

ORIS Needs Assessment Tool Instructions

Purpose of ORIS Needs Assessment Tool

With collaboration through a cross-agency work group and input from practicing educators in Oregon districts, the Oregon Department of Education (ODE) created this evidence- and stage-based needs assessment tool for the purpose of assisting schools and districts in identifying systems' strengths and opportunities for growth that align with indicators of the ORIS Framework.

The ORIS Framework is highly adaptable to the unique contexts of Oregon's schools and districts, grounded in implementation and improvement science and multi-tiered delivery systems and is built upon a foundation guided by equity principles. The domains of this framework include Leadership, Talent Development, Stakeholder Engagement & Partnerships, Inclusive Policy & Practice, and Well-Rounded, Coordinated Learning Principles. These domains represent the evidence-based systems that districts and schools need to ensure are strong in order to achieve desired outcomes for their educational communities.

The self-assessment format encourages teams to engage in conversations, while considering the guiding questions and possible sources of evidence as they substantiate the scores they assign to each indicator. This process creates an important source of information for district and school teams to use when they develop their improvement plans.

Additional elements of the comprehensive needs assessment process include evaluation of multiples sources of data, stakeholder input, and engagement as described in the [Oregon District and School Comprehensive Needs Assessment Process Guidance](#) resource.

Stage-Based Scoring Criteria

The team will score each indicator with respect to its stage of implementation. The stage-based scoring criteria that apply to all indicators are as follows:

0 = Laying the Foundation. No components are in place, even if teams are currently exploring options or discussing whether to proceed to install components.

1 = Installing. One or more, but not all, components are in place or clear plans are in place to proceed with installation of components.

2 = Implementing. All components are in place and starting to make systemic changes.

3 = Sustaining Schoolwide: All components are in place PLUS overall effectiveness is monitored and continuously improved.

When to Administer the ORIS Needs Assessment Tool

The ORIS Needs Assessment may be administered on a regular basis to monitor stages of implementation across the domains and indicators.

Some teams may self-assess annually; others may want to assess themselves a few times per year. Teams should plan to meet for two to three hours for their first administration and at least 60 to 90 minutes for subsequent administrations. Over time, teams can expect to become more efficient and focused on changes that result from their implementation efforts.

How to Administer the ORIS Needs Assessment Tool

[The Oregon Department of Education website includes a page with template and additional information on the ORIS Needs Assessment Tool.](#) This page contains downloadable, printable copies of both the District Needs Assessment Tool and School Needs Assessment Tool as well as graphing summary tools and additional guidance.

Key roles for an effective self-assessment process are the Facilitator and the Note Taker. The team should identify one person to facilitate their structured conversations, evidence reviews, and score assignment for each indicator. Generally, this Facilitator is someone who understands the ORIS Framework and is able to articulate what it looks like when a district fully implements the components identified in this tool. In addition, the Facilitator is experienced in group facilitation and understands the stages of implementation associated with the scores.

Because the conversation develops shared understanding of the indicators and consensus around the scores beyond the numerical score, a designated Note Taker plays a vital role in the process. The Note Taker captures the team members' perspectives and notes the sources of evidence that support the team's scoring decisions for future reference.

Prior to Assessment, the Facilitator may email a copy of the ORIS Needs Assessment Tool and any other pertinent information to the team. Also, using a room with a projector for group viewing of the indicators can be helpful for facilitation. The Note Taker should download a copy of the District or School Needs Assessment Summary Tool, located at <https://www.oregon.gov/ode/schools-and-districts/Pages/CIP.aspx>.

During the Assessment, the Facilitator walks the group through an overview of the ORIS Needs Assessment Tool, including its purpose, desired outcomes, and scoring criteria. Second, they work through each indicator in the following five steps:

1. Read aloud, or allow participants time to read the Indicator and its Components.
2. Solicit clarifying questions from participants.
3. Confirm participants' shared understanding of the Indicator and Components.
4. Discuss which Components are/are not present in the current school context.
5. Guide the participants through any artifacts and evidence available to support their scoring rationale.
6. Poll for group agreement on the stage of implementation score (remember, 0 = no components in place; 1 = one or more, but not all, components are in place, etc.).

To poll for agreement, many Facilitators use a cadence: "Hold your score up on the count of three...1, 2, 3," and participants use fingers or note cards to indicate their score. This technique helps team members to have an equal voice in the scoring decision. Meanwhile, the Note Taker records key discussion points, documentary evidence, and the agreed upon scores in the comments section of the District or School Needs Assessment Summary Tool.

After the assessment, the Facilitator and Note Taker debrief with one another to ensure consistent understanding of notes, evidence, and scores. They provide the scoring results of the ORIS Needs Assessment Tool to the team along with a summary of the discussion for future reference.

