**APPENDIX D: Action Plan for Identifying and Monitoring Disproportionality**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Problem Solving Step | What | Who | By When | Completed? |
| 1. Problem Identification
* Select metrics
* Calculate metrics
* Compare to a disproportionality criterion
* Identify if there is an inequity problem
* Set goals
 |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 1. Problem Analysis
* Identify vulnerable decision points
* Assess fidelity of Tier 1 systems
* Assess inequities in other school data
* Learn from students, families, and community members
 |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 1. Plan Implementation
* Develop a solution
* Create a detailed action plan
 |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| 1. Plan Evaluation
* Identify the time periods for evaluation
* Assess implementation plan progress
* Calculate metrics (From Step 1)
* Compare to goals
* Share results with staff, families, and community members
* Return to Step 1
 |  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |