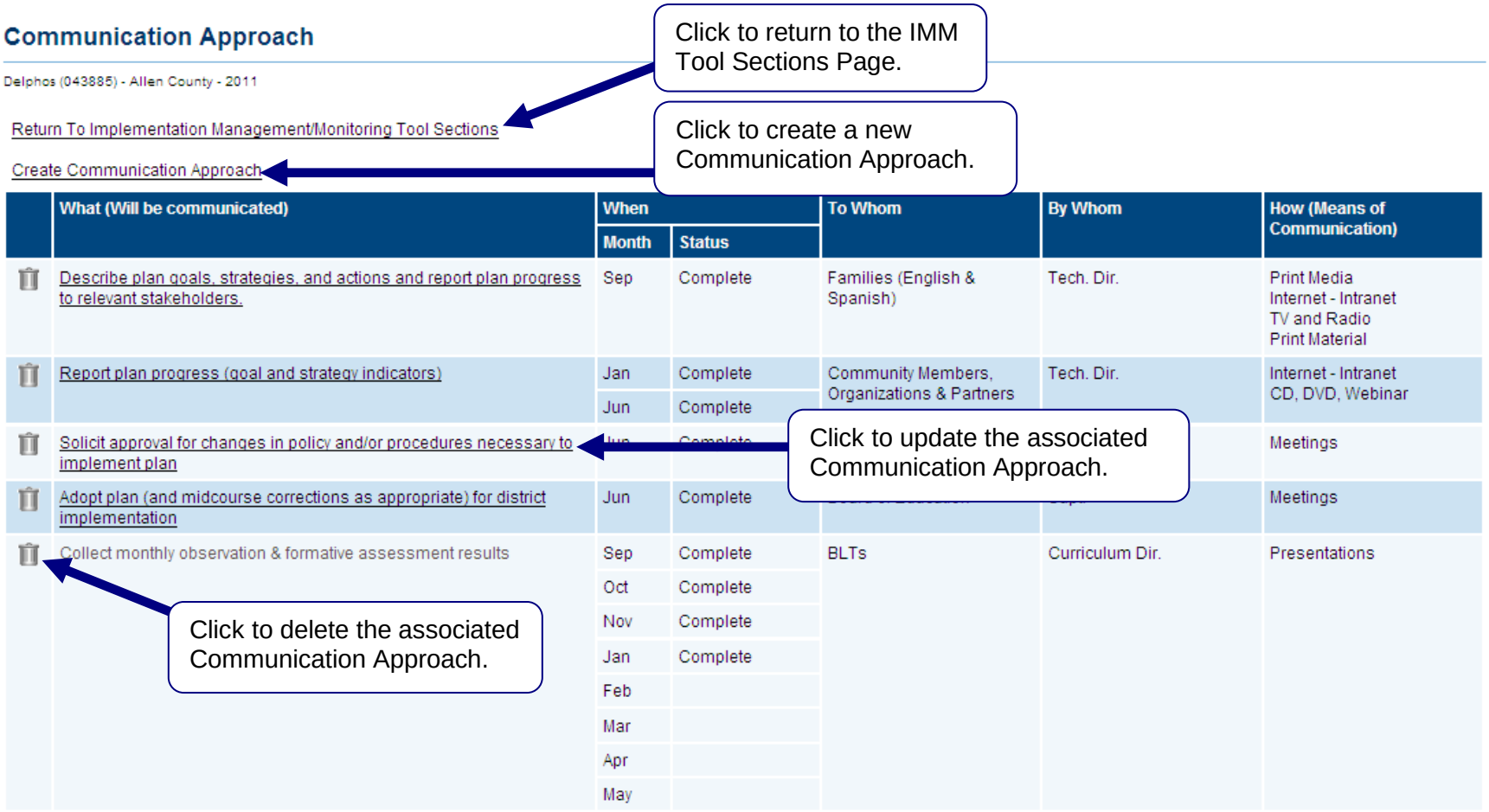


Clicking the Update Action Step Implementation Details link navigates to the page below.



