

EWS On-Site Observation Tool

Staff capacity, involvement, and awareness

Questions in this section are designed to help visitors get a sense of the awareness of the initiative across the school, the variety of positions involved, and some of the structures in place to build and use an Early Warning System. Schools with high levels of implementation will have broad awareness, involvement, and consistent structures in place to design and use the Early Warning System.

Awareness

Low

Medium

High

- Do all staff know about the Early Warning System implementation?
- Are district staff involved in implementation?
- Do students and families know about EWS implementation?
- Are school partners aware of and participating in EWS implementation?

EWS Team

Low

Medium

High

- Have you created an EWS team?
- What does their weekly work look like?
- Do they meet regularly?

Teachers

Low

Medium

High

- Are teachers involved in the EWS implementation?
- Do teams meet regularly to discuss EWI data?

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Data Capacity

Questions in this section focus around the organization and access to ABC data as well as the use of this data for individual, group, and school-wide responses. Schools with high levels of implementation have clear processes for updating data, visible data for staff and students on their individual, grade, and school level, and are using ABC data to make decisions at multiple levels.

Data Management

Low

Medium

High

- Do you have a data point person or data manager?
- Does ABC data have to be input manually?

Access to Real-time Data

Low

Medium

High

- Do staff have access to the data?
- How often is this updated (every day, once a month, quarter)?

Data Displays and visible data

Low

Medium

High

- Is there a common definition for on and off-track in each of the ABCs?
- Are there displays that are visible to students and staff?
- Are students aware of what success in the ABCs means?

Data Usage

Low

Medium

High

- Is ABC data used regularly as part of EWS meetings (leadership, planning, other)?
- Is there a protocol to use ABC data as a part of meetings?
- Is there evidence of ABC data in conversations with students?
- Do you have a “focus list” of the students who are off-track in each of the indicators?

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Intervention System

Questions in this section focus on awareness and availability of a variety of interventions, partnerships, and tracking systems for monitoring interventions. Schools with high levels of implementation will have clearly mapped out what resources are available, will have resources to meet the needs, and will have clear systems for tracking and following up on interventions.

Resource Map

Low

Medium

High

- Have you created a resource map describing the interventions available at your school?
- Does the resource map include internal and external interventions?
- Are there clear ways for staff and students to access interventions?
- Do you have a mix of Tier I, II, and III interventions?

Partnerships

Low

Medium

High

- Are there partnerships that you have with outside organizations, agencies, or volunteers?

Interventions

Low

Medium

High

- Is there a place where it is documented what interventions are assigned to which students?
- Is there a process in place for follow-up to assigned interventions?