Results may also be used to communicate with the educational community and for improvement planning. Overall results may be displayed in two ways to inform priority setting and planning:

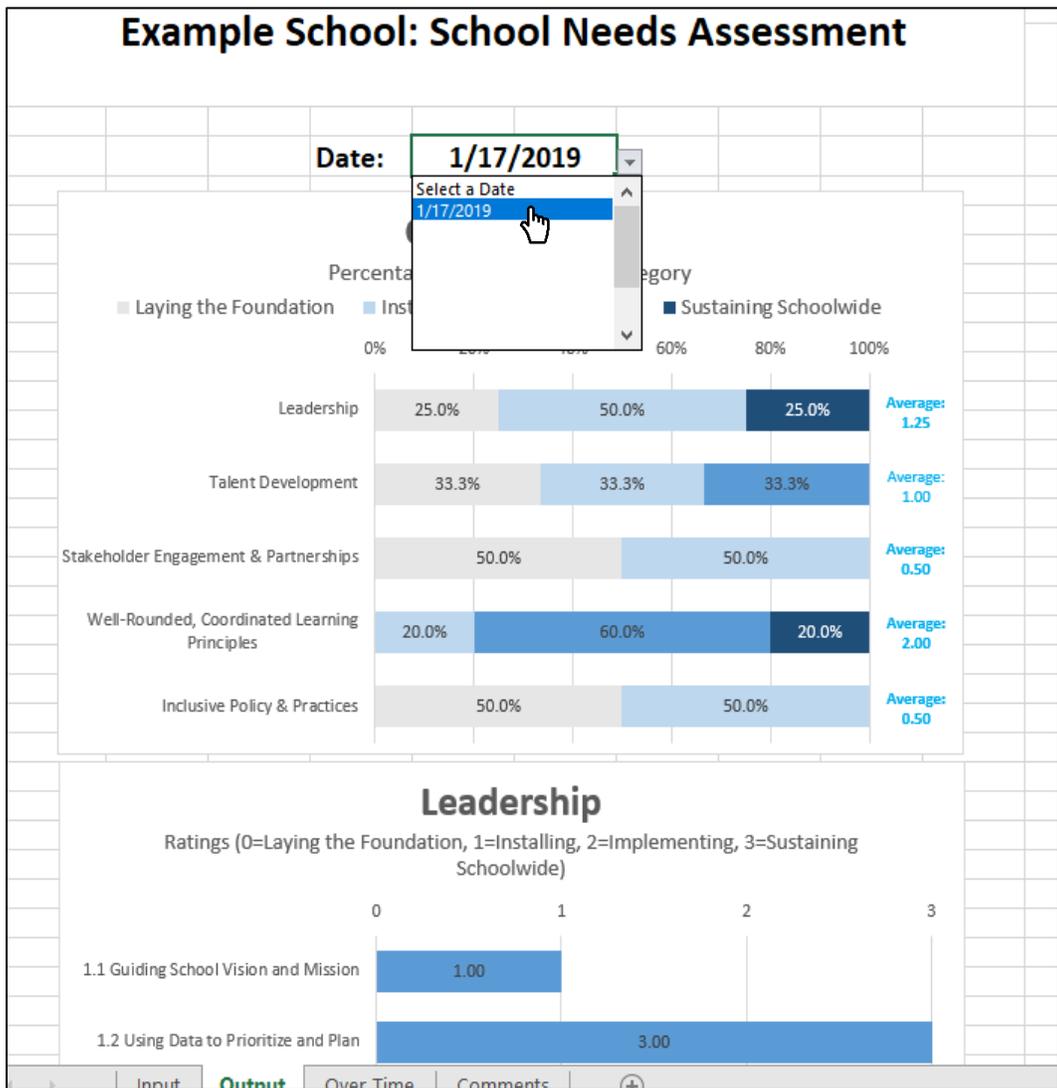
1. Indicators by stage of implementation at a single point in time (e.g., number of items scored 0, scored 1, etc.) for understanding current strengths and areas of opportunity; and
2. Average scores by indicator, domain, and total for progress trends across time periods (e.g., year to year).

Graphing Results

After consensus has been reached for each Indicator, select the consensus ratings for each indicator from the dropdown menus provided in the District or School Needs Assessment Summary Tool.