Communication Approach

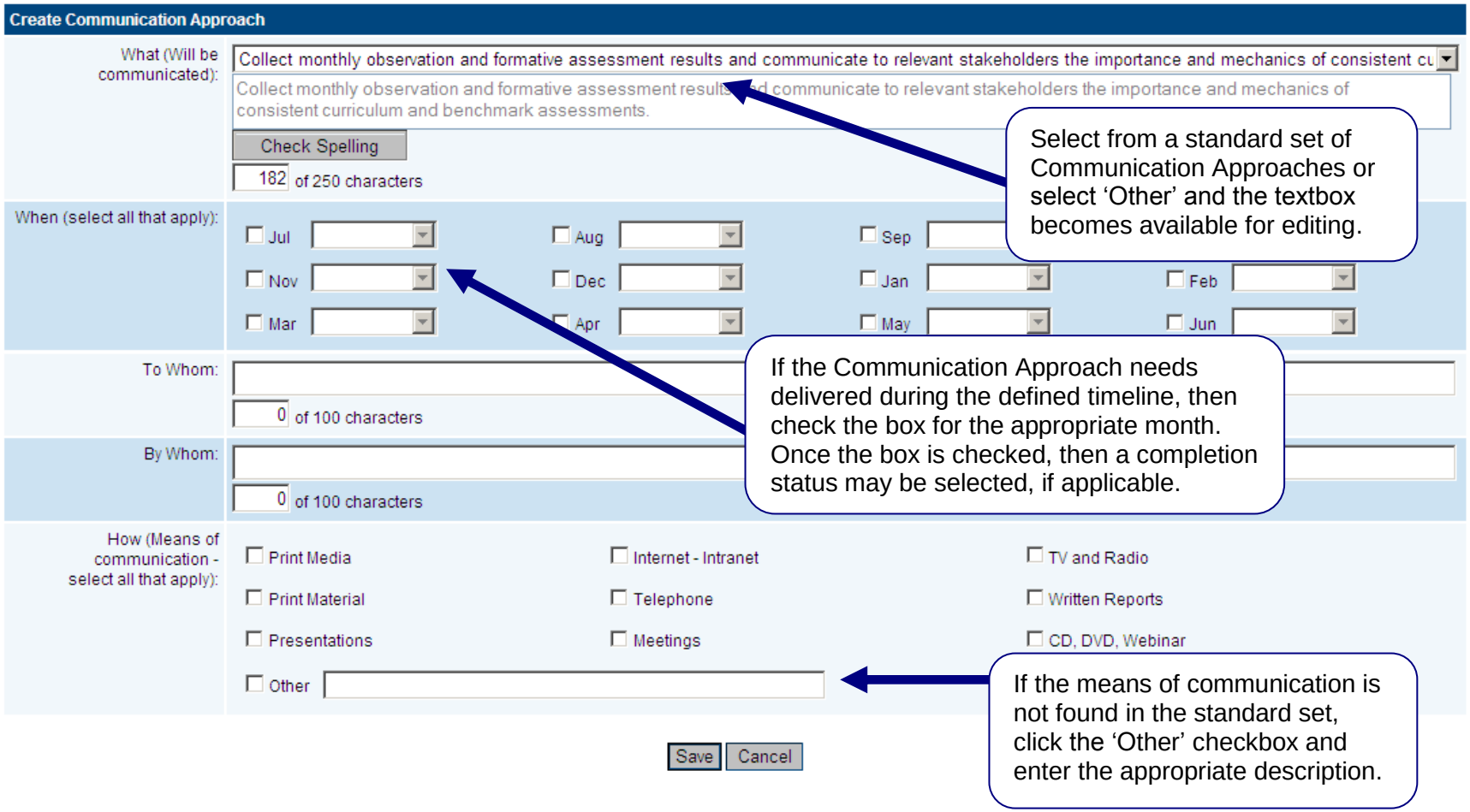
The Communication Approach page allows the district or school to identify when, how, and to whom information is disseminated.



	What (Will be communicated)	When		To Whom	By Whom	How (Means of Communication)
		Month	Status			
	Describe plan goals, strategies, and actions and report plan progress to relevant stakeholders.	Sep	Complete	Families (English & Spanish)	Tech. Dir.	Print Media Internet - Intranet TV and Radio Print Material
	Report plan progress (goal and strategy indicators)	Jan	Complete	Community Members, Organizations & Partners	Tech. Dir.	Internet - Intranet CD, DVD, Webinar
		Jun	Complete			
	Solicit approval for changes in policy and/or procedures necessary to implement plan					Meetings
	Adopt plan (and midcourse corrections as appropriate) for district implementation	Jun	Complete			Meetings
	Collect monthly observation & formative assessment results	Sep	Complete	BLTs	Curriculum Dir.	Presentations
		Oct	Complete			
		Nov	Complete			
		Jan	Complete			
		Feb				
		Mar				
		Apr				
		May				

