Document Implementation and Outcomes

Collecting data to document SEL implementation and monitoring outcomes throughout implementation helps districts continuously improve.

Below you’ll find an overview of: WHAT high-quality implementation looks like, WHY it’s important, WHEN to engage in this key activity, and WHO to involve. Also see the PROCESS page for step-by-step guidance on how to engage in the work, and the RESOURCES page for additional tools to support your efforts.

What does it mean to document implementation and outcomes?

Documenting implementation and outcomes means that districts are regularly reviewing their progress toward goals and action plans and collecting implementation and outcome data in a timely manner. This documentation occurs throughout the DO phase of the Plan-Do-Study-Act continuous improvement cycle (read more about PDSA Cycles in Key Activity: Planning for Improvement) and provides rich information for the district to reflect on and learn from.

A strong approach to documenting implementation and outcomes means that districts:

- Consistently document SEL implementation, including ongoing successes and challenges they encounter throughout the year.
- Monitor the implementation process to address challenges that arise.
- Follow the timelines established in SEL plans to collect implementation and outcome data.

Use the Rubric to assess your approach to documenting implementation and outcomes.

Why does my district need to document implementation and outcomes?

Even with a high-quality action plan, you may never know whether, how, or why your efforts are succeeding. By documenting ongoing successes and challenges, your district is equipped to problem-solve in real time to support high-quality implementation. Collecting outcome data enables your district to provide information about whether SEL implementation is producing desired changes and can help you decide whether to adjust or deepen your efforts.

Who needs to be involved in documenting implementation and outcomes?

Your district’s SEL team will play a key role in documenting implementation and outcomes. In addition, you will want to include:

- Those who are responsible for key activities or action steps in the district’s SEL implementation plan.
- The person who manages the overall SEL continuous improvement process to help keep the team on track by regularly checking in with the owners of each action step.
- Those responsible for overseeing data collection and management to ensure that relevant data are collected as intended and in a timely manner.
- Members of district Research and Evaluation department (or external evaluator if district chooses to partner with...
When should my district document implementation and outcomes?

Documentation ideally occurs on a regular, ongoing basis throughout implementation, though the specific timing will depend on the type of data collected:

- **Documenting implementation**: You'll document implementation as you accomplish action steps throughout the year. CASEL recommends that SEL teams document their implementation progress at every SEL team meeting, including reviewing their goals and related action plans.

- **Documenting outcomes**: To determine a timeline for documentation, consider when you realistically expect your implementation activities to have some influence on measurable outcomes. Collecting data on an outcome that is not yet expected to have improved may waste time and resources, so you'll want to set and communicate a clear plan for documenting outcomes.
Document Implementation and Outcomes

This process will guide districts to consistently document SEL implementation, including ongoing successes and challenges, and monitor the implementation process to address challenges. This involves following the timelines established in SEL plans to collect implementation and outcome data to ensure this information can be leveraged by district- and school-level teams for continuous improvement throughout the year. See Rubric

1. Communicate the purpose of documenting implementation and outcomes.

Throughout implementation, it's important to communicate that the purpose of documenting and collecting data is to drive improvement. This is different than collecting data to evaluate staff, students, or the district itself. Explain that if this information is not collected throughout implementation, it cannot be used to inform SEL continuous improvement moving forward.

Clearly communicating the purpose of these data to all stakeholders can lead to higher quality, more actionable data. When respondents understand that data will be used to guide improvement, they may be more likely to respond and provide more candid answers.

2. Collect implementation and outcome data in a timely manner.

Regularly monitor and follow the timelines that you established in your SEL action plan and/or evaluation plan for collecting implementation and outcome data (See Focus Area 1, Key Activity: Shared Vision and Plan and Focus Area 4, Key Activity: Planning for Improvement). You may have an established process for collecting some data, such as responses to an annual survey, climate survey or schools' reporting of discipline metrics. For newer sources of data, you’ll want to ensure clear roles, responsibilities and timelines are well-established and followed, and address any issues that may arise. It may be helpful to plan regular check-ins between the SEL lead and an SEL point person from the Research and Evaluation team, or whoever is responsible for collecting SEL-related data.

While specific timelines will vary, collecting SEL-related data throughout the year ensures that the information can be leveraged by district- and school-level teams for real time problem-solving and continuous improvement (See Key Activity: Data Reporting and Reflecting for how to compile these data to share with stakeholders.)

3. Monitor and document progress on SEL implementation plan and goals throughout the year.

When teams regularly take stock of the action steps that are in progress, completed, or experiencing challenges, they can build upon what is going well and problem-solve obstacles. Plan to review your district's action plan throughout the year to ensure your work is on track to achieve end-of-year goals (See Focus Area 1, Key Activity: Shared Vision and Plan for more on action planning). This review may take place as part of regular SEL team meetings throughout the year, or you may wish to schedule recurring meetings with relevant stakeholders to review the progress of each action plan priority separately.

During these meetings, you’ll want to discuss any implementation challenges arise and how to address them. Also make sure you’re documenting how the action plan is implemented, including what goes well and what obstacles are encountered.

In addition to these regular progress monitoring conversations, CASEL recommends districts hold at least one mid-year and one end-of-year data reflection meeting to review how you’re progressing toward goals and make decisions about whether adjustments need to be made to your strategies. See Key Activity: Data Reflecting and Reporting for guidance.
Resources

Below, you’ll find resources to help document implementation and outcomes.

