

The background features a series of concentric circles in light gray, some solid and some dashed, creating a ripple effect. A large, solid green oval is centered on the page, containing the main text. A dark gray, curved, comma-like shape is positioned to the left of the green oval, partially overlapping it.

# The Road to Root Cause

Spring Coordinators Meeting

March 6, 2019

1

New  
Comprehensive  
Needs Assessment  
for 2019-2020  
School Year

2

Root Cause  
Analysis on 3-4  
Primary Needs  
Using the  
Fishbone

3

New School  
Integrated Action  
Plan for 2019-2020

4

New LEA  
Integrated Action  
Plan for 2019-2020

# Requirements for FY20

# What is a Comprehensive Needs Assessment?

A CNA is:

- Systematic Set of Procedures to Evaluate Current State
- Examine the Nature and Causes

In order to:

- Determines Needs
  - Need refers to gap between present state and desired state
  - Need is neither the present or future state it is the gap between them

To enable schools to:

- Set Priorities for Future Action
- Improves Systems, Services and Processes



# Who Completes the CNA?

- A school team is critical
- Team should include stakeholders from all parts of the system:
  - Principals
  - Teachers & Paraprofessionals
  - Office Staff
  - Parents & Families
  - Community Members
  - Students



# How is the CNA Conducted?

## The 6 Principles

- Indicators
- Elements
- Ratings

## Leading Data Indicators (Formative)

- Dropout Rate
- Student Attendance & Truancy
- Discipline
- Teacher Attendance

## Lagging Data Indicators (Summative)

- State Assessments
- AZELLA
- Grad Rate
- Benchmarks

# Final Summary

## Highlights Primary Needs

- Entire Principle
- Specific Indicators
- Linking Indicators

## Primary Needs

- Are not feelings or gut reactions
- Are not conjectures
- Based on CNA, Data and Discussion
- Select 3-4 Primary Needs

# LEA & School Site CNA Roles & Responsibilities

## LEA Roles and Responsibilities

- Support Site Leaders in organizing stakeholder involvement
- Ensure an understanding on the 6 principles and the data used to support the ratings
- Review the CNA's for patterns and trends

## School Leaders Roles and Responsibilities

- Invite stakeholders to be involved
- Develop norms, roles, procedures for evaluation of the 6 principles
- Complete the CNA

# Connecting the CNA & Root Cause Analysis

From the CNA the  
school selects 3-4  
Primary Needs  
(Focus Areas)

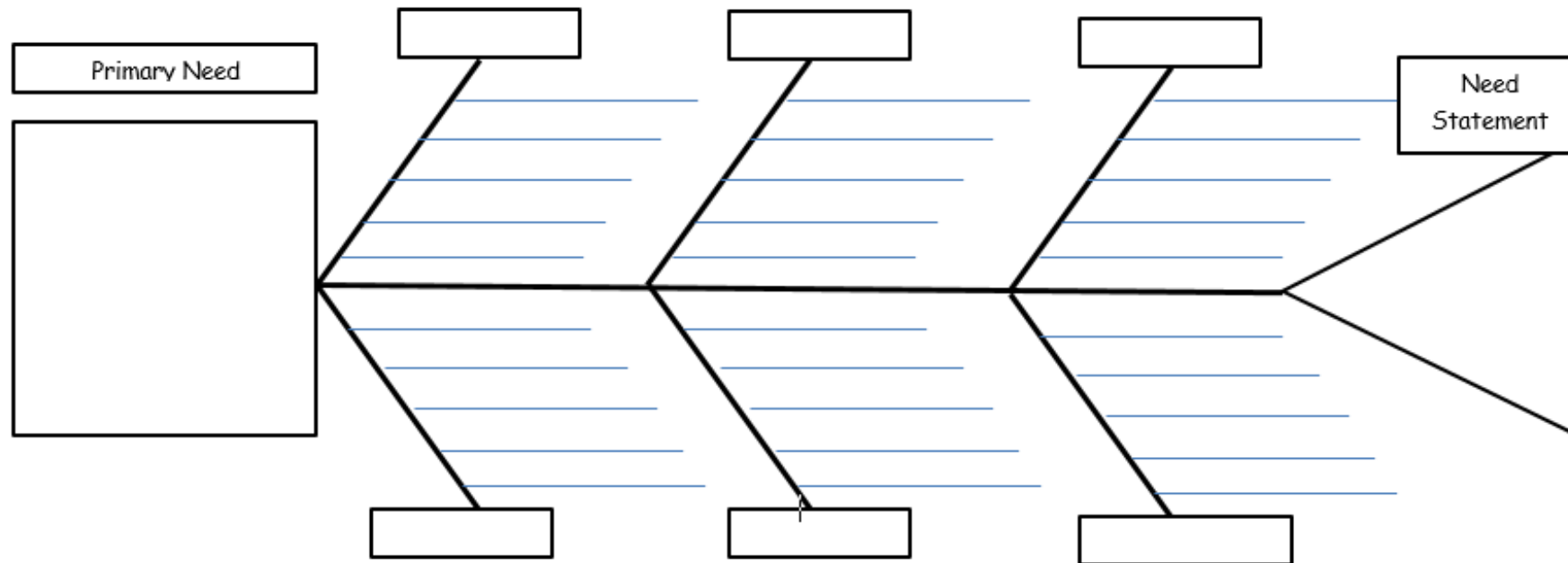
A root cause  
analysis is  
conducted using a  
Fishbone

