Formative Framework Audit



Review data, evaluate effectiveness, identify roadblocks, and implement changes.

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Formative Framework Audit

Purpose: This tool will examine the initial implementation of the Collaborative coordinated System of Care. It will help to identify strengths and areas that require revision. This allows for adjustments to be made prior to the beginning of the full implementation year. Administration and collaborative teams will examine how the program structure worked, if services were delivered as intended, the effectiveness of collaboration, and if supports were culturally grounded.

I: Guiding Questions

Discuss and Identify the effectiveness or barriers to your system of care.

Administration:

- Did the initial implementation align with the vision statement?
- Were roles and responsibilities clearly established?
- Were adequate resources available to support implementation?
- Were collaborative and coordinated structures effective across departments?
- When barriers existed, were they identified and addressed in a timely manner?
- Were there any systems that were not fully aligned? Why?

Reflection:

Collaborative Teams:

- Were interdepartmental, multidimensional teams functioning as intended?
- Was data holistically housed and reviewed for whole-child decisions?
- Did teams have timely access to information necessary to make decisions?
- Were services properly coordinated for seamless delivery?
- What aspects of team functioning worked well and what aspects need revision?

Reflection:

Implementation Reflection Matrix

Area	What Worked?	What needs Improvement?
Administrative Support		
Staffing and Scheduling		
Collaborative Teams		
Communication		
Data Housing		
Holistic Data Viewing		
Resource Allocation		
Service Coordination		
Professional Development		

II: Implementation Data Review:

Identify patterns and assess the effectiveness of initial implementation.

Implementation Data

- Number and frequency of collaborative team meetings
- Team participation and attendance
- Student referrals and identified needs
- Types and frequency of interventions and services delivered
- Timeliness of support delivery

Student Support Data

- Academic support progress monitoring data
- Attendance data
- Behavioral data and trends
- Student engagement data
- Student wellness and belonging data
- Patterns of emergent student meed or unmet support

Data Analysis Summary

Area	**What does the Data Tell us? Patterns?**	**Recommended Action?**
Team Functioning		
Service Delivery		
Academic Supports		
Behavioral supports		
Social-Emotional Supports		
Engagement and Belonging		
Attendance		
Relational health and well-being		

III: Identifying Priority Adjustments

What revisions are necessary for full implementation year?

Possible revisions:

- Refining collaborative team structures
- Revising scheduling or meeting procedures
- Increased professional development
- Improved communication or data sharing
- Revising data housing or collection
- Identifying additional staffing or resource needs

Priority Revisions:

Area For Improvement	Proposed Adjustedment	Rationale Evidence

IV: Action Plan

Priority adjustments will be translated into an action plan.

Action Step	Responsible Person/Team	Timeline	Evidence of Completion

V: Final Audit Notes
Identify Areas of strength to inform areas of weakness.

What strengths can we leverage?

What weaknesses or roadblocks seem persistent?

What is the overall health of the system?

Immediate Take Aways: