**Collaborative Improvement and Innovation Network (CoIIN)**

**2021-2022 Participating Site Expectations (**[**Massachusetts**](http://www.doe.mass.edu/sfs/safety/coiin.html)**)**

Expected Responsibilities

* Register on the School Health Assessment and Performance Evaluation System (the SHAPE system; no cost, [www.theSHAPEsystem.com](http://www.theshapesystem.com/)).
* Complete the district profile and quality assessment; update quality measures at three specified time points (August 2021, February 2022, and June 2022)
* Submit monthly data (Monthly Data Charts) or comments on quality improvement progress toward ability to report these measures on:
  + Mental health screening
  + Student functioning
  + Chronic absence
  + Students eligible for early intervention (Tier 2) or treatment (Tier 3)
  + Students enrolled in early intervention or treatment services
* Test changes in system using [Plan-Do-Study-Act (PDSA) cycles](http://www.ihi.org/resources/Pages/Tools/PlanDoStudyActWorksheet.aspx) to achieve incremental improvements and submit a PDSA per month
* Have the site leader or at least one consistent representative participate in these CoIIN activities:
  + Massachusetts “Kick-Off” learning session (likely virtual)
  + Three virtual learning sessions on specific quality improvement methods and best practices in school health services
  + Monthly, virtual CoIIN calls to share progress and exchange feedback and lessons learned with other state teams
  + Monthly check-in office hours with state team leaders and other participating MA districts, to strengthen the MA learning community and inform additional MA-based supports
* Have the capability to access basic school system and/or behavioral health system data, including student population, school mental health service and school outcome information

**Approximate Time Commitment** Each site will have a designated CoIIN Site Leader who is required to attend CoIIN-related activities. Other members of the CoIIN team are welcome to join (more details will be provided to selected sites).

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| **START-UP ACTIVITIES** | | |
| **Topic** | **Projected Time** | **Who** |
| Welcome & Orientation Webinar | 1.5 hours | CoIIN Site Leader |
| State Kick Off | 8 hours (to be confirmed) | CoIIN Site Leader |
| **MONTHLY TIME COMMITMENT PROJECTION** | | |
| Monthly Data Submissions (PDSAs and Monthly Data Charts) | 1 hour per month | CoIIN Site Team |
| Check in with state CoIIN leaders and other participating districts | 1 hour per month | CoIIN Site Leader |
| Action Period Calls & Learning Sessions | 1.5 hours per month | CoIIN Site Leader |
| Planning and Implementation of Quality Improvement Efforts | Time spent will vary depending on quality improvement activities selected | CoIIN Site Team |

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| **2021-2022 SCHEDULE OF MAIN PROGRAM EVENTS (*Dates subject to change*)** | |
| Aug 2021 | Welcome and Orientation Webinar |
| Sept-Oct 2021 | **LEARNING SESSION 1 - State Kick-off** *[likely virtual - TBC]*  Co-facilitated in by State Leadership and NCSMH |
| Oct 13, 2021, 1-2 pm EST | **Action period call, virtual,** 60 minutes |
| Nov 10, 2021, 1-2:30 EST | **LEARNING SESSION 2**, **virtual,** 90 minutes |
| Dec 8, 2021, 1-2 pm EST | **Action period call, virtual,** 60 minutes |
| Jan 12, 2022, 1-2 pm EST | **Action period call, virtual,** 60 minutes |
| Feb 9, 2022, 1-2:30 pm EST | **LEARNING SESSION 3**, **virtual,** 90 minutes |
| Mar 16, 2022, 1-2pm EST | **Action period call, virtual,** 60 minutes |
| Apr 13, 2022, 1-2pm EST | **Action period call, virtual,** 60 minutes |
| May 11, 2022 1-2:30 EST | **LEARNING SESSION 4**, **virtual,** 90 minutes |
| Jun 8, 2022, 1-2 pm EST | **CoIIN Celebration, virtual,** 60 minutes |

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