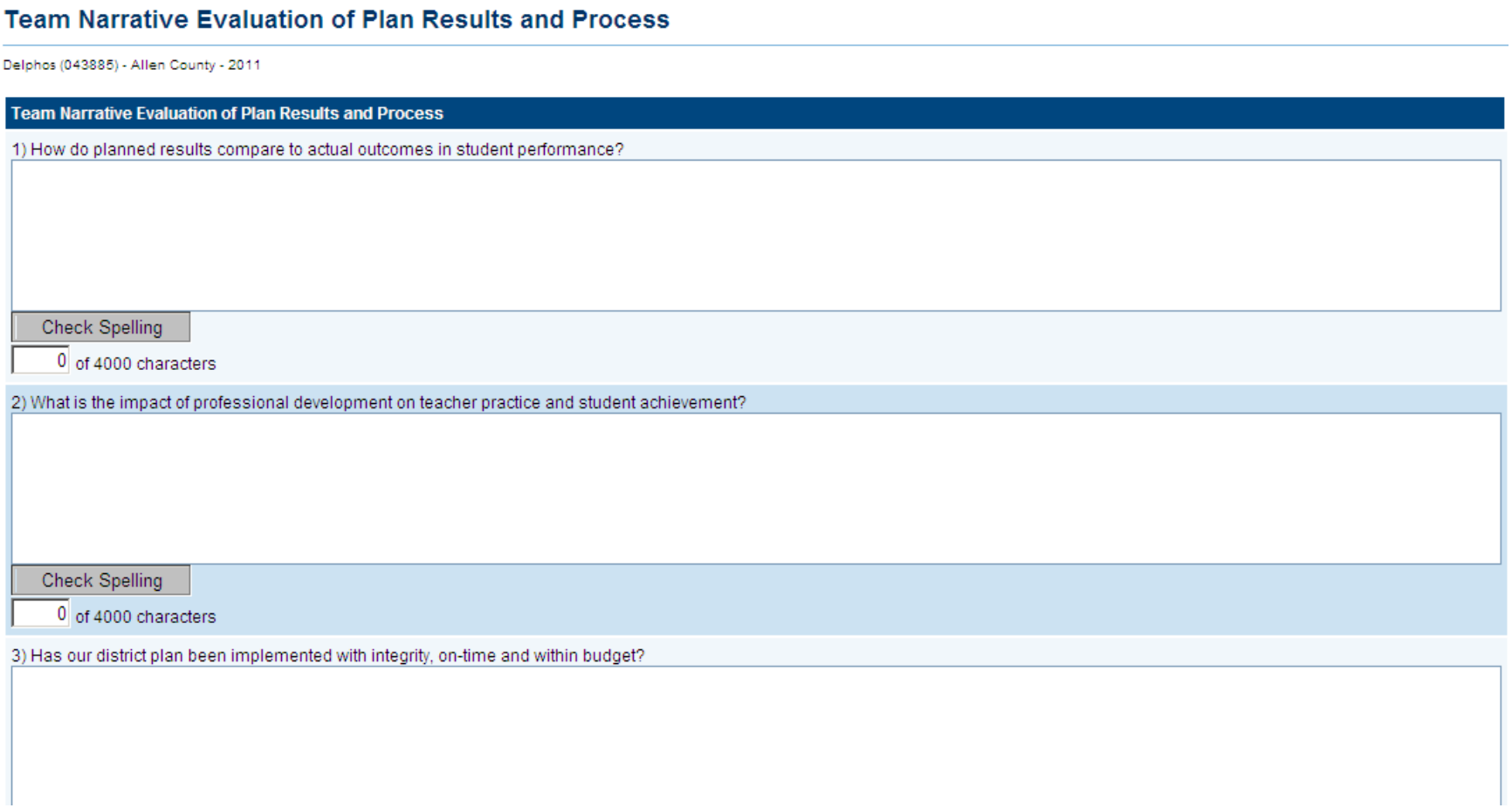
Create Communication Approach

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Team Narrative Evaluation of Plan Results and Process

The Team Narrative Evaluation of Plan Results and Process page should be completed at the end of the implementation cycle. This page allows the district or school to identify the elements of their plan that were effective and not effective.