See how districts have strategized and planned to document implementation and outcomes

<table>
<thead>
<tr>
<th>TITLE</th>
</tr>
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<tbody>
<tr>
<td>Sacramento City Districtwide SEL Program Inventory</td>
</tr>
<tr>
<td>This is an example of a third-party report on SEL programs and practices throughout the district, shared by Sacramento City, including a site level inventory as well as findings and recommendations regarding implementation and monitoring.</td>
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</tbody>
</table>

**SOURCE:** Sacramento City Unified School District

**TAGS**
- assessment
- evidence-based programs
- data dashboards
- conducting local SEL research
- continuous improvement
- implementation monitoring
- implementation evaluation
RELATED RESOURCES

SEL Inventory – Elementary Interview
This interview protocol was used by evaluators at elementary school sites in Sacramento City to gather baseline data on the implementation of SEL programs and practices. Includes handouts that were provided to interviewees.

SOURCE: Sacramento City Unified School District

TAGS: assessment, evidence-based programs, school visit/observation tool, elementary school grades, data dashboards, conducting local SEL research, implementation monitoring, implementation evaluation

SEL Inventory – Secondary Interview
This interview protocol was used by evaluators at secondary school sites in Sacramento City to gather baseline data on the implementation of SEL programs and practices. Includes handouts that were provided to interviewees.

SOURCE: Sacramento City Unified School District

TAGS: middle school grades, high school grades, assessment, evidence-based programs, school visit/observation tool, data dashboards, conducting local SEL research, implementation monitoring, implementation evaluation

Find ready-to-use tools

Districtwide SEL Program and Initiative Inventory
This tool is designed to help district social and emotional learning (SEL) teams learn about past and current SEL-related work being implemented across the district. In combination with the Districtwide SEL Implementation Rubric, this tool serves as a needs and resources assessment to bridge the gap between the district's shared vision and long-term SEL goals and an implementation plan.

SOURCE: CASEL

TAGS: needs and resources assessment, implementation plan, continuous improvement, planning
Track Your School's Progress Toward Implementing Schoolwide SEL

Part of CASEL's Guide to Schoolwide SEL, this page includes a rubric and planner, a walkthrough protocol to look for signs of high-quality implementation, and a staff survey to gather staff perceptions to inform decisions and next steps.

**SOURCE:**
CASEL

**TAGS**
define SEL metrics  assessment  school visit/observation tool  implementation monitoring

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assessment  evidence-based programs  school visit/observation tool  elementary school grades  data dashboards  conducting local SEL research  implementation monitoring  implementation evaluation

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middle school grades  high school grades  assessment  evidence-based programs  school visit/observation tool  data dashboards  conducting local SEL research  implementation monitoring

School and Classroom Walkthrough Rubric (Nashville)

Nashville's clear, succinct yet detailed rubric collects data on schoolwide environment, community gatherings, classroom instruction, classroom environment & discipline in order to provide rich, actionable feedback to schools.

**SOURCE: Metropolitan Nashville Public Schools**

**TAGS**
classroom management  implementation support  define SEL metrics  assessment  school visit/observation tool  data dashboards  conducting local SEL research  continuous improvement  implementation monitoring  implementation evaluation  culture and climate  building community  student discipline
**Related Resources**

**Procedure for SEL Walkthroughs (Nashville)**
Clear instructions for before, during, and after school site visits using Nashville's walkthrough rubric.

**Source:** Metropolitan Nashville Public Schools

**Tags:** implementation support, assessment, school visit/observation tool, conducting local SEL research, continuous improvement, implementation monitoring, implementation evaluation

**SEL Learning Walk Protocol – Anchorage**
Anchorage's protocol for preparing and facilitating learning walks, well suited for districts that are organizing cross-campus visits to exemplary classrooms.

**Source:** Anchorage Public Schools

**Tags:** model SEL schools, school visit/observation tool, conducting local SEL research, classroom level, culture and climate, professional learning, district SEL expertise, building buy-in for SEL

**Related Resources**

**SEL Learning Walk Observation Tool – Anchorage**
Anchorage's handout for observers to take notes after visiting a classroom during a Learning Walk.

**Source:** Anchorage Public Schools

**Tags:** model SEL schools, school visit/observation tool, conducting local SEL research, classroom level, culture and climate, professional learning, district SEL expertise, building buy-in for SEL

**Campus Visits and Learning Walk Protocols (Austin)**
Guidelines for SEL coaches when they conduct supportive visits and a protocol for Learning Walks, shared with visitors and campuses so they know what to expect and what support is available to them.

**Source:** Austin Independent School District

**Tags:** implementation support, SEL coaching for staff, model SEL schools, school visit/observation tool, conducting local SEL research, PK-12, implementation monitoring, instructional practices, classroom level, culture and climate, district SEL expertise
**Demonstration Sites Walkthrough Tool (Sacramento)**

Tool used to make notes about SEL integration into the schoolwide environment, classroom environment, and instruction.

**SOURCE: Sacramento City Unified School District**

**TAGS**  implementation support  SEL coaching for staff  model SEL schools  school visit/observation tool  conducting local SEL research  PK-12  implementation monitoring  instructional practices  district SEL expertise

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See artifacts shared by districts and schools

**TITLE**

**SEL: Best Practices and Barriers to Successful Implementation**

From Austin Independent School District’s Department of Research and Evaluation, this report shares findings from district case studies that underscore the importance of four key themes that influence the quality and sustainability of SEL implementation.

**SOURCE: Austin Independent School District**

**TAGS**  implementation support  conducting local SEL research  implementation monitoring  implementation evaluation

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**Chicago School Climate Standards and Self-Assessment**

The Chicago Public Schools’ School Climate Standards includes 17 key indicators organized into four domains: School-wide Environment and Leadership, Physical and Emotional Safety, Relational Trust, and Teaching and Learning. This document also includes a self-assessment to support school-level continuous improvement and resources to include student voice assessing school climate.

**SOURCE: Chicago Public Schools**

**TAGS**  define SEL metrics  implementation monitoring  culture and climate  youth voice