WHAT'S NEW, MOVED AND/OR MODIFIED??

Comprehensive Needs Assessment

Principles 1-6 (REQUIRED)

Complete Comprehensive Needs Assessment (REQUIRED) for each Principle 1 through 6.

Data Analysis Assurance (REQUIRED)

Root Cause Analysis (REQUIRED)

New Section

Integrated Action Plan

Final Summary (REQUIRED)

Section Moved and Modified

Principles, Strategies and Action Steps (REQUIRED)

ROOT CAUSE ANALYSIS (REQUIRED) AND THE 3 FISHBONES

Root Cause Training Module

Root Cause Analysis (3 Fishbones)

Fishbones

• Teams conduct careful, thorough root cause analyses to determine the specific cause of each primary need using the fishbone method. If the cause is still too large, conduct the 5 Whys to pinpoint the root cause to be eliminated. Minimal requirement is 3 fishbones. See Root Cause Module on **School Improvement Professional Learning Webpage** under **Learning Modules**. IAP strategies and actions steps must address root causes. Eliminating the root cause will lead to the desired outcome.

• Download and save locally the **Root Cause Analysis Fishbone** and **5 Whys** templates found in the Related Documents section below. (Do not complete the documents until they have been first been saved and reopened).

• After completing, save locally again before uploading to the Related Documents section of this page.

• NOTE: An alternate Fishbone template is available and can be accessed via the link below as well as in the Grants Management Resource Library under **Program Area Resources > Planning Tool Guidance**

If the alternate template is utilized instead of the original Fishbone template please download and save locally, edit, save locally again and then upload to the existing **Required** Fishbone upload location in the Related Documents section below.

Fishbone_Template_Word alternate template

Root Cause Analysis Fishbone

Alternative Fishbone Template

ROOT CAUSE ANALYSIS (REQUIRED) AND THE 3 FISHBONES

Root Cause Analysis Fishbone

Root Cause Analysis Fishbone Template
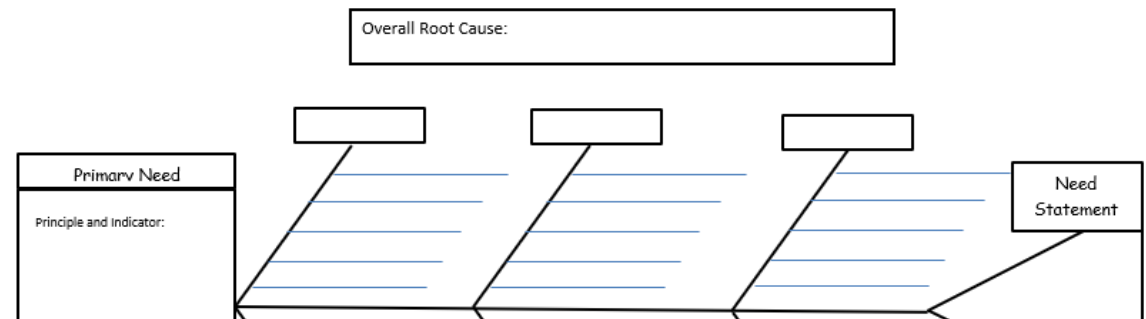School Name – revised dd/mm/yy

Overall Root Cause Statement The synthesis of the most powerful root cause(s).		

Root Causes (label each category/headline and include details) These are the most influential contributing factors. *"Why is the problem existing? What is contributing to the problem? Who plays a role in contributing to the problem?"*		
•	•	•

Document Template

Fishbone Diagram

Alternative Fishbone Template

Root Cause Analysis Fishbone Template for Schools

Overall Root Cause:

Primary Need

Principle and Indicator:

Need Statement

ROOT CAUSE ANALYSIS RELATED DOCS

Root Cause Analysis Related Documents

ALL INFORMATION SUBMITTED TO ADE IS PUBLIC INFORMATION. Organizations uploading documents to GME must ensure that the information contained in the document **does not** include sensitive data such as student information, social security numbers, or any other information that could constitute a FERPA violation. Submission of such documents will result in delay of approval or other action in GME until the document is removed.

	Documents	
Type	**Document Template**	**Document/Link**
Fishbone Diagram [Upload at least 3 document(s)]	📄 Fishbone Diagram	Upload New
5 Whys (optional)	📄 5 Whys	Upload New
Other	N/A	Upload New

Upload 3 Fishbones Here

5 Whys

FINAL SUMMARY: *MOVED AND MODIFIED UNDER IAP*

+ Review the summary of your data below for each Principle, then complete the Summary and Needs Identification at the end.

- All 6 principles' results will be displayed under IAP when [+] sign in clicked. This helps guide stakeholder group for primary needs on Summary on Needs Identification.

FINAL SUMMARY: *MOVED AND MODIFIED UNDER IAP*

- Final Summary section was moved to Integrated Action Plan. This bridge is to assist LEAs and Schools to see a connection between the primary needs, development of goals and writing the IAP.
  - ✓ *2 new* columns added for **Student Impact Goals (SMART Goal Required) and Process Goal.**

⊞ Review the summary of your data below for each Principle, then complete the Summary and Needs Identification at the end.

Summary and Needs Identification - Using the summary of your data above and your three fishbone root cause analyses, complete the Summary and Needs Identification chart below for your top three primary needs. Use one row for each primary need.

Primary Needs Indicator #	Step 1) Identify Your 3 Primary Needs	Step 2) Identify Root Causes	Step 3) Write Primary Needs Statements	Step 4) Write Desired Outcomes	Impact Goal	Process Goal
Indicate the principle and indicator for each of your primary needs. (i.e., 2.3)	Write the description of the CNA indicator. - (Head of the fishbone)	List the one major contributing factor to the problem. - (Body of the fishbone)	Write Primary Need Statement - List the action needed to solve the problem. - (Tail of the fishbone)	Describe what you will do and how it will impact students. This is a positive restatement of your need statement.	SMART Goal; student achievement, growth, proficiency; grad rate; attendance; behavior	SMART Goal; implementation of systems, structures, or processes

FINAL SUMMARY: *IMPACT GOAL (REQUIRED) AND PROCESS GOAL*

Impact Goal
- Student Achievement
- Show Growth or Increase Proficiency

Process Goal
- Implementation
- Systems, Structures & Processes

Sample Process Goals
- By August 31, 2022, all staff will receive training on implementing PLCs.
- By September 18, 2022, all collaborative teams will adopt norms, agenda template and determine meeting dates as evidence by written documents.
- By December 14, 2022, all collaborative teams will have met a minimum of 4 times as evidence by meeting agendas submitted to principal.

Sample Impact Goals*
- Reading achievement for all students will increase by 35% moving from 3% proficient or highly proficient on 2022 AASA to 38% proficient or highly proficient on 2023 AASA. (growth)

- Writing achievement for all students will increase by 40% moving from 8% proficient or highly proficient on 2023 state assessment to 48% proficient or highly proficient on 2022 state assessment. (growth)

- Percent of students with disabilities scoring proficient will increase by 20 % from 2 % in 2022 to 22 % in 2023 on AASA.

- Graduation Rate will increase from 61% in 2022 to 75% in 2023.

- Attendance Rate will increase from 86 % in 2021-2022 to 92 % in 2022-2023.

PROGRAM TAGS
- *MODIFIED*