Team Narrative Evaluation of Plan Results and Process

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Team Narrative Evaluation of Plan Results and Process

1) How do planned results compare to actual outcomes in student performance?

Check Spelling

0 of 4000 characters

2) What is the impact of professional development on teacher practice and student achievement?

Check Spelling

0 of 4000 characters

3) Has our district plan been implemented with integrity, on-time and within budget?

3) Has our district plan been implemented with integrity, on-time and within budget?

Check Spelling

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4) What lessons has the district learned as a result of implementing this plan (and how will they be applied to the next plan)?

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5) What should the district do to institutionalize successes and eliminate unsuccessful practices?

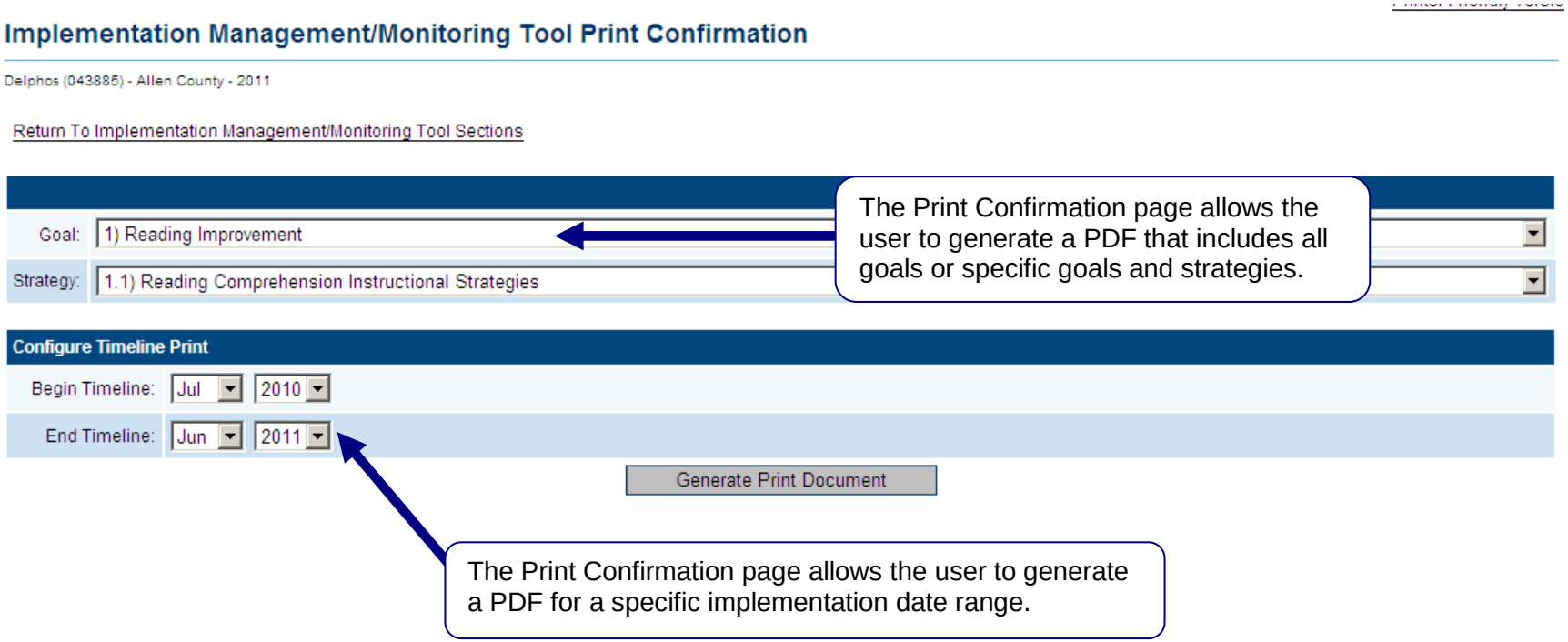
Check Spelling

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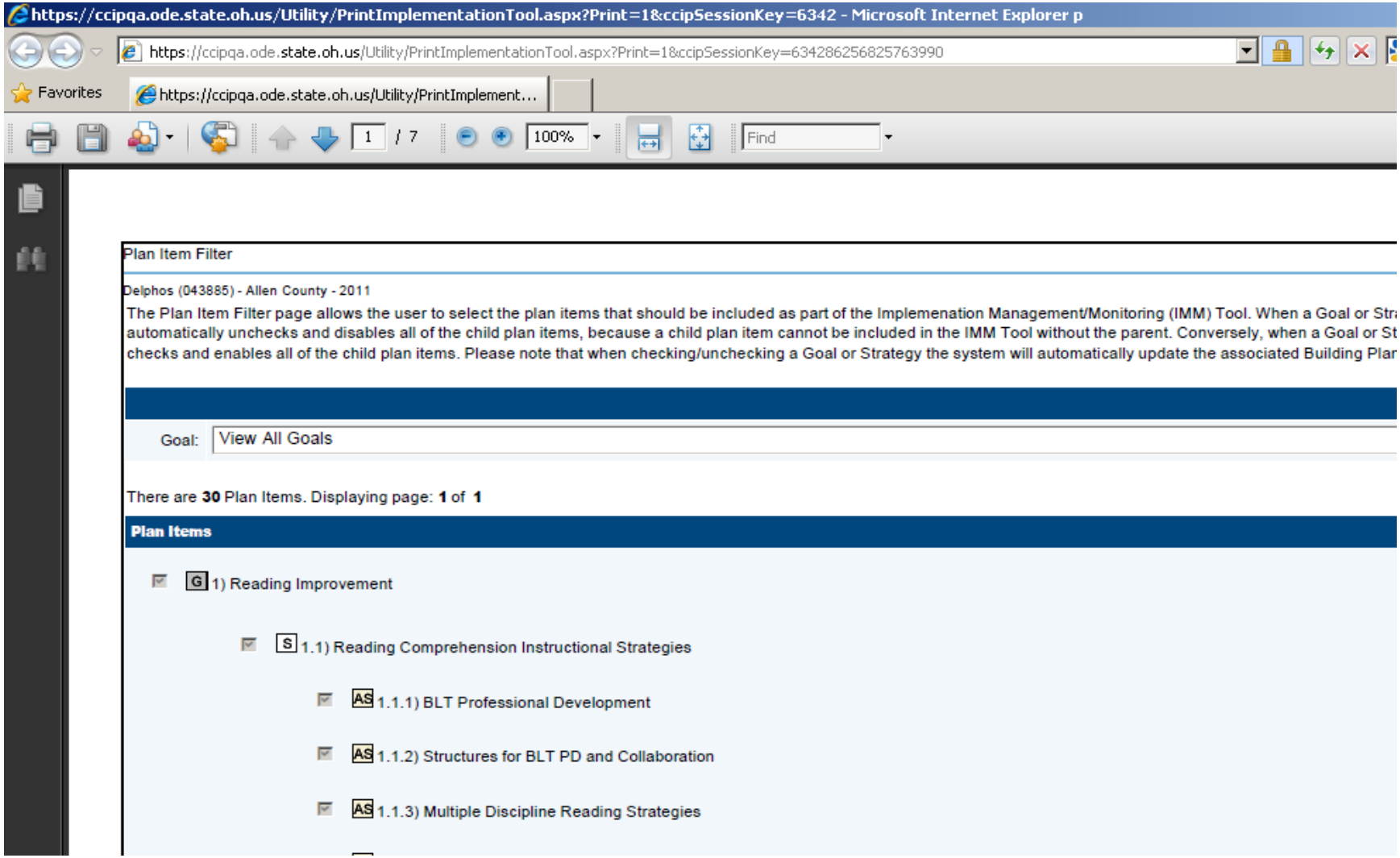
Save Cancel

Print

The Print feature formats the District or School IMM Tool as a PDF. The print functionality includes the Plan Item Filter, Implementation Details, Communication Approach, and Team Narrative Evaluation.

