# Virginia Tiered Systems of Supports

## Division Capacity Assessment (DCA): Administration Fidelity Checklist

| Protocol Steps | Step Completed? Y = Yes; N = No; N/A = unsure or not applicable | | |
|---|---|---|---|
| 1. **Respondents Invited** – Administrator and/or Facilitator invites knowledgeable raters including Division Implementation Team (DIT) members and others. | Y | N | N/A |
| 2. **Materials Prepared in Advance** – Administrator and/or Facilitator ensures that copies (paper or electronic) of a blank DCA are available for each member and ensures that a room is set up with a laptop, projector, internet connection, and conference phone (video if possible) for any participants joining remotely. | Y | N | N/A |
| 3. **Overview** – Administrator provides a review of DCA, purpose, and instructions for voting. | Y | N | N/A |
| 4. **Administration** – Blank DCA is projected on screen for entire team to view, or the designated Division Coordinator's secure URL is used to project the web-based version of the DCA on the screen. | Y | N | N/A |
| 5. **Administration** – Each question is read aloud. After the Administrator reads the item and highlights the differences in scoring, the Facilitator says, "ready, set, vote" and all respondents vote simultaneously and publicly to neutralize influence during the voting process (e.g. hold up 2 fingers to vote "fully in place," 1 finger to vote "partially in place," or a closed hand to vote "not in place" or holds up a card with the number 0, 1, or 2). | Y | N | N/A |
| 6. **Administration** – Facilitator tallies the votes and notes agreement or discrepancies for each question. | Y | N | N/A |
| 7. **Consensus** – If complete agreement is reached move on to the next question. If not, the Facilitator invites an open, brief discussion of the reasons for differences in scoring. The group is asked to vote again. The vote can occur multiple times at the discretion of the Facilitator. The goal is to reach consensus. Consensus means that the minority voters can live with and support the majority decision on an item. If the minority persists in not being able to live with the majority vote, the Facilitator encourages further discussion at a later time and the majority vote is recorded so that the results can be scored and graphed. | Y | N | N/A |
| 8. **Recording** – Administrator/Facilitator documents each scoring decision using the designated Division Coordinator's secure URL, which is projected for all respondents to see, or on the paper copy used to record all votes. | Y | N | N/A |
| 9. **Data summary** – After the last question has been asked, answered, and recorded using the Division Coordinator's secure URL, a report is generated displaying graphs of total scores and subscale scores. | Y | N | N/A |
| 10. **Review** – While viewing the graphs, Administrator/Facilitator highlights all of the subscales that moved in a positive direction and celebrates progress toward 80% or better on subscale scores. | Y | N | N/A |
| 11. **Division Status Review** – Administrator/Facilitator initiates a discussion of updates on achievements, progress, and major milestones or barriers that have occurred since previous administration. | Y | N | N/A |
| 12. **Action** – Administration/Facilitator asks respondents to discuss three domains they would like to set as agenda items for their regular meetings. | Y | N | N/A |
| 13. **Planning** – If there is not sufficient time for #11 and #12, the Facilitator ensures that a date and time are set for the Division Status Review and Action related to selecting domains. | Y | N | N/A |
| 14. **Conclusion** – Administrator/Facilitator thanks the team for their openness and for sharing in the discussion. | Y | N | N/A |

**Comments/Notes:**

*Adapted from Ward, C., St. Martin, K., Horner, R., Duda, M., Ingram-West, K., Tedesco, M., Putnam, D., Buenrostro, M., & Chaparro, E. (2015). District Capacity Assessment. University of North Carolina at Chapel Hill.*