

## Six Steps for Using Step 6

In the September issue of **FOCUS!** I offered suggestions for using some of the *Steps* reports to help you manage the tasks in your plan. The suggestions in this issue are more detailed recommendations on ways to not only monitor what’s being implemented but also to document your work in preparation for completing the required progress report at the end of the year.

\*The guidance here is in shortened form. To see what the examples look like in the system for “Mt. Adams” Elementary School, log in to Indistar® (Steps to Success) using **nhsample** as the login and **nhsample** as the password. Take a look at objectives **IE06** and **IIIA01** which are examples that are described here.

### STEP ONE:

1. Log on to *Steps to Success*. ([www.centerii.org/](http://www.centerii.org/) Indistar/ login/ YOUR login credentials)
2. Navigate to the School Main page.
3. Click on Step 6.

The window that opens is a list of OBJECTIVES included in your plan. On this page you can

- sort by clicking on the underlined headers (ID, Assigned To, Target Date)
- see the number of tasks planned under each objective
- print this list to share with the leadership team or your restructuring team

*What does it mean if there are 0 tasks assigned to an Objective?  
Most likely this objective is integrated within another similar objective. Remember how we identified “main idea” and “supporting details” objectives?*

### STEP TWO:

1. From the Step 6 window, click on the OBJECTIVE you want to monitor and document.
2. Take a minute to review what your staff wrote when asked to “Describe what it will look like when this objective is fully implemented.”
3. Scroll down to the COMMENTS section and review what you said you would do to MONITOR IMPLEMENTATION and MONITOR IMPACT.
4. Set a date when the PERSON ASSIGNED should compile a PROGRESS REPORT on the task.

### STEP THREE:

1. In the COMMENTS section, start a new paragraph with the DATE of your progress check. See the example below (or go to NHSAMPLE to see it in context) –

(Objective IIIA01)

Comments	<p>RESOURCES: Presenter costs = estimated \$3,000 ; instructional coach for 10 hours per month per school @\$50 per hour = \$500 per school per month</p> <p>MONITORING ACTIVITIES: PD Session feedback; instructional team meeting agendas and minutes; administrators check for additions to the curriculum binders for each grade level, subject areas</p>
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	<p>MONITORING OF EFFECTIVENESS: District curriculum director approves "power" standards selections; instructional coaches report deepening understanding of GLEs and curriculum standards among staff members; in surveys, teachers report increasing knowledge of curriculum focal points, power standards</p> <p>11.07.11 Progress Update: Instructional coach recently hired. Began meeting with grade level teams to review curriculum standards in October. Collected feedback from pd presentation by standards consultant and also from instructional team meetings with instructional coach. THIS IS AN ONGOING TASK that will not be completed until the end of the school year.</p>
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*Remember that Steps to Success (Indistar®) is used by 15 states, each with different processes around the tool. NH users will need to REDEFINE some of the terminology to make the tool meet our expectations.*

2. The PERSON ASSIGNED responsibility for this TASK should collect the evidence described under Monitoring Activities and Monitoring Effectiveness.  
(Consider setting a deadline for collecting the evidence across all TASKS and OBJECTIVES.)
3. Enter the PROGRESS CHECK Date in the box labeled COMPLETED date.

**STEP FOUR:**

1. REPEAT the sequence of entering a PROGRESS CHECK in the COMMENTS section of each TASK under each of your objectives. Remember to enter the PROGRESS CHECK date in the box labeled COMPLETED.  
*\*\*Don't expect to have fully complied with all the lofty expectations you proposed in the original plan. Life happens, and life in schools can take you away from well-designed plans. BUT that isn't an excuse – it just means that NOW is the time to get back on track! \*\**
2. Once all tasks have been documented and the date of the progress check entered in the COMPLETED box, a new window opens:

**Here's where you need to IGNORE the system terminology and MAKE IT WORK to suit your needs.**

3. **\*\* CHECK** the box "The Objective has been fully met." (even though we all know it hasn't!) Once you CHECK that box and click SUBMIT, the OBJECTIVE STATUS WINDOW opens.

## OBJECTIVE STATUS WINDOW—MT. ADAMS EXAMPLE

Status of Objective
<small>The tasks assigned to this Objective have been completed. If the objective has been met, complete the status report below. If the objective is still not met, go back and add tasks in step 5 as needed. When those tasks are completed, you will then be prompted to complete this status report.</small>
1. Please describe your experience in pursuing this Objective. <b>11/7/2011</b> <b>Consultant availability was a challenge. Once our instructional coach was hired, and established working relationships with each instructional team, the work moved briskly.</b>
Add your Experience here.
2. What continued work will be necessary to sustain your efforts and continue to meet the Objective. <b>11/7/2011</b> <b>With the new Common Core standards coming into use, we need to revisit our selections of "power standards" in light of new priorities.</b>
Add your Sustain information here.
3. Please provide evidence that this Objective has been fully and effectively implemented. <b>11/7/2011</b> <b>The monitoring of effectiveness data will be attached to this progress report at the appropriate time.</b>
Add your Evidence information here.

4. Enter a description of your EXPERIENCE to date of trying to complete this OBJECTIVE. Consider including reminders to yourself and your team of events that helped (or hindered) your progress toward this objective.
5. Enter a description of what you will continue to do to SUSTAIN attention to the work toward this objective.
6. Enter a description of the EVIDENCE you've collected, or intend to collect, that shows you've followed through with your plans for each of the TASKS leading to the objective.

### STEP FIVE:

1. Extract REPORTs from the *Steps* tool to share with the team, district administrators, community and parents to explain your restructuring work.
2. Go to SCHOOL MAIN page. Locate the Resource and Reports menu in the upper right of the page. Select REPORTS.
3. Scroll down to the INDICATOR CHECKLIST REPORT.  
*\*wander through some of the other report types when you have a chance, particularly the TASKS report!*
4. Place a CHECK in the box next to each of the objectives for which you documented your progress. Click on REPORT to produce the document.  
*\*you can create a report for EACH objective separately, or a single report for several objectives; choose the format that will work for your purposes.*
5. Click on the down arrow next to the EXPORT icon. EXPORT as either a WORD or PDF document.
6. SAVE AS "Restructuring Progress Report DATEXX XXX" on your computer. Add it to the master documents for your team's activities.

### STEP SIX:

1. REPEAT your progress monitoring activities across the course of the year, perhaps quarterly or concurrent with student reporting periods.

A sample four-page Progress Monitoring Report for Mt. Adams Elementary School is included at the end of this newsletter.

Once you've committed to documenting your progress on your improvement plan initiatives, the process becomes an expected part of the pursuit of excellence. Effective organizations, whether Amazon.com, Google, or Apple continually monitor their performance against standards of excellence and revise operations as indicated to refine their services to better serve their clients' needs. Your school can adopt a continuous improvement mindset, too, and *Steps to Success* can be one tool to help you document your performance.