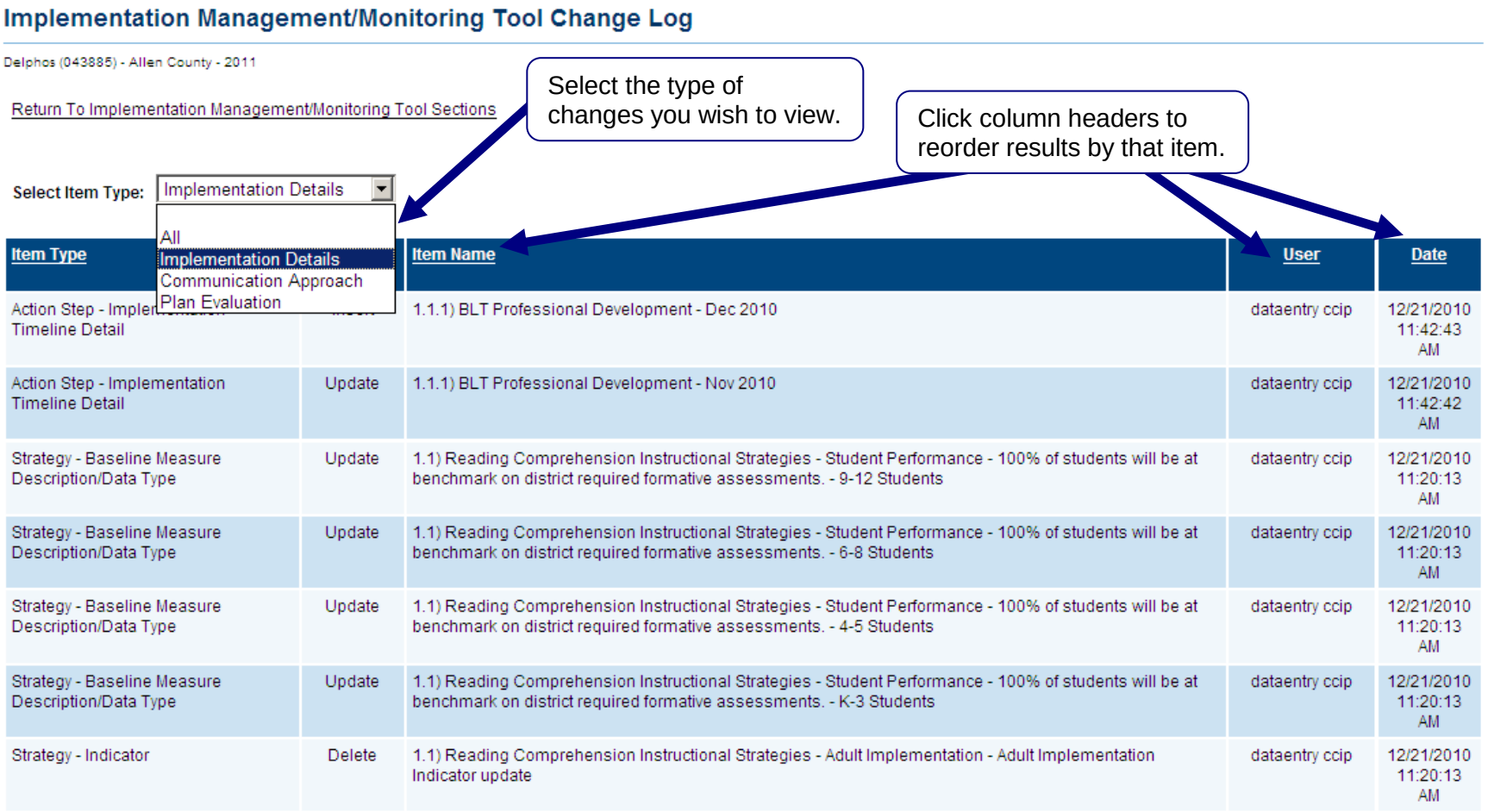


Below is an example of a District IMM Tool PDF generated by the system.



