# Activity 6.6 – Checklist of Key Processes & Tasks for 30-, 60-, 90-day Check-ins

Directions

The following key processes and tasks are provided as recommendations for implementing and monitoring your plan. Review each and consider what you need to do in your context to prepare for implementing and monitoring your plan. If you are completing the module with a group, first respond to each prompt individually. Then, discuss as a group before continuing through the module.

Purpose: Progress toward accomplishing critical actions

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| --- | --- | --- |
| Tasks | | Notes |
| **Before the School Core Team meeting(s):** | |  |
|  | Develop a schedule for 30-, 60- and 90-day School Core Team monitoring meetings |
|  | Ensure that key stakeholders who are not on the School Core Team know how they may contribute thoughts and ideas to the meetings |
|  | Establish an agenda template or protocol with adequate time for discussion |
|  | Ensure that relevant materials are accessible to all parties |
| **During each School Core Team meeting:** | |  |
|  | Adhere to a protocol |
|  | Use *Worksheet 6.1: 30-, 60- and 90-day Report on Progress* to record key elements during the meeting |
|  | Ensure adequate time to discuss selected guiding questions that deepen understanding |
|  | Make decisions and agree on any adjustments to the Plan |
|  | Get clarity on next steps around (1) what is being committed to being done, (2) by whom, and (3) by what date |
| **After each School Core Team meeting:** | |  |
|  | Update progress of critical actions in NM DASH using the data captured in Worksheet 6.1 |
|  | Provide timely minutes (or communication) after each 30-, 60- and 90-day School Core Team Progress Monitoring meeting |
|  | Proceed with critical actions with attention to progress indicators and goals |