

SCHOLAR ACHIEVEMENT PLANNING

NAZ Solution Area Goal: NAZ enrolled children demonstrate proficiency in core academic subjects.

Action Area Mission Statement: NAZ and Anchor Partners will serve NAZ-enrolled youth with effective Scholar Achievement Planning in coordination with NAZ Connect.

ORGANIZATION COMMITMENT: ACTIVE COLLABORATION & NAZ VALUES

Organization-wide activities that will build the collaborative process and embed the core NAZ values across the effort, including NAZ families, staff, and partners.

	Essential Active Ingredient	Necessary Conditions	Frequency (Dosage)
(1)	<p>NAZ Partner embeds NAZ values organization-wide as key drivers to build a culture of achievement Zone-wide by:</p> <ul style="list-style-type: none"> • Posting NAZ Values in prominent public locations for staff, • Including Values in staff meetings and other organizational use, and • Contributing to the implementation of a developing operating plan designed to intentionally embed values across the collaboration. 	<ul style="list-style-type: none"> • Values will be available for posting, distributing, and publishing. • Operating plan concepts will be developed for input and contributions. • NAZ staff available for dialogue about embedding values. 	Ongoing
(2)	<p>NAZ Partner participates in ongoing educational opportunities, with the intention of core 'NAZ Way ' concepts reaching staff who work with NAZ families, related to the following key NAZ values:</p> <ul style="list-style-type: none"> • Breaking the belief gap, • Families as Leaders & Organizations as Partners to Families, • Using Data to Drive Progress (results-based accountability), and • Embedding cultural responsiveness within our work with families and Scholars. 	<ul style="list-style-type: none"> • NAZ develops and offers educational opportunities in a manner that works for partners (such as through existing Action Team meetings). 	Ongoing
(3)	<p>NAZ Partner ensures that lead staff attend the following collaborative gatherings:</p> <ul style="list-style-type: none"> • NAZ-wide collaborative meetings, and • Action Team meetings. 	<ul style="list-style-type: none"> • NAZ holds and publicizes meetings in a timely manner. 	<p><i>NAZ-wide meetings:</i> 2 times/year <i>Action Team meetings:</i> Minimum of 4 times/year</p>
(4)	<p>As specified in NAZ Collaborative Partner Memorandum of Understanding, agency hires staff members who are interested in and committed to positive interactions with children and youth, and demonstrate a commitment to a cultural of achievement.</p>	<ul style="list-style-type: none"> • Position Posting language and hiring practices explicitly assess commitment to positive interactions and a culture of achievement. 	On hire
(5)	<p>Program services are provided in line with NAZ values to</p>	<ul style="list-style-type: none"> • Hiring practices specify and select for staff who 	Each program day

	promote a context that is positive, respectful, engaging, and fosters a culture of achievement.	<p>demonstrate respect.</p> <ul style="list-style-type: none"> • Scheduling of program services provides opportunities for social interaction. • Professional development for staff continuously emphasizes respectful, engaging, and positive services. 	
(6)	Program services are fully aligned with and reflect continuous participation in NAZ data collection, progress monitoring, coordination, review, and program improvement processes.	<ul style="list-style-type: none"> • Maintain regular data entry in NAZ Connect. • Coordinate with NAZ Academic Navigators and other program staff. 	Each program day

TRAINING, SUPPORT, AND PROFESSIONAL DEVELOPMENT

<i>Essential Active Ingredient</i>		<i>Necessary Conditions</i>	<i>Frequency (Dosage)</i>
(1)	All people/programs implementing Scholar Achievement Planning (SAP) receive comprehensive initial training on how to work with Scholars, families, NAZ Connectors and school staff.	<ul style="list-style-type: none"> • Training is implemented using collaborative modules, adaptable to programs and Partners, and can be scheduled over time • Training materials are available in a clear, accessible way through the Partner Portal • Training focuses using data from NAZ Connect to drive Achievement Planning and family/scholar outcomes <p><u>Key Scholar Achievement Planning Strategies:</u></p> <ul style="list-style-type: none"> • Innocent Classroom • Learning Time, Academic Achievement, Team, Voice, Spark • Relationship Building • Strengths-Based Coaching • Problem-Solving Steps • Culturally-Informed Practices • Trauma-Informed Practices • Results Based Collaboration and Accountability • NAZ Achievement Planning processes and logistics 	<ul style="list-style-type: none"> • Upon hire/implementation • Ongoing Professional Development