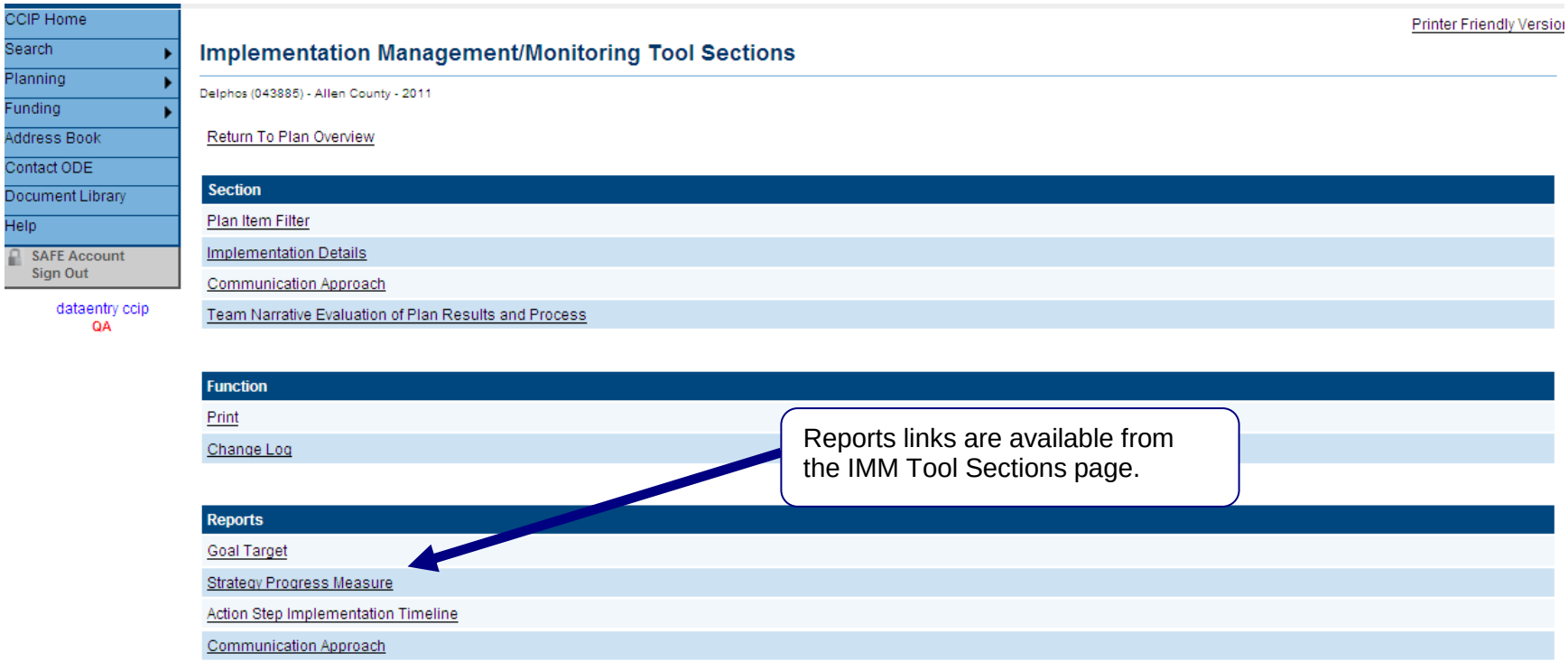
Change Log

The Change Log displays all changes that have occurred in the IMM Tool for the current fiscal year.



Reports

The reports may be accessed from the IMM Tool Sections page. The reports exist at both the district and school levels.



Goal Target Report

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Return To Implementation Management/Monitoring Tool Sections

Selection Criteria:

Goal: All Goals

Plan: (Select all that apply)
- District and All Buildings
- All Buildings
- District
- Franklin Elementary School(012120)
- Jefferson High School(018184)
- Jefferson Middle School(064048)
- Landeck Elementary School(019760)

Begin Timeline: Jan 2011

End Timeline: Dec 2011

Goal Target: Actual All Projected

Search Reset

Goal Target Report allows the user to search on
1. Specific Goals or All Goals
2. Specific District or Schools or District and All Schools or All Schools
3. Begin and End Timeline
4. Actual versus Projected

After the user clicks Search and results are found the following operations can be performed
1. Click on the Column Header to sort data by that column – default sort is ascending – click the column again to sort descending
2. Download Data into an Excel file
3. Generate a Printable Version of the results

There are **5** matching record(s). Displaying **1** through **5**. [Download Data] [Printable Version]

Goal	Plan	School Type	Measure Description	Data Type	Baseline Timeline	Baseline Value	Progress Timeline	Projected	Actual	Difference	Status
1) Reading Improvement	District/Agency	N/A	Increase OAA Reading passing % for Gr 3 and 4 by 7% per year in 2011 and 2012.	Percent	2010 Aug	82	2011 Aug	89	N/A	N/A	N/A
1) Reading Improvement	District/Agency	N/A	Increase district passing % on OAA reading an average of 10% per year in Grades 5-8 by 2012.	Percent	2010 Aug	75	2011 Aug	85	N/A	N/A	N/A

Strategy Progress Measure Report

Session Timeou
00:59:33

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Return To Implementation Management/Monitoring Tool Sections

Selection Criteria:

Goal: All Goals

Strategy: All Strategies

Plan: (Select all that apply)
- District and All Buildings
- All Buildings
- District
- Franklin Elementary School(012120)
- Jefferson High School(018184)
- Jefferson Middle School(064048)
- Landeck Elementary School(019760)

