

Connecting Root Cause and Demonstration of Need Worksheet

Root Cause for Need

Purpose

See question 8.2 in Demonstration of Need

This should be a need and root cause reflective of question 8.2 on your evaluation.

Example

Need:

Students with Individualized Education Plans (IEPs) are not participating in Out-of-School Time (OST) services.

Root Cause:

OST staff do not have skills necessary to properly support students with IEPs.

Workspace

Need

Root Cause

SMART Goal

Purpose

What are you trying to Achieve?

This section should consist of the state goal you are addressing and the local goal you are proposing to address your stated need in the previous section

Example

State Goal 1:

Safe and Supportive Environment

Local SMART Goal:

The Nita M. Lowey 21st CCLC (21st CCLC) program at our school will provide a safe, supportive environment for students for a minimum of 140 days during the school year.

Workspace

State Goal:

Local SMART Goal:

Priority Area

Purpose

This section should define the priority areas within the state goal that you intend to address with your local goal.

Example

Priority Area #1:

Quality Staff

Priority Area #2:

Professional Development (PD) related to students with IEPs.

Workspace

Priority Area #1:

Priority Area #2:

Action Steps

Purpose

Activities or Services –

This section should describe the specific activity or service that will address the identified root cause of the established need.

Frequency of Activity or Services –

This section should provide a timeline and frequency of the activities or services identified in the previous column.

Example

Activities or Services:

Will provide training in Positive Behavioral Interventions and Supports (PBIS), collaborate with district and school special education staff to develop a PD plan for OST staff, provide staff mentoring and coaching.

Frequency:

In-depth training will occur monthly, with weekly check-ins to review progress and implementation.
Mentoring and coaching will take place on an on-going basis throughout the course of the school year.

Workspace

Activities or Services:

Frequency:

Assessment and Evaluation

Purpose

A combination of training attendance records and training agendas will show that 100% of after school program staff have participated in PBIS training and coaching at least twice throughout the year.

Example

Assessment or Evaluation

A combination of training attendance records and training agendas will show that 100% of after school program staff have participated in PBIS training and coaching at least twice throughout the year.

Workspace

Assessment or Evaluation:

Resource Needs

Purpose

This section is to identify any resources that you will need to implement the activities or services and the assessment or evaluation sections.

Example

Resource Needs

Partners/trainers to provide professional development pertaining to PBIS/IEPs, funding to support professional development offerings, Collaboration time with pupil services, instructional, and school leadership.

Workspace

Resource Needs: