Virginia Tiered Systems of Supports (VTSS)
Division Capacity Assessment (DCA)

When to Complete

The Division Capacity Assessment (DCA) is available for completion during the Midyear data collection period. The DCA is completed by the Division Implementation Team (DIT) with the assistance of a trained administrator and facilitator.

Rationale

The specific purposes of the DCA are to:

1. Provide the DIT with a structured process for the development of a Division Capacity Action Plan;
2. Provide the DIT with information to monitor progress towards division, regional, and state capacity building goals;
3. Support a common infrastructure for the implementation of Effective Innovations (EIs) including VTSS to achieve desired outcomes for students;
4. Serve as a venue to orient new DIT members to strengths and needs of the division; and
5. Provide division, regional, and state leadership with a consistent measure of the capacity for implementation and sustainment of VTSS in divisions.

Participants

- *DCA Administrator* – A trained individual responsible for leading the discussion and adhering to the DCA Administration Protocol. This person is preferably external to the division and does not vote.
- *Facilitator* – An individual who has a relationship with the respondents, experience in the division and who supports the Administrator by helping to contextualize items for respondents or provide examples of work in which the division has engaged. The facilitator does not vote.
- *Note Taker* – Records ideas shared for action planning and any questions and issues that are raised during administration. The Note Taker does not vote.
- *Respondents* – Respondents are knowledgeable raters including DIT members and other staff intentionally selected for their implementation knowledge, experience with VTSS implementation, and leadership in the division.
- *Observer* – Observers are invited with permission of the division team to learn about the DCA process or the activities in the division. Observers do not vote.

Materials

- If applicable, previously completed DCA forms and/or data/reports from previous DCAs.
- Blank copies of the DCA (paper or electronic) accessible to all respondents;
- Data sources for each DCA item that correspond to column five (Data Source) on the *DCA Scoring Guide* to inform scoring.

Scoring

The DIT completes the DCA as a group using the *DCA Scoring Guide* to discuss each item and to come to a consensus on each item's final score. The respondents score each item on a 0-2 scale utilizing a simultaneous and public voting process. When asked to vote (e.g. "Ready, set, vote."), respondents simultaneously hold up either two fingers to vote "fully in place," one finger to vote "partially in place," or a closed hand to vote "not in place yet." If the team is unable to arrive at consensus, additional data sources for each item are documented in the *DCA Scoring Guide* and should be used to help achieve consensus. Consensus means that voters in the minority can live with and support the majority decision on an item. If consensus is not able to be reached, the Facilitator encourages further discussion at a later time and the majority vote is recorded so that the results can be scored and graphed.

Outcomes

Outcomes from DCA completion:
1. Review and utilize the summary report with (a) Total score, (b) Scale scores, and (c) Item Scores to identify areas of strength and need;
2. Identify priorities to address within a plan; and
3. Develop and create a Division Capacity Implementation Plan that defines immediate and short-term actions focusing on improving capacity to implement Effective Innovations including VTSS.

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.