## **IMPROVING YOUR SYSTEM’S CULTURAL AND LINGUISTIC COMPETENCE**



### ESTABLISHING PRIORITY AREAS OF FOCUS

Completing the self-assessment process gives the team a better understanding of the system’s strengths and challenges in serving all stakeholders. Completing the self-assessment should spur substantive changes. Consistent and intentional changes require establishing priority areas of focus. When determining priority areas of focus, consider needs, desired results, stakeholder and leadership interests, impact potential, opportunities, team's sphere of influence, time commitment, and constraints. Examining the team’s desired results is a good place to start. The following questions are designed to guide the team through this process.

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| **FOCUSING ON DESIRED RESULTS**  |  |  | | --- | --- | | **1**  What is the team, including community stakeholders, hoping to accomplish overall? Why is it important to the system? To stakeholders? | **3**  How will improvements to the system likely impact stakeholder groups? Is there a particular community that warrants prioritization? Are there data that support a particular course of action? | | **2**  What will success look like at the system level? What observable changes will happen? What would success look like from the viewpoint of different stakeholders? | **4**  How will the team know if the work is having the intended impact? What data can be collected to determine success? | |

**Develop Impact Statements**

After establishing priority areas of focus and determining the desired results your team would like to accomplish, develop two or three impact statements as a team. For example, a team may decide it wants to intentionally engage a particular community to improve awareness and access of the DR system. The impact statement can be: “The [Name of SEA or LEA] will improve its relationship with the [community of choice] in order to increase parents’ understanding and access to early DR options.” Use your impact statements to guide improvement activities.

### STEPS

### FOR COMPLETING THE ACTION PLANNING TOOL

Action planning will provide a team with a roadmap to help reach its identified system changes. It will help team members and other stakeholders share the workload and responsibilities. The *Action Planning Tool* can be used to focus a team’s efforts by setting achievable goals and assigning responsibility among the group.

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| To complete the Action Planning Tool, follow the steps below: | |
| STEP 1 | Select 2-3 indicators from the assessment tool as priority areas for improvement. |
| STEP 2 | Determine one achievable goal for each improvement area. Consider setting goals that are measurable within a specified timeline. What is needed to achieve your goal? What is the team's continued professional development interests and needs? What are the individual professional development interests and needs of team members? What are the organizational needs (e.g., specific activities, resources, time)? |
| STEP 3 | Assign a staff lead for each goal. |
| STEP 4 | Identify a completion date. |
| STEP 5 | Check in along the way. Celebrate accomplishments, reassess workloads, and adjust action plans as needed. |