A	B	C	D	E	F	G	H
School	Date	1.1 Guiding School Vision and Mission	1.2 Using Data to Prioritize and Plan	1.3 Routines and Structures	1.4 Distributed Leadership	2.1 Staff Growth	2.2 Pr
Example School	1/17/2019	1: Installing	3: Sustaining Schoolwide	1: Installing	0: Laying the Foundation	Select a Rating	
		Select a Rating	Select a Rating	Select a Rating	Select a Rating	Select a Rating	
		Select a Rating	Select a Rating	Select a Rating	Select a Rating	Select a Rating	
		Select a Rating	Select a Rating	Select a Rating	Select a Rating	Select a Rating	
		Select a Rating	Select a Rating	Select a Rating	Select a Rating	Select a Rating	
		Select a Rating	Select a Rating	Select a Rating	Select a Rating	Select a Rating	
		Select a Rating	Select a Rating	Select a Rating	Select a Rating	Select a Rating	
		Select a Rating	Select a Rating	Select a Rating	Select a Rating	Select a Rating	
		Select a Rating	Select a Rating	Select a Rating	Select a Rating	Select a Rating	
		Select a Rating	Select a Rating	Select a Rating	Select a Rating	Select a Rating	
		Select a Rating	Select a Rating	Select a Rating	Select a Rating	Select a Rating	

Once all ratings have been entered across a row, a graphed summary of results, both by components and by items within each component, can be viewed/printed by going to the *Output* tab and selecting a date from the dropdown menu.



After completing the ORIS Needs Assessment Tool on multiple occasions and entering each completion as a separate row of data, average component and item scores across time can be viewed/printed on the *Over Time* tab.



Uploading Results

Login to www.orspdgddata.net. In your portfolio, select *Review My District* under *Related District*.

The screenshot shows the Oregon SPDQ Data Portal interface. At the top, there are navigation links: HOME || Timeline || Tools || Webinars || My Portfolio. Below this is a banner with the text "Oregon SPDQ Data Portal" over a scenic background. The main content area is titled "My Portfolio" and lists user information for Amy Gaumer Erickson:

- Username: agaumer@ku.edu
- Password: XXXXXX
- Job Title: Evaluator
- To Edit Above: [Click Here](#)

Below the user information, there is a section titled "Related District" with the text: District: KU Example (#6666) [[Review My District](#)]. A mouse cursor is pointing at the "Review My District" link.

Scroll down to the *District Uploads* section and select *Upload File*.



PBIS Team View Edit Delete

District Uploads

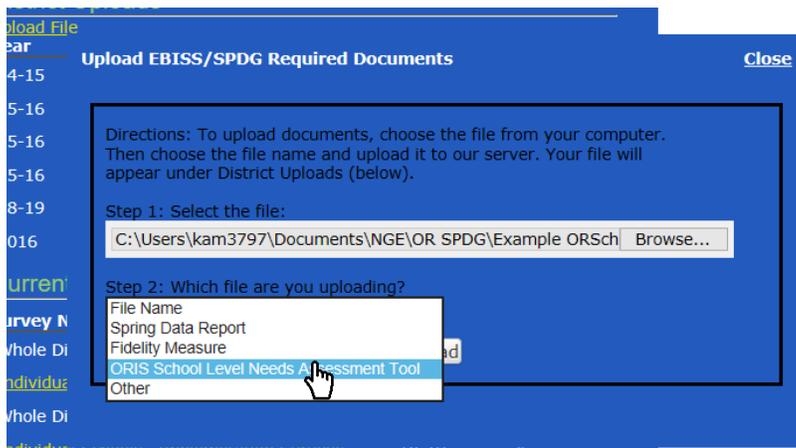
[Upload File](#)

Year	Title
14-15	Spring
15-16	Spring
15-16	Fidelity
15-16	Fidelity
18-19	ORIS
2016	Fidelity

Current Surveys(18-19)

Survey Name	School Year	Count/U
Whole District Team Functioning Survey	18-19	None

In the new window, select *Browse...* to locate and upload your ORIS Needs Assessment Excel file or a District/School Word version. Then, select the type of measure you're uploading from the dropdown menu in Step 2 and click *Upload*.



Upload EBISS/SPDG Required Documents Close

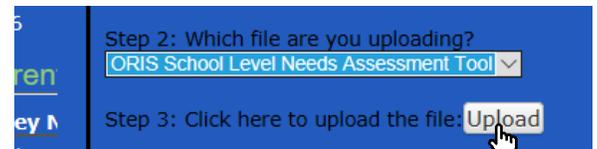
Directions: To upload documents, choose the file from your computer. Then choose the file name and upload it to our server. Your file will appear under District Uploads (below).

Step 1: Select the file:

C:\Users\kam3797\Documents\NGE\OR SPDG\Example ORSch Browse...

Step 2: Which file are you uploading?

- File Name
- Spring Data Report
- Fidelity Measure
- ORIS School Level Needs Assessment Tool**
- Other



Step 2: Which file are you uploading?

ORIS School Level Needs Assessment Tool

Step 3: Click here to upload the file: Upload

Your ORIS Needs Assessment Tool results are now archived on the site for later review/revision by site users associated with your district/school.