<p>(2)</p>	<p>NAZ Connect is used as the centralized Achievement Planning and data management system for Scholar Achievement Planning to use to drive and prompt their work with Scholars and families.</p>	<ul style="list-style-type: none"> • Clear and accessible training processes and procedures for system use in context of Achievement Planning. • Expectations for use of NAZ Connect and the support process in place for timely data entry that are made clear for collaborative impact. • Organizations designate a lead user of NAZ Connect to provide ongoing support for individuals utilizing the system. • NAZ Connect hosts necessary Goal Plans, goals, steps, and key data points to drive Achievement Planning. • NAZ Central develops and updates partnership relevant process maps and procedure documents. 	<ul style="list-style-type: none"> • Ongoing
<p>(3)</p>	<p>Scholar Coaches have a designated person who is supporting their role and using data to help inform their direct work with Scholars and families.</p>	<ul style="list-style-type: none"> • Programs, organizations, and schools implementing Scholar Achievement Planning have one or more people in key leadership positions trained in Scholar Achievement Planning and effective management skills. • Key reports are available in NAZ Connect to analyze relevant data to drive individual and program level results. • Direct supervision to Scholar Coach is provided on a regular, on-going basis. • Program/organization/school retains sufficient staff to adequately facilitate implementation and supervision of Scholar Achievement Planning. 	<ul style="list-style-type: none"> • Annual professional development for leader(s) • Ongoing support for Scholar Coach (minimum 1x month)
	<p>Program/organization/school setting and services promote and support the setting, monitoring, and enforcing of Scholar Achievement Planning standards.</p>	<ul style="list-style-type: none"> • Access to scholar data is available on a consistent, clear basis. • Necessary Release of Information paperwork/processes are embedded in program/organization/school procedures (i.e. enrollment, conferences). • Necessary space and time is made available for implementation of Scholar Achievement Planning processes. 	<ul style="list-style-type: none"> • Ongoing

ESSENTIAL WORK FUNCTIONS

Essential Active Ingredient		Necessary Conditions	Frequency (Dosage)
(1)	<p>Scholar Coaches embody NAZ values in their interactions with Scholars and families by:</p> <ul style="list-style-type: none"> ○ Communicating high expectations with high supports, ○ Emphasizing the importance of building a culture of achievement in the home, and ○ Demonstrating a high level of cultural responsiveness in all interactions with partner organizations, Scholars, and families. 	<ul style="list-style-type: none"> • All programs and Scholar Coaches receive initial training and ongoing support on how to embody and communicate NAZ values. 	Ongoing
(2)	<p>Scholars are identified for Scholar Achievement Planning through the use of available data related to academic achievement.</p>	<ul style="list-style-type: none"> • NAZ Connectors are trained in the process for connecting Scholars and families with Scholar Achievement Planning. • Essential data points are completed in NAZ Connect, including: <ul style="list-style-type: none"> ○ Demographics/Contact ○ ROI – including all relevant programs for Scholar and Demo/Contact for Head of Household ○ Ed-K12 – School Enrollment ○ Ed-K12 – NAZ Reading and NAZ Math ○ Ed-K12 – Academic History (as available) ○ Ed-Expanded Learning – ExL Placement • Three key pathways for identification: <ul style="list-style-type: none"> ○ Connectors connect Scholars through Family Achievement Planning and the Education Goals plan ○ Partner schools identify prioritized Scholars and connect them to Scholar Coaches ○ Partner ExL programs embed Scholar Achievement Planning in their programs • Scholar Coach is designated as part of the team on the Demographics/Contact – Team subtab in NAZ Connect. 	<p>Upon initial identification</p> <p>Ongoing</p>
(3)	<p>Scholar Achievement Planning is based on use and completion of the Scholar Achievement Planning goal checklist.</p>	<ul style="list-style-type: none"> • Scholar Coaches are trained on the SAP goal checklist and the NAZ goal setting process. • Goals and steps are reviewed and updated on a consistent basis. • Scholar Coaches are trained in the processes to navigate Scholars to necessary resources, services, and supports. 	<p>Ongoing</p> <p>Quarterly measures of step and goal completion</p>
(4)	<p>Scholar Achievement Planning is driven by collecting and using key data to inform goal setting.</p>	<ul style="list-style-type: none"> • Foundational data is available to drive Achievement Planning: <ul style="list-style-type: none"> ○ School enrollment and grade ○ Basic academic data (MCA, CBM, etc.) ○ Learning Time, Spark, Voice, and Team data as available 	<p>Basic data collected within one week of start of Scholar Achievement Plan</p>