Begin Timeline: Jan 2011

End Timeline: Jan 2011

Indicator Type: All Indicator Types

Progress Measure: Actual Not Met Projected

Search Reset

Strategy Progress Measure Report allows the user to search on
1. Specific Goals/Strategies or All Goals and Strategies
2. Specific District or Schools or District and All Schools or All Schools
3. Begin and End Timeline
4. Indicator Type
5. Actual versus Projected

After the user clicks Search and results are found the following operations can be performed
1. Click on the Column Header to sort data by that column – default sort is ascending – click the column again to sort descending
2. Download Data into an Excel file
3. Generate a Printable Version of the results

There are **21** matching record(s). Displaying **1** through **21**. [Download Data] [Printable Version]

Strategy	Plan	School Type	Indicator Description	Indicator Type	Measure Description	Data Type	Baseline Timeline	Baseline Value	Progress Timeline	Projected	Actual	Difference	Status
2.2) Instructional Strategies	Franklin Elementary School	Elementary School	100% of students will score at a proficient level on protocols/rubrics to assess if students can generate and test hypotheses and use/respond to higher level questions.	Student Performance	K-3 Students	Percent	2010 Sep	10	2011 Jan	35	25	-10	Not Met

Action Step Implementation Timeline Report

Session Timeout 00:59:27

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Return To Implementation Management/Monitoring Tool Sections

Selection Criteria:

Goal: All Goals

Strategy: All Strategies

Plan: (Select all that apply)
- District and All Buildings
- All Buildings
- District
- Franklin Elementary School(012120)
- Jefferson High School(018184)
- Jefferson Middle School(064048)
- Landeck Elementary School(019760)

Begin Timeline: Jan 2011

End Timeline: Jan 2011

Completion State: Not Started

Search Reset

Action Step Implementation Timeline Report allows the user to search on
1. Specific Goals/Strategies or All Goals and Strategies
2. Specific District or Schools or District and All Schools or All Schools
3. Begin and End Timeline
4. Completion State

After the user clicks Search and results are found the following operations can be performed
1. Download Data into an Excel file
2. Click on the Column Header to sort data by that column – default sort is ascending – click the column again to sort descending
3. Generate a Printable Version of the results

There are **8** matching record(s). Displaying **1** through **8**. [Download Data] [Printable Version]

Strategy	Plan	Action Step	Monitoring Evidence / Data Sources	Person(s) Responsible / Group(s)	Resources Needed: Budget / Material / Technology	Implementation Timeline	Completion State
1.2) Reading Comprehension Assessments	District/Agency	1.2.3) BLT Formative Assessment PD	PD Training, Classroom Observation Summaries	District Teacher Leaders	Training materials for 300 teachers	2011 Jan	Not Started

Communication Approach Report

00:59:38

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Return To Implementation Management/Monitoring Tool Sections

Selection Criteria:

Plan: (Select all that apply)
- District and All Buildings
- All Buildings
- District
- Franklin Elementary School(012120)
- Jefferson High School(018184)
- Jefferson Middle School(064048)
- Landeck Elementary School(019760)

Communication Approach Month: (Select all that apply)
- Jul
- Aug
- Sep
- Oct
- Nov
- Dec
- Jan
- Feb
- Mar
- Apr
- May
- Jun

Completion State: In Progress

Search Reset

There are 3 matching record(s). Displaying 1 through 3. [Download Data] [Printable Version]

Plan	What (Will be communicated)	When	Completion State	To Whom	By Whom	How (Means of Communication)
District/Agency	Create collaboratively supported community wide reading efforts consistent with district goals and strategies	Dec	In Progress	Community Members, Organizations & Partners	Lit. Coord.	Internet - Intranet

Communication Approach Report allows the user to search on
1. Specific District or Schools or District and All Schools or All Schools
2. Communication Approach Months
3. Completion State

After the user clicks Search and results are found the following operations can be performed
1. Click on the Column Header to sort data by that column – default sort is ascending – click the column again to sort descending
2. Download Data into an Excel file
3. Generate a Printable Version of the results

Copy IMM Tool into Next Fiscal Year

The IMM Tool may be copied into the next Fiscal Year. This is done at the same time that the Plan is copied into the next Fiscal Year. The user has the option to include the IMM Tool as part of the Plan Copy. If the user decides to include the IMM Tool in the Plan Copy, then the District IMM Tool and any School IMM Tools would be copied forward into the next Fiscal Year.