All schools should  
have 3-4  
Fishbones

1 Fishbone for  
Each Primary  
Need

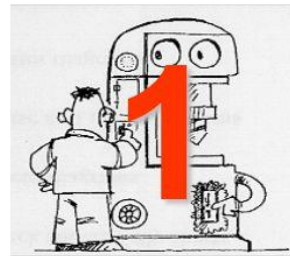


# Root Cause Analysis with the Fishbone

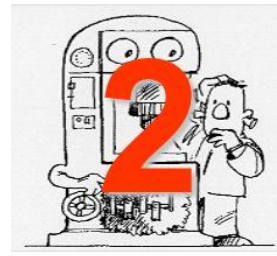


# Root Cause Analysis with the 5 Why's

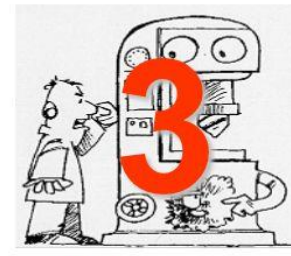
## 5 Why's Example



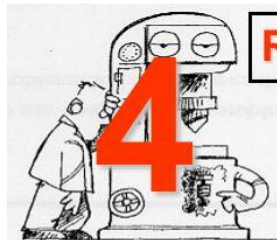
Q : **WHY** has machine stopped ?  
A : Overload tripped out !



Q : **WHY** overload trip ?  
A : Insufficient oil on shaft !

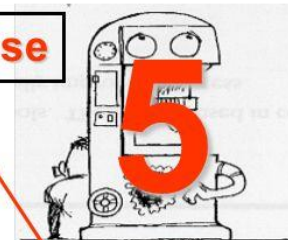


Q : **WHY** Insufficient oil ?  
A : Oil pump inefficient !



