

APPENDIX II-5



Develop a School Integrated Action Plan with Principle, Strategies, and Action Steps

The Integrated Action Plan (IAP) is developed based on the School level Comprehensive Needs Assessment (CNA) and should be developed in concert with all applicable stakeholders, with opportunities for meaningful input and feedback from parents and community members, to ensure the plan is reflective of local context and needs.

The school-level IAP ([SIAP](#)) addresses three or four areas of need identified by the school's CNA and satisfies the majority of the programmatic requirements of included state and federal grants received by the school in one comprehensive plan. This process serves to integrate and align plans required across grant programs to access state and federal grant resources and ensure a coherent, connected plan for continuous improvement. Current included programs are Title I, II, III, IV, and School Improvement.

The LEA-level IAP (LIAP) supports the system's areas of focus as identified and informed by an LEA's analysis of school CNAs and school IAPs. This provides the opportunity for the LEA to address and satisfy the majority of the programmatic requirements including state and federal grants received at the LEA level in one plan. School integrated Action Plan (SIAP) and the LEA integrated Action Plan (LIAP) are written annually.

Address only the applicable Principles (all 6 are not required) based on CNA, identified three or four Need Statements and Desired Outcomes and any that address additional program area requirements. Targeted, intentional, focused actions result in real change.

IAP Process:

1. For each identified primary need, enter the need statement and desired outcome under the identified Principle. Add SMART goals as needed or required.
2. Starting with the identified specific desired outcomes, backward design the evidence-based improvement strategies and action steps.
3. Investigate evidence based programs, strategies or interventions to address each desired outcome. (Resources available on SI webpage <http://www.azed.gov/improvement>)
4. Add selected strategies under each appropriate principle.
5. Develop action steps (using actionable verbs)
 - Implementation action steps
 - Develop clear and comprehensive actionable action steps including who is responsible and the timeline

- Align resources, funding sources, people and time to action plan
- Monitoring action steps
 - Determine measures to monitor implementation
 - Collect information to monitor the quality of support being provided
 - Identify and track progress and performance
- Evaluation action steps
 - Determine measure/s to evaluate success
 - Determine criteria and evidence of success
 - Use the evidence to determine whether the intervention should continue as is, be modified, or be discontinued

Ensure coherence and obvious relationships between all need statements, desired outcomes, SMART goals, strategies and action steps.

This worksheet can be used for planning purposes.

<https://cms.azed.gov/home/GetDocumentFile?id=5b03347a03e2b309e0502a91>