

### Program Monitoring Site Visit Protocol

The Department of Improvement and Innovation (i.e., DII) and Instruction Office are responsible for monitoring program implementation and ensuring the outcomes noted in the funds application are met. The district provides training on monitoring and reporting through the distribution of federal guidance documents, district procedures, and external/internal training sessions, and providing technical assistance as necessary.

In order to guarantee that adequate monitoring is in place to ensure that intended program outcomes are met the following site visit protocol is employed regularly.

1. **Schedule Site Visits.** Site visits are schedule collaboratively with the building principal (or designee), district representative (from DII and/or the instructional office), external monitoring partners such as Ingham ISD or MDE, and other key stakeholders. Note: The frequency of site visit meetings vary based on need and mandates.
2. **Preview and Discuss.** Once the monitoring team has assembled we preview our agenda and the intended outcomes for the site visit. The building principal provides an update on the status of implementation, any recent training, and any impact data with the team.
3. **Conduct Walkthroughs.** At this point the team will complete a building walkthrough. Depending upon the nature of the intervention or program the walkthrough may be targeted or the group may cover a broad range of learning environments. During the walkthroughs the team uses a standard observation tool in order to record our observations and findings.
4. **Debrief and Reflect.** After the walkthroughs are complete the monitoring team will once again gather to share our observations and findings. Observations are normally reported out in round robin fashion. Once all of the observation data is shared the group then reflects on implementation progress.
5. **Create a Plan of Support.** Based on the findings, the monitoring team will create a plan of support and improvement. These are usually brief and outline concrete action steps that can be taken to further enhance implementation and impact of the program or intervention. Specific individuals are identified as “implementation drivers” and a timeline for implementation is developed.
6. **Follow-Up.** Finally, if needed, a brief follow-up conversation or meeting is scheduled in order to provide updates on the status of implementation and troubleshoot any implementation barriers.