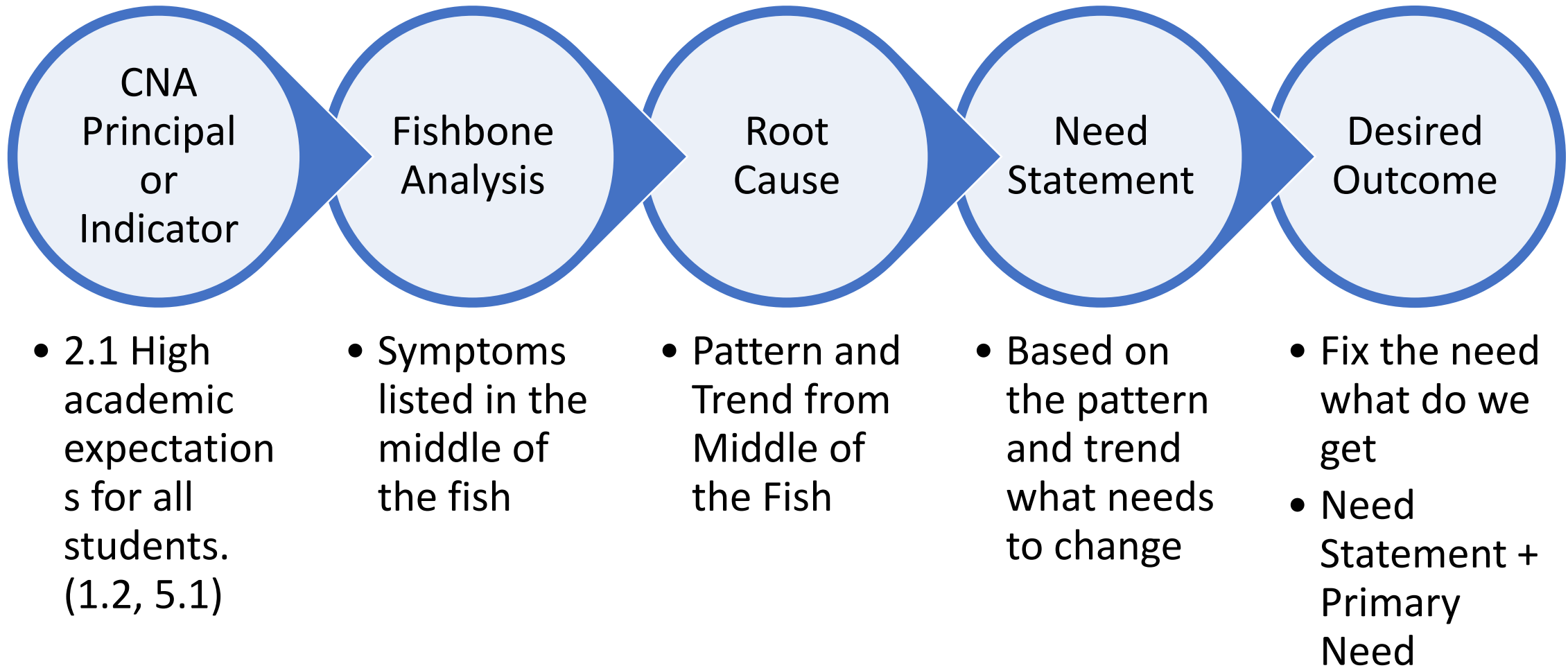
Q : **WHY** is pump not efficient ?  
A : Pump drive shaft worn !

**Root-cause**



Q : **WHY** is this shaft worn ?  
A : Oil filter blocked with swarf !