		<ul style="list-style-type: none"> Partners and individuals implementing Scholar Achievement Planning have embedded process for Release of Information and other data sharing requirements. 	Ongoing
(5)	Scholar Achievement Planning is implemented using key interactional strategies and NAZ operating procedures as guided through NAZ Connect as the basis for all interactions with Scholars and families.	<ul style="list-style-type: none"> Trust is built with Scholars and families by discussing confidentiality, practicing appropriate disclosure, respecting the right to privacy, being clear with expectations, and practicing deep listening. Consistent contact is planned and maintained with families and Scholars following the NAZ High Touch approach. Scholar Coaches use NAZ Connect to prompt stepped processes and facilitates use of data to drive achievement. 	Ongoing
(6)	<p>Scholar Achievement Planning is a stepped, goal planning process focused on accelerating academic achievement through five key areas:</p> <ul style="list-style-type: none"> Learning Time Academic Achievement Team Voice Spark 	<ul style="list-style-type: none"> Scholars and families continually update Achievement Plan with the support of Scholar Coach (and Connector, as relevant). Achievement Plan is driven through using Goal Plans in NAZ Connect and collection/entry of data points in the five key areas. Scholars make a college-bound commitment based in action as part of the Achievement Planning Process. Scholar Coaches receive competency and data training in each of the five key areas. 	Ongoing
(7)	Partner schools and programs implement Achievement Check-in (ACI) process and procedures for NAZ enrolled Scholars (Progress Monitoring).	<ul style="list-style-type: none"> Scholar Coaches and partner staff are trained in using FastforTeachers and easyCBM systems. Partners implement or provide support for implementation of assessment measures two times per year (Fall and Spring). Data collected on assessments is entered in NAZ Connect in a timely fashion (ACI process map). 	Two times/year
(8)	Scholar Achievement Planning is implemented through strong relationships and consistent contact and planning.	<ul style="list-style-type: none"> Communication is consistent and ongoing and utilizes a variety of methods, including in-person meetings, phone calls, text messages, and social media (as approved by program leadership). Communication with Scholar is positive, optimistic, and strengths based. Programs and individuals implementing Scholar Achievement Planning have received training and support in relationship building aligned with NAZ values. Scholars and families understand that the information shared is private, but in compliance with Mandated Reporter requirements. Programs and individuals implementing Scholar Achievement Planning are trained in Mandated Reporter requirements and processes. 	Ongoing
(9)	Scholar Achievement Planning is adapted to incorporate, support, and expand on the environment and culture of the school or expanded learning partner	<ul style="list-style-type: none"> Scholar Coaches work directly with classroom teachers and expanded learning providers, as available, to ensure Scholar Achievement Plan is aligned with goals and expectations in 	Ongoing

	where it is being implemented.	<p>classroom/program.</p> <ul style="list-style-type: none"> Scholar Coaches have access to the mission, values, handbook, standard operating procedures, etc., of the partner. Partners and individuals implementing Scholar Achievement Planning have embedded process for Release of Information and other data sharing requirements. 	
(10)	Scholar Achievement Planning happens in collaboration with Family Achievement Planning and focuses on the utilization of the NAZ "Team" model.	<ul style="list-style-type: none"> Scholar Coaches are trained in and use the Scholar Achievement Plan goal plan in NAZ Connect to drive all goals. Scholar Coaches are trained and supported in NAZ Connect use. NAZ partners and staff keep updated visit logs and notes in NAZ Connect to inform Achievement Planning. All Goal Planning is entered into NAZ Connect and relevant team members pinged when changes and/or updates have been made. Scholar Coaches communicate regularly with the Engagement team through NAZ Connect and in-person meetings. "Team Scholar" meetings are scheduled, as needed, to address alignment opportunities and challenges. Action Commitment and High Action/High Alignment frameworks are utilized to accelerate outcomes. 	Ongoing
(11)	Scholar Achievement Planning incorporates and aligns Scholars and families with key transition times in the Education Pipeline.	<ul style="list-style-type: none"> Scholar Coaches are trained in key transitional times on the Scholar pipeline and available resources: <ul style="list-style-type: none"> Kindergarten Middle School High School College Career Scholar Coaches utilize NAZ Process Maps and Logistics for navigating Scholars to Anchor partners at key transition times. For Scholars starting Kindergarten, the Early Childhood (EC) team will partner with the K12 team to align EC goals and identify current needs in transition. 	Key transition times
(12)	Scholar Achievement Planning is used to identify relevant resources, supports, and services that lead to goal and step completion.	<ul style="list-style-type: none"> Scholar Coaches are trained in the processes to navigate Scholars to necessary resources, services, and supports. Scholar Coaches are trained and supported in the Release of Independence model, focused on keeping Scholars and families as the leaders of Achievement Planning. 	

