



## State Data Snapshot Administration Checklist

District Name:	Y = Yes N = No		
Observation Date:	N/A = unsure or not applicable		
<b>1.</b> Prepared the Team – Facilitator invited participants, emailed the TA Practice in 60 video, and ensured participants had necessary information prior to the process.	<b>Y</b>	<b>N</b>	<b>N/A</b>
<b>2.</b> Prepared for the Process – Facilitator reviewed data and ensured necessary resources (forms, data, and technology) were available.	<b>Y</b>	<b>N</b>	<b>N/A</b>
<b>3.</b> Set the Stage - Facilitator provided an overview of the Data Snapshots purpose, desired outcomes, and key administration steps; identified a Note Taker; and established group norms.	<b>Y</b>	<b>N</b>	<b>N/A</b>
<b>4.</b> Generate Shared Understanding and Strengths & Opportunities – Proceeding by category (i.e., Why, What, How), participants made sense of the data, developed a shared understanding, and generated strengths and opportunities lists.	<b>Y</b>	<b>N</b>	<b>N/A</b>
<b>5.</b> Reviewed Student Goals – Participants reviewed student outcome goals and discussed alignment with State goals.	<b>Y</b>	<b>N</b>	<b>N/A</b>
<b>6.</b> Established Priorities - Facilitator used a consensus building approach to guide the conversation to identify (a) Priorities to support Districts/Schools and (b) Priorities to enhance SEA capacity.	<b>Y</b>	<b>N</b>	<b>N/A</b>
<b>7.</b> Wrap-Up – Facilitator debriefed and explained the next part of the TA process (i.e., Priority and Practice Planning and/or Resource Mapping), set a date and time with the State Team for the next steps, and distributed the corresponding TA Practice in 60 video(s).	<b>Y</b>	<b>N</b>	<b>N/A</b>
<b>8.</b> Follow-up – Facilitator completed an electronic version of the Data Snapshots Form, including the final goals and priorities, and sent it to all team members within one week of completion.	<b>Y</b>	<b>N</b>	<b>N/A</b>