# Need Statement & Desired Outcome



# LEA & School Site CNA Roles & Responsibilities

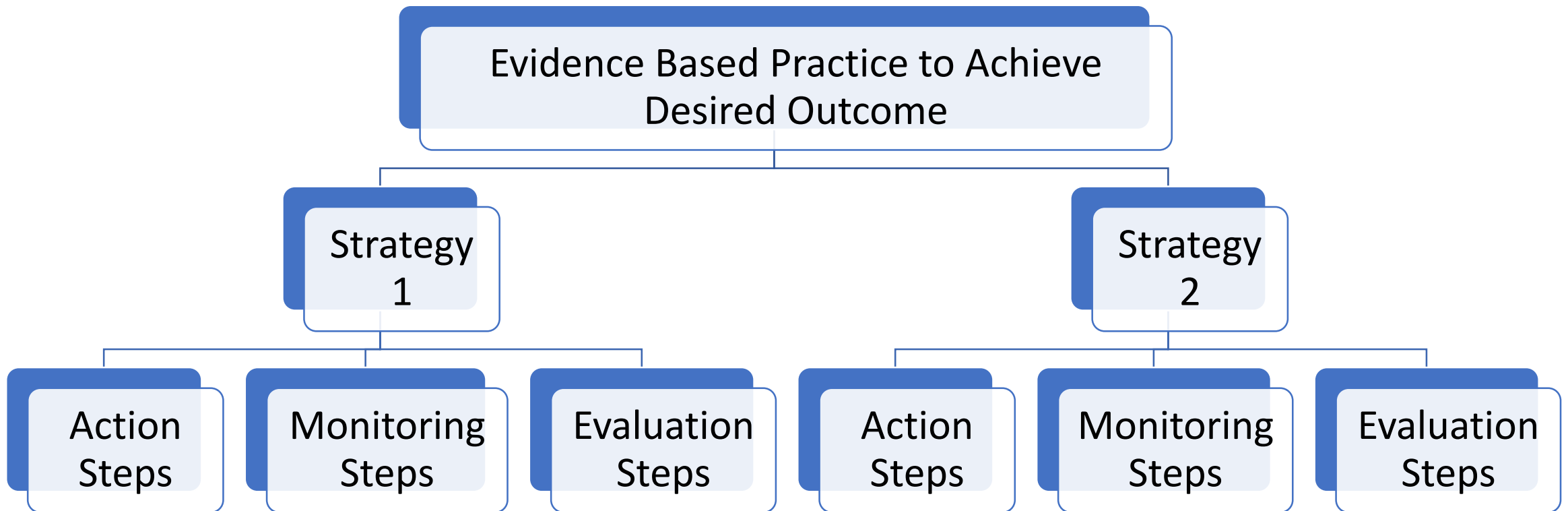
## LEA Roles and Responsibilities

- Ensure all school leaders know how to conduct a root cause analysis
- Support school leaders with stakeholder involvement on the analysis
- Provide support and tools to school leaders to guarantee this process is conducted

## School Leaders Roles and Responsibilities

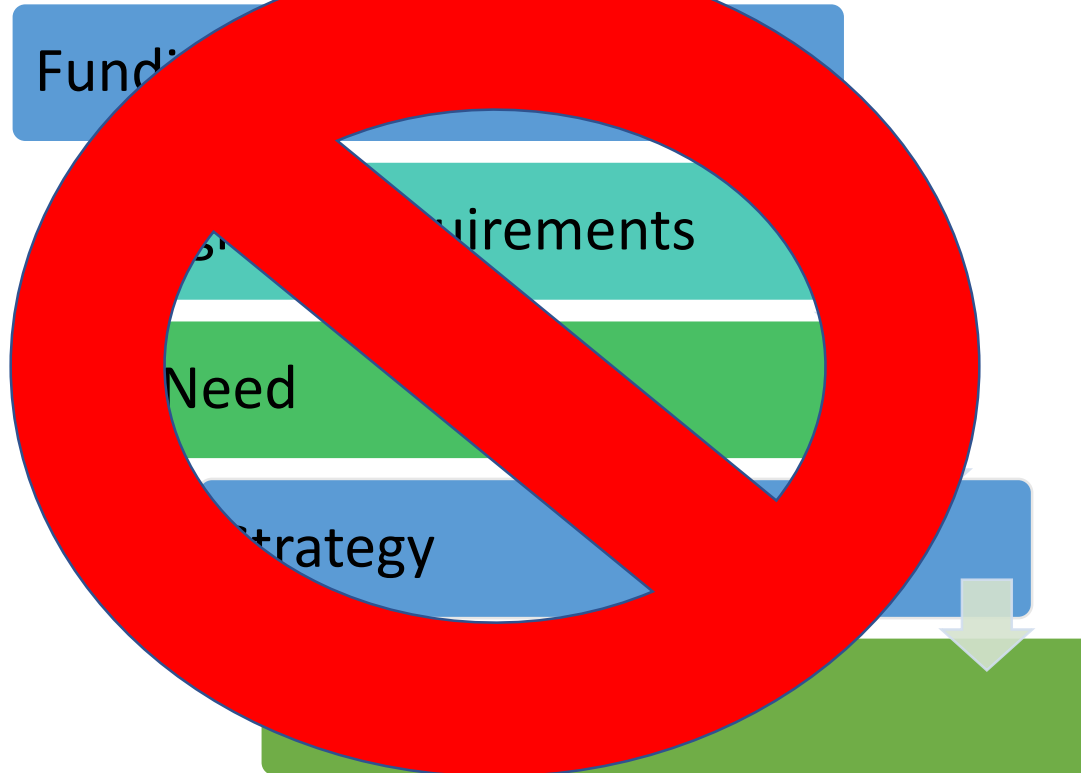
- Ensure stakeholders are involved
- Understand the Fishbone/5 why process
- Facilitate discussion
- Capture discussion on the tools