COMMUNICATION AND INFRASTRUCTURE

Essential Active Ingredient	Necessary Conditions	Frequency (Dosage)
<p>(1)</p> <p>NAZ Connect is used as the primary method for documenting interactions with Scholars and families by:</p> <ul style="list-style-type: none"> • Forming a high level of accountability, • Facilitating internal NAZ communication and support of achievement plan, and • Coordinating communication and supports of partners to reinforce achievement around Scholar and family needs, strengths, and progress. 	<ul style="list-style-type: none"> • Scholar Coaches have been trained and are supported in ongoing use of NAZ Connect. • Scholar Coaches have been trained and are supporting in ongoing use of NAZ Process Maps and Logistics. • Scholar Coaches use NAZ Notes when interacting with Scholars and families <ul style="list-style-type: none"> • NAZ Notes should create a data point, or be related to a data point • NAZ Notes should be used to inform the “Team” process and communicate Achievement Planning information • Notes should be reviewed with families, Scholars, and “Team” on a consistent basis • If it is not possible to enter notes during the interaction, Notes should be entered within 24 hours • Scholar Coaches use Goal Plans with the Scholars and families to set goals and steps and to drive Achievement Planning. • Goal Plans should be reviewed with families, Scholars, and “Team” on a consistent basis. • Goals Plans should be printed and signed by families/Scholars when Goal Plans are updated. 	<p>Ongoing</p> <p>All data for each Scholar must be reviewed for completion and accuracy by specified quarterly deadlines.</p>
<p>(2)</p> <p>Scholar Achievement Planning utilizes a high degree of communication with NAZ and Partner organization staff to support families and meet their needs</p>	<ul style="list-style-type: none"> • The family/Scholar team maintains regular, ongoing communication about family and Scholar progress. • Partners and NAZ have a highly effective, embedded process of maintaining updated ROIs for all partners. • The Scholar Achievement Plan documents all goals and steps and serves as the central communication point between “Team” members. • Scholar Coaches, Partners, and NAZ staff use the High Action/High Alignment Framework and Action Commitments to ensure support of progress for families and Scholars. • Data sharing agreements are in place between NAZ and partners for sharing of essential academic data. 	<p>Ongoing</p>
<p>(3)</p> <p>Scholar Achievement Planning data, challenges, and successes are regularly shared at co-location and Site Team meetings.</p>	<ul style="list-style-type: none"> • Co-location and Site Team meetings are scheduled regularly and attended by all relevant team members. • Scholar Coaches regularly analyze Scholar data to understand goals and needed support. • NAZ Connect provides individual and program level reports for co-location and Site Teams to use on a regular basis to align resources and understand “what’s working.” 	<p>Co-location: every other week suggested</p> <p>Site: Monthly suggested</p>

		<ul style="list-style-type: none"> Challenges uncovered are addressed and solutions found by the appropriate level of team support (i.e. direct support, supervisory, director). 	
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ASSESSMENT AND EVALUATION

Essential Active Ingredient		Necessary Conditions	Frequency (Dosage)
(1)	Scholar Achievement Planning is evaluated annually using the Results NAZ framework and process.	<ul style="list-style-type: none"> Programs implementing Scholar Achievement Planning understand and commit to implementation of the Solution Plan. NAZ Central facilitates the Results NAZ process through support of Results and Evaluation specialists (see Results NAZ one-pager). Results NAZ evaluation data is used to inform revision of the Solution Plan and update implementation plans at NAZ Central and partner programs. 	Annually
(2)	Progress Monitoring data is used to align Scholars and resources based on achievement levels to optimize the collaborative system.	<ul style="list-style-type: none"> NAZ Central and Partner organizations set Performance Measures two times a year. NAZ Central and partner organizations analyze data at the program and population level to identify where to align. Progress Monitoring data at the report level is available in a timely fashion and accessible by relevant partner program. Results and Data specialists are available to assist programs in disaggregating and understanding data. 	Two times/year (at least)
(3)	Scholar Achievement Planning is regularly monitored and assessed through the appropriate and accurate reports in NAZ Connect.	<ul style="list-style-type: none"> Managers and supervisors overseeing Scholar Coaches regularly review reports to evaluate progress and align resources and reports Scholar Coaches maintain updated information for all Scholars on a regular basis in NAZ Connect. Data from reports is used to manage rosters, classrooms, and program resources to best accelerate academic outcomes for Scholars. 	Monthly (at least)