# Aligning Needs to Integrated Action Plan

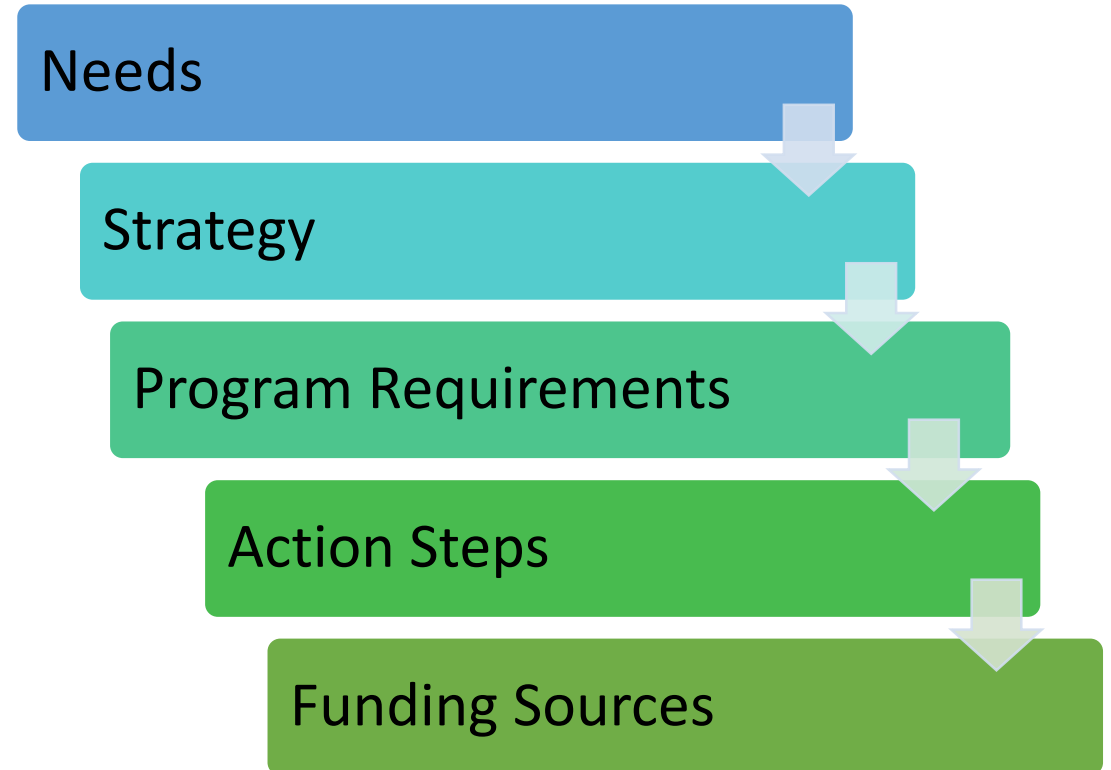


# Aligning Budget to the Integrated Action Plan

## Prior to FY20



## FY20 and Beyond



# LEA & School Site CNA Roles & Responsibilities

## LEA Roles and Responsibilities

- Certify alignment of site plan to CNA and Fishbones
- Confirm evidence based practices are being used
- Guarantee all programmatic requirements are aligned and on plan
- Review school IAPs for patterns and trends to address at the district level

## School Leaders Roles and Responsibilities

- Collaborate with stakeholders on evidence based solutions
- Develop strategies aligned to needs and desired outcomes
- Make sure the action steps are actionable to achieve strategies
- Include methods to monitor and evaluate progress and impact of strategy
- Include programmatic requirements
- Partner with LEA to determine funding sources





# The Road to Root Cause

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# Why do it?

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# Questions???

Resources and Support

[www.azed.gov/improvement](http://www.azed.gov/improvement)

or

[SchoolImprovementInbox@azed.gov](mailto:SchoolImprovementInbox@azed.gov)

